

CITY OF BROOK PARK, OHIO

ORDINANCE NO.: 11555-2026

INTRODUCED BY: MAYOR ORCUTT

P/C 8/18/26 Finance
CA 9/8/26
1st R SP. Council 9/8/26
2nd R _____
3rd R _____
D/C _____

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE WESTERN RESERVE LAND CONSERVANCY FOR A CITY-WIDE PROPERTY INVENTORY, CONDITION ASSESSMENT, DATA MAPPING, AND RELATED SERVICES; AUTHORIZING THE EXPENDITURE OF FUNDS THEREFOR; AND DECLARING AN EMERGENCY.

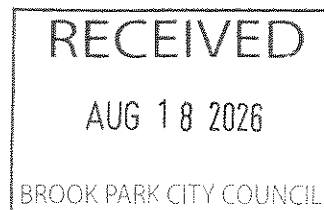
WHEREAS, the City of Brook Park desires to conduct a comprehensive inventory and condition assessment of residential, commercial, industrial, and vacant properties throughout the City to assist in neighborhood planning, code enforcement, economic development, infrastructure planning, housing initiatives, and strategic deployment of municipal resources; and

WHEREAS, the Western Reserve Land Conservancy possesses expertise in conducting parcel-level property inventories, geographic information system (GIS) mapping, data analysis, and related planning services for municipalities throughout Northeast Ohio;

WHEREAS, the proposed project includes assembling and integrating property data; training City-hired survey personnel; conducting a field inventory of approximately 8,315 parcels within the City of Brook Park; collecting property condition information and photographs; compiling and verifying data; producing GIS mapping; and providing final data and reporting to the City; and

WHEREAS, the results of the property inventory will provide valuable information regarding property occupancy, vacancy, abandonment, structure conditions, demolition priorities, rehabilitation opportunities, code enforcement needs, and other municipal planning objectives; and

WHEREAS, the Administration has determined that it is in the best interest of the City to enter into an agreement with the Western Reserve Land Conservancy to provide such professional services; and



WHEREAS, funds are available and have been appropriated, or will be appropriated, for this purpose;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BROOK PARK, COUNTY OF CUYAHOGA, STATE OF OHIO:

SECTION 1. The Mayor is hereby authorized and directed to enter into a professional services agreement with the **Western Reserve Land Conservancy** for the completion of a city-wide property inventory and condition assessment, including but not limited to:

- Assembly of baseline property and parcel data;
- Training of City-hired survey personnel;
- Community notification and project coordination;
- Property inventory and visual condition assessment of approximately 8,315 parcels;
- Collection of photographic and parcel-level data;
- Data compilation, verification, and quality control;
- GIS mapping and online data presentation;
- Preparation and delivery of project data and findings; and
- Such other services as may be necessary to complete the project in accordance with the approved scope of services.

Funds appropriated from fund 243, Economic Development, not to exceed \$40,000.00.

SECTION 2. The Mayor is further authorized to execute any and all agreements, amendments, certificates, and other documents necessary to carry out the intent of this Ordinance, subject to review and approval as to form by the Director of Law.

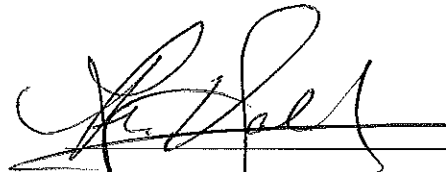
SECTION 3. The Director of Finance is hereby authorized and directed to make payment pursuant to the agreement from funds properly appropriated for this purpose.

SECTION 4. The Administration is further authorized to apply for, accept, and expend any grants, donations, gifts, or other funding assistance from public or private sources to support the implementation of the property inventory project and any related planning, housing, redevelopment, or neighborhood stabilization initiatives.

resulted in such formal action were conducted in meetings open to the public in compliance with all legal requirements.

SECTION 6: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the City and for the efficient administration of municipal operations, including the timely commencement of the city-wide property inventory and related planning activities; wherefore, this Ordinance shall take effect immediately upon its passage by Council and approval by the Mayor.

PASSED: September 8, 2024


PRESIDENT OF COUNCIL

ATTEST: Carol Johnson
Clerk of Council

APPROVED:

Edmund A. Smith
MAYOR

CERTIFICATE

Carol Johnson, Clerk of Council, of the City of Brook Park, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ordinance Resolution

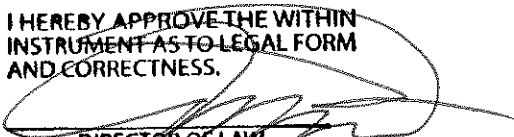
No. 11555-2024

passed on the 8 day of September
20 24 by said council.

Carol Johnson
Clerk of Council

9-9-2024
DATE

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


DIRECTOR OF LAW

	Yea	Nay
Gonzalez	☒	☐
Mencini	☒	☐
Roberts	☒	☐
Scott	☒	☐
McCorkle	☒	☐
Pointexter	EXCUSED	☐
Dufour	☒	☐



Western Reserve Land Conservancy

land • people • community

To: Mayor Edward Orcutt

From: Isaac Robb

Date: April 23, 2026

Subject: Property Inventory Scope of Services: City of Brook Park

Property Inventory and Conditional Assessment

Phase One: Preparation for the Inventory

- A. Data & Inventory Assembly– Western Reserve Land Conservancy (the Land Conservancy) will assemble property information from local sources, including county and/or city data from NEO CANDO, utilities, etc. This baseline data will provide additional context for the information collected during the property inventory. Land Conservancy staff will work with the local project representative on determining specific questions to include with the inventory.
- B. Staff – The Land Conservancy will train local staff hired by the City of Brook Park to conduct the inventory for each parcel in the project area (approx. 8,315 parcels). The inventory requires surveyors to walk the streets in teams of two to collect data with mobile tablet devices.
- C. Communication – The Land Conservancy will work with designated representatives from the City of Brook Park to notify community stakeholders about the property inventory. Local press and other media will be used for this purpose. Local safety forces will receive notifications of the project dates and locations.
- D. Equipment & Supplies – The Land Conservancy will optionally provide mobile devices to be used during the project which will be equipped with Regrid software (see additional costs table below). Each tablet will have an active wireless data plan as well. This proposal assumes four surveyors will work for the duration of the project with a fifth iPad available for city staff or Land Conservancy staff to assist. The City of Brook Park will provide laminated identification badges for each surveyor.
- E. Procurement & Payment—A forthcoming service agreement between the City of Brook Park and Western Reserve Land Conservancy will outline roles and responsibilities in greater detail as well as the timing of payments and contractual deliverables. At this time, we shall assume 50% payment due upon signing of the contract, and 50% payment at the time of completion.

Phase Two: Property Survey

- A. Training – Classroom and field training led by the Land Conservancy will be provided for the property inventory staff.



Western Reserve Land Conservancy

land • people • community

- B. Physical Inventory – In teams of two, using mobile devices, surveyors will inventory each property. Surveyors will use baseline data and visual inspections to determine if a structure exists on the property, if a structure is occupied or vacant and/or abandoned, and to assess the condition of the property on an A to F scale. Photos will be taken of each property. Additional questions can be included in the inventory at the discretion of the City of Brook Park. Land Conservancy staff will respond to all resident questions and concerns as they arise.
- C. Data Compilation – All data collected will be uploaded in real time to the Regrid cloud database which can be accessed from all licensed devices and shared with all approved stakeholders.
- D. Verification – The Land Conservancy will monitor daily progress and spot check data for completeness and accuracy.

Phase Three: Analysis & Report

- A. Mapping – Identification of vacant structures, assessments of the condition of structures, and specific property information will be available via online maps.
- B. Presentations – Results will be presented to local officials and community groups as requested.
- C. Data and Results – Data will be provided to the City of Brook Park in both csv and shapefile format. With permission, Land Conservancy staff will also share parcel-level inventory data with additional academic, governmental, and non-profit partners.
- D. Data Analysis – If Option B is selected, the Land Conservancy will perform a statistical analysis of property ratings, and locations will assist in identifying demolition, rehabilitation, and code enforcement needs for the community. Charts summarizing findings will be compiled. This analysis will be presented using ArcGIS StoryMaps.

****ALL PROPOSED COSTS ASSUMES THE CITY OF BROOK PARK WILL PROVIDE WITH TEMPORARY OR FULL TIME STAFFING FOR THIS PROJECT.***

Budget 1 – Option A – Basic Data Collection		
Service Fee	This will support the Land Conservancy team in project implementation through training and GIS applications via Regrid, quality control and monitoring, and mapping.	\$12,500
Professional License	Represents a portion of the Regrid and ArcGIS software license.	\$1,500
Travel	Travel costs for staff.	\$500
Meeting Supplies & Printing	Includes meeting supplies for training (including breakfast and lunch); vests; nametags; other items as needed.	\$500
Total		\$15,000



Western Reserve Land Conservancy

land • people • community

Budget 2 – Option B with Data Analysis and Story Mapping		
Service Fee	This will support the Land Conservancy team in project implementation through training and GIS applications via Regrid, quality control and monitoring, mapping, data analysis, and story mapping.	\$17,500
Professional License	Represents a portion of the Regrid and ArcGIS software license.	\$1,500
Travel	Travel costs for staff.	\$500
Meeting Supplies & Printing	Includes meeting supplies for training (including breakfast and lunch); vests; nametags; other items as needed.	\$500
Total		\$20,000

Additional Costs as Needed		
Equipment	Five refurbished iPads (\$1,500) and two months of data services at \$50/month. Four iPads assigned to surveyor with one extra for City or Land Conservancy staff.	\$2,000