

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 19-219-12/9 – Advance Requests
- 19-220-12/9 – Budget Amendments
- 19-221-12/9 – Amend Code 133.01 – Association Memberships – ED
- 19-222-12/9 – Increase Expenditure Pro Tech Security Sales – Police
- 19-223-12/9 – 2020 Concrete Pavement General Services Program
- 19-224-12/9 – RFP's Comprehensive Plan Update
- 19-225-12/9 – Grant Application – Certified Local Government FY 2020
- 19-226-12/9 – Increase Expenditure – Orion Equipment – Street Dept.
- 19-227-12/9 – Capital Bill Request FY 2021/2022
- 19-228-12/9 – Expenditure Over \$25,000 – Jet-A Fuel
- 19-229-12/9 – Amend Code 133.01 – Association Memberships – Mayor
- 19-230-12/9 – Amend Ord. 119-18, Lafayette Twp. Policing Agreement
- 19-231-12/9 – Amend Job Description – Police Administrative Assistant
- 19-232-12/9 – Amend Ord. 105-19 – Bids for S. Broadway Reconstruction
- 19-233-12/9 – MOU with Medina County – Sanitary Sewer Replacement S. Broadway
- 19-234-12/9 – Amend 153.01(c) - Civil Service Commissioner Compensation
- 19-235-12/9 – Amend Aquatics Manager Pay Grade

12/9/19

Patrick Patton

12-9-19 Parking Deck

DISCUSSION

From: jfratto <jfratto@cpsconstructiongroup.com>
Sent: Tuesday, November 26, 2019 1:53 PM
To: Dennis Hanwell
Cc: Patrick Patton; Daniel Gladish; Greg Huber; Greg Huber (ghuber@gambit.net); Matt Hey; John Tobin; Ritchie, Alan
Subject: RE: City Council
Attachments: CPS Cost Breakout to Suspend Project-112619.pdf

Dennis & Patrick –

As per your request, please see the attached Cost Breakout. We were able to revisit the numbers with our Subs and cut the cost to some degree. Also, maybe there are some items that we can find to “Barter” with the City to help offset some of these cost increases?

Please review and contact me at your earliest convenience to discuss. As discussed in our meeting, a resolution is needed before we can proceed on the Project.

Thank you in advance to your immediate attention to this matter.

Truly Yours,

John J. Fratto



www.cpsconstructiongroup.com

927 Route 910
Suite 200
Cheswick, PA 15024
P: 412.824.2900
F: 412.767.0628

From: Dennis Hanwell <dhanwell@medinaoh.org>
Sent: Tuesday, November 26, 2019 11:58 AM
To: jfratto <jfratto@cpsconstructiongroup.com>
Cc: Patrick Patton <ppatton@medinaoh.org>; Daniel Gladish <dgladish@medinaoh.org>; Greg Huber <ghuber@medinaoh.org>; Greg Huber (ghuber@gambit.net) <ghuber@gambit.net>; Dennis Hanwell <dhanwell@medinaoh.org>
Subject: RE: City Council

Mr. Fratto

I checked with Patrick about an hour ago and we have yet to receive the detailed information he requested numerous times now. If you or your staff provide that information to Patrick, he will review and assess. At that time he will



CPS Cost Breakout - NTP Delay

Description:

Suspend Project Until Mid-March, Remob, & Extend Project for 2.5 months

SUMMARY		
CPS Construction Group		\$ 40,798.00
Xtreme Elements		\$ 35,423.00
Valentine Masonry		\$ 4,712.00
ALCON Plumbing		\$ 6,145.00
TOTAL		\$ 87,078.00

CPS	
Supervision	\$ 30,883.00
Travel	\$ 7,412.00
Trailer	\$ 736.00
Fence	\$ 589.00
Temp Elect	\$ 589.00
Pumps	\$ 589.00
	\$ 40,798.00

Extreme	
Supervision, Labor, & Hauling to Mob/Demob	\$ 10,600.00
Equip Rental for Returns & Storage and Form/Shoring Rental Escalations	\$ 14,060.00
Ready-Mix Concrete Escalation on 2019 Work Pushed to 2020	\$ 7,220.00
	\$ 35,423.00

Valentine	
Escalation on 2019 Work Pushed to 2020 & Mob/Demob	\$ 4,712.00

Alcon	
Escalation on 2019 Work Pushed to 2020 & Mob/Demob	\$ 6,145.00

Patrick Patton

From: jfratto <jfratto@cpsconstructiongroup.com>
Sent: Wednesday, November 27, 2019 1:34 PM
To: Patrick Patton
Cc: Dennis Hanwell; Daniel Gladish; Greg Huber; Greg Huber (ghuber@gambit.net); John Tobin; Ritchie, Alan
Subject: City of Medina Parking Garage
Attachments: Project Winter Conditions or Suspension-112719.pdf

Patrick –

Please see the attached – it is a follow-up to our recent conversations and emails.

As required, I can make myself available next week to meet with you or have a phone conversation to discuss. CPS is open to working with the City to come up with ideas to offset some of the costs.

John J. Fratto



www.cpsconstructiongroup.com

927 Route 910
Suite 200
Cheswick, PA 15024
P: 412.824.2900
F: 412.767.0628



www.cpsconstructiongroup.com
THE PARKING GARAGE SPECIALISTS

November 27, 2019

Mr. Patrick Patton
CITY OF MEDINA
132 North Elmwood Avenue
Medina, Ohio 44258

Reference: City Hall Parking Garage

Patrick,

This will confirm the urgency of our discussions regarding the additional costs to the project necessitated by the onset of winter conditions. The delay in issuance of the NTP, combined with an untimely snowfall in early November, has prevented the forming and pouring of the second-floor parking deck, unless the site is enclosed and heated for winter conditions. As a cost-effective alternative to the continuance of work under winter conditions and the corresponding cost increase of the project, CPS has offered to currently suspend work and resume work in mid to late March 2020. The cost of de-mobilization and re-mobilization would be materially less than the cost of winter conditions, but would require a two and one-half (2 ½) - month extension of the completion date of the Contract.

Absent an imminent resolution of this issue and the execution of an appropriate Change Order or Change Directive under the terms of the Contract, CPS will suspend work as of November 27, 2019 until such time as weather permits the resumption of work without winter conditions. This will require an equitable adjustment to the time & cost terms of the Contract.

I look forward to working with you on an appropriate resolution of this matter.

Thank you for your attention and cooperation.

Very truly yours,

CPS CONSTRUCTION GROUP, INC.

John Fratto
President

Cc: Dennis Hanwell, Daniel Gladish, Greg Huber, John Tobin, Alan Ritchie

REQUEST FOR COUNCIL ACTION

No. RCA 19-219-12/9
Committee: Finance + Council

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: December 2, 2019
SUBJECT: Advance Request

SUMMARY AND BACKGROUND:

The Finance Department respectfully requests Council to authorize the Finance Director to make the following fund advances:

Advance From:	Advance To:	Amount	Purpose
General Fund (#001)	CDBG-Allocation Fund(#125)	\$150,000	Program year 2019 CDBG-Allocation Federal Grant

These advances (loans) are necessary to cover expenditures until the City receives reimbursement from the grantor agency.

Estimated Cost: \$150,000 from the General Fund. General Fund to be reimbursed once grant funds are received.

Suggested Funding: See above.

Sufficient funds in Account No.:

Transfer needed: From Account No.:
To Account No.:

NEW APPROPRIATION needed in Account No.: \$150,000 increase to account 001-0707-56615
Refer to Appropriation Adjustment #2019-058

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Ord. 197-19 ✓
12-9-19

REQUEST FOR COUNCIL ACTION

No. RCA 19-219-12/9

Committee: Finance & Council

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: December 3, 2019
SUBJECT: Advance Request

SUMMARY AND BACKGROUND:

The Finance Department respectfully requests Council to authorize the Finance Director to make the following fund advances:

Advance From:	Advance To:	Amount	Purpose
General Fund (#001)	Stormwater/Street #108	\$116,000	County portion of S Broadway project #992

These advances (loans) are necessary to cover expenditures until the City receives reimbursement from the grantor agency.

Estimated Cost: \$116,000 from the General Fund. General Fund to be reimbursed once grant funds are received.

Suggested Funding: See above.

Sufficient funds in Account No.:

Transfer needed: From Account No.:
To Account No.:

NEW APPROPRIATION needed in Account-No.: \$116,000 increase to account 001-0707-56615
Refer to Appropriation Adjustment #2019-0xx

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Ord. 197-19
12-9-19

Batch Number
(Finance use only)
Batch Posted?

RCA Number
(Council use only)

REA 19-220-12/9

Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

NO. 2019-058
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
		001-0707-56615	advances out	150,000.00		x
		901-0920-56612	refunds - unclaimed monies	22,301.50		x
		169-0705-54412	Ct - bldgs	66,500.00		x
		168-0705-54413	Case Mgt - Eq	64,000.00		x
		924-0930-56612	law library refunds	2,000.00		
105-0610-54417	Local license-vehcles	105-0610-53315	Local License-tools/minor	23,000.00	X	
001-0210-52215	Cem - contractual services	001-0210-53322	Cem - maint of facil	6,000.00	X	
001-0210-51123	cem -wc	001-0210-53322	maint of facil	2,000.00	X	
001-0704-50119	law - misc	001-0704-52211	law - education	6,100.00	X	
001-0704-51123	Law-wc	001-0704-52225	law-legal svcs	10,000.00	X	
001-0704-50119	law - misc	001-0704-52215	law-contractual	1,500.00	X	
001-0704-50119	law - misc	001-0704-52226	law-prof svcs	4,000.00	X	
001-0704-51122	law - hosp	001-0704-52225	law-legal svcs	20,000.00	X	
001-0704-50119	law - misc	001-0704-52225	law-legal svcs	4,000.00	X	
001-0743-52215	Pbhc bldg-contractual	001-0743-53315	pbhc bldg - tools / minor	6,000.00	X	
001-0743-51123	Pbhc bldg-wc	001-0743-53322	pbhc bldg -maint of F acil	1,000.00	X	
001-0743-52215	Pbhc bldg-contractual	001-0743-50112	pbhc bldg- ot	12,000.00	X	
108-0610-54411	St - land	108-0610-50111	St - salaries	160,000.00	X	
108-0610-54411	St - land	108-0610-51122	st - hosp	15,000.00	X	
108-0610-54411	St - land	108-0610-52214	st - advert	2,000.00	X	
108-0610-54411	St - land	108-0610-52215	st - contractual	20,000.00	X	
108-0610-54411	St - land	108-0610-53311	st - office supplies	1,000.00	X	
513-0708-53311	ub-office supplies	513-0708-54413	ub/eq	15,000.00	X	
513-0708-53315	ub-tools/minor	513-0708-54413	ub/eq	2,470.00	X	
514-0541-52211	san office/educa	514-0541-53315	san office - tools	500.00	X	
514-0543-52215	san - contractual	514-0543-53322	san - maint of facil	14,000.00	X	
574-0357-52215	programs- contractual	574-0357-50111	programs - salaries	8,000.00	X	
574-0357-52215	programs- contractual	574-0357-51121	programs - retirement	2,500.00	X	
102-0610-50114	St - holiday	102-0610-52213	st - ins/taxes	5,100.00	X	
102-0610-50115	st - vacation	102-0610-52215	st - contractual	9,500.00	X	
102-0610-50116	st - sick	102-0610-53313	st - operating	10,000.00	X	
102-0545-50111	leaf - salaries	102-0620-53319	strm swr- strm swr maint	47,000.00	X	
102-0610-50111	st - salaries	102-0145-53321	traffic - maint of eq	80,000.00	X	
102-0610-50112	st- ot	102-0145-50111	traffic- salaries	8,000.00	X	
102-0145-52212	traffic - utilities	102-0145-51121	traffic - hosp	1,200.00	X	

102-0620-51123	strm swr - wc	102-0620-53319	strm swr-strm swr maint	3,000.00	X	
102-0615-53312	st cleaning-chemicals	102-0145-53321	traffic - maint of eq	15,000.00	X	
			Total increases to fund:	302,801.50		
			Total reductions to fund:			
			Total transfers within fund:	514,870.00		

EXPLANATION:

(1)Advance for CDBG PY 19 Grant. (2)Unclaimed funds. 2018 unclaimed payroll and ap checks and unclaimed CCA refund checks from 2008 to 2014. (3)Court-bldg study. (4)Case mgt system appropriation. (5)St dept plow truck radios (6)Clear various negatives

DEPARTMENT HEAD: Lori Bowers

DATE: 12/2/2019

MAYOR'S APPROVAL:
(WHEN NECESSARY) _____

DATE: _____

COUNCIL/COMMITTEE ACTION:

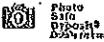
APPROVED: _____
 DENIED: _____
 RETURNED FOR EXPLANATION: _____
 RETURNED TO USE EXISTING ACCOUNT FUNDS: _____

ORD. NO. 198-19

CLERK OF COUNCIL/DATE

ROUTING: ORIGINAL TO FINANCE
COPY TO DEPT. HEAD
COPY TO COUNCIL

MEDINA GIRLS SOFTBALL ASSOC. 12-05 3141
GENERAL ACCOUNT 8-103/910
 1158 MANCHESTER CT 11-22-2019
 MEDINA, OH 442683801 Date 87318

Pay to the Order of City of Medina / Parks & Recreation \$ 417.45
four hundred seventeen and 45/100 Dollars 

 KeyBank National Association
 1-888-KEY4BIZ Key.com

For 1/2 lock & garage door 

⑆04 100 403 9⑆ 35046 10053 72⑈ 3141

RECEIPT DATE 11-22-19 No. 680306

RECEIVED FROM MEDINA GIRLS SOFTBALL \$ 417.45
FOUR HUNDRED SEVENTEEN & 45/100 DOLLARS

FOR RENT
 FOR: HALF INV. DOOR & MORE & HALF INV. GARAGE

ACCOUNT		<input type="radio"/> CASH	FROM	TO
PAYMENT	<u>CC</u>	<input checked="" type="radio"/> CHECK	<u>DRAMA KNACK</u>	
BAL. DUE	<u>3141</u>	<input type="radio"/> MONEY ORDER <input type="radio"/> CREDIT CARD		

BY: DRAMA KNACK 8-11

Doors & More Co., Inc.
 620 East Smith Road W-28
 Medina, OH 44256

Invoice

Date	Invoice #
9/25/2019	55711

Bill To
City of Medina/Parks & Recreation 855 Weymouth Rd Medina OH 44256-2039

Phone	P.O. No.	Terms	Tech	Job-Site
330-725-6919	Jansen	Net 30 Days	RLM	FG

Quantity	Description	Rate	Amount
	<p>JOBSITE: Fred Greenwood Park 350 West Sturbridge</p> <p>Service call 9/13/2019 Rework lock assembly Reset cables and retension Service call 9/24/2019 Install new night latch Complete.</p> <p>Thank you.</p>	225.00	225.00

*12/1/19
 #5141*

EO# 19-1579
 Paid X
 Date 10-15-19

Bills remaining unpaid 30 days after due date
 may be subject to late fees.

Phone: 330-722-3667
 Email: customerservice@doorsandmore.net

Total	\$225.00
Thanks for your business!	

GRAINGER

1035 VALLEY BELT RD.
BROOKLYN HEIGHTS, OH 44131-1432
www.grainger.com

PAGE 1 OF 1

INVOICE

GRAINGER ACCOUNT NUMBER 816688364
INVOICE NUMBER 9111487071
INVOICE DATE 03/11/2019
DUE DATE 04/10/2019
AMOUNT DUE \$609.90

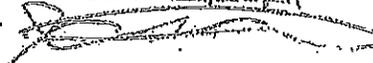
SHIP TO
ATTN: JANSEN WEHRLEY
CITY OF MEDINA
132 NORTH ELMWOOD AV
MEDINA OH 44266-1894

PO NUMBER: 2019000866
CALLER: JANSEN WEHRLEY
CUSTOMER PHONE: 3307288061
ORDER NUMBER: 1345663086
INCO TERMS: FOB ORIGIN

BILL TO
CITY OF MEDINA
132 NORTH ELMWOOD AV
MEDINA OH 44266-1894

Pay Invoices online at:
www.grainger.com/invoicing
Sign up for paperless invoicing at:
www.grainger.com/paperlessinvoicing

THANK YOU! FRI NUMBER 36-1100280
FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-872-4643

PO LINE#	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
	13R632	JOBSITE CHST. 48 IN. WX 24 IN. DX 23 IN. H. TAN MANUFACTURER # 2048 Delivery #: 6426111238 Date: 03/11/2019 PICKED UP FROM: CLEVELAND BRANCH 160 1035 VALLEY BELT RD., BROOKLYN HEIGHTS, OH 44131-1432 PO# 19-08166 Inv# 001 Serial: Com. # X Date: 3-13-19 3/22/19 Approved: 	1	609.90	609.90
				INVOICE SUB TOTAL	609.90

THIS PURCHASE IS COVERED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (I) DISPUTE RESOLUTION REMEDIES; AND (II) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT WWW.GRAINGER.COM
PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT WWW.GRAINGER.COM/RETURN

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for compliance with US export controls. Diversion contrary to US law prohibited.
Reprint

PAY THIS INVOICE, NO STATEMENT WILL BE SENT. PAYMENT TERMS Net 30 days IN U.S. DOLLARS. AMOUNT DUE \$609.90

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT

BILL TO:

CITY OF MEDINA
132 NORTH ELMWOOD AV
MEDINA OH 44266-1894
UNITED STATES OF AMERICA

REMIT TO:

GRAINGER
DEPT. 815950142
PALATINE, IL 60038-0001

8159501429111487071100006079010000000100000001000000039041073

ACCOUNT NUMBER 816688364 DATE 03/11/2019 INVOICE NUMBER 9111487071 AMOUNT DUE \$609.90

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE

Batch Number
(Finance use only)

RCA Number
(Council use only)

RCA 19-220-12/9
19-060 Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

X

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
		574-0358-53313	Salaries	\$ 13,500.00		X
		574-0358-51121	Retirement	\$ 1,900.00		X
		574-0358-51123	Workers Comp	\$ 400.00		X
		574-0358-51126	Medicare	200.00		X
		574-0358-52211	Travel & Education	\$ 7,000.00		X
		574-0358-52215	Contractual	\$ 3,000.00		X
		574-0358-53313	Operating Supplies	\$ 14,000.00		X
			Total :	40,000.00		

EXPLANATION:

Cleveland Clinic Wellness Funds Check from Contractual Year 2018/2019 \$20,000.00 - received November 2018 - never appropriated and
Cleveland Clinic Wellness Funds Check from Contractual Year 2019/2020 \$20,000.00 - received October 2019.

DEPARTMENT HEAD: 

DATE: 10-24-19

MAYOR'S APPROVAL:
(WHEN NECESSARY)

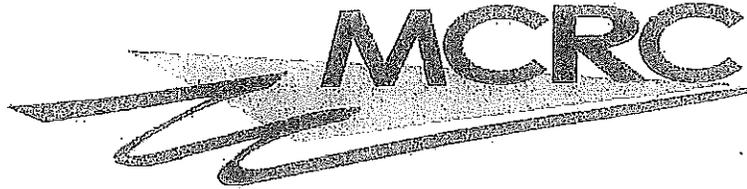
COUNCIL/COMMITTEE ACTION:

ORD. NO. 198-19 ✓

APPROVED: _____
DENIED: _____
RETURNED FOR EXPLANATION: _____
RETURNED TO USE EXISTING ACCOUNT FUNDS: _____

CLERK OF COUNCIL/DATE

ROUTING: ORIGINAL TO FINANCE
COPY TO DEPT. HEAD
COPY TO COUNCIL.



Cleveland Clinic Wellness Expenditure Request

Requesting Approval for Expense of \$ 6,800.00

Vendor Name: Jeanne Merchant, MCRC Program Instructor and any substitutes

For the purchase of: Instruction and Lecture time for Healthy Medina Programs

MCRC Account Number 574 - 0358- payroll account lines: 50111, 51121, 51123, 51126

or

Internal Transfer to Revenue Line 574 - 0400- _____

Maura A. Powell
MCRC Representative Signature

Sarah Aune
Cleveland Clinic Representative Signature

Dated: 10/25/19

Dated: 11/14/19

Finance Use Only
2019/2020

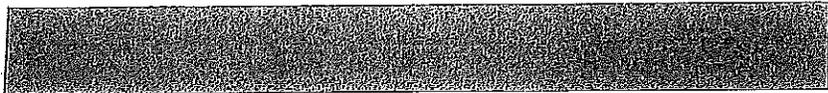
Timeclock code 292 from January 2, 2020 through December 31, 2020

Estimated based on prior year's history, creating new timeclock code

to track hours, will attach payroll reports at year end.

*This is approved
for 2020
instructor costs -
approved in advance.*

s, Please Contact Michael Wright, MCRC Director 330-721-6950
Please Contact Christy Moats, MCRC Finance 330-721-6919
of Medina Federal Tax ID Number: 34-6001856



Batch Number _____
 (Finance use only)
 Batch Posted? _____

RCA 19-220-12/9
 RCA Number _____
 (Council use only)
 Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
 (CHECK ONE)

ADMINISTRATIVE
 FINANCE COMMITTEE
 COUNCIL

 X
 X

NO. 2019-063-064
 (Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
		001-0707-56615		116,000.00		X
		108-0610-54411		116,000.00		X
			Total increases to fund:	232,000.00		
			Total reductions to fund:			
			Total transfers within fund:	-		

EXPLANATION:

Appropriation for advance to 109 fund and for the County portion of S Broadway project #992.

DEPARTMENT HEAD: Lori Bowers

DATE: 12/3/2019

MAYOR'S APPROVAL:
 (WHEN NECESSARY) _____

DATE: _____

COUNCIL/COMMITTEE ACTION:

APPROVED: _____
 DENIED: _____
 RETURNED FOR EXPLANATION: _____
 RETURNED TO USE EXISTING ACCOUNT FUNDS: _____

ORD. NO. 198-19

CLERK OF COUNCIL/DATE

ROUTING: ORIGINAL TO FINANCE
 COPY TO DEPT. HEAD
 COPY TO COUNCIL

Off to Finance
11-22-19

REQUEST FOR COUNCIL ACTION

No. RCA 19-201-12/9

FROM: Kimberly Marshall

Committee Finance

DATE: November 21, 2019

SUBJECT: Amend Section 133.01 relative to Association Memberships

SUMMARY AND BACKGROUND:

Request to join The Ohio Aviation Association. Annual fee is \$550.00.

OAA is a non-profit corporation committed to airport development and safety in Ohio. They provide a venue for exchange of ideas, methods, information and experiences; foster public recognition and understanding of aviation in Ohio; promote and encourage better relations between airports, users and communities served; and to cooperate with all organizations working for the general advancement and benefit of aviation.

At the November Economic Development Committee meeting, Stacey Heaton, Executive Director of the Ohio Aviation Association, presented information on this association which represents general aviation, cargo, and commercial service airports across the State. She distributed a handout that explained the benefits of membership. During Q&A, she also addressed the lack of international flights out of Cleveland Hopkins International Airport and how this negatively impacts economic growth in Northeast Ohio. OAA is working with JobsOhio to secure funding for more international flights.

Suggested Funding: \$550.00

- Sufficient funds in Account No.
- Transfer needed from Account No. 143-0748-52215 to Account No. 143-0748-52211
- NEW APPROPRIATION needed in Account No.

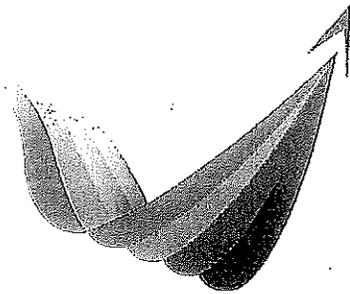
Emergency Clause Requested: NO
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:



The Ohio Aviation Association

THE VOICE OF OHIO AIRPORTS

Stacey Heaton, AAE
EXECUTIVE DIRECTOR
STACEY@OHIOAVIATION.ORG



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Welcome to the Ohio Aviation Association!

The Ohio Aviation Association is a non-profit association whose members are comprised of airport management, airport governing bodies, and varying types of organizations that provide support and assistance to airports including consulting firms, aviation education programs, construction contractors, FBO's, equipment providers and aviation enthusiasts. The Ohio Aviation Association promotes aviation by advocating on behalf of airports in Ohio, communicating the economic benefits of Ohio airports and the aviation industry, as well as educating and engaging its members and the public.

OAA Then and Now

Founded in 1965 (originally as the Ohio Airport Manager's Association), the Ohio Aviation Association (OAA) is a non-profit corporation (501c 6) committed to airport development and safety in Ohio. OAA's mission has been to promote aviation by providing a medium for the exchange of ideas, methods, information, and experiences; to foster public recognition and understanding of aviation in Ohio; to promote and encourage better relations between airports, users, and communities served; and to cooperate with all organizations working for the general advancement and benefit of aviation.

Originally made up of only airports, Ohio Aviation Association is now comprised of:

- ✧ airport management & staff
- ✧ airport planners & engineers
- ✧ aviation education institutions
- ✧ direct service providers (FBO's, small businesses, etc.)
- ✧ flight & airport management students
- ✧ pilots
- ✧ aviation enthusiasts

This mix of members has allowed for robust conversations and continued understanding of many aviation issues facing Ohio! With a great mix of aviation interests, it ensures OAA understands the issues impacting all sectors of aviation. This knowledge helps us 1) plan for advocacy efforts, and 2) plan for great educational topics.

By the end of 2018, the OAA membership was made up of over 560 individuals from over 72 airports, 6 educational institutions, and over 40 companies. Association activities are primarily supported through membership dues, our annual conference sponsorships, and the dedicated volunteerism of its members. We hold member appreciation events and other activities to get our members to mingle and know one another!

Strategic Guidance

Through passionate strategic planning and member guidance, the current vision and mission are below:

Our Vision

The Ohio Aviation Association is *the voice for airports* that contribute to the economic vibrancy and well-being of Ohio, the birthplace of aviation.

To achieve this vision, OAA:

- ✧ Advocates on behalf of Ohio's airports at the local, state and federal level
- ✧ Communicates the value and economic benefits of Ohio airports and aviation industry to members, legislators, the media and the public
- ✧ Educates through an annual conference, peer-to-peer mentoring and additional training/forums
- ✧ Engages members through regular communication, education, and involvement in OAA activities



Our Mission

The Ohio Aviation Association promotes aviation by advocating on behalf of airports in Ohio, communicating the economic benefits of Ohio airports and the aviation industry, as well as educating and engaging its members and the public.

OAA's Values

The OAA Board of Directors work towards achieving the organization's vision and mission through strong values and the following value statement:

"The Ohio Aviation Association is dedicated to the advancement of aviation in Ohio with an unwavering commitment to its members through leadership with integrity, professionalism, and honesty."

Leadership of OAA

OAA Board of Directors and Officers

The OAA Board of Directors is balanced between quadrants of the State, type of member representation and diversity. It is of utmost importance that we have representation from all size airports and businesses around the State.

Our current leadership (2019-2020) and Board of Directors is listed below.

President

Lance Wanamaker
Michael Baker International, Inc.
Email: lwanamaker@mbakerintl.com

Director (Through 5/2020)

Matt Schnelle
RS&H
Email: Matt.Schnelle@RSandH.com

Vice President

Russell Mills, PhD
Crawford, Murphy, and Tilly, Inc.
Email: rmills@cmtengr.com

Director (Through 5/2020)

Russell Kline
Dayton International Airport
Email: rkline@flydayton.com

Treasurer

Gary Folden
Jefferson County Airpark
Email: gary.folden@jeffersoncountyoh.com

Director (Through 5/2020)

Brian Crosier
Stantec Consulting Inc.
Email: brian.crosier@stantec.com

Secretary

Rick McQueen
Akron-Canton Airport, Retired 2019
Email: rmcqueen.1959@gmail.

Director (Through 5/2020)

Justin Anderson
Columbus Regional Airport Authority
Email: janderson@columbusairports.com

Past President

Greg Heaton
Crawford, Murphy & Tilly, Inc.
Email: gheaton@cmtengr.com

Director (Through 4/2021)

Kristen Easterday
Columbus Regional Airport Authority
Email: KEasterday@columbusairports.com

Director (Through 4/2021)

Matt McVicker
Findlay Airport
Email: MMcVicker@findlayohio.com



Director (Through 4/2021)
 Maria Benovic
 C&S Companies
 Email: mbenovic@cscos.com

Director (Through 4/2022)
 Scott Gibbons, AAE
 Cincinnati/Northern Kentucky Int'l Airport
 Email: sgibbons@cvgairport.com

Director (Through 4/2021)
 Lisa Dalpiaz
 Akron-Canton Airport
 Email: ldalpiaz@akroncantonairport.com

Director (Through 4/2022)
 Elton Cultice, Jr.
 Urbana/Grimes Field Airport Manager
 Elton.Cultice@ci.urbana.oh.us

Director (Through 4/2021)
 Joe Rotterdam
 Toledo-Lucas County Port Authority
 Email: jrotterdam@toledoport.org

Director (Through 4/2022)
 Tom Franzen
 City of Springfield, OH
 Email: tfranzen@springfieldohio.gov

Office of the Executive Director

The Ohio Aviation Association Officers and Board of Directors serve the Ohio aviation community on a completely voluntary basis. To assist the Officers and Board of Directors in carrying out strategic goals, the OAA engages an Executive Director. The Executive Director assists the OAA Board through financial management, membership management, membership recruitment, communication management, annual conference planning & execution, administration of OAA's governance and to serve as an advocate for our members.



In August 2017, the Officers and Board of the Ohio Aviation Association introduced their new Executive Director, Stacey Heaton, AAE, to the membership. Stacey brings with her a wide range of aviation experience. Originally from Connecticut, Stacey caught the aviation bug and pursued a Bachelor's degree in Aviation Management & Flight Technology from the Florida Institute of Technology; later she continued her education through completion of a Master's degree in Public Policy and Management from the Ohio State University. Her career spans both public service and the consulting service. Early in her career, she interned at an FAA Flight Standards District Office and at Reno/Tahoe International Airport. Later, she served as an Airport Planner for a worldwide engineering consulting firm. Getting back into public service, Stacey served as the Assistant Airport Manager at Palwaukee Municipal Airport (now known as Chicago Executive Airport) in Illinois. In her last employ, Stacey served the Columbus Regional Airport Authority in Ohio for over 7 years as a Planner and Project Manager. As a pilot, an Accredited Airport Executive, and other experiences, OAA is pleased to have Stacey fulfill the integral role of the Executive Director!

If you have questions about membership, advertising, sponsorship, advocacy or just desire to chat about aviation in Ohio, you can reach the Executive Office at:

Via email: oaa@ohioaviation.org
 Via phone: 614-526-4990

Via Snail Mail:
 Ohio Aviation Association
 PO Box 340257
 Columbus, OH 43234-0257

Benefits of Membership

Founded in 1965 as the Ohio Airport Manager's Association, the Ohio Aviation Association (OAA) is a non-profit corporation committed to airport development and safety in Ohio. OAA's mission is to promote aviation by providing a medium for the exchange of ideas, methods, information, and experiences; to foster public recognition and understanding of aviation in Ohio; to promote and encourage better relations between airports, users, and communities served; and to cooperate with all organizations working for the general advancement and benefit of aviation.



But beyond that, ask yourself this question: Are you busy? Well, who isn't?!

If you are like most, you are probably feeling stressed just getting the daily to-do list accomplished. So, it is a good thing OAA is around to help! As you are caught in the hustle and bustle of work/life, OAA is actively watching, thinking and acting to improve the future of aviation in Ohio.

- * Do you need to make time to network? We help you with that!
- * Do you need to make time to gain additional education? We help you with that!
- * Do you need someone to watch the legislation for potential changes that could impact you? We help you with that!

Read below for more information on why you should join OAA today!

Legislative Representation

The leadership and staff work with OAA Legislative Agents to empower the association to speak with one voice. Our advocacy efforts work to get our members' message in front of the legislators. How can you help? Visit our Advocacy page on our website for more information. Did you know that your membership dues allow us to continue to monitor and build relationships with decision makers that struggle with the State's budget? Was your city/county pleased to hear aviation got more attention in the state's budget? Then you should thank an OAA member! And join us to fight for Ohio's aviation future!

Webinar Series

As a member, you can participate in webinars (**at no cost**) presented by recognized professionals in the field. OAA offers two types of webinars - on-demand and live programs, both of which are **FREE to OAA Members**. You can also propose a future webinar topic about which you would like to receive more information.

Annual Conference

OAA's annual conference attracts hundreds of participants from around Ohio and nationally. Network with others and develop relationships for sharing resources and learning from one another. In addition, the exhibit area offers a great place to explore tools and resources to help you with your operations and delivery. Coffee breaks, refreshments, and prize drawings make the exhibit area a fun and information-rich environment. **OAA members receive discounts on the conference registration fee.**

Job and RFP/Q Postings

Members receive **one free** job posting or RFP/Q posting per year. Thereafter, members receive a significant discount.

Airport Trading Post

The Airport Trading Post is a free service for current members' use only. This is your place to post something for sale or an item you are giving away, etc.

E-News Blasts

Receive electronic news and notifications of events, happenings, and points of interest for this in aviation around Ohio!

Volunteer Opportunities

Get involved! Join the fun and challenge of OAA by contributing to the various committees. Whether you have time to devote to committee work or simply have any idea you would like to share, OAA needs your involvement!



As a member of OAA, you have the ability to volunteer on key committees and project groups and be able to serve on the Board of Directors. Then consider completing our online application to volunteer with OAA.

Awards Recognition Program

The OAA Award Ceremony is held annually at the Ohio Aviation Association Annual Conference. The OAA presents awards to OAA Members in the following categories:

- ✧ Airport of the Year
- ✧ Airport Manager of the Year
- ✧ Aviator of the Year
- ✧ Aviation Student of the Year
- ✧ Airport Business of the Year

Nomination applications are announced toward the end of each calendar year for presentation at the following year's annual conference. Please visit our annual conference page on our website to view related announcements and information.

Website

The OAA website is a wonderful source of information for you. For members, the website contains contact information for colleagues and volunteer leaders. The website is the best place to find the upcoming events and activities. Airport and aviation business supporters may post job opportunities for a small fee through our Marketplace Center...and receive *one free* per year if you are a member!

Access to the "Members Only" section of our website features past publications and important links to industry document. The "Members Only" section also provides networking opportunities for members such as a community forum and the online membership directory. You can also find the latest legislation being tracked by OAA Advocacy committee in the members-only area.

Interested in Joining OAA?

The Ohio Aviation Association is working to provide the best resources you need and the networking community you desire. We invite you to bring your experience and join the others as members of OAA.

How to Join

First, visit our membership category section to determine which category best fits your needs.

Then, for your convenience, we offer an easy online membership application. If you are completing the application on behalf of an organization, you will be able to conveniently join both your organization and your organization's representatives with the same application! Don't have all your rep's contact information with you today? Not to worry, you can add representatives later!

At the end of your online application, you will be prompted for dues payment. For your convenience, we accept two ways to pay membership dues: Online Now or Email Invoice to Pay by Check Later. Please note that if your primary membership address does not match your credit card address, it increases the chances that it may get declined. You will have to mail in your membership dues at that point. We apologize for the inconvenience; however, it is for your financial security.

Once you have completed your online membership application, you will receive an emailed confirmation. Please keep this email for documentation and receipt of membership. Remember, OAA membership year runs January -



December of each year. The system will automatically issue a renewal notice approximately 6-8 weeks prior to the expiration of the current membership year.

Membership Categories

Below, you will find the membership categories offered by the Ohio Aviation Association. All membership types renew annually. The membership year runs from January 1 through December 31. There is an unlimited number of individuals (or representatives) that may be added to any Airport, Business Partner and Aviation Education Program Membership, at no additional cost. Every individual will gain access to all membership benefits.

There are six main membership categories. Some membership categories have subcategories, as noted, and include:

1. Airport Member
 - a. Commercial Service/Multi
 - b. General Aviation Airport 1
 - c. General Aviation Airport 2
 - d. General Aviation Airport 3
 - e. General Aviation Airport 4
2. Business Partner Member
 - a. Consulting & Contractors
 - b. Supply Chain/Small Business/Direct Service
3. Other Organizations
 - a. Non-Profit Organizations
 - b. State/Federal Organizations (State/Fed Officials)
4. Aviation Education Program (the actual institution)
5. Students (high school and higher education students)
6. Aviation Supporter (those not currently employed in the aviation industry but still want to support)

Each of these subcategories is further described on our website.

-END-

RCA 19-222-129
Finance Only

City of Medina
Board of Control/Finance Committee Approval
Administrative Code: 141

- Department Heads can authorize expenditures up to \$1,500.00 (requisition)
- Board of Control authorizes expenditures from \$1,500.01 to \$15,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$15,000.01 to \$25,000.00 (BOC form).
- Council authorizes expenditures/bids over \$25,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 101-05)

Date: 11/18/2019

Department: Police Department

Amount: \$10,500.00

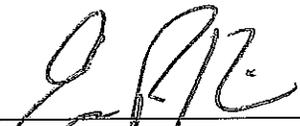
B.O.C. Approval Date: _____

Account Number: 106-0101-53315

Vendor: Pro Tech Security Sales

P00274

Department head/Authorized signature:


Chief Edward R. Kinney

Item/Description:

Additional funds to PO 2019000437-Add Line 3 - Surveillance equipment for DB

Increase Purchase Order from \$14,000 to \$24,500

FINANCE COMMITTEE APPROVAL: (expenditures from \$15,000.01 to \$25,000.00)

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

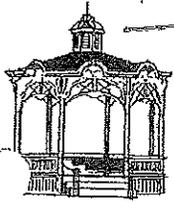
Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.

Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.

Thank you.

Revised:

6/1/2018



City of Medina

132 North Elmwood Ave P.O. Box 703
Medina, OH 44258
PH: 330-725-8861
FAX: 330-722-9058

PURCHASE ORDER

No. 2019000437

Show this Purchase Order Number on all correspondence, invoices, shipping papers and packages.

DELIVER AND SHIP TO THIS DEPT. POLICE DEPARTMENT
CITY OF MEDINA
150 WEST FRIENDSHIP STREET
MEDINA, OHIO 44256

NAME AND ADDRESS OF VENDOR: P00274
PRO TECH SECURITY SALES
1313 WEST BAGLEY ROAD
BEREA OH 44017

PURCHASE ORDER DATE
01/14/19

TERMS:

1. City of Medina is exempt from excise or sales tax.
2. Purchase order number must appear on all invoices, packages, packing slips, shipping papers and all other correspondence.
3. Delivery must be prepaid to destination shown above or billed to same.
4. No change may be made in this order without consent of the Director of Finance.

DO NOT DUPLICATE THIS ORDER

LINE NO.	DESCRIPTION	ACCOUNT NUMBER	QUANTITY ORDERED	UNIT MEAS.	UNIT PRICE	EXTENSION
001	RB-BALLISTIC VESTS	106-0101-51131	0		433. ⁰⁰ .00	9500.00
002	RB-BALLISTIC VESTS	106-0103-51131	0		337. ⁰⁰ .00	4500.00
	REGULAR BLANKET					
	BOC APPROVED 1/14/19					
	CREATED LINE 2, MOVED \$5000.00 FROM L#1 TO L#2, REQ#04/03/19					
	\$500 MOVED FROM L#2 TO L#1; REQ# 9/17/19; 9/17/19					
TOTAL AMOUNT NOT TO EXCEED						14000.00

Order is to be entered in accordance with prices, delivery and specifications shown above.

FEDERAL TAX ID:
34-6001856

THEN AND NOW CERTIFICATION

I hereby certify that the amount necessary to meet this obligation was then (at time of the order or contract) and is now lawfully appropriated for such purpose and was then and is now in the Treasury and free from previous encumbrances.

This amount has been lawfully appropriated for such purpose and is in the treasury or in process of collection.

SEND ALL INVOICES TO:
City of Medina
132 North Elmwood Ave
P.O. Box 703
Medina, OH 44258

Robert W. Johnson
DIRECTOR OF FINANCE

AUTHORIZED SIGNATURE



PRO-TECH

QUOTE # 001795-R0

Bill to:
Medina Police Department
150 W. Friendship
Medina, OH 44256

Contact: Brett McNabb
Email: Bmcnabb@medinaoh.org
Phone: (330) 725-7777

Sales Rep: Mitch Drellishak
Email: mitchd@protechsales.com
Phone:
Fax:

Ship to:
Medina Police Department

Contact: Brett McNabb
Email: Bmcnabb@medinaoh.org
Phone: (330) 725-7777

Quote Date: October 01 2019
Quote Valid: 30 day(s)
Payment: Credit Card

Part Number	Description	Brand	Qty	Unit Price	Extended Price
Charging Kit	Charging Kit for GPS Tracking Device Includes AC Charger, Cig Plug Charger and USB Cord	TactiTrack	2	\$50.00	\$100.00
TCT-12MO	12-Month Unlimited Tracking Subscription to include: Unlimited Updates, Desktop Tracking Platform Access and Mobile App Tracking Access	TactiTrack	2	\$499.00	\$998.00
TCT-13.4	13.4 LTE Tracker with 13.4 Amp Battery, Covert Magnetic GPS tracker	TactiTrack	2	\$299.00	\$598.00

wallaby

Part Number	Description	Brand	Qty	Unit Price	Extended Price
PTS-MIN	GSM Micro SIM Card for Wallaby Cell Listener. \$100 will be added to the \$2 per day plan that is good for (1) YEAR. Agency will also be given account set-up and login information to renew funds as needed.	Nautics	1	\$150.00	\$150.00
30-0024-352	Wallaby C2d w/Recorder; includes Wallaby with stubby and wired microphones, 2GB recorder, remote control, USB charging cable, USB dongle download cable, software, storage case	Nautics	1	\$2,350.00	\$2,350.00

Micro Oculus

Part Number	Description	Brand	Qty	Unit Price	Extended Price
OCULUS MEMORY UPGRADE 16	Oculus Memory Upgrade 16 GB		1	\$250.00	\$250.00



PRO-TECH

MICRO OCULUS PLUG N PLAY KIT	Micro Oculus Plug and play kit includes: (1) Micro Oculus Button B/W - 8 GB memory (1) Button kit for Enhanced LLC cameras, BLACK or White, 10 std. buttons + 2 thread buttons, Ø11mm (1) Concealment Jig for Enhanced LLC cameras, BLACK or white, 2 thread jigs, Ø30mm (1) USB, Cable, USB-Micro (USB-A / USB- micro) for Oculus, 1.0m/3ft (1) User Guide (1) Quick Guide (1) Watertight case (1) USB (software, guides and tools)	1	\$4,795.00	\$4,795.00
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Covert DVR

Part Number	Description	Brand	Qty	Unit Price	Extended Price
DLM-PV-WS10	Wall switch DVR		1	\$295.00	\$295.00
DLM-PV-BT10i	Bluetooth Speaker DVR	PRO-TECH	1	\$395.00	\$395.00
DLM-PV-DY10i	Do-It-Yourself (DIY) DVR camera	PRO-TECH	1	\$295.00	\$295.00

Net Total: 10,226.00
Shipping: 100.00
Total: **\$10,326.00**

Notes: Shipping will be assessed when products are selected.

To ACCEPT this quotation, please **CONFIRM BILLING AND SHIPPING** address, sign below, and then email
to: orders@protechsales.com

Signature: _____ Date: _____ Department PO#: _____

If your Agency issues official Purchase Orders: Please **CONFIRM BILLING AND SHIPPING address and then send official PO
to: orders@protechsales.com

REQUEST FOR COUNCIL ACTION

*OK to
Ad-Hoc
12-2-19*

NO. RCA 19-223-12/9

FROM: Patrick Patton and Nino Piccoli



DATE: December 2, 2019

COMMITTEE REFERRAL: Finance

SUBJECT: 2020 Concrete Pavement General Services Program

This request asks for Council's authorization to advertise, bid and award a contract for the 2020 Concrete Pavement General Services Program.

We use this program to fund installation, removal, replacement and repair of concrete sidewalk and pavement. This includes the City's annual concrete sidewalk repair program, water breaks and miscellaneous concrete repairs and installation.

Please note, the City's sidewalk program requires property owners to be financially responsible for the repair and replacement of the sidewalk in front of their property. Because of this, please be advised that the cost for this program will be reimbursed in part by the reimbursements received from the 2020 sidewalk program.

Thank you for your consideration.

ESTIMATED COST: \$100,000

SUGGESTED FUNDING: 108-0610-54411

Sufficient Funds in Account Number:

Transfer Needed From:
To:

New Appropriation:

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

REQUEST FOR COUNCIL ACTION

*OK
12/2/19*

No RCA 19-224-12/9
Finance

FROM: Jonathan Mendel, Community Development Director / Committee: Special Legislation

DATE: December 2, 2019

SUBJECT: Comprehensive Plan update – Request for Proposals and consultant selection

SUMMARY AND BACKGROUND:

The existing Comprehensive Plan is 12 years old and needs to be replaced to address the current and future needs of the City of Medina. Much has changed between 2007 and 2019 in terms of development trends, demographics and the City's ability to provide adequate services. In order to understand the path the community wants for the next 10 to 15 years, a new Comprehensive Plan is the best way to consolidate and express the community's needs and desires.

Therefore, it is requested the Mayor be authorized to issue the Request for Proposals and award a contract for the creation of a new Comprehensive Plan for the City of Medina.

Here is a possible timeline and procedural framework for such as process:

November 2019 – February 2020

- City Council Special Legislation Committee about direction of plan and process (recommended 11/19/19)
- City Council ordinance to request proposals
- Mayor and/or City Council appoint a steering committee composed of a cross-section of community stakeholders, such as members of HPB, BZA, PC, community civic organizations, City Council, City administration, and general resident

February – March 2020

- Issue Request for Proposals (draft document attached)

April – May 2020

- Award project and begin preliminary data work

June 2020 – June 2021

- Conduct Comp Plan creation process
- Planning Commission recommendation of final plan and City Council adoption

Estimated Cost: \$40,000-\$80,000

Suggested Funding: Funds from carry forward and PY19 CDBG Allocation Grant

Transfer needed from Account No. to Account No.

NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

DRAFT

COMPREHENSIVE PLAN ELEMENTS

The scope of this project is to guide the preparation of a Comprehensive Plan that will act as a blueprint to direct the future growth and development of Medina. The resulting plan should be both a physical and policy based plan, provide implementation actions and strategies and include illustrative maps, tables and concept graphics. The Comprehensive Plan should integrate all of the City's existing plans when determined appropriate. Elements of the Comprehensive Plan should include, but need not be limited to:

1. Statement of purpose and a community vision
2. Comprehensive Plan process
3. General existing conditions including demographics, economy, zoning, land use, historic district/areas, transportation, parks and open space, etc.
4. Current land use analysis and future land use plan
5. Transportation assessment and thoroughfare and bike path/pedestrian plan
6. Recreation, open space and environmental assessment and plan
7. Identification and plans for priority areas of economic development, stabilization and redevelopment with special attention focused on Low and Moderate Income Census Blocks
8. Implementation policies and framework

DELIVERABLE PRODUCTS

The consultant should provide 10 hard copies of the final Comprehensive Plan including color maps to the City upon adoption of the Plan and digital copies in Microsoft Word and Adobe PDF. All data and information collected through the process shall also be provided in hard and digital copies. All relevant maps shall be provided in GIS format, including their associated data.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals shall be submitted to the City of Medina Community Development Department, noted below. There shall be ten hard copies of the proposal and one electronic copy. Proposals should include:

1. Cover letter
2. Statement of project understanding
3. Qualifications of firm/project team
4. Strategy and implementation plan
5. Services provided
6. Organization, staffing plan and approximated distribution of work hours
7. Timeline
8. References for at least three similar projects completed during the past eight years
9. Detailed fee proposal including a complete list of costs per task, expected reimbursable expenses and a total fee for the proposal. Each component of the work program should be itemized and hourly rates, travel, meetings, etc. should be included. Also, provide general charges for scope expansion during the contract period.

PROPOSAL DEADLINE

Proposals are due by XXXX, XX, XXXX at 5:00pm to:

City of Medina
Community Development Department
132 N. Elmwood Avenue
P.O. Box 703
Medina, OH 44256

DRAFT

EVALUATION CRITERIA

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. Firms selected for interviews will be chosen on the basis of their apparent ability to best meet the overall expectations of the City. The City reserves the right to reject any and all submittals. The following parameters will be used to evaluate the submittals (in no particular order of priority):

- Responsiveness of submittal to the RFP
- Basic knowledge of the community
- Understanding of the project and the objectives
- Experience integrating land use, transportation, redevelopment, economic development and implementation strategies
- Consensus building experience working with communities
- Necessary resources
- Required skills and demonstrated capability
- Cost estimate/range

Please direct questions regarding proposals to:

Jonathan Mendel
Community Development Director
City of Medina
132 N. Elmwood Avenue
P.O. Box 703
Medina, OH 44256
(330) 722-9023

OK
2/1/20
12/21/19

REQUEST FOR COUNCIL ACTION

No. PCA 19-225-12/19

FROM: Jonathan Mendel, Community Development Director ~~for~~ Committee Finance

DATE: December 2, 2019

SUBJECT: **Certified Local Government (CLG) Grant Application – Federal Fiscal Year 2020**

SUMMARY AND BACKGROUND:

Request the Mayor be authorized to file an application for and accept grant assistance with the Ohio History Connection for funds through the 2020 Certified Local Government (CLG) Grant Application to fund a portion of an Old House Fair located within the City of Medina, OH in June, 2020. The Old House Fair would be primarily managed by Heritage Ohio with the administration of the grant solely the responsibility of Heritage Ohio.

This grant requires the City of Medina apply and can designate a third-party administrator to execute the grant, if awarded. Since the intended activity is a Heritage Ohio event, the City of Medina should designate Heritage Ohio as the third-party administrator with oversight from the City of Medina Community Development Department to guarantee proper administration and execution by Heritage Ohio.

Attached is the 2020 application cycle instructions. The City of Medina and Heritage Ohio will likely request a \$5,000 grant to partially fund the estimated \$10,000-\$15,000 cost for the planned Old House Fair.

Suggested Funding: N/A

- Sufficient funds in Account No.
- Transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:



FFY 2020 Certified Local Government Grant APPLICATION INSTRUCTIONS

The State Historic Preservation Office (SHPO) **will only accept complete applications received by the deadline** listed in the grant application and instructions. Please follow these instructions and review the checklist at the end of the grant application form to insure your application is complete.

Application Deadline: New this year, the application **must be posted to Dropbox by 5 p.m. on Monday, February 10, 2020**. Post the completed nomination, all supplemental materials and signed signature pages to Dropbox and share with tharrah@ohiohistory.org.

Application Assistance — **SHPO encourages applicants to call with any questions about potential CLG grant projects or the grant processes, and to send in a draft application** prior to the submission deadline for administrative and program staff to review and comment. This is especially encouraged for projects that may qualify as meeting the 2020 Funding Priorities. Contact Adam Eltrich at 614.298.2000 or aeltrich@ohiohistory.org with any questions or draft review requests.

Section I. APPLICANT

Identify the CLG community by name and the county in which it is located.

Provide the names and addresses of:

- The CLG chief administrative officer or authorized designee
- Chair of your local commission or design review board,
- CLG program contact, and
- Project coordinator (if different from the CLG program contact).

The project coordinator is responsible for oversight of the project. The signatures of each of these people are required for the application to be considered complete. Applications without all required signatures will be deemed incomplete and may not be considered.

Section II. LOCAL GOVERNMENT INFORMATION

- A. Provide the names and district numbers of your Ohio Senate, Ohio House, and U.S. Congressional representatives. Check the following websites to find your senator and representatives:
- Ohio Senate - ohiosenate.gov/senators/district-map
 - Ohio House - ohiohouse.gov/
 - US Congressional Representative - house.gov/representatives/find-your-representative

- B. Indicate whether your community requires (1) council approval to apply for and accept federal funds, (2) council approval to accept federal funds, or (3) no council action required. If an ordinance is required prior to applying for funds, enclose a copy of council approval with application.
- C. If the CLG community is designating a third party to administer the grant, identify the organization and its authorized representative. Signature of the authorized representative is required in this section. Note: if the application is funded, the grant agreement will be between the Ohio History Connection and the designated third party administrator. However the CLG community, as the applicant, must also comply with this section where applicable.
- Financial Administration: Identify the person who will be responsible for the financial administration of this grant. This party will also be responsible for submitting the federal fiscal year and project completion reports. If a third party is administering the grant, financial administration will be the responsibility of the third party.
 - Provide grant administrator's (CLG or third party) federal tax identification number and DUNS number.
 - Complete and sign the Financial Management Certification.
 - Audit-related requirements are dependent upon the overall level of federal funding received each year by the grant applicant (CLG). The appropriate audit material must be submitted with the application in order for the application to be considered complete and eligible for funding consideration.
 - If a community receives more than \$500,000 in federal funds per fiscal year, it is subject to single audit reporting requirements, and filing the SF-SAC electronic audit report. Post a copy of or supply a link to the community's most recent audit report and SF-SAC form with the application and provide the year of the most recent audit.
 - If the CLG community does not meet the \$500,000 annual federal dollar threshold, enclose a statement from the community auditor to this effect and post or provide an electronic copy of the most recent state or private audit report.
 - If the grant is to be administered by a designated third party, that organization must provide their most recent audit report (post or provide a link to) from an independent auditor or a compilation statement, which is an independent examination of the organization's financial statements. If the entity has not been audited or does not have a compilation statement, it is not eligible to serve as the third party administrator of a CLG grant.

Section III. PROJECT SUMMARY

- A. Check the appropriate project category indicating the type of project proposed in your application. Project types are described below.

- B. The matching funds requirement has been eliminated for projects that meet one of the 2020 Funding Priorities listed here or on page 13 below. If the project addresses one of these priorities the grant can cover 100% of the project costs. If you believe your project qualifies as a funding priority list the specific priority and describe how your project qualifies.
- C. Summarize project costs, broken down into the amount of CLG funds being requested, the amount of local match to be provided and total project cost. If the project qualifies as a Funding Priority no match amount is required; the "CLG Funds Requested" can equal the "Total Project Cost". For all other projects the requested CLG grant amount cannot exceed 60% of total project costs. These figures should match the totals in Section VI. Budget.

Section IV. PROJECT DESCRIPTION

Use this section to explain what will be done, why, how, when, and by whom. Organize this section in the following manner:

- Introduction: Provide a brief explanation of the community's overall historic preservation goals and objectives.
- Statement of Need: Identify the problem or need that will be addressed by the proposed project. Describe how the project is linked to the community's overall historic preservation goals and objectives and/or other current historic preservation programs underway.
- Components: Describe the activities necessary to carry out the project.
 - The activities that will take place,
 - Who will do the work,
 - What outcomes or products will result,
 - If/how the public will be involved, and
 - The expected benefit or effect of the proposed project.

All projects must include oversight by at least one individual meeting professional qualification standards as published in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44716). In the case of rehabilitation or restoration work to historic properties, qualified personnel, as described above, must be on-site periodically during project work. The application should describe the personnel who meet applicable professional standards or state that such individuals will be hired for the project.

- Project Type: CLG grants may fund projects in the following seven program areas. Each requires specific information be provided in the application in Section IV. Refer to the appropriate program area for your project and address all items in the project description.

SURVEY: Survey projects are undertaken to identify and record information about properties and sites and must result in the completion of Ohio Historic Inventory (OHI) or Ohio Archaeological Inventory (OAI) forms and a survey report.

All survey activities must meet the Secretary of the Interior's Standards for Identification and Evaluation and SHPO programmatic requirements presented in the Guidelines for Conducting History/Architecture Surveys in Ohio and the Archaeology Guidelines. Survey projects must be conducted by individuals meeting the appropriate professional qualification standards.

All inventory forms will be completed using the SHPO Internet based I-Form application. Survey reports are to be submitted in Microsoft Word format.

Survey project deliverables; OHI/OAI I-forms and survey reports, are subject to review and final acceptance by SHPO prior to completion of the grant project and payment.

Include in your project description:

- The goals of the survey project,
- The type of survey to be conducted [reconnaissance or intensive level],
- The geographic area or specific theme and time period targeted by the survey,
- Approximate number of historic and non-historic properties in the survey area,
- Approximate number of properties to be documented to OHI, including new properties and the updating of previously recorded properties,
- A map of the area showing the proposed survey area boundaries,
- An explanation for boundaries chosen and estimated acreage in area to be surveyed.

Include in your project schedule the submission dates for:

- The research design and survey methodology,
- OHI and I-form training by SHPO,
- Submission of the first 5 survey forms,
- 25% of survey forms completed,
- 75% of completed forms,
- 100% of survey forms,
- Draft survey report and,
- Final survey report.

Check with SHPO for schedule requirements for archaeology surveys before preparing a project schedule.

Minimum required system configuration needed for completing the SHPO Internet based I-Form version of the OHI and OAI forms is:

- 3 Ghz or better processor
- Personal computer running a Microsoft Windows operating system such as: Windows 7 (MAC operating systems are not supported)
- 4 GB of RAM
- 19 inch color display with a resolution of 1600x900 pixels or higher
- Broadband DSL or Cable Internet access
- Image software capable of meeting the IForm Digital Imagery Standards available at: www.ohiohistory.org/iform

When planning an archaeological survey, note that archaeological collections and accompanying data and records must be curated in a repository meeting contemporary professional Standards, except where regulations for the Native American Graves Protection and Repatriation Act apply. Address how this requirement will be met. The costs of ongoing curation are not allowable for CLG grant assistance.

REGISTRATION: *Registration projects involve documentation and evaluation of historic or prehistoric resources for listing in the National Register of Historic Places or local registers. All activities must meet the Secretary of Interior's Standards for Evaluation and Registration.*

NOTE: Registration projects for National Register nominations are required to submit a completed "Preliminary Questionnaire" to SHPO on or before **Thursday, January 16, 2020** for an opinion on National Register eligibility. Include a copy of the SHPO Preliminary Questionnaire response letter with your application. The Preliminary Questionnaire is available on the SHPO website under National Register of Historic Places.

A local designation project does not require the questionnaire to be completed. If local designation is sought, enclose with the grant application a copy of the local designation criteria and explain which criteria the nomination meets.

Include in your project description:

- Type of nomination [individual, district, thematic, or multiple resource],
- Type of registration [National Register or local designation];
- Estimated number of contributing properties if nominating a district;
- State whether property(ies) has(have) been identified in a survey, and if so, identify name and location of survey report.

For National Register projects include in your project schedule:

Submission dates that follow the required SHPO review periods, Ohio Historic Site Protection Advisory Board (OHSPAB) meeting dates, and time for any modifications of the nomination required by OHSPAB. The schedule for a National Register nomination is governed by the OHSPAB meeting schedule. A description of the National Register nomination process, the nomination submission deadlines, and the OHSPAB meeting schedule are available on the SHPO website.

For local designation projects include in your project schedule the submission dates for two drafts and the final nomination.

PLANNING: *Planning projects include:*

- *Developing or updating a community's historic preservation plan,*
- *Updating a local preservation ordinance,*
- *Development of a cultural resource management plan at a regional or local level,*
- *Development of historic contexts to guide future survey and evaluation projects,*
and
- *Advanced mapping and analysis technology such as Geographic Information Systems (GIS).*

All planning activities must meet the Secretary of the Interior's Standards for Preservation Planning.

Include in your project description:

- Objective of the planning project,
- Anticipated benefits of the project,
- State whether the product is new or an update to an existing document,
- Explanation of how the community will be involved with and participate in the development of the product,
- Description of the format and description of the distribution plan for the final product.

Include in your project schedule: the submission dates for the research design or outline, first draft, and final draft with layout and all graphics completed.

A historic preservation plan or plan element is to include:

- Public participation consisting of at least two public forums. One to explain project/receive comments, and the second to review results of draft plan/gather additional input. (Documentation for this includes press releases and public notices, as well as information in the minutes of the local board/commission.),
- Historic context for the community,
- Map/list of current individual landmarks and historic districts, both on the National Register of Historic Places and those locally designated,
- Assessment of current local preservation legislation and policy,
- Historic preservation goals for the period covered by the plan,
- Action statements/implementation/mechanisms to achieve stated historic preservation goals and strategies,
- Integration/interaction with other plan elements [where appropriate].

PRE-DEVELOPMENT: *Pre-development projects involve historical, architectural, or archaeological research necessary to document the significance, condition and features of National Register-listed or –eligible properties. Pre-development projects can include:*

- *Preparation of a feasibility study,*
- *Structural assessment,*
- *A historic structure report and,*
- *Architectural drawings and specifications for development work.*

Pre-development projects must meet the Secretary of Interior's Standards for Rehabilitation.

Include in your project description:

- Property's historic name and name and address of the current owner,
- Provide the National Register listing date or SHPO eligibility opinion; state if the property is locally designated,
- Describe how this project contributes to the long term preservation of the historic property,
- State whether the property is open to the public,
- Describe the current and intended status and use and,

- State how the Americans with Disabilities Act standards have been or will be met.

Include in your project schedule: submission dates for two drafts and a final version of products with all associated graphics.

*****NEW DIGITAL IMAGE SUBMISSION REQUIREMENTS*****

Post high resolution photos of the property to Dropbox showing all exterior elevations and interior views applicable to the proposed project. Name all digital image files using the following standard format.

The image file name must include:

Property Name_view description

Example:

Elizabeth Brown House_front elevation

DEVELOPMENT: *Development projects consist of construction-related activities to rehabilitate and restore National Register-listed properties. All work to the property carried out during the grant period, whether paid by the CLG grant, matching funds, or by other sources, must be reviewed by the SHPO and meet the Secretary of Interior's Standards for Rehabilitation. A project sign acknowledging National Park Service and Ohio History Connection/State Historic Preservation Office funding assistance must be in place throughout project work. A preservation agreement or covenant, depending on the cumulative amount of HPF grant assistance received to date, must be executed prior to the release of grant funds.*

Include in your project description:

- Property's historic name and name and address of the current owner,
- National Register listing date; state whether the property is also locally designated,
- Describe how this project contributes to the long term preservation of the property,
- Statement as to whether the property meets Americans with Disabilities Act standards for accessibility or how the project will provide or enhance accessibility and,
- Current status and use of property and intended use, statement as to whether property is currently open to the public or will be as a result of the proposed project.

Include in your schedule: submission dates for draft architectural drawings, if applicable, and specifications for SHPO review and approval prior to issuance of bid request, photo documentation of work in progress submitted at regular intervals (including project sign in place), and photo documentation of completed work.

Include in your application:

- Cost estimate(s) from Contractor(s) for the proposed work,
- A signed Acquisition/ Development certification form available from the SHPO website under CLG Grants, How to Apply,

- A flood plain assurance certification or proof of flood insurance, and
- High resolution photos

*****NEW DIGITAL IMAGE SUBMISSION REQUIREMENTS*****

Post high resolution photos of the property to Dropbox showing all exterior elevations and interior views applicable to the proposed project. Name all digital image files using the following standard format.

The image file name must include:
Property Name_view description

Example:
Elizabeth Brown House_front elevation

ACQUISITION: *Acquisition projects involve acquiring full fee-simple or less-than-fee simple interest (e.g., easement) in a National Register-listed property. Mortgage installments or an option to purchase are not eligible. CLG grant assistance may only be used to acquire a property that is threatened with demolition, impairment, or other such controllable damage from natural or human sources such as erosion, vandalism, or relic collecting and where grant assistance is essential to ensure the preservation of the property for at least the term of the covenant or preservation agreement. The project must be executed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended by Title IV of the Surface Transportation and Uniform Relocation Assistance Act of 1987 (42 U.S.C. 4601 et. sec). Appraisals required.*

Include in your project description:

- Property's historic name and name and address of the current owner,
- National Register listing date; state whether the property is also locally designated,
- Description of the nature of threat to the property,
- Current status and use as well as intended use of the property,
- How project contributes effectively to long term preservation of the property,
- Current market value of property and the basis for estimating this value,
- Explanation of whether the property is open to the public now or will be as the result of the proposed project,
- Statement as to whether the property meets Americans with Disabilities Act standards for accessibility and if not, and how the proposed project will provide or enhance this,

Include in your project schedule: submission dates for an appraisal that must be performed not more than six months prior to the acquisition. Contact the CLG contact person for other administrative requirements specific to Acquisition projects.

Include in your application:

- A signed Acquisition/Development certification form [available from the SHPO website under CLG grants, How to Apply),

- High resolution photos

*****NEW DIGITAL IMAGE SUBMISSION REQUIREMENTS*****

Post high resolution photos of the property to Dropbox showing all exterior elevations and interior views applicable to the proposed project. Name all digital image files using the following standard format.

The image file name must include:
Property Name_view description

Example:
Elizabeth Brown House_front elevation

EDUCATION (AND OTHER): *These projects include:*

- *Instruction and training for public and community officials about historic preservation programs and treatment techniques,*
- *Activities that involve multiple project types such as developing a National Register nomination (Registration) and a feasibility study for potential reuse (Pre-Development) for a local landmark building*

All work must meet the Secretary of Interior's Standards for Historic Preservation Projects, as applicable.

Include in your application:

- Identification of the target audience for the project;
- Explanation of how the project meets the needs of the target audience;
- Description of the product or outcome's lasting value,
- Description of alternatives considered in choosing proposed method and why this approach is appropriate and cost effective.

For printed or website material; include in your schedule the submission of an outline, two full drafts with associated graphics, and final document or product.

Contact the SHPO grants manager for what to include in the schedule with regard to draft materials for projects that may involve workshops, training, or other non-printed products. All written/audio/visual products must carry the NPS/Ohio History Connection/SHPO funding acknowledgement, both in graphic and text formats.

Section V. SCHEDULE FOR PROJECT COMPLETION

The period for completing grant projects is **April 1, 2020 – September 30, 2021.**

List each activity or task and its associated duration in weeks or months. Include time for SHPO review of Requests for Proposals prior to issuance, subcontracts prior to execution, and draft and final versions of all deliverable documents. Refer to the "Include in your Schedule" paragraph in the instructions for the specific project type above.

Please allow sufficient time for the project director to review draft materials submitted by consultants/contractors prior to sending to SHPO. The CLG community's review comments should be submitted to SHPO along with the draft products. The schedule should allow 2-3 weeks for reviews at SHPO.

For projects that extend beyond September 30, 2021, include in the schedule submission of a federal fiscal year report by November 1, 2020, that will list all expenses incurred and tasks accomplished during federal fiscal year 2020 (that is, from project start through September 30, 2021).

Section VI. PROJECT BUDGET

Estimate costs by identifying personnel and the tasks they will perform and other costs associated with producing the products your project will generate. Budget estimates should be realistic and based upon the assumption of fair and open competition among suppliers of materials and services. SHPO strongly recommends that applicants obtain estimates of major cost items to use as a basis for preparing budgets and include such estimates as attachments to the application.

The hourly rate and associated benefit rate of CLG staff contributing time to the project should be identified for each person and listed under Personnel--In-kind. Personnel--cash is the category for any consultant or contractor that will be hired for the project. Personnel--volunteer is for the valuation of unpaid time contributed to the project. See information on valuing volunteer time under Section VII, Matching Share.

For consultant costs, enter either a lump sum amount inclusive of all costs (preferred) or an hourly rate and the estimated number of hours.

Mileage expense can be included in the project budget at the Ohio History Connection rate, currently \$0.52 per mile.

All project costs must directly relate to the accomplishment of the project.

The following costs are **ineligible**:

- Any cost related to fundraising or membership solicitation
- Archival research
- Food and beverage expenses [other than a per diem related to travel or conference attendance]
- Honoraria when primary intent is to confer distinction
- Lobbying
- Mitigation expenses under Section 106 of the National Historic Preservation Act

A construction budget is required for development projects that itemizes construction costs separately from administration costs. Use the applicable expense categories for construction listed in Section VI. of the Application form. Include a copy of a contractor's estimate.

Procurement – The hiring of any contractor/consultant as part of the CLG project must be done in an open, competitive manner. The Requests for Proposal must be reviewed and

approved by SHPO prior to issuance to insure that the scope of work meets the Secretary of the Interior's Guidelines for Archaeology and Historic Preservation. Federal regulations prohibit the hiring of any contractor/consultant for a project who was involved in drafting the RFP.

Section VII. MATCHING SHARE

Matching funds are the grant recipient's contributing share of the project cost. If the grant project qualifies as one of the 2020 Funding Priorities provided here or on page 13 below, the match requirement has been eliminated. For all other projects the match requirement for federal fiscal year 2020 is 40%. That is the grant award can contribute up to 60% of the total project costs with 40% being covered by the grant recipient. If match is required, identify the source of funds and donations that will be used as the matching share. Indicate the donor, source, kind, amount, and status for each source of match.

Cash contributions refer to the actual funds committed to the project by the applicant or third parties. These funds can be state or local, grants, or fund-raising proceeds from private organizations, foundations, or individuals. Federal funds cannot be used as matching share with the exception of Community Development Block Grant (CDBG) funds.

Donated services and materials are allowable matching share when they directly benefit the objectives of the project and are specifically identifiable. Donated services or equipment usage must be documented. Contact Adam Eltrich, SHPO Grant Manager, for assistance in determining the value of donated services, materials or equipment use (aeltrich@ohiohistory.org or 614.298.2000).

Personnel time spent by the grant administrator's employees are considered personnel—in-kind expenses. When an employer other than the grant recipient furnishes the services of an employee, these services can be valued at the employee's regular rate of pay (exclusive of fringe).

Volunteer services may be counted as matching share if they are an integral and necessary part of the approved work. If a volunteer performs services in his/her area of expertise their professional rate may be used up to the maximum allowed using a formula established by the National Park Service and must be pre-approved by SHPO. Contact the SHPO Grant Manager to establish allowable rates. If a volunteer performs services outside his profession or trade, this volunteer time must be valued at the Ohio minimum wage rate (\$8.55 effective January 2019). Volunteer time must be treated as matching share only.

The following are **not allowable as matching share**:

- Any cash or in-kind contribution used to match another federal grant,
- Volunteer work performed by grant recipient staff within the scope of their normal responsibilities of the position in excess of their paid working hours,
- Federally guaranteed loans,
- Time of students in a federally-funded work/study or Federal student loan program,
- Prison labor

Project Income: If income is anticipated from the project during the project period, identify the source of funds, estimated amount of income, and how it will be utilized during the

project period. Income must be used to reduce overall project costs, to meet the matching share requirements, or for another purpose allowable under Historic Preservation Fund grants. Contact the SHPO grants manager if project income is anticipated.

GENERAL CONDITIONS FOR CLG GRANTS

Application — **Incomplete applications may not be reviewed.** Refer to the application checklist to insure all required materials are submitted with the application.

Application Deadline — Applications must be posted to Dropbox by 5 p.m. on **Monday, February 10, 2020** and shared with tharrah@ohiohistory.org.

There is a **\$5,000 minimum** for a CLG grant request.

Ohio History Connection travel reimbursement policy is applicable; contact the SHPO grants contact person for budget figures.

Although there is no maximum funding level established, any grant in excess of \$25,000 requires National Park Service approval prior to initiation and approval of any revisions in scope, schedule, or budget during the administration of the project. CLG grants usually average between \$15,000 and \$20,000.

Be mindful that there is limited funding and although there is no formally established geographic quota, federal regulations prohibit the award of the entire CLG annual appropriation to one project. Multiple applications may be submitted from one CLG, but the CLG may be asked to prioritize their project submissions.

The CLG grant is a **reimbursement grant**, meaning that the grant funds are paid at the end of the project after all costs have been incurred and paid. After a CLG grant project has been completed and reviewed and approved by SHPO, the grant administrator submits the project completion report, invoice, and associated financial documentation for payment. SHPO then reimburses the grant recipient for the grant portion of the paid expenses; 60% of allowable expenses up to the grant award amount. This means that the grant recipient has to carry the cost of the project for the period of time between when it pays the expense and the time it is reimbursed by the SHPO. One partial payment prior to project completion may be scheduled with SHPO approval.

Prior to the release of grant funds for a development grant, the owner of the property must execute a preservation agreement (or covenant) for a specific period of time, dependent upon the cumulative dollar amount of CLG grants awarded to develop the property.

The following **criteria are used to evaluate** grant applications:

I. Project Need [0-20 points]

Application explains how the project supports local and/or State historic preservation goals, or explains a specific threat [physical, financial, other] that the project will address, or otherwise adequately justifies the need for the project.

II. Project Benefit [0-20 points]

Application clearly describes the project impact in the community, its relationship

with other preservation activities and programs; explains how this will further the local and/or state historic preservation effort, and how the proposed project benefits and has a lasting impact on historic resources.

III. Project Methodology [0-40 points]

The project narrative contains the requisite activities, products or outcomes for achieving the goal and completing the project. A manageable work schedule is proposed including mandatory reviews at the local level and SHPO review periods. The project scope, as presented, complies with applicable Secretary of the Interior's Standards for Historic Preservation. The narrative calls for qualified in-house personnel or hired consultants to undertake project work. The budget is realistic. Educating the public, working with the local commission, and/or plans to publicize the project are included.

IV. Project Support [0-20 points]

Local support for the project has been expressed, the CLG is involved in project oversight (in the case of administration by a third party), or there is cash match for the grant.

V. Bonus Points: [0-10 points]

Ten (10) bonus points will be added to the score for those applications that effectively describe how the project scope addresses one of the state funding priorities listed below.

The State Historic Preservation Office has identified the following Funding Priorities for 2020. Note: Projects that qualify as Funding Priorities are not required to provide match to the CLG grant award:

- Projects to survey, nominate, or rehabilitate resources of the recent past, as defined in Ohio Modern: Preserving Our Recent Past / Statewide Historic Context, such as mid-20th century properties or properties reflecting mid-century themes such as civil rights
- Projects that update National Register-listed historic district nominations with expanded periods of significance and/or boundary amendments
- In-state historic preservation-related training for CLG commission and related bodies, design guidelines, or community-based preservation plan or plan components
- Projects to survey, nominate or rehabilitate properties pertaining to the heritage of under-represented groups as defined in Finding Common Ground: A Historic Preservation Plan for Ohioans 2016-2020, Goal 5. This can include ethnic minorities, women (particularly those associated with the suffrage movement), lesbian/gay/bisexual/ transgender and other regional, socioeconomic and ethnic groups.

RCA 19-226-12/9

Finance Only

City of Medina

Board of Control/Finance Committee Approval

Administrative Code: 141

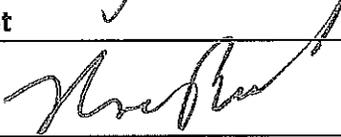
- Department Heads can authorize expenditures up to \$1,500.00 (requisition)
- Board of Control authorizes expenditures from \$1,500.01 to \$15,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$15,000.01 to \$25,000.00 (BOC form).
- Council authorizes expenditures/bids over \$25,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 101-05)

Date: 11/20/2019 Department: Street Dept ✓

Amount: \$5,000.00 ✓ B.O.C. Approval Date: 11.25.19
(Finance Use Only)

Account Number: 102-0615-53321 ✓

Vendor: Orion Equipment ✓

Department Head/Authorized Signature: 

Item/Description: Requesting an increase in po# 2019-487 for plows ✓

* This should have gone to Finance Committee for approval.
* Original PO amount is \$15,000.00
(CS)

FINANCE COMMITTEE APPROVAL: (expenditures from \$15,000.01 to \$25,000.00)

Date Approved/Denied by Finance Committee: _____

Clerk of council _____ Date to Finance: _____

Please have all BOC items for the agenda to the Mayor's Office before 5 p.m. on Friday before the scheduled BOC meeting.

Please have all Finance Committee items for the agenda to the Clerk of Council's Office before 5 p.m. on Tuesday before the scheduled Finance Committee meeting.
Thank you.

OK
25 Harvey
12-3-19

REQUEST FOR COUNCIL ACTION

No. RCA 19-227-12/9
Committee: Finance + Council

FROM: Kimberly Marshall, Economic Development Director
DATE: December 2, 2019
SUBJECT: Capital Bill Request FY 2021/2022

SUMMARY AND BACKGROUND:

The State Legislature reached out to the city requesting projects be submitted for consideration for the upcoming Capital Bill Funding Cycle for FY 2021/2022.

The Mayor and I worked with department heads on potential projects for consideration. There are a total of seven.

There is a matching requirement of 50% but depending on funds available, the city may have to match more.

We respectfully request council to approve moving forward with grant applications for desired projects, if any, and also prioritize the projects accordingly.

State of Ohio Capital Bill

Estimated Cost: TBD
Suggested Funding: TBD
Sufficient funds in Account No.
• Transfer needed from Account No. _____
to Account No. _____
NEW APPROPRIATION needed in Account No. _____
Emergency Clause Requested:
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res. Res. 199-19
Date: 12-9-19

City of Medina 2021/2022 Capital Budget Grant Proposals

Contact	Name of Project	Type of Project	Description of Project	Location	Ownership	Project Cost	Funding Requested From State of Ohio	Local Funding Source	State Funding Previously Received
#1 Jansen/Kimberly Marshall	Walking/Bike Path Lighting	Natural Resources & Parks & Recreational Facilities	A 1/2 mile extension of a Public Sidewalk/Multi-Use Trail connector from Ashwood Lane to North Court Street. This connects the East Reagan Parkway path to the path that was installed with the ODOT Route 42 Replacement project (Waiting on response from ODNR on grant application)	East Reagan Parkway from Ashwood Lane west to North Court Street	Medina City	\$260,000.00	\$200,000.00	Applied for a 2019 Clean Ohio Trails Fund thru ODNR, but have not received any notification; City Match is \$65K	
#2 Jansen/Kimberly Marshall	Lighting for Reagan Parkway	Natural Resources & Parks & Rec	Street Lighting for East Reagan Parkway	East Reagan Parkway; North Side of the Road	Medina City	\$244,000.00	\$122,000.00	\$122,000 - Fund TBD.	
#4 Jansen/Kimberly Marshall	Ray Melliott Park Parking Expansion	Natural Resources & Parks & Recreational Facilities	Ray Melliott Park - Parking Lot Expansion; grading, paving, and lining of Parking Lot Expansion	Ray Melliott Park	Medina City	\$142,685.00	\$71,342.50	Possibly Ward 1, Open Space - \$71,342.50	
#5 Jansen/Kimberly Marshall	New Dog Park	Natural Resources & Parks & Recreational Facilities	Move Dog Park from Memorial Park to Ray Melliott Park. This location is more desirable than the close proximity to the Memorial Park Pool; design plans, grading, fencing, concrete, and features at new Dog Park	Ray Melliott Park	Medina City	\$70,000.00	\$35,000.00	City has received a CDBG grant allocation to extend the fitness trail and fitness stations at this park - \$62,500	
#3 Jansen/Kimberly Marshall	Concrete Permanent Dry Vault Restrooms	Natural Resources & Parks & Recreational Facilities	Concrete permanent single dry vault (\$20K) restroom at Sam Masi Park for the Miracle League (Handicapped baseball teams); Concrete permanent double dry vault (\$38K) restroom for Huffman Cunningham Park to replace porta-potties	Sam Masi Park & Huffman Cunningham Park	Medina City	\$58,000.00	\$29,000.00	Miracle League has committed \$8,000 to the Sam Masi Park project, city portion would be \$2,000/ \$19,000 for Huffman Cunningham Park	
#1 Mike W./Kimberly Marshall	Community Recreation Center Fitness Gym Expansion	Natural Resources & Parks & Recreational Facilities	Building addition; ADA accessible expansion to accommodate functional training to benefit seniors with everyday activities	Medina Community Recreation Center	Medina City	\$800,000.00	\$400,000.00	\$400,000 Rec Carry Forward	\$15,650 in 2009 from CDBG \$30,000 in 2015 from ODNR

11

Nino / Kimberly
 Marshall
 Historic District
 Replacement Lighting
 Cultural & Sports
 Facilities
 There are 26 historical designed lampposts in the Medina Historic District that are deteriorating and need to be replaced with new poles and energy efficient LED lighting, would like to replace 13; Each lamppost cost \$5000 to purchase and install
 Medina Historic District Medina City
 \$65,000.00 \$32,500.00
 \$32,500 service or streets dept carry fwd

George Sam /
 Kimberly Marshall
 Main Street Medina
 South Town Makers
 Studio Space &
 Education Center
 Cultural & Sports
 Facilities
 Funding for the development of a practical arts maker space and educational center in an industrial building in the Main street Medina South Town Area. It would include 15-20 artists, makers, and craftsmen with shared retail, office, and community teaching spaces
 316 South Elmwood
 Avenue
 Progress
 Industrial
 Properties
 Building owner is willing to do some of the buildout

George
 Sam/Kimberly
 Marshall
 Main Street Medina
 South Town Walking
 Loop & Amphitheater
 Natural Resources &
 Parks & Recreational
 Facilities
 A 4,826 linear feet walking trail with 10 historic markers, 3 parkettes with benches, 3 Champion Creek overlooks, and an amphitheater
 South Town Area
 Multiple
 Property
 Owners

\$1,639,685.00 ~~\$889,842.50~~

REQUEST FOR COUNCIL ACTION

No. RCA 19-228-12/9

FROM: Keith H. Dirham, Finance Director

Committee: Finance

DATE: November 20, 2019

SUBJECT: Expenditure greater than \$25,000 – Jet-A Fuel

SUMMARY AND BACKGROUND:

The Finance Department respectfully requests Council to authorize an expenditure not to exceed \$66,500 to EPIC Aviation LLC for the purchase of Jet-A fuel at the Medina Municipal Airport during 2020. NOTE: Through October 2019, the City paid EPIC Aviation \$48,680.81 for Jet-A fuel.

Estimated Cost: \$66,500

Suggested Funding: Medina Municipal Airport Fund

- sufficient funds in Account No. 547-0650-53314
- transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

OK
Dennis Hanwell
12-3-19

REQUEST FOR COUNCIL ACTION

No. RCA 19-229-12/19
Committee: Finance

FROM: Mayor Dennis Hanwell
DATE: December 3, 2019
SUBJECT: Healthy Business Council of Ohio Membership

SUMMARY AND BACKGROUND:

Respectfully request Council's authorization to join the Healthy Business Council of Ohio. This Council works with employers to share best practices for employee wellness initiatives. For the City to be a member, we must amend Medina City Ordinance 133.01 to include same. The City applied for a Healthy Worksite Board and received a Gold Level Award, which is the highest attainable for our Healthy Medina program in collaboration with Medina City Schools and Medina Hospital, a Cleveland Clinic Hospital.

For City.

Estimated Cost: None
Suggested Funding: N/A

- Sufficient funds in Account No.
- Transfer needed from Account No. _____ to Account No. _____

NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested:
Reason:

COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Application for Regional HBCO Representation



Please send completed forms to:

Healthy Business Council of Ohio c/o Debbie Wallace Ohio Department of Health
 246 North High Street
 Columbus, OH 43215
 FAX: 614-564-2409
 E-mail: debbie.wallace@odh.ohio.gov (for more information)

Please provide the following information (please print or type)

Name of company City of Medina		
Type of business Municipal Government		Size of company/# of employees 344
Address 132 North Elmwood Avenue	City Medina	ZIP 44256
Region of state (per map) Northeast Region		
Did the business apply for a Healthy Worksite Award? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		What year? 2019
Award received? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Level of Award <input checked="" type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Bronze
Name and title of contact person Mayor Dennis Hanwell		
Name and title of secondary contact person Lauren Wilson, Civil Service Secretary		
Business phone (330) 725-8861	E-mail dhanwell@medinaoh.org	
Business phone (330) 725-8861	E-mail lwilson@medina.org	

Describe your company's worksite wellness efforts for **your employees**:

- Biometric screenings/Health Risk Assessments
- Healthy nutrition initiatives (healthy vending, café, meals at meetings)
- Opportunity for physical activity (fitness center, stair program, walking path, etc.)
- Tobacco free campus
- Educational opportunities (lunch & learns, cooking demo, disease management program, etc.)
- Other; please describe:

Healthy Medina is a collaboration between the City of Medina, Medina City Schools and Medina Hospital, a Cleveland Clinic Hospital

Guidance for Regional Healthy Business Council of Ohio Membership

Thank you for your interest in applying to be a member of a regional Healthy Business Council of Ohio. Please note the following:

- There are two methods of entry into a regional Healthy Business Council of Ohio: as a worksite award winner (any level), and application. Applications are voted on by the Executive Healthy Business Council of Ohio Steering Committee. Every effort will be made to maintain a diverse membership representative of the geographic areas of Ohio.
- Our guiding principle: The Healthy Business Council of Ohio believes that in business, it is often the quality of the people that make the difference in a company's success. Worksite wellness programs save health care costs and also help keep our talent "at the top of their game." For these reasons, wellness programs can be a wise investment in maintaining competitive advantage. Healthier employees mean healthier Ohioans.
- Membership is organizationally based. Businesses must have a demonstrated ability to address worksite wellness issues. The organization must be ready to engage in health/wellness/fitness programming with "top-down" buy-in from management not only for what you do at your company, but for your participation in the regional council as well.
- Organizational representatives on the council should be leaders with decision-making ability and the ability to commit resources such as time, knowledge, in-kind services, etc.
- Representatives will be expected to share best practices with the other council members and to help mentor local businesses needing help in starting or expanding their own programs.
- Your council membership should not be used to further your own business through the promotion of your own products including, but not limited to, fitness equipment, supplements, nutritional or other programs, books, etc. What you can receive is recognition among your fellow business people and community for helping to make employees healthier and proactively managing health care costs.

REQUEST FOR COUNCIL ACTION

No. REA 19-230-12/9

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: December 3, 2019
SUBJECT: Revision to Lafayette Township Policing Agreement

Committee: Finance

SUMMARY AND BACKGROUND:

Requesting Council amend agreement with Lafayette Township. Ordinance 119-18.

Please see attached

Estimated Cost:

Suggested Funding:

Sufficient funds in Account No.:

Transfer needed: From Account No.:
To Account No.:

NEW APPROPRIATION needed in Account No.:

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

AMENDMENT TWO TO AGREEMENT FOR COMMUNITY LAW ENFORCEMENT SERVICES BY AND BETWEEN MEDINA CITY AND THE BOARD OF TRUSTEES OF LAFAYETTE TOWNSHIP

AMEND wording in section 1:

"In return for said services the full proceeds of the Township Police District Levy will be passed through to the City of Medina"

to

"In return for said services the full **net** proceeds of the Township Police District Levy will be passed through to the City of Medina. **Net proceeds will be transferred to the City within 30 days of receipt. The Township will supply documentation for all amounts remitted.**"

For Lafayette Township Board of Trustees

For the City of Medina

Dated _____

Dated _____

ORDINANCE NO. 119-18

AN ORDINANCE RATIFYING THE AGREEMENT WITH LAFAYETTE TOWNSHIP TRUSTEES FOR COMMUNITY POLICING LAW ENFORCEMENT SERVICES IN ITS JURISDICTION, AND DECLARING AN EMERGENCY.

WHEREAS: Ordinance 99-18, passed June 25, 2018, authorized the Mayor to enter into an Agreement with Lafayette Township Trustees for Community Policing Law Enforcement Services in its jurisdiction; and

WHEREAS: The parties involved agreed to additional language being added to Section 6 of the Terms regarding 2018 payments.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Agreement with the Lafayette Township Trustees for Community Policing Law Enforcement Services is hereby ratified and a copy of the Agreement is marked Exhibit A, attached hereto, and incorporated herein.

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 3: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to authorize said agreement as soon as possible, wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: August 27, 2018

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: August 27, 2018

SIGNED: Dennis Hanwell
Mayor

ORD. 119-18
ORD. 99-16
Exh. A

AGREEMENT FOR COMMUNITY POLICING LAW ENFORCEMENT SERVICES

THIS AGREEMENT FOR COMMUNITY POLICING LAW ENFORCEMENT SERVICES (Agreement) is made and entered into this 26th day of June 2018, by and between The City of Medina, Medina County, Ohio (Medina), and the Trustees of Lafayette Township, on behalf of the Lafayette Township Police District (the Township).

PURPOSE

The purpose of this Agreement is to provide the Township with law enforcement services to its jurisdiction. This agreement is written in accordance with O.R.C. Section 505.43 and 505.50, which specifically allows a Township and Municipal Corporation to contract for the provision of police protective services on any terms agreed upon.

This agreement is necessary for the health, safety and well-being of the Township and its inhabitants and consistent with the approval of a funding levy authorized by the voters of the Lafayette Police District on November 7, 2017 for a period ending December 31, 2022.

TERMS

1. Law Enforcement Service. The Medina Police Department shall exercise community policing services on behalf of the Township in the same manner and to the same extent it exercises such services for the residents of The City of Medina. This means that the Medina City Police Department shall perform any police function, exercise any police power, or render any police service on behalf of the Township, which the Township may perform, exercise or render. This Agreement does not, however, suspend the Township's power to perform or exercise police services independent of the Medina Police Department, nor does it limit the Sheriff's authority to directly provide police protection services as permitted by law.

The Medina Police Department will add the Township to its Southwest sector (west of Court Street / south of Smith Road) and dedicate a police vehicle for service in that sector for each shift, twenty-four hours, seven days every week of the year, except emergency situations, shift change and processing of prisoners or case investigation resulting from activity in that sector. Backup will be provided as necessary with other Medina Police Officers or nearest police resources. Medina Police will respond to all emergency fire calls per its medical response protocol.

In return for said services the full proceeds of the Township Police District Levy will be passed through to the City of Medina.

In addition the existing levy surplus will be set aside and saved to finance any extraordinary cost that may arise as determined and authorized by the Township.

The City of Medina will submit monthly reports to the Township involving police activity in the Township and provide an officer to attend a Township meeting once a month to present and discuss said report with the Board of Trustees.

2. Separate Entities. The parties agree that the Township and City of Medina are separate and independent legal entities with full authority to perform all acts as necessary to enter into this agreement.

The Parties further agree, that for all legal purposes, the City Police Officers operating under this Agreement within the Township are City of Medina employees under the exclusive control of the City of Medina and shall be covered by its liability insurance the same as other City Police Officers.

3. Medina Liaison. The Medina Police Chief shall designate in writing one officer, in addition to himself, to serve as a direct contact for the Township Board of Trustees to discuss service issues. A direct phone number and email address shall be provided for said officer.
4. Rules and Regulations. All Medina Police Officers who perform law enforcement services for the Township pursuant to this Agreement must observe the normal standards of the Medina Police Department and all Department policies, rules and regulations.

5. Integration. This writing embodies the complete Agreement between the City of Medina and the Township and no other promises, conditions, or terms, express or implied, exist between the City of Medina and the Township.

6. Term. This Agreement shall be in full force and effect until December 31, 2022. Both Parties, however, retain the right to cancel this contract upon ninety days written notice. The Township will have no obligation for any expenses, including, but not limited to unemployment compensation, upon termination of the term, or cancellation of, this Agreement.

2018 PAYMENTS WILL BE ADJUSTED BASED ON 2018 TOTAL COLLECTIONS
8/21/18

8-27-18
[Signature]
WHEREFORE, in consideration of the mutual covenants and promises set forth, the parties hereby execute this Agreement for law enforcement services. *[Signature]*

**LAFAYETTE TOWNSHIP
POLICE DISTRICT:**

BY: *[Signature]*
Michael Costello,
Lafayette Township Trustee

BY: *[Signature]*
Martin Warchola
Lafayette Township Trustee

BY: *[Signature]*
Lynda Bowers
Lafayette Township Trustee

CITY OF MEDINA

BY: *[Signature]*
Dennis Hanwell
Mayor / Safety Director

6-26-18

REQUEST FOR COUNCIL ACTION

No. LCA 19-231-12/9

FROM: Chief Kinney, Civil Service Commission

Committee: Finance

DATE: 12/4/19

SUBJECT: Police Administrative Assistant Job Description Revision

SUMMARY AND BACKGROUND:

With the announced retirement of Jackie Ingersoll, the current full-time police administrative assistant, this job description has been reviewed and several suggested changes were submitted for review to the Civil Service Commission at their Dec. 4th meeting, after being reviewed by Mayor Hanwell and Law Director Huber.

This position has evolved over the years and more responsibilities have been asked of this person. To find a qualified person to fill this vacancy, it is essential that additional items be noted in this job description. The department needs a person already proficient and ready to take on the required responsibilities with little training and little supervision.

Please find the proposed job description attached. Nothing has been deleted from the current job description, only the additions are in bold print. The department wants to make sure the candidates are familiar with computer programs and budget practices.

The Commission has approved the noted changes at the December 4th meeting and would respectfully request Council to review and adopt this new job description into the Salaries and Benefit Code under 31.07.

Thank you.

Estimated Cost: \$.00

Suggested Funding:

- sufficient funds in Account No.
- transfer needed from Account No.
to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Administrative Assistant

REPORTS TO: Police Chief

DEPARTMENT/DIVISION: Police

CIVIL SERVICES STATUS: Classified/Unclassified

JOB STATUS: Full-time/Part-Time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification provides highly skilled administrative support to the Chief of Police and other Police Department administrators. Duties performed require excellent skills in clerical services, computer use, typing and other general office tasks. The individual in this classification must interact with City officials and employees, the public and employees of other City agencies, often in regard to confidential and sensitive issues. The Police Department Administrative Assistant must perform a variety of administrative office duties with minimal supervision, and must possess the ability to prioritize work with an emphasis on multi-tasking. Work is performed under the general supervision of the Police Chief.

ESSENTIAL JOB FUNCTIONS:

Performs a wide variety of complex and confidential administrative tasks for Police Department administration.

Schedules and coordinates appointment calendars for Department administration.

Responds to sensitive requests for information and assistance.

Coordinates the flow of paperwork, including periodic and special reports between divisions within the Department, as well as between the Department and other City departments.

Composes and types directives, bulletins, schedules, **memos** and agendas.

Records meeting minutes.

Orders equipment and maintains equipment tracking databases.

Assists in the coordination of staff training.

Develops budget projections, appropriations, process payables, appropriations adjustments and budget maintenance.

Maintains clerical and accounting records.

Drafts requisitions, statistical material and municipal legislative documents.

Makes arrangements for meetings and notifies participants.

PROPOSED

Maintains and oversees Department administrative files.

Speaks with citizens who are making complaints or requesting service in person or by telephone, providing necessary information or referrals and follows through to resolve problems.

Keeps Department administration informed of details affecting office management.

Issues instructions or directions on behalf of Department administration.

Reviews incoming mail and correspondence for Department administration, disseminating mail to proper recipients and drafts responses on matters for which authority has been delegated.

Demonstrates continuous effort to improve operations, decreases turnaround time and streamlines work processes.

Maintains regular and consistent attendance.

Operates a variety of office equipment required for performing administrative and clerical duties.

Makes travel arrangements for Department administrative personnel.

Able to perform physical demands that include but are not limited to being able to sit continuously at a computer terminal, desk or work station. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the day.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable **administrative, clerical and budgeting** experience including familiarity with various computer applications and programs.

High school diploma or GED, preferably supplemented by business school or college courses in computer operation and general office skills, or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

No criminal record other than minor traffic offenses.

QUALIFICATIONS:**Knowledge of:**

- Office terminology, procedures, and equipment;
- Business arithmetic, English, bookkeeping, budgeting and statistic gathering and reporting for Department activities;
- Positions within the City and the responsibilities of various City offices for proper referrals;
- Law enforcement terminology and operating procedures and policies; and
- **Public records laws.**

Skilled in:

- Maintaining complex administrative records and preparing reports from such records;
- Maintaining confidentiality of sensitive information;
- Entering data into a terminal, personal computer or other keyboard device;
- Producing written documents with clearly organized thoughts, proper sentence structure, punctuation and grammar;
- **Microsoft Windows operating system as well as Word and Excel;**
- **Electronic document filing systems;**
- **Maintaining, projecting and developing departmental budgets; and**
- **Processing accounts payable and receivable.**

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- **Exercise good judgement and have the ability to deal with the general public in a professional manner;**
- Understand and follow complex oral and written instructions;
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;
- Read and write reports, correspondence, instructions and other business documents; and
- **Maintain confidentiality.**

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the day at a desk or computer station, with much of that time spent on the telephone. The position includes a high incidence of interaction with citizens, governmental officials, and other municipal employees, occasionally under stressful conditions.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

Typewriter, personal computer, fax and copy machines, paging software, **telephone, cellular phone**, voice-mail, Calculator, **camera** and other commonly used office equipment.

PROPOSED

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

ON
28 Hammer
12-4-19

REQUEST FOR COUNCIL ACTION

NO. PCA 19-232-12/19

FROM: Patrick Patton

COMMITTEE REFERRAL: Finance

DATE: December 2, 2019

SUBJECT: Amend Ordinance 105-19 Authorizing Bids and Awarding a Contract for the South Broadway Street Reconstruction

This request is for Council's authorization to modify Ordinance 105-19 (attached) authorizing the bidding and awarding a contract for the improvement of South Broadway Street between Lafayette Road and Grant Street by increasing the amount authorized to \$1,340,500. The reason for this additional amount is that the Medina County Sanitary Engineers have requested that we include the replacement of all the sanitary sewers within the project limits; originally we had planned on only completing minor adjustments to the sanitary sewers in this area.

The revised engineer's estimate for this project is as follows:

- Printing = \$ 1,000.
- Advertising = \$ 400.
- Construction = \$ 1,339,100.
- Total Project Cost = \$ 1,340,500.

Previously Council authorized submittal of a grant application to the Ohio Public Works Commission (OPWC) program for this project. The City was awarded \$478,000. In addition, Medina County will be reimbursing the City for the cost to replace the sanitary sewers within the project. As such, the funding for this project will be provided as follows:

- City 108 funds: \$ 746,631.
- OPWC Grant: \$ 478,000.
- Medina County: \$ 115,869.
- \$ 1,340,400.

Thank you for your consideration.

ESTIMATED COST: \$ 1,340,500.

SUGGESTED FUNDING: \$ 746,631 from the 108 (Street and Storm Water Special)
\$ 478,000 for an internal note anticipated to be reimbursed by OPWC
\$ 115,869 for an internal note anticipated to be reimbursed by Medina County

Sufficient Funds in Account Number:

Transfer Needed From:
To:
New Appropriation: \$ 115,869

Emergency Clause Requested: Yes
Reason: The decision to include sanitary replacement was made well after Council approved Ord 105-19; we would like to get the bid process started as soon as possible in order to begin construction in the late winter/early spring.

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

ORDINANCE NO. 105-19

AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR COMPETITIVE BIDS AND TO AWARD A CONTRACT TO THE SUCCESSFUL BIDDER FOR THE SOUTH BROADWAY STREET RECONSTRUCTION PROJECT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Mayor is hereby authorized and directed to advertise for competitive bids and to award a contract to the successful bidder for the S. Broadway Street Reconstruction Project (City Job #992) in accordance with plans and specifications on file in the office of the Mayor.

SEC. 2: That the estimated cost of the project, in the amount of \$1,245,500.00, is available as follows: \$767,500.00 in Account No. 108-0686-54414, and \$478,000.00 in Account No. 380-0686-54414.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: July 8, 2019

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: July 9, 2019

SIGNED: Dennis Hanwell
Mayor

REQUEST FOR COUNCIL ACTION

NO. RCA 19-233-12/9

FROM: Patrick Patton

*OK
20
12-4-19*

COMMITTEE
REFERRAL Finance

DATE: December 2, 2019

SUBJECT: Memorandum of Understanding with Medina County regarding the sanitary sewer replacement on South Broadway Street

This request asks for Council's authorization to enter into the attached Memorandum of Understanding (MOU) with the Medina County Commissioners with regards to the replacement of the sanitary sewer line on South Broadway Street. We request that the Council authorize the Mayor to sign the MOU on behalf of the City.

The Medina County Sanitary Engineer has asked that the City replace the sanitary sewer in this location in conjunction with the City's reconstruction of South Broadway Street. Medina County would be responsible for all of the construction costs to install the sanitary sewer.

Thank you for your consideration.

ESTIMATED COST: n/a

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed From:
To:

New Appropriation:

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

MEMORANDUM OF UNDERSTANDING

SANITARY SEWER CONSTRUCTION on SOUTH BROADWAY STREET in the CITY OF MEDINA

Terms to be contained in a Memorandum of Understanding ("MOU") between the MEDINA COUNTY COMMISSIONERS (County), and the CITY OF MEDINA (CITY).

Section 1: Project Description

The CITY will be completing a reconstruction and replacement of South Broadway Street between Lafayette Road and Grant Avenue in the City of Medina.

The Medina County Sanitary Engineers (MCSE) have a sanitary sewer that extends through the project limits of this project.

MCSE has requested that the CITY replace the existing sanitary sewer and appurtenances with a new sewer and appurtenances as part of the South Broadway Street Reconstruction project.

Construction is tentatively scheduled to begin in the spring of 2020.

Section II – Consent Statement

Being in the public interest, the COUNTY gives consent to the CITY to complete the replacement of the sanitary sewer in conjunction with the South Broadway Street improvement project.

Section III - Cooperation Statement

The CITY and the COUNTY shall cooperate as follows:

1. The CITY agrees to assume and bear one hundred percent (100%) of the engineering, inspection and project administration costs for this project.
2. The CITY shall submit the completed construction plans to the COUNTY for review and approval prior to commencing this project.
3. The CITY shall modify the plans as requested by the COUNTY with regards to the final sanitary sewer design.
4. The COUNTY agrees to assume and bear one hundred percent (100%) of the construction costs for the sanitary sewer line replacement.
5. The preliminary construction cost estimate for the COUNTY's share of this project is \$115,869.
6. The actual final total share shall be calculated by the CITY upon completion of the project.
7. The CITY shall use the contract unit prices and the final approved contract unit price quantities to calculate the final total share due by the COUNTY.

8. The COUNTY shall submit payment for the final total share due to the CITY within sixty (60) days after receiving the invoice from the CITY.

Section IV – Maintenance

Upon completion and acceptance of the described project, and unless otherwise agreed, the COUNTY shall provide adequate maintenance of the sanitary sewer and appurtenances installed as part of this project.

MEDINA COUNTY COMMISSIONERS

CITY OF MEDINA, OHIO

By (signature): _____

By (signature): _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

OK
Dennis Hanwell
12-4-19

REQUEST FOR COUNCIL ACTION

No. RCA 19-234-12/19

FROM: Mayor Dennis Hanwell

Committee: Finance

DATE: December 4, 2019

SUBJECT: Medina Civil Service Commissioner Compensation

SUMMARY AND BACKGROUND: Amend Code 153.01 (c) relative to Civil Service Commission

Respectfully request Council's authorization to increase the annual compensation for Medina Civil Service Commissioners from \$500 to \$650. The existing rate of \$500 was established by Ordinance 274-05, passed December 22, 2005. The previous compensation prior to Ordinance 274-05 was \$300 annually, established by Ordinance 8-78, passed January 9, 1978. Please see inflation calculator attached, which shows that \$500 in 2005 would be comparable to \$658.85 in 2019. As such, I respectfully ask Council to increase the annual compensation to \$650, paid bi-annually, effective January 1, 2020.

*If carry forward is available to cover the increase of \$450 we will reduce carry forward by \$450 for net zero increase in budget.

Estimated Cost: \$450

Suggested Funding:

- Sufficient funds in Account No.
- Transfer needed from Account No. _____ to Account No. _____

NEW APPROPRIATION needed in Account No. 001-0723-50141*

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

Dennis Hanwell

From: Lauren Wilson
Sent: Wednesday, December 4, 2019 8:51 AM
To: Dennis Hanwell
Subject: commission compensation

Mayor-
Ord 274-05 was passed 12/22/05 to increase the commissioners compensation from \$300 to \$500.

Laureen

ORDINANCE NO. 8-78

AN ORDINANCE AMENDING SEC. 153.01(c)
OF THE CODE OF ORDINANCES OF THE CITY
OF MEDINA, OHIO RELATIVE TO THE COMPEN-
SATION OF THE CIVIL SERVICE COMMISSION,
AND DECLARING AN EMERGENCY.

WHEREAS: Sec. 153.01(c) of the Code of Ordinances of the
City of Medina now reads as follows:

(c) Each member of the Commission shall
receive a yearly fee of two hundred forty
dollars (\$240.00) payable semi-annually
from the General Fund.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE
CITY OF MEDINA, OHIO:

SEC. I: That Sec. 153.01(c) of the Code of Ordinances of the
City of Medina, Ohio is hereby amended to read as
follows:

(c) Each member of the Commission shall
receive a yearly fee of three hundred
dollars (\$300.00) payable semi-annually from
the General Fund.

SEC. II: That this Ordinance shall be considered an emergency
measure necessary for the preservation of the public
peace, health and safety, and shall be in full force
and effect immediately upon its passage and signa-
ture by the Mayor.

PASSED: Jan 9, 1978

SIGNED: Arnold A. Simpson
President of Council

ATTEST: Helen H. Wyman
Clerk of Council

APPROVED: Jan 13, 1978

SIGNED: August E. Bell
Mayor

I hereby certify that the foregoing Ordinance No. 8-78 was duly
published by title only in the Medina County Gazette on the 17th
day and the 20th day of January, 1978.

Helen H. Wyman
Clerk of Council

(<https://www.usinflationcalculator.com/>)

The US Inflation Calculator measures the buying power of the dollar over time. Just enter any two dates from 1913 to 2019, an amount, and then click 'Calculate'.

Inflation Calculator

If in (enter year)

I purchased an item for \$

then in (enter year)

that same item would cost: **\$658.85**

Cumulative rate of inflation: **31.8%**

**Learn how this calculator works (<https://www.usinflationcalculator.com/frequently-asked-questions-faqs/#HowInflationCalculatorWorks>). This US Inflation Calculator uses the latest US government CPI data (<https://www.usinflationcalculator.com/inflation-calculator-information/consumer-price-index-and-annual-percent-changes-from-1913-to-2008/>) published on November 13 to adjust for inflation and calculate the cumulative inflation rate through October 2019. The Consumer Price Index (CPI) and inflation for November 2019 is scheduled for release by the U.S. Labor Department's Bureau of Labor Statistics on December 11, 2019. (See a chart of recent inflation rates (<https://www.usinflationcalculator.com/inflation/current-inflation-rates/>)).*

INFLATION ([HTTPS://WWW.USINFLATIONCALCULATOR.COM/CATEGORY/INFLATION/](https://www.usinflationcalculator.com/category/inflation/))

U.S. Annual Inflation Rises to 1.8%; Consumer Prices in October Mark Quickest Pace in 7 Months

(<https://www.usinflationcalculator.com/inflation/u-s-annual-inflation-rises-to-1-8-consumer-prices-in-october-mark-quickest-pace-in-7-months/100020176/>)

NOVEMBER 13, 2019 ([HTTPS://WWW.USINFLATIONCALCULATOR.COM/INFLATION/U-S-ANNUAL-INFLATION-RISES-TO-1-8-CONSUMER-PRICES-IN-OCTOBER-MARK-QUICKEST-PACE-IN-7-MONTHS/100020176/](https://www.usinflationcalculator.com/inflation/u-s-annual-inflation-rises-to-1-8-consumer-prices-in-october-mark-quickest-pace-in-7-months/100020176/)) | LEAVE A COMMENT ([HTTPS://WWW.USINFLATIONCALCULATOR.COM/INFLATION/U-S-ANNUAL-INFLATION-RISES-TO-1-8-CONSUMER-PRICES-IN-OCTOBER-MARK-QUICKEST-PACE-IN-7-MONTHS/100020176/#RESPOND](https://www.usinflationcalculator.com/inflation/u-s-annual-inflation-rises-to-1-8-consumer-prices-in-october-mark-quickest-pace-in-7-months/100020176/#RESPOND))

U.S. consumer prices in October rose the most in seven months as American paid more for a variety of items, including food, gasoline, recreation, and medical care, a government report showed Wednesday, Nov. 13.

*OK
D.A. Hawes
12-4-19*

REQUEST FOR COUNCIL ACTION

FROM: Medina Community Recreation Center

DATE: 12-04-2019

SUBJECT: Aquatics Manager Pay Grade

No. RCA 19-235-12/9

Committee: Finance

SUMMARY AND BACKGROUND:

The Medina Community Recreation Center respectfully requests Council to approve the MCRC to change the Aquatics Manager paygrade from a 13A-F to an 11A-F. (decrease)

This was originally changed from a 15A-F and was discussed at the time that once the position was vacated, it would be reduced to an 11A-F to match the Program Manager paygrade.

The Aquatics Manager has given her retirement letter effective Jan 3rd, 2020. This would be effective as of Jan 6th, 2020. This is a classified position and is noted in section 31.05 in the salaries and benefits code. Ordinance 54-18 notes the change for the Program Manager pay grade.

pay will go into effect date new person starts.

Estimated Cost:

Suggested Funding:

sufficient funds in Account No.

- transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date: