



**PUBLIC NOTICE  
CITY OF MAPLE HEIGHTS  
CHANGE IN CONDUCTING OF COUNCIL MEETING AND  
AGENDA**

In accordance with Sub. H. B. 197, signed into law by Gov. DeWine on March 27, 2020, notice is hereby given of a change in the **Conducting of, and Order of Business, for the June 3, 2020 Regular Meeting of Council for the City of Maple Heights, Ohio**. This Regular Meeting of Council will be conducted by video/teleconference. The public may access the meeting by the following methods:

**By computer (if have a camera and microphone), tablet or smartphone:**

1. Download the Go To Meeting App on your computer, tablet or smartphone:  
<https://global.gotomeeting.com/install/165984597>
2. Once installed then download the link below onto your computer, tablet or smart phone to join the Council meeting:  
<https://www.gotomeet.me/FrankConsolo>

**By telephone:**

1. Dial **1-646-749-3112**
2. Enter Access Code **165-984-597**

Members of the public will only be allowed to observe and will not be allowed to speak. The Council will suspend all regular items of the Council Meeting agenda except for the Minutes, Legislation and Expenditures. There will be no Caucus Meeting, Reports or Citizens Comments. The video/teleconference meeting will begin at 7:00 p.m.

**Leonette Cicirella Johnson  
Clerk of Council  
City of Maple Heights**

**CITY OF MAPLE HEIGHTS  
COUNCIL MEETING AGENDA**

**Via Teleconference– 7:00 PM**

**June 3, 2020**

- |     |                                  |  |
|-----|----------------------------------|--|
| 1.  | Caucus: 6:30 pm                  | Suspended                                  |
| 2.  | Call to Order:                   | Council President Ron Jackson              |
| 3.  | Invocation/Pledge of Allegiance: | Suspended                                  |
| 4.  | Roll Call:                       | Council Clerk Leonette Cicirella           |
| 5.  | Addendum:                        |  |
| 6.  | Approval of Minutes:             | April 1, 2020 (Regular Meeting of Council) |
| 7.  | Communications:                  | Suspended                                  |
| 8.  | Council Committee Reports:       | Suspended                                  |
| 9.  | Department Reports:              | Suspended                                  |
| 10. | Citizens' Comments:              | Suspended                                  |
| 11. | Legislation:                     |  |

**2020-46 AN ORDINANCE ADOPTING THE ALTERNATIVE TAX BUDGET INFORMATION OF THE CITY OF MAPLE HEIGHTS, OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021; SUBMITTING THE SAME TO THE BUDGET COMMISSION OF CUYAHOGA COUNTY; AND DECLARING AN EMERGENCY.**

**Reading 2 (Blackwell)**

**2020-51 AN ORDINANCE UPDATING FINANCIAL POLICIES AND PROCEDURES PERTAINING TO PETTY CASH AND PURCHASING, AND DECLARING AN EMERGENCY.**

**Reading 1 (Blackwell)**

**2020-52 A RESOLUTION DETERMINING THAT THE UNIMPROVED RESIDENTIAL LOTS OWNED BY THE CITY ON McCRACKEN ROAD, PPN 781-05-001 AND PPN 781-05-002 ARE NOT NEEDED FOR MUNICIPAL PURPOSES, AND DECLARING AN EMERGENCY.**

**Reading 1 (Blackwell)**

**2020-53 AN ORDINANCE AMENDING SECTION 1298.19(E)(2)(b)(1) OF THE CODIFIED ORDINANCES OF THE CITY OF MAPLE HEIGHTS CONCERNING SIDE YARD FENCES, AND DECLARING AN EMERGENCY.**

**Reading 1 (Blackwell)**

**2020-54 A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE CUYAHOGA COUNTY LAND REUTILIZATION CORP. (CCLRC) TO SELL THREE (3) VACANT LOTS LOCATED AT 5613, 5617 AND 5619 JEFFERSON AVENUE FOR THE NEW CONSTRUCTION OF TWO (2) RANCH STYLE HOMES, AND DECLARING AN EMERGENCY.**

**Reading 1 (Blackwell)**

**2020-55 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO SPECTRUM ENTERPRISE SERVICE AGREEMENTS AND SERVICE ORDERS WITH CHARTER COMMUNICATIONS OPERATING, LLC FOR THE PROVISION OF FIBER INTERNET ACCESS AND VOICE SERVICES TO THE CITY FOR A PERIOD OF 36 MONTHS BEGINNING AUGUST 1, 2020, AND DECLARING AN EMERGENCY.**

**Reading 1 (Blackwell)**

**2020-56 A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH XXXXXXXXXXXXXXXX TO PROVIDE SERVICES FOR THE STAFFORD PARK SECURITY CAMERA IMPROVEMENT PROJECT, AND DECLARING AN EMERGENCY.**

**Reading 1 (Blackwell)**

12. Expenditures over \$1,000.00:
13. Mayor's Report: Suspended
14. Council/Council President's Reports: Suspended
15. Adjournment



## Housing Department

To: Maple Heights Land Bank

Re: \_\_\_\_\_ -Side Yard Application

Date: 4/30/2020

This purpose of this letter is to show support for property owner  
William J. & Christine C. Taylor who currently  
owns 16131 Glenburn Maple Heights, OH 44137, to  
obtain unimproved lot at \_\_\_\_\_, permanent  
parcel number 78105001 & 78105002 as a side yard.

Sincerely,

*Councilwoman Anderson*





## Maple Heights Land Bank Side Yard Program Application

---

The Maple Heights Land Bank Side Yard Program allows qualified applicants to acquire vacant lots owned by the Maple Heights Land Reutilization Program. To be considered, applicants must meet the eligibility requirements listed below.

### Basic Eligibility Requirements

Please closely review the requirements below and initial in the boxes indicating that your application meets all requirements.

- ☒ The Applicant owns a property adjacent to a Maple Heights Land Bank Program lot.
- ☒ The Applicant must be in substantial compliance with the local building and housing regulations for their primary residence and other properties he or she owns in Cuyahoga County.
- ☒ The Applicant must be current on all real estate taxes and assessments for their primary residence, and for other properties he or she owns in Cuyahoga County.
- ☒ The Applicant is not a prior owner of real property in Cuyahoga County that was transferred as a result of tax foreclosure proceedings.
- ☒ The lot must be vacant and unimproved real property with no structures, unless approved by the Maple Heights Land Bank.
- ☒ The Applicant must be able to maintain the lot in accordance with all local building, housing and zoning codes.

The foregoing eligibility requirements are guidelines and may be waived or modified as determined by the Maple Heights Land Bank to accommodate unique circumstances. This may include non-occupant owners and non-adjacent Applicants.

### Signature Required

I have read and understand the basic eligibility requirements for the Maple Heights Land Bank Side Yard Program. By signing I certify that I have met the basic eligibility requirements.

Christopher J. [Signature]  
Applicant's signature

4/8/2020  
Date



### Key Considerations

1. Neighbors are encouraged to apply to the Maple Heights Land Bank at their earliest convenience. However, please be aware that the process to purchase a side yard may take between 30 days and nine months to complete. The timeframe to purchase a side yard varies greatly based on the complexity of the demolition and site finish and the season when the demolition occurred. If you have questions on the what to expect for a specific lot next door to your home please contact the Maple Heights Side Yard staff.
2. Applications will not be processed until the structure is demolished, unless otherwise approved by the Maple Heights Land Bank in unique circumstances.
3. The Maple Heights Land Bank Side Yard Program operates on a first come first served basis. The first qualified Applicant to submit a complete application that is approved, will receive priority consideration.
4. Once the application has been approved and the lot has passed the Maple Heights Land Bank's inspection process, the Maple Heights Land Bank and the buyer will work together to close the transaction.
5. Once the demolition is complete and the site has basic finishes, the property will be transferred "AS IS" via a quit claim deed.
6. The Maple Heights Land Bank maintains the right to condition the transfer of title on the buyer's acceptance of certain deed restrictions. Restrictions may be included in the deed to ensure properties are maintained in an agreed upon way. If the buyer fails to maintain the property in an agreed upon way, the Maple Heights Land Bank may exercise its discretion and take title to the property back from the buyer.
7. The Applicant acknowledges that the vacant lot acquired from the Maple Heights Land Bank will, at the applicant's cost, be consolidated with their adjacent parcel. Once the applicant's application is approved, the applicant will have 30 days to submit a signed contract with a surveying company that outlines the lot consolidation.
8. The cost to purchase a single lot is as follows:  
Owner occupants - \$100  
To be considered an owner occupant your property must be held in your name and the tax mailing address must match your property address.

Investment Property Owners – Fair Market Value (FMV). The FMV is determined by an independent third party using a Brokers Price Opinion (BPO) process. The FMV is non-negotiable.

This fee is due once the application is approved and the Applicant receives a Property Conveyance Agreement from the Cuyahoga Land Bank. The fee can be paid by cash, credit, money order or check.

### Initials Required

I have read and understand the information provided in the Key Considerations section above.

CT Applicant's Initials





### Intended Use

Please describe your intended use of the side yard. Please describe any improvements that you intend to make to the side yard.

TO CLEAR OUT AN AREA LARGE ENOUGH TO PARK OUR  
RV ON, WHICH WOULD INCLUDE ASPHALT OR CONCRETE.

Please note that the construction of fencing, sheds and paved surfaces may require building permits and/or lot consolidation. If you are unsure if your plans meet Maple Heights code or unsure of the permitting process please contact the building and housing department. Please note that parking on unimproved land is not allowed in most municipalities. If you intend to park on the property, you must improve the surface and abide by all building and zoning ordinances.

### Vacant Property Information

Address of Property/Lot being requested: 78105001 + 78105002

Permanent Parcel Number (if known): \_\_\_\_\_

### Home Owner Information

Applicant Name: CHRISTINE C TAYLOR  
First M.I. Last

Address (cannot be P.O. Box): 16131 GLENBURN AVE City, State, Zip: CLEVELAND OHIO  
44128

Phone: (where you can be reached between 9 am and 5 pm weekdays): 330-428-4711

Phone (other): \_\_\_\_\_

Email address: CCZ2003@GMAIL.COM

Aside from your name, are there any additional names on the title of your existing property (e.g. spouse, parent, adult child, sibling, or partner)? (YES) NO

If yes, this individual will be listed as co-owner of the side yard. Please provide their information below.

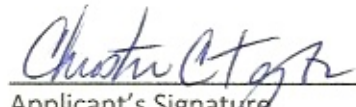
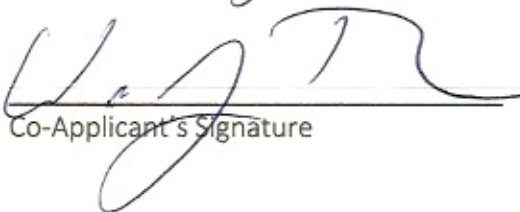
Co -Applicant Name: WILLIAM J TAYLOR  
First M.I. Last

Please note that all personal information submitted to the Maple Heights Land Reutilization Program is confidential, to the extent permitted by law.

**Signature (Required)**

By signing below, the Applicant hereby certifies that the information provided herein is correct and true to the best of their knowledge and that Applicant agrees to maintain the lot requested in accordance with all local ordinances and relevant laws. Falsifying or deliberately omitting any information regarding this application may result in immediate termination from the program and/or the Maple Heights Land Bank seeking remedies available under law.

By receiving this application, I understand that the Maple Heights Land Bank does not commit to transferring said lot and that this Application is a statement of interest only.

 Applicant's Signature	<u>CHRISTINE C TAYLOR</u> Printed Name	<u>4/8/2020</u> Date
 Co-Applicant's Signature	<u>William J Taylor</u> Printed Name	<u>4/8/2020</u> Date

Please ensure that all sections are complete and return to:

Maple Heights Housing Department  
5353 Lee Road  
Maple Heights, OH 44137

For questions regarding the Maple Heights Land Bank Side Yard Program please call (216) 587-9031 or send email to [pgrogan@mapleheightsohio.com](mailto:pgrogan@mapleheightsohio.com). For faster service please send email.



# ***Exhibit 1***

## ***Petty Cash***

**CITY OF MAPLE HEIGHTS**  
**Petty Cash**  
**Policies & Procedures**

**Petty Cash Funds**

Commencing January 1 of each calendar year, the Finance Director shall set forth the petty cash funds for the various departments or other units the total not to exceed five thousand dollars (\$5,000.00) annually. Each department will have a custodian assigned to be over their petty cash and shall be accountable for such funds on December 31 of the same year.

**Petty Cash Guidelines**

- Petty cash funds are established to enable departments to make small, emergency purchases where a purchase order is not cost effective or unable to be approved at that time.
- Petty Cash is limited to those individuals who have job-related needs to use these payment methods.
- No major purchases may be made from the accounts.
- Petty cash funds are used for expenditures of \$100 or less made by a City employee.
- Adequate receipts and documentation must be maintained to support all transactions made from the Petty Cash Fund.
- A petty cash fund or custodian may be revoked at the discretion of the Finance Director.
- The amount of the petty cash fund may be reduced at the discretion of the Finance Director.
- Taxes will not be reimbursed, under no circumstances.
- Special events and certain expenditures may be approved, even in excess of \$100 at the discretion of the Finance Director.

**Department Custodians**

<b>Department</b>	<b>Custodian</b>	<b>Dept. Code</b>
Fire	Administrative Assistant	<b>1200</b>
Police	Administrative Assistant	<b>1100</b>
Building	Administrative Assistant	<b>4000</b>
Finance	Assistant Finance Director	<b>7120</b>
Mayor's Court	Mayor's Court Clerk	<b>7300</b>



**CITY OF MAPLE HEIGHTS**  
**Petty Cash**  
**Policies & Procedures**

**Petty Cash Procedures**

- 1)** The requester shall complete the Petty Cash Reimbursement Request form (***Exhibit A***), making sure to complete date and department/division fields. Describe the purchase/expenditure in the description/explanation area and enter the total amount requested for reimbursement. A receipt for the expenditure must be attached to this form (excluding taxes). The form must be signed and dated by the requestor and approved by the requestor's supervisor with his/her signature and the date.
- 2)** The requestor then submits the form to the petty cash fund custodian for reimbursement.
- 3)** The custodian reviews the Petty Cash Reimbursement Request form (***Exhibit A***) and the receipt(s) and confirms the total amount requested on the form. The custodian dates and signs the form, then issues the cash payment to the requestor. The Petty Cash Reimbursement Request form and the attached receipts are kept in the petty cash fund file.
- 4)** On a periodic basis, the custodian counts the currency and coins in the petty cash and sums the receipts in the petty cash. The combined dollar value of the currency, coins and the receipts must equal the petty cash total assigned to the custodian. The custodian then completes a Petty Cash Reconciliation form (***Exhibit B***) and signs the form. The custodian's supervisor will review the form, verify the totals entered on the form and sign indicating that the amounts listed on the Petty Cash Reconciliation form by the custodian are accurate.
- 5)** If a discrepancy exists between the total of the currency, coin and receipts and the petty cash fund total assigned to the custodian, the custodian needs to inform his/her supervisor who then contacts the Finance Department. It is the responsibility of the custodian to determine the frequency for reimbursing the petty cash fund to ensure that sufficient currency and coins are on hand to reimburse employees for expenditures.

**City of Maple Heights  
Petty Cash Reimbursement Request**

<b>Date:</b>	<b>Department/Division:</b>	
<b>Description/Explanation:</b>		
		<b>Total Amount (Attach Receipts): \$</b>
<b>Requester's Name (Print):</b>	<b>Approved by Department Head Name- (Print):</b>	
<b>Requester's Signature:</b>	<b>Approver's Signature:</b>	
<b>Date:</b>	<b>Date:</b>	
<i>Finance Department's Use Only:</i>		
<b>Form Received By Name (Print):</b>	<b>Accounts Payable Approved by Name (Print):</b>	
<b>Form Received By Signature:</b>	<b>Accounts Payable Approved by Signature:</b>	
<b>Date:</b>	<b>Date Paid:</b>	
<b>Appropriation Code for Replenishment of Petty Cash (completed by Finance Department):</b>		

City Maple Heights Petty Cash Reconciliation Form			
Period Covered: From _____/_____/20 To: _____/_____/20			
Reconciled By (Custodian): _____ Date Reconciled: _____			
Beginning Cash Total: \$ _____			
Rec #	Date	Employee	Description
			Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Expenditures (total of all receipts from above):			
\$			
Remaining Petty Cash (Beginning Cash MINUS Expenditures):			
\$			
Custodian Signature: _____			
Date: _____			
Supervisor Signature: _____			
Date: _____			

# ***Exhibit 2***

## ***Purchasing***

**CITY OF MAPLE HEIGHTS**  
**Purchasing**  
**Policies & Procedures**

The Finance Director shall act as the purchasing agent of the City and shall maintain day-to-day procedures for purchasing the needs of the City, according to the Ohio Revised Code.

**Quotations**

The City of Maple Heights seeks at least three (3) price quotations on purchases of more than **\$1,000** for a single item, except in cases, of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the City or when the item is subject to formal bid. Quotes can be in the form of email, verbal and/or fax.

**Bidding**

Except as provided in section ***Exceptions to Public Bidding*** below, any contract which:

- 1) Provides for an expenditure in excess of Fifty Thousand Dollars (\$50,000); and,
- 2) is for the construction of a public improvement or the purchase or lease of equipment, supplies or materials, or the provision of a service to the City shall be authorized only upon a motion, adopted by a majority vote of the members of Council, to award the contract to the lowest and best bidder after advertising for not less than two (2) nor more than four (4) consecutive weeks in a newspaper of general circulation in the City.

**Exceptions to Public Bidding**

Contracts estimated to exceed Fifty Thousand Dollars (\$50,000) and that meet the following conditions are not subject to competitive bidding and may be approved by Council by motion and a majority vote of its members:

- 1) ***Personal or Professional Services*** Contracts that involve personal services requiring unique and special skills, as determined by Council in its discretion, or professional services;
- 2) ***Cooperative Programs*** Contracts authorized pursuant to the Ohio Department of Administrative Services Cooperative Purchasing Program, or any other similar program ("cooperative program"), or goods, materials or equipment which are available under a cooperative program but are available to the City upon equivalent or better conditions and specifications, but at a lower price than is available, under a cooperative program;

## CITY OF MAPLE HEIGHTS

### Purchasing

#### Policies & Procedures

- 3) **Design Build** The proposed purchase is a Design-Build Construction project. The procurement process shall be based on the needs of the City and the nature of the specific project and shall not be required to comply with Chapter 153 of the Ohio Revised Code. Procedures for procurement shall be developed by the City Engineer. The Design-Builder shall be required to provide a performance and payment bond in the same form as that set forth in Section 153.571 of the Ohio Revised Code. The standard of award for Design-Build projects shall be a "best value" standard;
- 4) **Construction Manager-at-Risk** The proposed purchase is a Construction Manager-at-Risk project. The procurement process shall be based on the needs of the City and the nature of the specific project and shall not be required to comply with Chapter 153 of the Ohio Revised Code. Procedures for procurement shall be developed by the City Engineer. The Construction Manager-at-Risk shall be required to provide a performance and payment bond in the same form as that set forth in Section 153.571 of the Ohio Revised Code. The standard of award for Construction Manager-at-Risk projects shall be a "best value" standard;
- 5) **Single source** The proposed purchase is for something that, as determined by the Mayor or Finance Director, is only available from a single source;
- 6) **No Bids/Rejected Bids** If no bids are received after the advertisements or other solicitations required by this Ordinance, or if all bids are rejected, the Mayor, City Engineer or Service Director shall either seek new, competitive bids, or seek to obtain the goods and/or services for which funds have been appropriated without re-bidding, whichever is deemed to be in the best interest of the City as determined by the Mayor, City Engineer or Service Director;
- 7) **Used Equipment** The proposed purchase is for used equipment;
- 8) **Utility** The proposed purchase is for utilities such as gas, water, electricity, or telephone service for which funds have been appropriated; notwithstanding other provisions of this section, Council shall authorize such purchases pursuant to an ordinance;
- 9) **Intergovernmental Purchases** The proposed purchase is from or with another political subdivision, the Ohio State Government, or the United States Government;



## CITY OF MAPLE HEIGHTS

### Purchasing

#### Policies & Procedures

- 10) **Reverse Auction** The proposed purchase is obtained through Reverse Auction;
- 11) **Best Interest Waiver** The Mayor, with the approval of Council, may waive the public bidding requirement if the Mayor determines that doing so is in the best interests of the City.

#### **Time Between Notice of Public Bidding and Bid Opening**

There shall be no minimum time requirement between the publishing of the notice of public bidding and the opening of the bids.

#### **Estimate of Cost**

The City shall disclose the estimated cost of the project when it determines that doing so is in its best interests.

#### **Time for Award of Bids**

In the notice of public bidding required for the bid solicitation, the City shall establish the time limit for awarding a contract. Submitted bids may not be withdrawn during this period. The City's failure to award and execute the contract within this period invalidates the entire bid proceedings and all bids submitted, unless the time for awarding and executing the contract is extended by mutual consent of the City and the bidder whose bid the City accepts and with respect to whom the City subsequently awards and executes a contract. Such an agreed extension shall not entitle the contractor to delay costs.

#### **Withdrawal of Bids**

Bidders may withdraw bids pursuant Section 9.31 of the Ohio Revised Code; such a withdrawal shall not modify the City's right to award to the next lowest and best bidder.

#### **Bids in Excess of Estimate**

The City may award contracts regardless of the value of the bid as compared to the value of the estimated cost.

#### **Notice to Proceed**

The contractor is not entitled to a notice to proceed with the work by the City or its representative upon execution of the contract. The City shall either issue the notice to

**CITY OF MAPLE HEIGHTS**  
**Purchasing**  
**Policies & Procedures**

proceed at a time that it determines is in its best interests, or it shall terminate the contract for its convenience.

**Retainage**

Retainage shall be withheld from payments to the contractor at the rate set forth in the Owner/Contractor agreement. Retainage shall not be held in an escrow account. Retainage shall be released at such times and in such amounts as the City determines to be equitable.

**General Contractor Permitted**

The City may advertise and award a single contract for constructing and managing an entire public improvement project.

**Extension of Bid Opening**

The City may issue an addendum or addenda modifying the plans and specifications for the project or the time for the bid opening at any time prior to the bid opening. If an addendum is issued within forty-eight (48) hours before the bid opening, the bid opening shall be extended by at least three (3) days.

**Combined Statement of Material and Labor**

The City at its discretion may accept a combined statement of labor and materials from bidders.

**Bonus and Liquidated Damages for Time**

The City may offer a bonus for completion of a contract prior to a specified date or may exact liquidated damages for each day of delay beyond a specified date, or both. The amounts of the bonus and liquidated damages may be different.

**Certification of the Fiscal Officer**

Purchase orders are used to approve purchase commitments and to encumber funds against the applicable appropriation account(s). In order to increase efficiency purchase orders are approved prior to the commitment to purchase goods or services are made and attached at that time.

## CITY OF MAPLE HEIGHTS

### Purchasing

#### Policies & Procedures

##### **Standard Purchase Order (PO)**

The standard purchase order is used for normal purchases where a single vendor and specific items and quantities are ordered. The PO expires when the contract and/or unit costs are filled, or the PO is cancelled. Appropriation codes are assigned and dollar amount is included on the PO when the PO is requested. May include multiple funds and appropriation accounts.

##### **Blanket Purchase Order (BPO)**

The blanket purchase order (BPO) is used for the purchase of a variety of items over a specified period of time from a variety of vendors. The BPO is created for single or multiple vendors. There is no specific items or quantities, or prices. The maximum dollar amount of any BPO is set as \$2,500,000. The BPO is limited to the current year and only one BPO may be open at a time to each account. Once it has been determined that BPO will be created, the BPO is labeled as such.

##### **Super Blanket Purchase Order (SBPO)**

The super blanket purchase order (SBPO) is used for certain types of expenditures that are recurring and reasonably predictable. The SBPO is created for single or multiple vendors and is used for the services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor, or appraiser by or on behalf of the subdivision or contracting authority; fuel oil, gasoline, food items, roadway materials, and utilities; any purchases exempt from competitive bidding under section 125.04 of the Revised Code; and, any other specific expenditure that is a recurring and reasonably predictable operating expense. SBPO is limited to one expenditure code per SBPO. The dollar limit is the amount appropriated to that line-item. SBPO cannot extend beyond current fiscal year. SBPO are limited to specific goods/services. Multiple SBPOs may exist per account code.

##### **Then and Now Certificates**

Per Ohio Rev. Code 5705.41(D)(1), if prior certification of funds by the fiscal officer was not obtained before the contract or order involving the expenditure of money was made, as described above, then the fiscal officer instead certifies that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances. Thus, the fiscal officer is certifying that there were appropriations available and funds in the treasury or in the process of collection at the time the contract or order was made (then), and there are still sufficient appropriations and funds in the treasury or in the process of collection at the time the certificate is being issued (now). In this case, the Finance Director will place a "Then and Now Certificate" on the purchase order, which states:

## CITY OF MAPLE HEIGHTS

### Purchasing Policies & Procedures

***“It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate, the amount of \$ required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the \_\_\_\_\_ Fund free from any previous encumbrance”.***

---

When this occurs, the Finance Director places a “Then and Now Certificate” certifying the above.

In the event there is a need for a Then and Now Certificate that exceeds \$3,000 City Council will approve the Certificate by resolution.

#### SOFTWARE:

The accounting software used is eGov Professional by Software Solutions Inc., out of Lebanon, Ohio

The City converted to the eGov Software in June of 2000.

#### **Requisitions**

The City of Maple Heights uses requisitions as an internal document to obtain permission for a purchase. The city does not use requisitions/ purchase orders for expense reimbursements or any other type of reimbursements. Each Department is responsible for preparing a purchase order requisition for expenses that require purchase orders. In the event a purchase order is required, the Finance Director will issue and approve by signing the original issued purchase order without requiring the department to submit a requisition. Before requisitions are entered in the eGov system, a vendor name and number must be in the system. If not, the department must contact the Finance Department to add a new vendor. New Vendors are required to provide a W-9 to the City. This procedure assists in the proper maintenance of vendor information and the reporting of 1099's. New Vendors are checked against the Auditors of States' database for Findings for Recovery.

Purchase order requisitions are requested by an employee and approved by the requesting department's Director/Supervisor. The approved requisition is sent to the Finance Department. The Finance Director reviews each requisition and verifies that the funds are available in the eGov accounting system. If the funds are not available in a specific line item but available in the fund, the Finance Director will complete an account line item transfer. For requisitions \$1,000 or below the requisition is initialed by the Finance Director and given to the Purchasing Agent to create a purchase order in the

## CITY OF MAPLE HEIGHTS

### Purchasing

#### Policies & Procedures

eGov system. For requisitions over \$1,000 the Finance Director gives the requisitions to the Purchasing Agent to be placed on the "Expenditures over \$1,000" list for City Council's approval at the next council meeting.

If the funds are not available, the requisition is returned to the requesting department's Director/ Supervisor with an explanation that the appropriation needs to be approved by council prior to approval of the requisition for the purchase order. ***Note: This rarely happens because the Finance Department sends monthly financial reports to the Directors/ Supervisors so they are aware of their account balances.***

#### **Issuing Standard/ Blanket/ Super Blanket Purchase Orders**

Once the requisition is approved, the Purchasing Agent creates a purchase order in the eGov system. Once the purchase order is created in the eGov system, the Purchasing Agent prints out the purchase order and submits the requisition and purchase order to the Finance Director. Once received, the Finance Director signs the original purchase order. After signed, the original purchase order is mailed to the vendor, the purchase order information is provided to the requesting department and a copy is maintained in the Finance Department. ***Note: In the event there is an emergency requisition over \$1,000 and the requesting department cannot wait until the next council meeting one of two actions may occur: 1) The Council President may, on an emergency basis, approve expenditures over one thousand dollars (\$1,000.00), but not to exceed seven thousand five hundred dollars (\$7,500.00). If the Council President is unavailable for emergency approval, the Chair of the Finance Committee may approve this expenditure in place of the Council President. 2) If the requisition is over \$7,500, an emergency council meeting may be called for approval of the requisition. It is the responsibility of City Council to review all emergency expenditures approved at the next regularly scheduled Council Meeting. After approval of 1) or 2) above the same procedures continue for creating the purchase order.***

After the purchase has been created and information submitted to the requesting department, the Director/ Supervisor completes the purchase.

#### **Invoices**

All invoices are mailed or emailed to the Finance Department. Invoices are date stamped and distributed to the Directors/ Supervisors. The invoices are reviewed for accuracy and completeness. Once reviewed, the Director initial the invoices for approval to pay. Approved invoices are returned to the Finance Department for entry in the eGov system to be processed for payment. Invoices are matched with their corresponding purchase order to process in the invoice payment. If the invoice amount does not match the purchase order amount the invoice is reviewed by the Finance Director. The Finance Director will work with the department to request additional amounts to cover the total amount on the invoice. If the amount is equal to or less than \$1,000 the amount will be approved by the Finance Department. If the total invoice is more than \$1,000 the invoice will be taken to

## CITY OF MAPLE HEIGHTS

### Purchasing

#### Policies & Procedures

Council for approval.

Once all invoices are entered and the system the Purchasing Agent prints the invoice status report. The invoice status report is compared to all the invoices entered. Once the report and invoices are balanced, the Purchasing Agent transfers the invoices to the Journal Entry program in eGov to create an Expense Journal entry (EJ).

#### **Disbursements**

The Finance Director reviews the expense journal and approves (post) the EJ entry in Financial Management/Journal Processing system. This will create Vendor Check Pre-Register to print Vendor Checks. The check numbers are assigned by the eGov system and verified by the check register spreadsheet. The check register log is maintained by the Purchasing Agent and Finance Director. Checks are printed through the WYCOM check printing program, using MICR enabled printer in the Finance Department. The WYCOM program prints checks using blank stock checks held in the Finance vault, and has switches for each bank account the City uses for check printing formats. Each switch formats the check stock for the corresponding bank used. Checks are reviewed by the Finance Director prior to mailing to ensure no changes have been made after the review and approval of the pre-print register.

The printed checks and paper copies are given to the Administrative Assistant for processing and mailing. The Administrative Assistant attaches the invoice, purchase order, and requisition to the check copy and files the packet in the Accounts Payable filing cabinet in alphabetical order, by vendor name. The Check Register report, invoice status report and posted expense journal entries are attached and approved by the Finance Director.

The Finance Director reconciles the bank statements monthly. Monthly system generated financial reports are provided to the City Council, Mayor, Fiscal Supervisors and all Department Heads. These generated reports contain budget vs. actual amounts.

Purchase orders are created as close to the requisition date as possible. The purchase order number is automatically assigned by the system. All purchase orders over \$1,000 not already authorized by the contract, ordinance, and/or utilities, are to be approved by City Council. Council approves expenditures by vote, approving the summary attached to the end of each council packet. The Council President has the authority to approve any emergency purchase orders up to \$7,500. It is the responsibility of Council to review all emergency expenditures at the next regularly scheduled Council meeting.

#### **LEGAL REFERENCES:**

**ORC 125.04, 5705.41, Ohio Administrative Code Section 117-2-02 (C)(2)**

**CROSS REFERENCE: Ordinances 210.01, 240.05**





## ECONOMIC DEVELOPMENT DEPARTMENT

Patrick Grogan-Myers, Director



Annette M. Blackwell, Mayor

**To:** Council President Jackson  
City Council

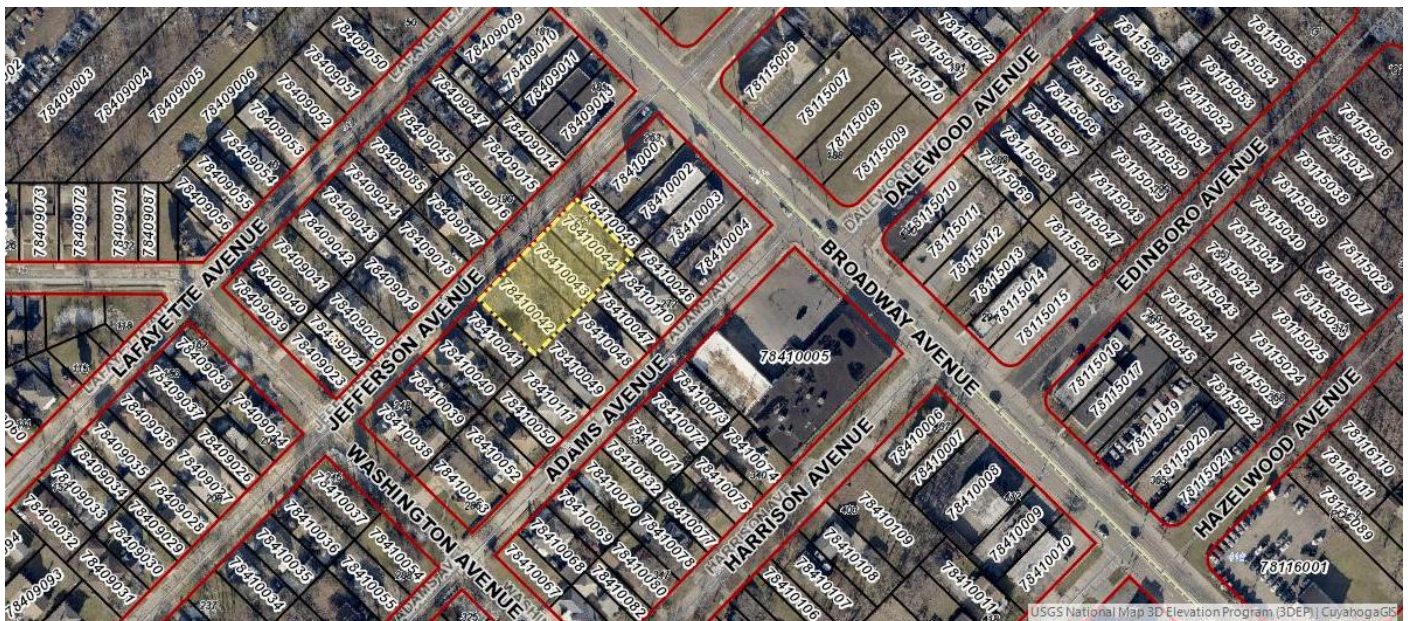
**Date:** Thursday, May 28, 2020

**Subject:** Construction of New Modular Homes on Jefferson Avenue

Beginning in 2020, the Cuyahoga Land Bank is shifting its focus from being primarily focused on demolishing blighted and abandoned properties to building new homes and rehabilitating existing homes. The goal that guided the past ten years of work and the work to come is to rebuild the housing market in areas of Cuyahoga County that were devastated by The Great Recession and the foreclosure crisis. \$5 million has been committed to this effort annually with the funding spread across various programs managed by the Cuyahoga Land Bank and the Cuyahoga County Department of Development. One of these programs is residential new construction in “emerging markets.” Emerging markets are affordable and middle-market neighborhoods that lack reliable real estate comps that resulted in a cycle of structural disinvestment. The Cuyahoga Land Bank has identified the City of Maple Heights as an emerging market and identified several parcels it would like to acquire from the City of Maple Heights to build 2 new modular homes.

### Parcel Locations and History

The Cuyahoga Land Bank has identified 3 parcels fronting Jefferson Avenue that it would like to acquire from the City of Maple Heights to build 2 new modular homes. The parcels, Permanent Parcel Numbers (PPN) 784-10-042, 784-10-043, and 784-10-044, are shown below in the aerial map highlighted in yellow. The parcels have a combined 175 feet fronting Jefferson Avenue and total 0.402 acres of land.



5353 LEE ROAD, MAPLE HEIGHTS, OHIO, 44137

(216) 587-9032 [www.citymapleheights.com](http://www.citymapleheights.com)



## ECONOMIC DEVELOPMENT DEPARTMENT

Patrick Grogan-Myers, Director

Annette M. Blackwell, Mayor

PPN 784-10-042 (5619 Jefferson Avenue) had a residential, single-family dwelling on it that was demolished in October 2016. PPN 784-10-043 (5617 Jefferson Avenue) had a residential, single-family dwelling on it that was demolished in February 2015. PPN 784-10-044 (5613 Jefferson Avenue) had a residential, single-family dwelling on it that was demolished in February 2010. The aerial map below from 2002 shows the dwellings still standing on each of the parcels.



### New Home Construction

While the loss of these homes, which dated back to the 1920s, was tragic, the Cuyahoga Land Bank is helping to shape the next chapter of these 3 parcels. Final plans and details for these homes are still being drafted; however, initial discussion with the Cuyahoga Land Bank indicates that the plan is to consolidate and re-subdivide these parcels into 2 parcels and build 2 modular homes on the new lots. Each home will be styled as a modern ranch, approximately 1,200 square feet, 3 bedrooms, 1½ bathrooms, with a full basement and two-car garage. Below are conceptual renderings; please note, the final renderings may differ from those below.

The estimated sales price for these 2 homes is between \$170,000 and \$190,000; the sales price is designed, as articulated in the definition of emerging market above, to establish reliable real estate comps that will break the cycle of structural disinvestment. These homes will add to the architectural diversity of the homes here in Maple Heights and in the Presidents Row area and establish real estate comps that will spur investment in homes around the area.

5353 LEE ROAD, MAPLE HEIGHTS, OHIO, 44137

(216) 587-9032 [www.citymapleheights.com](http://www.citymapleheights.com)





## ECONOMIC DEVELOPMENT DEPARTMENT

Patrick Grogan-Myers, Director

Annette M. Blackwell, Mayor




5353 LEE ROAD, MAPLE HEIGHTS, OHIO, 44137

(216) 587-9032 [www.citymapleheights.com](http://www.citymapleheights.com)



## ECONOMIC DEVELOPMENT DEPARTMENT

Patrick Grogan-Myers, Director 

Annette M. Blackwell, Mayor

**To:** Council President Jackson  
City Council

**Date:** Tuesday, May 26, 2020

**Subject:** City Side Yard Program Application, McCracken Street (PPN 782-09-020)

Christine and William Taylor (16131 Glenburn Avenue) submitted a City Side Yard Program Application to the Economic Development Department in early April 2020. The Application and Councilwoman Anderson's Letter of Support are included with this Memorandum.

The Taylors would like to purchase 2 unimproved residential lots from the Maple Heights Land Reutilization Program, PPN 781-05-001 and 781-05-002, that sit behind their home on Glenburn Avenue facing McCracken Road. The aerial map below shows the location of the Taylors' home highlighted in yellow and the 2 lots the Taylors wish to purchase highlighted in green. As indicated in the application, the Taylors would like to purchase the 2 lots from the Maple Heights Land Reutilization Program "to clear out an area large enough to park our RV on, which would include asphalt or concrete." The work described in the application would require permits and would require meeting the City's Zoning Code, including §1298.09, Parking or Storage of Recreational Vehicles and Equipment in Residential Districts, and Building and Housing Code.



The Economic Development Department reviewed the Taylors' Application. As of May 26, 2020, the Department determined that the Taylors meet the Basic Eligibility Requirements, including being tax-

5353 LEE ROAD, MAPLE HEIGHTS, OHIO, 44137

(216) 587-9032 [www.citymapleheights.com](http://www.citymapleheights.com)



## ECONOMIC DEVELOPMENT DEPARTMENT

---

Patrick Grogan-Myers, Director

Annette M. Blackwell, Mayor

current on their home (16131 Glenburn Avenue; PPN 781-05-057) and being in substantial compliance with the City's Building and Housing Code.

It is respectfully requested that City Council declare these lots unneeded for municipal purposes as part of the transfer of the real property from the Maple Heights Land Reutilization Program to Christine and William Taylor.

**ORDINANCE NO. 2020-46**

**INTRODUCED BY:** Mayor Annette M. Blackwell

**MOTION FOR ADOPTION BY:**

**CO-SPONSORED BY:** Council President Ron Jackson

**AN ORDINANCE ADOPTING THE ALTERNATIVE TAX BUDGET INFORMATION OF THE CITY OF MAPLE HEIGHTS, OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021; SUBMITTING THE SAME TO THE BUDGET COMMISSION OF CUYAHOGA COUNTY; AND DECLARING AN EMERGENCY.**

**WHEREAS**, on October 11, 2002, the Cuyahoga County Budget Commission with an affirmative vote of all members waived the requirement for taxing authorities of subdivisions or other taxing units (including schools) to adopt a Tax Budget as provided under O.R.C. Section 5705.281, but instead requires the filing of Alternative Tax Budget Information on an annual basis; and

**WHEREAS**, the Alternative Tax Budget Information for the City of Maple Heights, Ohio for the fiscal year beginning January 1, 2021 has been prepared and presented to the Council; and

**WHEREAS**, after due consideration, Council deems it advisable in the interest of the Municipality to adopt the Alternative Tax Budget Information.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Maple Heights, County of Cuyahoga, State of Ohio that:

**SECTION 1.** The Alternative Tax Budget Information of the City of Maple Heights, Ohio for the fiscal year beginning January 1, 2021, heretofore prepared by the Mayor and Director of Finance and submitted to this Council, copies of which are on file in the offices of the Director of Finance and Clerk of Council, is hereby adopted as the official Alternative Tax Budget Information of the City of Maple Heights, Ohio, for the fiscal year beginning January 1, 2021.

**SECTION 2.** The Finance Director is authorized and directed to certify a copy of said Alternative Tax Budget Information and a copy of this Ordinance and transmit the same to the Budget Commission of Cuyahoga County, Ohio before July 20, 2020.

**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 on the date indicated below, 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 Section 121.22 of the Ohio Revised Code.

**SECTION 4.** This Ordinance constitutes an emergency measure necessary for the public peace, safety and general welfare of the City and for the further reason that it must be passed by July 15 and certified to the Budget Commission of Cuyahoga County on or before July 20, 2020 to protect the financial resources of the City of Maple Heights, and provided it receives the affirmative vote of two-thirds (2/3) of the members elected to Council, it shall take effect and be in force immediately



upon its passage and approval by the Mayor, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2020

\_\_\_\_\_  
Ron Jackson, Council President

\_\_\_\_\_  
Annette M. Blackwell, Mayor

Approved as to legal form:

\_\_\_\_\_  
Frank Consolo, Director of Law

ATTEST: \_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

I, Leonette Cicirella Johnson, Clerk of Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, do hereby certify the above to be a true and exact copy of the original as contained in the records of my office and that the same has been and will remain duly posted as required by law.

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

\_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

**ORDINANCE NO.: 2020-51**

**INTRODUCED BY:** Mayor Annette M. Blackwell

**MOTION FOR ADOPTION BY:**

**CO-SPONSORED BY:** Council President Ron Jackson

**AN ORDINANCE UPDATING FINANCIAL POLICIES AND PROCEDURES  
PERTAINING TO PETTY CASH AND PURCHASING, AND DECLARING AN  
EMERGENCY.**

**WHEREAS**, Council passed **Ordinance No. 2019-99**, on November 20, 2019, pursuant to the recommendation of the State Auditor and the Maple Heights' Financial Planning and Supervision Commission, whereby the Finance Director is authorized to prepare and/or update certain financial policies and procedures to be utilized by the City after approval and authorization by Council; and

**WHEREAS**, the Finance Director has recommended to Council that it approve and authorize the use of the following financial policies and procedures which have been updated by the Finance Director:

- 1) Petty Cash- Policies and Procedures
- 2) Purchasing- Policies and Procedures

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Maple Heights, County of Cuyahoga, State of Ohio that:

**Section 1.** Council hereby approves and authorizes the following updated financial policies and procedures to be utilized by the City, effective upon passage of this Ordinance, which policies and procedures are attached hereto as Exhibits 1 and 2, and incorporated as if fully rewritten herein:

- 1) Petty Cash- Policies and Procedures
- 2) Purchasing- Policies and Procedures

**Section 2.** If necessary, the Finance Director is authorized to submit a certified copy of this Ordinance and said updated Financial Policies and Procedures to the City's Fiscal Supervisors at the Office of the State Auditor and the Maple Heights' Financial Planning and Supervision Commission.

**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 on the date indicated below, 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 Section 121.22 of the Ohio Revised Code.

**Section 4.** This Ordinance constitutes an emergency measure necessary for the public peace, safety and general welfare of the City and for the further reason that updated Financial Policies and Procedures are necessary for the day-to-day operations of the City, and provided it receives the affirmative vote of two-thirds (2/3) of the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2020

\_\_\_\_\_  
Ron Jackson, Council President

\_\_\_\_\_  
Annette M. Blackwell, Mayor

Approved as to legal form:

\_\_\_\_\_  
Frank Consolo, Director of Law

ATTEST: \_\_\_\_\_  
Leonette Cicirella, Johnson, Clerk of Council

I, Leonette Cicirella Johnson, Clerk of Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, do hereby certify the above to be a true and exact copy of the original as contained in the records of my office and that the same has been and will remain duly posted as required by law.

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

\_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

**RESOLUTION NO. 2020-52**

**INTRODUCED BY:** Mayor Annette M. Blackwell

**MOTION FOR ADOPTION BY:**

**CO-SPONSORED BY:** Council President Ron Jackson

**A RESOLUTION DETERMINING THAT THE UNIMPROVED RESIDENTIAL LOTS OWNED BY THE CITY ON McCracken Road, PPN 781-05-001 AND PPN 781-05-002 ARE NOT NEEDED FOR MUNICIPAL PURPOSES, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City's Land Reutilization Program, as established in Chapter 1226 of the City's Codified Ordinances, has acquired many unimproved residential lots deemed to be of value to adjacent homeowners and whose purchase of said lots would benefit residents of the immediate neighborhood; and

**WHEREAS**, Section 1226.02 of the City's Codified Ordinances requires that the Mayor and the Council first determine that the unimproved residential lots owned by the City are not needed for a municipal purpose prior to selling said lots; and

**WHEREAS**, the Mayor and Economic Development Director have determined that the following unimproved residential lots owned by the City are not needed for a municipal purpose:

**McCracken Road PPN 781-05-001 and PPN 781-05-002**

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, that:

**Section 1.** The following unimproved residential lots owned by the City are not needed for a municipal purpose:

**McCracken Road PPN 781-05-001 and PPN 781-05-002**

**Section 2.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting on the date indicated below, 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 Section 121.22 of the Ohio Revised Code.

**Section 3.** This Resolution constitutes an emergency measure necessary for the health, safety and general welfare of the residents of the City, and to immediately allow the sale of these unimproved residential lots to adjacent homeowners to improve the neighborhood and provided it receives the affirmative vote of two-thirds (2/3) of the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2020

\_\_\_\_\_  
Ron Jackson, Council President

\_\_\_\_\_  
Annette M. Blackwell, Mayor

Approved as to legal form:

\_\_\_\_\_  
Frank Consolo, Director of Law

ATTEST: \_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

I, Leonette Cicirella Johnson, Clerk of Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, do hereby certify the above to be a true and exact copy of the original as contained in the records of my office and that the same has been and will remain duly posted as required by law.

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

\_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council



**ORDINANCE NO.: 2020- 53**

**INTRODUCED BY:** Mayor Annette M. Blackwell

**MOTION FOR ADOPTION BY:**

**CO-SPONSORED BY:** Council President Ron Jackson

**AN ORDINANCE AMENDING SECTION 1298.19(E)(2)(b)(1) OF THE CODIFIED ORDINANCES OF THE CITY OF MAPLE HEIGHTS CONCERNING SIDE YARD FENCES, AND DECLARING AN EMERGENCY.**

**WHEREAS, Section 1298.19(E)(2)(b)(1)** prohibits side yard fences unless the side yard contains an entrance door to the dwelling or a driveway; and

**WHEREAS,** the City's Land Reutilization Program, as established in Chapter 1226 of the City's Codified Ordinances, has acquired many unimproved residential lots deemed to be of value to adjacent homeowners and encourages purchase of these side lots, which become new side yards for the adjacent homeowners, and which many homeowners wish to enclose with a fence but are prohibited from so doing under current **Section 1298.19(E)(2)(b)(1)**.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, that:

**Section 1.** **Section 1298.19(E)(2)(b)(1)** of the Codified Ordinances of the City of Maple Heights is hereby amended to read as follows, with deletions struck through and additions in **bold** print:

b. Side yard. (As defined in Chapter 1261).

(1) Location and height. Except for living fences, the maximum height of any fence located in a side yard ~~wherein an entrance door to the dwelling exists, or where the driveway is located,~~ shall be six feet from the finished grade to the top of any portion of the fence, including posts. Such side yard fence shall not be constructed in front of the dwelling. Any living side yard fence shall not exceed three feet in height for fifteen feet from any public sidewalk or front property line. ~~Fences (except living fences) are prohibited in all other side yards.~~

**Section 2.** The Clerk of Council is authorized and directed to forward a certified copy of this Ordinance to the publisher of the Codified Ordinances of the City for immediate inclusion of amended **Section 1298.19(E)(2)(b)(1)** in the current print and electronic editions of the City's Codified Ordinances.

**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 on the date indicated below, 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 Section 121.22 of the Ohio Revised Code.

**Section 4.** This Ordinance constitutes an emergency measure necessary for the public peace, safety and general welfare of the City and for the further reason that several applications for variances to the side yard prohibitions are pending in the Building Department, and provided it receives the affirmative vote of two-thirds (2/3) of the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2020

\_\_\_\_\_  
Ron Jackson, Council President

\_\_\_\_\_  
Annette M. Blackwell, Mayor

Approved as to legal form:

\_\_\_\_\_  
Frank Consolo, Director of Law

ATTEST: \_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

I, Leonette Cicirella Johnson, Clerk of Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, do hereby certify the above to be a true and exact copy of the original as contained in the records of my office and that the same has been and will remain duly posted as required by law.

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

\_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

**RESOLUTION NO. 2020-54**

**INTRODUCED BY:** Mayor Annette M. Blackwell

**MOTION FOR ADOPTION BY:**

**CO-SPONSORED BY:** Council President Ron Jackson

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE CUYAHOGA COUNTY LAND REUTILIZATION CORP. (CCLRC) TO SELL THREE (3) VACANT LOTS LOCATED AT 5613, 5617 AND 5619 JEFFERSON AVENUE FOR THE NEW CONSTRUCTION OF TWO (2) RANCH STYLE HOMES, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the Cuyahoga County Land Reutilization Corp. (CCLRC) has advised the Mayor and Economic Development Director that it desires the three (3) vacant lots owned by the City located at 5613, 5617 and 5619 Jefferson Avenue (PPN's 784-10-044, 784-10-043 and 781-10-042) in order to construct two (2) ranch style homes for sale to the public as owner-occupied homes and not homes built to be rental homes; and

**WHEREAS**, the three (3) vacant lots owned by the City located at 5613, 5617 and 5619 Jefferson Avenue (PPN's 784-10-044, 784-10-043 and 781-10-042) are owned by the City through its Land Reutilization Program and the Mayor desires to sell the lots, with deed restrictions requiring: 1) the two homes must be built within three (3) years of lot purchase; 2) the home must be an owner-occupied single family ranch style home with a full basement and an attached garage; 3) the home must have at least 1,200 square feet, 3 bedrooms and 1.5 baths; and 4) a builder agreement must be signed and presented within one (1) year of lot purchase; and

**WHEREAS**, pursuant to R.C. 5722.07, the fair market value of the lots, as determined by the Cuyahoga County Fiscal Officer, and after taking into account the deed restrictions, is Five Hundred Dollars and No Cents (\$500.00) per lot.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Maple Heights, County of Cuyahoga, State of Ohio that:

**Section 1.** The Mayor is hereby authorized to enter into an Agreement with CCLRC to sell the vacant lots located at 5613, 5617 and 5619 Jefferson Avenue (PPN's 784-10-044, 784-10-043 and 781-10-042) with deed restrictions requiring: 1) the two homes must be built within three (3) years of lot purchase; 2) the home must be an owner-occupied single family ranch style home with a full basement and an attached garage; 3) the home must have at least 1,200 square feet, 3 bedrooms and 1.5 baths; and 4) a builder agreement must be signed and presented within one (1) year of lot purchase, at a sales price of Five Hundred Dollars and No Cents (\$500.00) each for PPN 784-10-042, PPN 784-10-043 and PPN 784-10-044, for a total sale price of One Thousand Five Hundred Dollars and No Cents (\$1,500.00).

**Section 2.** Pursuant to R.C. 5722.07, the fair market value of the lots designated as PPN 784-10-042, PPN 784-10-043 and 784-10-044, as determined by the Cuyahoga County Fiscal Officer, and after taking into account the deed restrictions, is Five Hundred Dollars and No Cents (\$500.00) per lot. Pursuant to R.C. 5722.08 all of the proceeds from the sale of the lot shall be used to maintain the remaining parcels of real property held by the City in its Land Reutilization Program.

**Section 3.** Within one year of passage of this Resolution, an application for lot splits and/or consolidations must be presented to the City's Planning and Zoning Commission for approval so that the above-referenced three vacant lots are split and consolidated into two lots, each appropriate for the construction of the proposed new ranch style homes.

**Section 4.** The Mayor, Economic Development Director and the Law Director are authorized to prepare, sign and file with the County Recorder and Fiscal Officer all documents, and tender any closing fees necessary as the Seller to effect the transfer of the vacant lots located at 5613, 5617 and 5619 Jefferson Avenue (PPN's 784-10-044, 784-10-043 and 781-10-042) from the City to the Buyer, CCLRC.

**Section 5.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting on the date indicated below, 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 Section 121.22 of the Ohio Revised Code.

**Section 6.** This Resolution constitutes an emergency measure necessary for the public peace, safety and general welfare of the City and for the further reason to immediately allow the Buyer to use and develop the lots, and provided it receives the affirmative vote of two-thirds (2/3) of the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2020

\_\_\_\_\_  
Ron Jackson, Council President

\_\_\_\_\_  
Annette M. Blackwell, Mayor

Approved as to legal form:

\_\_\_\_\_  
Frank Consolo, Director of Law

ATTEST: \_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

I, Leonette Cicirella Johnson, Clerk of Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, do hereby certify the above to be a true and exact copy of the original as contained in the records of my office and that the same has been and will remain duly posted as required by law.

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

\_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

**ORDINANCE NO. 2020-55**

**INTRODUCED BY:** Mayor Annette M. Blackwell

**MOTION FOR ADOPTION BY:**

**CO-SPONSORED BY:** Council President Ron Jackson

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO SPECTRUM ENTERPRISE SERVICE AGREEMENTS AND SERVICE ORDERS WITH CHARTER COMMUNICATIONS OPERATING, LLC FOR THE PROVISION OF FIBER INTERNET ACCESS AND VOICE SERVICES TO THE CITY FOR A PERIOD OF 36 MONTHS BEGINNING AUGUST 1, 2020, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City's current telecommunications utility contract with AT&T is expired and in month-to-month status at a high monthly rate and accordingly the Police Chief has undertaken an investigation and comparison of telecommunication utility companies to find the best service provider to provide the City with fiber internet access and voice services at the lowest and best cost; and

**WHEREAS**, the Police Chief has recommended to the Mayor and Finance Director that Charter Communications Operating, LLC, on behalf of its operating subsidiary, Spectrum Enterprise, be chosen as the Utility, as set forth in the Purchasing Procedures section of the City's Fiscal Policies adopted and approved by Council, to provide fiber internet access and voice services to the City for 36 months beginning August 1, 2020; and

**WHEREAS**, Spectrum will provide fiber internet access and voice services to the City for 36 months at a monthly cost of \$1,736.00, plus a one-time installation charge of \$300.00, which represents a savings of over \$1,000.00 per month from the AT&T contract; and

**WHEREAS**, the Mayor, Police Chief and Finance Director recommend that Council authorize the Mayor to enter into the Spectrum Enterprise Service Agreements and Service Orders.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, that:

**Section 1.** Council authorizes the Mayor to enter into Spectrum Enterprise Service Agreements and Service Orders with Charter Communications Operating, LLC for the provision of fiber internet access and voice services, for 36 months beginning August 1, 2020, at a monthly cost of \$1,736.00, plus a one-time installation fee of \$300.00.

**Section 2.** 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 on the date indicated below, 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 Section 121.22 of the Ohio Revised Code.



**Section 3.** This Ordinance constitutes an emergency measure necessary for the public peace, safety and general welfare of the City and for the further reason that Spectrum needs sixty (60) days preparation time after the signing of the service orders to install the necessary telecommunications equipment in order to be ready for an August 1 start date, and provided it receives the affirmative vote of two-thirds (2/3) of the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2020

\_\_\_\_\_  
Ron Jackson, Council President

\_\_\_\_\_  
Annette M. Blackwell, Mayor

Approved as to legal form:

\_\_\_\_\_  
Frank Consolo, Director of Law

ATTEST: \_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

I, Leonette Cicirella Johnson, Clerk of Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, do hereby certify the above to be a true and exact copy of the original as contained in the records of my office and that the same has been and will remain duly posted as required by law.

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

\_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

**RESOLUTION NO.: 2020-56**

**INTRODUCED BY:** Mayor Annette M. Blackwell

**MOTION FOR ADOPTION BY:**

**CO-SPONSORED BY:** Council President Ron Jackson

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH XXXXXXXXXXXXXXXXXXXX TO PROVIDE SERVICES FOR THE STAFFORD PARK SECURITY CAMERA IMPROVEMENT PROJECT, AND DECLARING AN EMERGENCY.**

**WHEREAS,** the State of Ohio had notified the Mayor that One Hundred Thousand Dollars (\$100,000.00) of funds have been allocated to the City of Maple Heights for improvements to senior and youth recreational programs in the State of Ohio Capital Budget; and

**WHEREAS,** the City of Maple Heights had been directed by the State of Ohio to coordinate the expenditure of these capital budget funds through the Ohio Department of Natural Resources (ODNR); and

**WHEREAS,** the Chief of Police had informed the Mayor that the inadequate lighting amenities at Stafford Park and the lack of security cameras have little impact on discouraging and preventing loitering, vandalism, and other criminal behavior which are a direct threat to public safety; and

**WHEREAS,** on February 19, 2020 Council passed **Ordinance No. 2020-20** authorizing the Mayor and Engineer to take all actions necessary to fully utilize One Hundred Thousand Dollars (\$100,000.00) of state capital funds to implement the LED Lighting Upgrades at Stafford Park, install security cameras, and improve the Stafford Park Pool Sprayground, including advertising and seeking bids from contractors and suppliers, as deemed necessary; and

**WHEREAS,** the Chief of Police and the City Engineer sought five (5) price/technical proposals and received XXXX (X) price/technical proposals for the Stafford Park Security Camera Improvements Project and determined that XXXXXXXXXXXX has submitted the lowest and best proposal for the work to be performed. Such proposal is in the total amount of XXXXXXXXXXXX Dollars and XXXXXXX Cents (\$XX,XXX.XX).

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, that:

**Section 1.** The Mayor is authorized to enter into a contract with XXXXXXXXXXXXXXX in AN amount not to exceed XXXXXXXXXXXXXXX Dollars and XXXXXXX Cents (\$XX,XXX.XX) for the Stafford Park Security Camera Improvement Project, as more fully described in the price/technical proposal on file in the Office of the City Engineer.

**Section 2.** The Council of the City of Maple Heights hereby authorizes and directs the Finance Director to amend the appropriations as required for the expenditures outlined within this Resolution:

**Section 3.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting on the date indicated below, 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 Section 121.22 of the Ohio Revised Code.

**Section 4.** This Resolution constitutes an emergency measure necessary for the public peace, safety and general welfare of the City and for the further reason that this project must be completed within the grant deadline, and provided it receives the affirmative vote of two-thirds (2/3) of the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2020

\_\_\_\_\_  
Ron Jackson, Council President

\_\_\_\_\_  
Annette M. Blackwell, Mayor

Approved as to legal form:

\_\_\_\_\_  
Frank Consolo, Director of Law

ATTEST: \_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council

I, Leonette Cicirella Johnson, Clerk of Council of the City of Maple Heights, County of Cuyahoga, State of Ohio, do hereby certify the above to be a true and exact copy of the original as contained in the records of my office and that the same has been and will remain duly posted as required by law.

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

\_\_\_\_\_  
Leonette Cicirella Johnson, Clerk of Council