

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 19-035-2/25 – Budget Amendments
- 19-038-2/25 – Fitness Room Addition Project Approval
- 19-039-2/25 – Expenditure Over \$15,000 – MNJ Technologies – MCRC
- 19-040-2/25 – Update Electronic Device Policy / Adopt Social Media Policy
- 19-041-2/25 – Expenditure – Software Solutions – Finance Dept.
- 19-042-2/25 – Trade in of three (3) Police Vehicles
- 19-043-2/25 – Purchase three (3) Police Cruisers – Lebanon Ford
- 19-044-2/25 – Then & Now – Lexipol
- 19-045-2/25 – Then & Now – Ohio State Highway Patrol
- 19-046-2/25 – Then & Now – Verizon
- 19-047-2/25 – Then & Now – Ohio Edison

2/25/19

OK
Dr. Hanney
2-19-19

REQUEST FOR COUNCIL ACTION

No. RCA 19-038-2/25

FROM: Medina Community Recreation Center (MCRC)

Committee: Finance

DATE: 02-19-19

SUBJECT: Fitness Room Addition

SUMMARY AND BACKGROUND:

The Medina Community Recreation Center (MCRC) respectfully requests to present the new fitness room addition to Council and to receive authorization to contract with Bob Arnold for the project.

Funding for the project is being requested through Finance as an appropriation adjustment, not to exceed \$800K. The funding is solely from the City for this project and *carryforward* funds from the MCRC 574 account will be used.

Ref. RCA 19-039-2/25

Estimated Cost: \$800,000

Suggested Funding: Rec Center Carryforward
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:

1700029

Trusted Partner. Proven Solutions.



QUOTE

DATE
01/14/2019

QUOTE NO
0001153342

NEWEST QUOTE
REVISED 1-14

MNJ Technologies Direct, Inc.
1025 Busch Pkwy
Buffalo Grove, IL 60089-4504
(847) 634-0700

P.O.:
PRINTED: Jan 14, 2019 2:13 pm
ORDERED BY: ROB STAMPER

SALESPERSON: Jimmy Lochner
EMAIL: jlochner@majtech.com
PHONE NO: (847) 876-8841 EXT: 8341

BILL TO: (00-9500719)
CITY OF MEDINA
PO BOX 703
Medina, OH 44258

SHIP TO: (CITY)
CITY OF MEDINA
132 N ELMWOOD AVE
Medina, OH 44256

ATTN:

ATTN: ROB STAMPER
Phn: 3307233931
Email: itsupport@medinaoh.org

LN	PRODUCT	QTY ORD	DESCRIPTION	PRICE (\$)	AMOUNT (\$)	
1	MNJ13227753	18	Dell Technologies-Dell OptiPlex 7050 MT MFG PART NO. :3000022421620.1 CONTRACT NAME: OH STS - DELL-534109 - 90AHL	968.00	17,424.00	
2	MNJ13657413	18	Microsoft Office 2019 Standard - License - 1 PC - Local Government, Volume - Microsoft Open License for Government - English - PC MFG PART NO. :021-10625 Open Market DELL STS 534278	294.00	5,292.00	
					Net Order:	\$22,716.00
					Estimated Sales Tax:	\$0.00
					Shipping Charges:	\$0.00
					Total:	\$22,716.00
					Less Deposit:	\$0.00
					Order Balance:	\$22,716.00
Thanks for the opportunity. We appreciate all your business						
SHIP VIA		FOB		TERMS		
FEDEX GROUND				Net 30 Days		

315

321

REQUEST FOR COUNCIL ACTION

No. PCA 19-040-2/25

FROM: Sgt. Darin Zaremba, IT / Kathy Patton
DATE: February 13, 2019
SUBJECT: Update City Owned Electronic Device Policy/Consider City Social Media Policy
Committee: Finance

SUMMARY AND BACKGROUND:

Request is to amend Ord. 105-13, passed June 24, 2013 by adding text to page 4, Section 4.2 pertaining to text message retention, as follows:

SECTION 4.2: TEXT MESSAGE RETENTION

For employees issued a City owned cellular phone, they shall use the City issued phone when text messaging City related business. The use of this phone is primarily for business purposes. Any and all text messages sent or received via the City issued phone will be stored and retained through the City's archiving vendor.

Further – to discuss the City adopting a Social Media Policy. I have attached some examples from other cities, as well as the Medina Police Department's policy.

- Estimated Cost: N/A
- 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:

RCA update City
Electronic Device Policy

Kathy Patton

From: Darin Zaremba
Sent: Tuesday, February 12, 2019 3:32 PM
To: Kathy Patton
Subject: So the Policy Update

See Ord 1105-13

Electronic Device Policy

Need this in a section below 4:1

So maybe 4:2: Text Message Retention

For employees issued a City owned cellular phone, they shall use the City issued phone when text messaging City related business. The use of this phone is primarily for business purposes. Any and all text messages sent or received via the City issued phone will be stored and retained through the City's archiving vendor.

Any employee using a City issued Iphone is strictly prohibited from sending text messages using Imessage.

Up to you guys if want to put in a social media policy..I can give you what police uses and you can adjust.

This is the only addition to the police department Social Media Policy that is not in what I bring over

▶ All commentary and/or posts made in response to social media used by the Medina Police Department will be stored and retained by the City's archiving vendor.

Sgt Z

ORDINANCE NO. 105-13

AN ORDINANCE ADOPTING A CITY OWNED ELECTRONIC DEVICE POLICY FOR THE CITY OF MEDINA.

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

- SEC. 1: That the City Owned Electronic Device Policy for the City of Medina is hereby adopted.
- SEC. 2: That all previous ordinances pertaining to electronic device policies are hereby repealed.
- SEC. 3: That a copy of the Policy is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 4: 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. 5: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: June 24, 2013

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: June 25, 2013

SIGNED: Dennis Hanwell
Mayor

CITY OF MEDINA
CITY OWNED ELECTRONIC DEVICE POLICY

SECTION I: POLICY

The City of Medina ("the City") provides electronic devices which shall include but is not limited to iPads and cell phones to assist you in performing your work more efficiently, and thereby, improving our service to the public. This policy is designed to address what are, and are not, appropriate uses for these important business tools.

The explicit privileges and restrictions set forth below cannot possibly cover every situation that may arise in connection with the use of this new form of electronic communication. More important than any explicit statement made below is our City Owned Electronic Device, Internet and E-mail usage philosophy, which you are expected to understand and respect. This philosophy governs all of your on-line activities, and you are expected to act in accordance with it at all times.

First and foremost, electronic devices, Internet, and E-mail access are provided to you as tools for conducting City business. That means you are expected to use your access primarily for business-related purposes, i.e., to research relevant topics, obtain useful information for City-related business, and conduct business communications as appropriate. All of the City's computer systems, including electronic devices, are considered to be public property. All documents, files, and E-mail messages are considered public records, are subject to the Ohio Public Records Law, and are considered the property of the City of Medina, and may be subject to review without notice by City officials.

The City insists that you conduct yourself honestly and appropriately with electronic devices and on the Internet and in the use of E-mail, and respect the copyrights, software license provisions, property rights, privacy and prerogatives of others, just as you would in any other business dealings. All existing City policies continue to apply to your conduct on the Internet and in the use of E-mail, including but not limited to those that deal with misuse of City resources, sexual harassment, information and data security, and confidentiality.

Second, you must be aware at all times that your electronic device, Internet, and E-mail activities will be traceable to the City of Medina and will impact the reputation of the City. You must refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the City to liability. Inherent in the City's Internet and E-mail access is the power to monitor the activities of every employee.

The City's electronic device hardware and direct connection to the Internet and extension of E-mail privileges offer many benefits and can enhance the productivity of City employees in all areas. At the same time, they open the door to risks to the City's data and systems if appropriate security measures are not maintained. You shall not download files from sources which you have any reason to believe may be untrustworthy nor shall you open and read files attached to E-mail transmissions unless you have knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's systems. You will be held accountable for any breaches of security caused by files obtained for non-business purposes.

SECTION 2: DETAILED INTERNET POLICY PROVISIONS

A. The City reserves the right to inspect any and all files stored on computers, iPads, or other electronic devices, which are the property of the City of Medina, in order to assure compliance with this policy. Employees and Council members have no personal privacy right in any matter created, received, stored in, or sent from any City computer system, or electronic device, which are the property of the City of Medina, in order to assure compliance with this policy.

B. The City's computer systems and electronic devices are intended to be used for legitimate business reasons with the goal of improving our service to the public.

C. City employees must seek approval from a supervisor before downloading any software from the Internet to a City owned electronic device. For use of the iPad, Council members will need to use a personal credit card to set up an account with iTunes. Any software, E-mail messages, or files downloaded via the Internet into the City systems become the property of the City, and may only be used in ways that are consistent with licenses or copyrights. City Council members need not seek supervisor approval, but must follow the principals established by this policy.

D. E-mail and Internet communications are considered public records subject to disclosure to the public pursuant to the Ohio Public Records Act. City employees must seek appropriate guidance from supervisors before using the Internet and E-mail. City employees shall be familiar with and comply with the record's retention policy applicable to E-mail as established by the City Record's Commission. City Council members need not seek supervisor guidance, but must follow the principals established by this policy.

E. No employee shall send any messages of an obscene, libelous, vulgar, or defamatory nature. Messages should not be written in a degrading or demeaning manner.

F. All communications and messages by City employees and City Council members shall not solicit support for or opposition to any partisan candidates, nor shall City employees and City Council members use their official capacity to attempt to

influence, interfere with, or affect the results of any election unless doing so comports with the employee's job duties. The City's electronic devices, Internet and E-mail shall not be used to organize, solicit funds for, or otherwise actively participate in a fundraising function for a partisan political party or candidate. Because the participation in political activities is a complicated and fluid area of the law, employees are strongly advised to consult formally with the City Law Department prior to communication on the Internet or E-mail which has a potential political impact.

G. No employee or City Council member may use the electronic device, Internet, or E-mail for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose that interferes with normal City business activities.

H. No employee or City Council member may use City electronic communications facilities to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

I. Each Employee or City Council member using City electronic communications facilities shall identify himself or herself honestly, accurately, and completely at all times.

J. No employee or City Council member shall grant anyone who is not an employee of the City access to City electronic communications facilities.

K. The provisions of this section shall not apply to members of the Police Department and City Prosecutor's department when engaged in legitimate law enforcement activities, which, due to their nature, may require Internet and E-mail communications which would otherwise violate the provisions of this policy.

L. The electronic device hardware shall be covered for loss, accidental damage, or theft pursuant to the City of Medina's insurance coverage.

SECTION 3: COMPLIANCE

Employees of the City of Medina must comply with each and every provision of this electronic device, Internet, and E-mail policy. Any City employee who violates this policy is acting outside the course and scope of his or her employment with the City. Any employee who violates this policy shall be subject to disciplinary action up to and including, if deemed appropriate, termination of employment. Any City employee who is aware of the violation of this policy by another City of Medina employee shall immediately report the violation to his or her supervisor or the City Law Director. Any Council member who violates this policy may be subject to public censure by the Medina City Council, if deemed appropriate.

SECTION 4: NOTICE

The City shall take all appropriate steps to inform all employees and all Council members of the City of Medina of the contents of this policy. Each department supervisor will distribute a copy of this policy to current and future employees who have contact with City computer systems. The Council Clerk shall provide a copy of this policy to Council members. Before being authorized to access and utilize City computer and iPad equipment for Internet and E-mail communication, a City employee and/or City Council member shall sign the City of Medina's Internet Access Agreement, a copy of which is attached hereto.

SECTION 4.1: IPAD AND CELL PHONE MANAGEMENT NOTICE

All City owned electronic devices will be managed by City IT staff through a management software application. The purpose of this management is to be able to do any and all of the following in case of loss or theft: GPA locate the device, lock the device, erase the device, monitor installed applications, send a message to the device, remove undesirable imbedded functionality, and require the end user to use a password to lock the device when not in use. Employees are forbidden to remove this management application/software from their device and understand when powered on and connected to the Internet, the management of their device is possible.

SECTION 5: RETURN POLICY - IPADS

Council members shall return their iPad to the Council Clerk when the individual Council member's term and service on the Medina City Council has ended. The iPad will be wiped clean of any and all information upon return of the iPad to the Council Clerk at the end of a Council member's term and service.

SECTION 6: RETURN POLICY - CITY OWNED ELECTRONIC DEVICES

At the end of service to the city all employees utilizing City owned electronic devices shall return them to their immediate supervisor. Devices will then be turned over to the City IT staff to be wiped of any and all information stored on the City owned electronic device.

SECTION 6: CONCLUSION

The City of Medina has provided electronic devices, Internet, and E-mail access to its employees and Council members for the purpose of performing work efficiently and effectively in the context of available communication technologies. While compliance with this detailed policy is mandatory, it should not impede your legitimate use of these facilities. The purpose of this policy is to ensure that all use is consistent with the law and with the ethical and business practices which the City follows.

CITY OF MEDINA
NETWORK AND INTERNET ACCESS AGREEMENT
FOR CITY EMPLOYEES

I, the undersigned City of Medina employee, have been provided a copy of the City Computer, Electronic Media and City Owned Electronic Device Policy and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it. I will indemnify the City for any reasonable fees, expenses, or damages incurred as a result of my intentional or malicious misuse of the City's computers, electronic devices, and communication equipment. I understand that there are a number of potential circumstances where I could innocently or inadvertently cause damage to the City computer networks or systems for which I would not be held liable. I would expect that due process rights would be afforded to me should any charge of damage or misuse of the City computer systems be brought against me.

City Employee

Date

CITY OF MEDINA
NETWORK AND INTERNET ACCESS AGREEMENT
FOR CITY COUNCIL MEMBERS

I, the undersigned City of Medina Council member, have been provided a copy of the City Computer Electronic Media and City Owned Electronic Device Policy and understand its contents fully. I accept and understand terms of the policy and agree to abide by all terms contained in it. I will indemnify the City for any reasonable fees, expenses, or damages incurred as a result of my intentional or malicious misuse of the City's computers, iPads, and communication equipment. I understand that there are a number of potential circumstances where I could innocently or inadvertently cause damage to the City computer networks or systems for which I would not be held liable. I would expect that due process rights would be afforded to me should any charge of damage or misuse of the City computer systems be brought against me.

City Council Member

Date

Department Use of Social Media

390.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

390.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

390.2 POLICY

Best Practice

The Medina Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

390.3 AUTHORIZED USERS

Best Practice **MODIFIED**

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines shall be approved by the Chief of Police prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

Medina Police Department

Medina PD Policy Manual

Department Use of Social Media

390.4 AUTHORIZED CONTENT

Best Practice

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the Department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.

390.4.1 INCIDENT-SPECIFIC USE

Best Practice

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

390.5 PROHIBITED CONTENT

Best Practice

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Medina Police Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Medina Police Department

Medina PD Policy Manual

Department Use of Social Media

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

390.5.1 PUBLIC POSTING PROHIBITED

Best Practice

Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

390.6 MONITORING CONTENT

Best Practice

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

390.7 RETENTION OF RECORDS

Best Practice

The Administration Division Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

390.7.1 SOCIAL MEDIA ARCHIVING NOTICE

Agency Content

All posts made to Facebook will be stored and retained by the City's archiving vendor.

390.8 TRAINING

Best Practice

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

Section VII - General Practices

Personal Webpage / Social Networking

Introduction

Professionalism, ethics, and integrity are of paramount importance in public-sector employment. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and appearance, and hold to these standards of conduct whether on or off duty. An employee's actions must never bring the City into disrepute, nor should conduct be detrimental to its efficient operation.

Purpose

The purpose of this directive is to establish departmental policy concerning personal web pages, internet sites, social networking sites and/or any other public or private internet forums when referencing the City of Wooster, to ensure employees use appropriate discretion in the use of references to the City of Wooster so as not to discredit or disrespect the City; to ensure that the release, either directly or indirectly, of any information concerning City to persons outside the City is not disseminated, and that all employees treat as confidential the official business of the City.

Policy

Employees of the City of Wooster may have personal web pages or sites. When reference is made to or about the City of Wooster, a review of that reference is needed to ensure that such reference does not compromise our integrity and thus, undercut the public confidence in the City or its employees and administration. Therefore, it is strongly recommended that City of Wooster employees avoid posting, transmitting and/or disseminating any photographs, video or audio recordings, likenesses or images of City logos, emblems, uniforms, badges, patches, vehicles, equipment, or other material that specifically identifies the City of Wooster, on any personal or social networking website or web page, or through other means of transmission (i.e. text message) without the express written permission of the Mayor or designee.

Employees shall not represent themselves, directly or indirectly, in any public forum as an employee of the City of Wooster, either by text, photograph, or image depicting their employment in any manner that reflects a lack of good moral character. Employees shall not represent themselves in any public forum as an employee of the City of Wooster with other information, opinion, or posture that would bring unfavorable criticism or embarrassment upon the City. Employees shall not purport to speak on behalf of the City or as an official representative of the City unless expressly authorized to do so by the Mayor or his/her designee.

Procedures

Employees having personal web pages or other types of internet postings which can be accessed by the public, shall avoid placing or allowing photographs or depictions of themselves dressed in uniform and/or displaying official identification, patches or badges, or in any other way, either directly or indirectly, identify themselves as an employee of the City of Wooster for any reason, without approval as indicated in this policy.

- o It is strong recommended that employees refrain from posting, transmitting, and/or disseminating any pictures or videos of any City training, activities, or work-related assignments without the express written permission of the Mayor or designee.

- o Employees who post photos, comments, etc. of other City employees must inform and seek approval from the employee(s) before posting same.
- o Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provisions of this policy shall notify his supervisor immediately for follow-up action.
- o Sites deemed inappropriate, whether an employment association or not, bringing discredit to the City or to a City employee, or promoting misconduct, whether on or off duty, may be investigated through a criminal or administrative investigation.
- o All employees shall treat as confidential the official business of the City.
- o No employee shall release, either directly or indirectly, information concerning crimes, accidents, or violations of ordinances or statutes to persons outside the department.
- o No employee shall reveal any unauthorized information to any person not an employee of the City or authorized to receive such information.
- o No employee shall gossip about the affairs of the City with persons outside of the City.
- o If an employee indicates in any public forum any opinion on a City related issue, then that employee shall state that the views and opinions expressed are the employee's personal ones, and not those of the City of Wooster.
- o If an employee provides a recommendation for another employee in any public forum, then that employee shall state that the recommendation expressed is the employee's personal recommendation, and not that of the City of Wooster.
- o All employees shall be aware of the terms and conditions of any website where they post information. If those terms and conditions conflict with the mission or values of the City, the Employee is prohibited from agreeing to such terms.

Approval Process

An employee seeking approval to use references to the City of Wooster on a personal website, web page, or other public forum, shall submit a request for approval to the Mayor or designee via the chain of command.

- o The request shall describe the proposed reference and purpose.
- o A list of the reference(s) and any media to be used shall be provided.
- o A printed layout of the entire web page, posting, or site shall be provided.
- o The employee will receive an approval or denial of the request.
- o Any changes made to a previously approved posting must be submitted for re-consideration.

Limitations

No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video or other reference may be posted along with any department approved reference.

Employees shall not post any material on the internet that brings discredit to or may adversely affect the efficiency or integrity of the City of Wooster.

Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal cases, and public as well as private embarrassment.

Employees are reminded to exercise good judgment and demonstrate personal accountability when choosing to participate on social networking sites.

All limitations and expectations expressed in Section VII, USE OF COMPUTER EQUIPMENT AND ELECTRONIC COMMUNICATION SYSTEMS, apply to the use and maintenance of internet sites referenced in this policy.

Coverage and Policy Violation

- o The rules, guidelines, policies and obligations described in this Policy apply to all City of Wooster employees, independent contractors, agents and any other individuals (hereinafter "Users") granted access to the City of Wooster's computer network.
- o Violations of this Policy will be treated seriously and may result in disciplinary action, up to and including termination from employment, as well as civil and criminal liability. It is each and every User's obligation and duty to use the computing and network resources responsibly, professionally, ethically and lawfully. Use of the Computer Network is a privilege that can be revoked at any time.
- o This Policy may be revised and/or amended at any time as needed due to changes in technology, business activities and/or as mandated by law. Users will be provided with a copy of all amendments and/or revisions.

SECTION F-80A: SOCIAL MEDIA POLICY

A. PURPOSE

1. Social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, the City has established this policy for the appropriate use of social media.

B. DEFINITION OF SOCIAL MEDIA

1. In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes but is not limited to all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

C. USING SOCIAL MEDIA AT WORK

1. Use of social media for a work-related purpose must be authorized within each department by the department head. A few examples of appropriate use of social media at work include but are not limited to posting community events such as a public fireworks display, an art in the park event or a summer music concert series on Facebook by the Parks & Recreation Department or the posting a video on YouTube in an effort to identify, locate and arrest the perpetrator(s) of a crime by the Police Department.
2. Employees are not permitted to post on social networks, blogs or other online social media while on work time unless it is work-related as authorized by your department head.
3. See Policy F-80, Electronic Media Policy, for more information about your use of electronic media at work.

D. RESPONSIBILITY FOR SOCIAL MEDIA POSTS

1. You are responsible for what you post online. Before posting content online, consider some of the risks and rewards that are involved. Keep in mind that you may be subject to disciplinary action up to and including termination if your conduct adversely affects, disrupts, hinders or interferes with either: (a) the workplace, including the efficiency or effectiveness of your job performance or the performance of any other City employee; or (b) the City's regular operations, official functions or legitimate governmental interests.

E. INAPPROPRIATE POSTS

1. Inappropriate posts that may include but are not limited to discriminatory remarks, harassment, and threats of violence or similar activity. Inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

F. BE RESPECTFUL

1. Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or supervisors than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage co-workers, or that might constitute harassment or bullying. Examples of such conduct might include but are not limited to offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

G. BE HONEST AND ACCURATE

1. Make sure you are accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Never post any information or rumors that you know to be false.

H. POST ONLY APPROPRIATE CONTENT

1. Maintain the confidentiality of confidential information such as employee medical records, attorney-client communications and other privileged or confidential information the release of which is protected from disclosure by federal or state law or court order.
2. Respect copyright and fair use laws.
3. Do not create a link from your blog, website or other social networking site to a City website without approval from your department head and without identifying yourself as a City employee.
4. If the City is the subject of the content you are creating, be clear and open about the fact that you are an employee of the City and make it clear that your views do not represent those of the City. If you publish a blog or post content online related your work for the City or about subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as "The posts on this site are my own and do not officially reflect the views of the City of Fairlawn."

I. PRIVACY ONLINE

1. Remember that social media posts are in many cases accessible online by a wide range of people and as such, you should not expect to have privacy in your publicly accessible social media posts. Even if you have private settings on your personal social media account or if you are a member of a closed group online, you are not guaranteed privacy because of such things as security breaches, account setting errors, disclosure by members of a chat room or group, etc. Remember also that the Internet archives almost everything and, therefore, even deleted posts can be recovered.

J. FOR MORE INFORMATION

1. If you have questions or need further guidance, please contact the IS Department.



CITY OF HUDSON SOCIAL MEDIA POLICY

Revised December 21, 2012

The City of Hudson believes in the value of social media and online networks to provide public outreach and deliver messages directly to and from citizens. Social media encourages citizen involvement and provides a real-time means of communicating local government messages on a day-to-day and emergency basis. Following is the City of Hudson's social media and networking policy. The absence of, or lack of, explicit references to a specific site does not limit the extent of the application of this policy. City of Hudson employees, volunteers, boards and commission members and public officials should use their professional judgment at all times when using social media and be mindful that private communications may reflect on the City of Hudson, its staff, and its officials. This Policy is not intended to interfere with employee rights under applicable local, state and Federal laws.

SOCIAL MEDIA DEFINITION

Social media and social networks are primarily Internet- and mobile-based tools for sharing and discussing information among people. These sites include, but are not limited to: Twitter, Facebook, Pinterest, Google +, Tumblr, MySpace, LinkedIn, YouTube, PhotoBucket, FlickrR, all blog sites such as WordPress and BlogSpot, bookmarking sites such as Digg, Reddit and Bing, and RSS feeds. It also includes comments on any website or online media. Email discussion lists and newsgroups also are covered under this policy.

OFFICIAL CITY OF HUDSON SOCIAL MEDIA SITES

The City of Hudson has and will continue to establish official social media sites that provide approved information from the City of Hudson to the public. City of Hudson employees, volunteers, and public officials are not permitted to establish separate sites or pages for their departments, groups, boards, commissions, or other entities that are or appear to be maintained by the City of Hudson unless approved in advance by the City Manager or his designee. All sites must be run and monitored by the Communications Manager. All other sites that appear to be from the City of Hudson, a City department, division, board, commission or other group should be deleted immediately.

The City Manager has assigned the Communications Manager the responsibility for posting content to Hudson social media sites. Only the City Manager, Communications Manager, or their designee are permitted to add content, post messages or communicate with citizens through these sites. Information to be posted must be reviewed and approved by the City Manager's Office prior to posting.

It is the City of Hudson's Policy that the City of Hudson official network sites will not follow the blogs, tweets, or sites of private citizens.

MANAGING CITY OF HUDSON SOCIAL MEDIA

Those individuals who have been approved to post on a City of Hudson social site will:

- Post only content that is accurate, truthful, legal, and in compliance with City of Hudson policies.

- Post only content that is provided and/or approved by the City Manager, Assistant City Manager and/or City Communications Manager.
- Correct errors immediately and note corrections within the original post.
- Disclose employment or association with the City when speaking as a representative of the City.
- Delete posts or comments that violate the City's Social Media Policy.

PERSONAL USE OF SOCIAL MEDIA

The City of Hudson recognizes that City employees, volunteers and public officials will use personal social networks during their personal time. The City supports open communications by employees, volunteers and public officials provided such communications are ethical and accurate. Any City of Hudson employee, volunteer or public official engaging in online, electronic dialogue is required to meet a standard that mandates the following.

Employees, volunteers and public officials should:

- Exercise caution, sound judgment, and common sense when posting on personal social media sites, knowing that as public servants, even off duty, one's behavior reflects upon the City of Hudson.
- Understand that they are personally responsible for the content they publish on blogs, wikis or any other form of online user-generated media.
- Have no expectation of privacy with regard to using personal social media. Do not assume that because a site is private, posts or private messages will not be seen by other employees, volunteers or Hudson citizens. Private communications can quickly become public, and photos posted can go viral in an instant.
- Not use a City-provided email address for any personal social media presence.
- Make it clear that all posts on personal sites are their own and are not the views or opinions of the City. Clearly state, "The postings on this site are my own, and do not necessarily reflect the positions, strategies or opinions of the City of Hudson."
- Not post proprietary, privileged, confidential or non-public information. Proprietary and confidential City information may not be discussed in private messages between site members, even if those members have authorized access to the information.
- Respect all copyright laws and Terms of Agreement on the sites to which information is published.
- Not use the City of Hudson logo, seal, or other images owned by the City of Hudson without prior written consent.

ETHICAL CONDUCT

Pursuant to Ohio Law, the City of Hudson has a general Code of Ethics that requires City officials, employees and volunteers to conduct themselves in a manner above reproach at all times. It also specifies that an official, employee or volunteer should not use his/her position for personal gain or in such a way as to violate public trust. This holds true in the realm of social media.

Employees, officials and volunteers represent the City of Hudson, on and off duty, and when they are posting social media sites. When posting information online, adhere to the City's Rules and Policies including policies that require employees, volunteers and public officials to act in an ethical manner at all times. Avoid potentially damaging use of social media, including but not limited to:

- Any material, text or visual, that is fraudulent, harassing, threatening, bullying, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful or in violation of City policies.
- Content or links that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Show, conduct or encourage illegal activity
- Information or images that may compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest of any other party or infringes on a copyright.
- Images and/or video taken while you were on duty in the employment of the City without permission.
- Images and/or video of patients, bystanders, and first responders during the course of responding to an incident.

PRIVILEGED INFORMATION

Legal, personnel, medical or other protected information should not be disclosed at any time via social networks, private emails, or private messages. Users should not post or release proprietary, confidential, sensitive, personally identifiable information or privileged or protected documents or photos on social media websites. Protected information includes, but is not limited to, pending or imminent litigation, potential exposure to litigation, personnel matters, or medical/healthcare information. Photographs, videos or other digital images that identify patients, victims, or crime scenes or other potentially protected incidents or people should not be posted on social media.

PUBLIC RECORDS LAWS

City of Hudson social media sites are subject to the State of Ohio public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communications, is a public record. The City Communications Manager is responsible for responding promptly to any public records request for records on social media. City of Hudson records retention schedules apply to social media formats and social media content.

DISCIPLINARY ACTION

City of Hudson employees and volunteers who fail to comply with this policy will be subject to discipline, up to and including termination of employment with the City of Hudson. In addition, depending on the nature of the violation or content posted, participants may be subject to civil and/or criminal penalties.

CITY OF AURORA
SOCIAL MEDIA POLICY

August 19, 2013

The City of Aurora believes in the value of social media and online networks to provide public outreach and deliver messages directly to and from citizens. Social media encourages citizen involvement and provides a real-time means of communicating local government messages on a day-to-day and emergency basis. Following is the City of Aurora's social media and networking policy. The absence of, or lack of, explicit references to a specific site does not limit the extent of the application of this policy. City of Aurora employees, volunteers, boards and commission members and public officials should use their professional judgment at all times when using social media and be mindful that private communications may reflect on the City of Aurora, its staff, and its officials. This policy is not intended to interfere with employee rights under applicable local, state and Federal laws.

SOCIAL MEDIA DEFINITION

Social media and social networks are primarily Internet and mobile based tools for sharing and discussing information among people. These sites include, but are not limited to: Twitter, Facebook, Pinterest, Google +, Tumblr, MySpace, LinkedIn, YouTube, PhotoBucket, Flickr, all blog sites such as WordPress and BlogSpot, bookmarking sites such as Digg, Reddit and Bing, and RSS feeds. It also includes comments on any website or online media. Email discussion lists and newsgroups are also covered under this policy.

OFFICIAL CITY OF AURORA SOCIAL MEDIA SITES

The City of Aurora has and will continue to establish official social media sites that provide approved information from the City of Aurora to the public. City of Aurora employees, volunteers, and public officials are not permitted to establish separate sites or pages for their departments, groups, boards, commissions, or other entities that are or appear to be maintained by the City of Aurora unless approved in advance by the Mayor or his designee. All other sites that appear to be from the City of Aurora, a city department, division, board, commission or other group should be deleted immediately.

The Mayor has assigned the Department Directors the responsibility for posting content to Aurora social media sites. Only the Mayor, Department Directors, or their designee are permitted to add content, post messages or communicate with citizens through these sites. Information to be posted must be reviewed and approved by the Mayor's office or the Department Director prior to posting.

It is the City of Aurora's Policy that the City of Aurora official network sites will not follow the blogs, tweets, or sites of private citizens.

MANAGING CITY OF AURORA SOCIAL MEDIA

Those individuals who have been approved to post on a City of Aurora site will:

- Post only content that is accurate, truthful, legal, and in compliance with City of Aurora policies.
- Post only content that is provided and/or approved by the Mayor and/or Department Director.
- Correct errors immediately and note corrections with the original post.
- Disclose employment or association with the City when speaking as a representative of the City.
- Delete posts or comments that violate the City's Social Media Policy.

PERSONAL USE OF SOCIAL MEDIA

The City of Aurora recognizes that City employees, volunteers, and public officials will use personal social networks during their personal time. The City supports open communications by employees, volunteers, and public officials provided such communications are ethical and accurate. Any City of Aurora employee, volunteer or public official engaging in online, electronic dialogue is required to meet a standard that mandates the following.

Employees, volunteers, and public officials should:

- Exercise caution, sound judgment, and common sense when posting on personal social media sites, knowing that as public servants, even off duty, one's behavior reflects upon the City of Aurora.
- Understand they are personally responsible for the content they publish on blogs, wikis or any other form of online user-generated media.
- Have no expectation of privacy with regard to using personal social media. Do not assume that because a site is private, posts or private messages will not be seen by other employees, volunteers, or Aurora citizens. Private communications can quickly become public, and photos posted can go viral in an instant.
- Not use a City provided email address for any personal social media presence.
- Make it clear that all posts on personal sites are their own and are not the views or opinions of the City. Clearly state "The postings on this site are my own, and do not necessarily reflect the positions, strategies or opinions of the City of Aurora."
- Not post proprietary, privileged, confidential or non-public information. Proprietary and confidential City information may not be discussed in private messages between site members, even if those members have authorized access to the information.
- Respect all copyright laws and Terms of Agreement on the sites to which information is published.
- Not use the City of Aurora logo, seal, or other images owned by the City without prior written consent.
- Not access social media for personal use on the City's network.

ETHICAL CONDUCT

Pursuant to Ohio Law, the City of Aurora has a general Code of Ethics that requires City officials, employees, and volunteers to conduct themselves in a manner above reproach at all times. It also specifies that an official, employee, or volunteer should not use his/her position for personal gain or in such a way as to violate public trust. This holds true in the realm of social media.

Employees, officials, and volunteers represent the City of Aurora, on and off duty, and when they are posting social media sites. When posting information online, adhere to the policy that requires employees, volunteers, and public officials to act in an ethical manner at all times. Avoid potentially damaging use of social media, including but not limited to:

- Any material, text or visual, that is fraudulent, harassing, threatening, bullying, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, inflammatory or otherwise inappropriate or unlawful or in violation of City policies.
- Content or links that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Show, conduct or encourage illegal activity.

- Information or Images that may compromise the safety or security of the public or public systems.
- Content that violates a legal ownership interest of any other party or infringes on a copyright.
- Images and/or video taken while on duty in the employment of the City without permission.
- Images and/or video of patients, bystanders, and first responders during the course of responding to an incident.

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Legal, personnel, medical or other protected information should not be disclosed at any time via social networks, private emails, or private messages. Users should not post or release proprietary, confidential, sensitive, personally identifiable information or privileged or protected documents or photos on social media websites. Protected information includes, but is not limited to, pending or imminent litigation, potential exposure to litigation, personnel matters, or medical/healthcare information. Photographs, videos or other digital images that identify patients, victims, or crime scenes or other potentially protected incidents or people should not be posted on social media.

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City of Aurora social media sites are subject to the State of Ohio public record laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communications, is a public record. The City Records Administrator is responsible for responding to any public records request for records on social media. City of Aurora records retention schedules apply to social media formats and social media content.

DISCIPLINARY ACTIONS

City of Aurora employees and volunteers who fail to comply with this policy will be subject to discipline, up to and including termination of employment with the City of Aurora. In addition, depending on the nature of the violation or content posted, participants may be subject to civil and/or criminal penalties.

REQUEST FOR COUNCIL ACTION

No. RCA 19-041-2/25

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: February 19, 2019
SUBJECT: Expenditure over \$25,000 -- Annual Software Support -- Software Solutions, Inc.

Committee: Finance

SUMMARY AND BACKGROUND:

The Finance Department requests Council's approval of an expenditure of \$36,373 to Software Solutions, Inc. (SSI) for annual support services for the City's eGov Professional accounting system. The effective period for support services is from March 1, 2019, through February 28, 2020.

The contract this year combines annual support for eGov2Web and Data Extraction File services. eGov2Web is the service used for online water/rubbish bill payments. Data Extraction File service is the new service needed to allow customers to sign up for water/rubbish service via the Internet.

Total cost for 2018 support services paid to SSI = \$34,640

Accounts to be charged for the 2019 support services fee is as follows:

SOFTWARE SUPPORT 3/1/19 TO 2/28/20				
LINE	DEPT	ACCOUNT	AMOUNT	
001	General Admin	001-0707-53321	18,914.00	52.00%
002	Police	106-0101-53321	1,455.00	4.00%
003	Water Office	513-0531-53321	5,456.00	15.00%
004	Utility Billing	513-0708-53321	8,002.00	22.00%
005	Sanitation	514-0541-53321	2,546.00	7.00%
		TOTAL	36,373.00	100.00%
			36,373.00	
			-	

Estimated Cost: \$36,373

Suggested Funding: See departments listed above

Sufficient funds in Account No.: See accounts listed above

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:

REQUEST FOR COUNCIL ACTION

No. RCA 19-042-2/25

**From: POLICE DEPARTMENT
Chief Edward R. Kinney**

E.R. Kinney
(Signature)

Committee: Finance
Mayor's Initials: _____

Guidelines: See information on back of form

Date: 2/19/19

Subject: Trade-in of three (3) police vehicles

Summary and Background - Request Council approve the trade-in of three police vehicles:

Unit 91	VIN/1FM5K7AR0DGA68426	2013	72K miles	\$5,800
Unit 103	VIN/1FM5K8AR4EGC14091	2014	104K miles	\$5,900
Unit 104	VIN/1FM5K8AR4EGC14092	2014	100K miles	<u>\$5,900</u>
				\$17,600

Value to be credited toward the cost of purchasing new vehicle replacements.

Estimated Cost: (\$17,600) CREDIT

Suggested Funding: 106-0101-54417

Sufficient Funds in Account: N/A

Transfer Needed From: _____ **To:** _____

New Appropriation Needed: N/A

Account No: _____

Emergency Clause Requested: _____

No If yes, reason: Vehicle purchases for 2019 were cancelled by Ford

Council Use Only: _____

Committee Recommendation: _____

Council Action Taken: _____

Ord./Res.No: _____
Date: _____

LEBANON FORD

COMMERCIAL VEHICLE CENTER

THREE TRADE INS ARE WORTH

Unit 91 is the unmarked car- 2013 Explorer 72K miles front wheel drive 1FM5K7AR0DGA68426 \$5,800.00

103 is marked- 2014 Ford Explorer All wheel drive 104K Miles 1FM5K8AR4EGC14091 \$5,900.00

104 is marked-2014 Ford Explorer All wheel drive 100K Miles 1FM5K8AR4EGC14092 \$5,900.00

FRANK BEAVER

FLEET DIRECTOR

LEBANON FORD

REQUEST FOR COUNCIL ACTION

No. RCA 19-043-2/25

**From: POLICE DEPARTMENT
Chief Edward R. Kinney**

Committee Finance

Mayor's Initials: _____



(Signature)

Guidelines: See information on back of form

Date: 2/19/19

Subject: Purchase of 5 Police Cruisers

Summary and Background - Request Council approve the purchase of five (5) police vehicles:

3 – 2020 AWD 4DR Police Cruisers @ \$31,603.00	\$ 94,809.00
1 – 2020 AWD 4DR Police Cruiser w/rear air conditioning	\$ 30,302.00
1 – 2020 AWD 4DR Police Cruiser w/add'l specialty equipment	\$ 31,873.00
	<u>\$156,984.00</u>
Existing 2018 PO	-58,004.00
Trade in on 3 Vehicles	<u>-17,600.00</u>
TOTAL REQUEST	\$81,380.00

Estimated Cost: \$81,500.00

Suggested Funding: 106-0101-54417

Sufficient Funds in Account: Yes

Transfer Needed From: _____ **To:** _____

New Appropriation Needed: No

Account No: _____

Emergency Clause Requested: Yes

No Yes If yes, reason: Vehicle purchases for 2019 were cancelled by Ford

Council Use Only: _____

Committee Recommendation: _____

Council Action Taken: _____

Ord./Res.No: _____
Date: _____

LEBANON FORD

COMMERCIAL VEHICLE CENTER

EXPLORER 4-
DOOR

2020 4DR AWD POLICE
3.7L V6 TIVCT ENGINE
6-SPEED AUTO TRANSMISSION

Exterior

BLACK

Interior

CHARCOAL BLACK INTERIOR CLOTH
BUCKETS VINYL REAR SEATS

EXTERIOR

- . 245/55R18 A/S POLICE TIRES
- . 18" H.D. STEEL WHEELS
- . 18" WHEEL HUB CAP
- . FULL SIZE 18" SPARE W/TPMS
- . DUAL POWER MIRRORS
- . INTEGRATED SPOTTER MIRRORS
- . HALOGEN HEADLAMPS
- . PRIVACY GLASS 2ND/3RD ROW
- . DUAL EXHAUST SYSTEM
- . GRILLE - BLACK
- . KEY LOCKS (DR/PASS/LFTGT)
- . EASY FUEL CAPLESS FILLER

INTERIOR

- . BLACK VINYL FLOOR COVERING
- . PWR DR SEAT/6-WAY/M LUMBAR
- . MANUAL PASS SEAT - 2-WAY
- . CLOTH BUCKET FRONT SEATS
- . 60/40 SPLIT VINYL REAR
- . TILT STEERING WHL/ CRUISE & AUDIO CONTROLS
- . 1-TOUCH DOWN DRIVER WINDOW
- . A/C W/MANUAL CLIMATE CONTROL, SINGLE ZONE
- . CERTIFIED SPEEDOMETER
- . ENGINE HOUR / IDLE METER
- . CONSOLE MOUNTING PLATE
- . UNIVERSAL TOP TRAY
- . RED / WHITE DOME LAMP

FUNCTIONAL

- . ALL WHEEL DRIVE SYSTEM
- . COLUMN MOUNTED SHIFTER
- . HEAVY DUTY 78-AMP BATTERY
- . 220 AMP ALTERNATOR
- . POLICE BRAKES: 4 WHL DISC W/ ABS & TRACTION CONTROL
- . HEAVY DUTY SUSPENSION
- . POWER STEERING W/EPAS
- . ENGINE OIL COOLER
- . TRANSMISSION OIL COOLER
- . POWER LOCKS AND WINDOWS
- . AM/FM SINGLE CD/MP3, 6SPKR
- . ADJUST PEDALS, NON MEMORY
- . BATTERY SAVER FEATURE
- . POWERPOINTS (2)

SAFETY/SECURITY

- . 75 MPH REAR-CRASH TESTED
- . ADVANCETRAC WITH RSC
- . AIRBAGS - FRONT AND SIDE
- . AIRBAGS - SAFETY CANOPY
- . PERSONAL SAFETY SYSTEM
- . SOS POST CRASH ALERT SYS
- . TIRE PRESSURE MONITOR SYS

WARRANTY

- . 3YR/36K MILE WARRANTY

STANDARD STATE BID PRICE \$31,276

Included on this Vehicle
EQUIPMENT GROUP 500A

Optional Equipment

2020 MODEL YEAR

BLACK

CHARCOAL CLT FRT/VINYL RR

.3.7L V6 TIVCT ENGINE

6-SPEED AUTO TRANSMISSION

FRONT LICENSE PLATE BRACKET

HEATED MIRRORS \$59.00

DARK CAR \$70.00

SPOT LED LIGHT N/C

KEYED ALIKE CODE 1284X \$75.00

FRONT HEADLIGHT PREP STD

REAR DR/LKS/HNDL INOP \$74.00

GRILL LAMP WIRING \$49.00

REAR VIEW CAMERA

DELIVERY FEE

YOUR STATE BID IS \$31,603.00

FRANK BEAVER LEBANON FORD

614-570-0702

LEBANON FORD

COMMERCIAL VEHICLE CENTER

EXPLORER 4-
DOOR

2020 4DR AWD POLICE
3.7L V6 TIVCT ENGINE
6-SPEED AUTO TRANSMISSION

Exterior

BLACK

Interior

CHARCOAL BLACK INTERIOR CLOTH
BUCKETS VINYL REAR SEATS

EXTERIOR

- . 245/55R18 A/S POLICE TIRES
- . 18" H.D. STEEL WHEELS
- . 18" WHEEL HUB CAP
- . FULL SIZE 18" SPARE W/TPMS
- . DUAL POWER MIRRORS
- . INTEGRATED SPOTTER MIRRORS
- . HALOGEN HEADLAMPS
- . PRIVACY GLASS 2ND/3RD ROW
- . DUAL EXHAUST SYSTEM
- . GRILLE - BLACK
- . KEY LOCKS (DR/PASS/LFTGT)
- . EASY FUEL CAPLESS FILLER

INTERIOR

- . BLACK VINYL FLOOR COVERING
- . PWR DR SEAT/6-WAY/M LUMBAR
- . MANUAL PASS SEAT - 2-WAY
- . CLOTH BUCKET FRONT SEATS
- . 60/40 SPLIT VINYL REAR TILT STEERING WHL/ CRUISE & AUDIO CONTROLS
- . 1-TOUCH DOWN DRIVER WINDOW
- . A/C W/MANUAL CLIMATE CONTROL, SINGLE ZONE
- . CERTIFIED SPEEDOMETER
- . ENGINE HOUR / IDLE METER
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- . AM/FM SINGLE CD/MP3, 6SPKR
- . ADJUST PEDALS, NON MEMORY
- . BATTERY SAVER FEATURE
- . POWERPOINTS (2)

SAFETY/SECURITY

- . 75 MPH REAR-CRASH TESTED
- . ADVANCETRAC WITH RSC
- . AIRBAGS - FRONT AND SIDE
- . AIRBAGS - SAFETY CANOPY
- . PERSONAL SAFETY SYSTEM
- . SOS POST CRASH ALERT SYS
- . TIRE PRESSURE MONITOR SYS
- WARRANTY
- . 3YR/36K MILE WARRANTY

STANDARD STATE BID PRICE \$31,276

Included on this Vehicle
EQUIPMENT GROUP 500A

Optional Equipment
2020 MODEL YEAR

BLACK

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SPOT LED LIGHT N/C

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FRONT HEADLIGHT PREP STD

REAR DR/LKS/HNDL INOP \$74.00

GRILL LAMP WIRING \$49.00

REAR VIEW CAMERA

DELIVERY FEE

YOUR STATE BID IS \$31,603.00

FRANK BEAVER LEBANON FORD
614-570-0702

LEBANON FORD

COMMERCIAL VEHICLE CENTER

EXPLORER 4-
DOOR

2020 4DR AWD POLICE
3.7L V6 TIVCT ENGINE
6-SPEED AUTO TRANSMISSION

Exterior

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- . PRIVACY GLASS 2ND/3RD ROW
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- . GRILLE - BLACK
- . KEY LOCKS (DR/PASS/LFTGT)
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INTERIOR

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- . ADJUST PEDALS, NON MEMORY
- . BATTERY SAVER FEATURE
- . POWERPOINTS (2)

SAFETY/SECURITY

- . 75 MPH REAR-CRASH TESTED
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 - . TIRE PRESSURE MONITOR SYS
- WARRANTY
- . 3YR/36K MILE WARRANTY

STANDARD STATE BID PRICE \$31,276

Included on this Vehicle
EQUIPMENT GROUP 500A

Optional Equipment

2020 MODEL YEAR

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.3.7L V6 TIVCT ENGINE

6-SPEED AUTO TRANSMISSION

FRONT LICENSE PLATE BRACKET

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DARK CAR \$70.00

SPOT LED LIGHT N/C

KEYED ALIKE CODE 1284X \$75.00

FRONT HEADLIGHT PREP STD

REAR DR/LKS/HNDL INOP \$74.00

GRILL LAMP WIRING \$49.00

REAR VIEW CAMERA

DELIVERY FEE

YOUR STATE BID IS \$31,603.00

FRANK BEAVER LEBANON FORD

614-570-0702

LEBANON FORD

COMMERCIAL VEHICLE CENTER

EXPLORER 4-
DOOR

2020 4DR AWD POLICE
3.7L V6 TIVCT ENGINE
6-SPEED AUTO TRANSMISSION

Exterior
BLACK
Interior
CHARCOAL BLACK INTERIOR CLOTH
BUCKETS VINYL REAR SEATS

EXTERIOR

- . 245/55R18 A/S POLICE TIRES
- . 18" H.D. STEEL WHEELS
- . 18" WHEEL HUB CAP
- . FULL SIZE 18" SPARE W/TPMS
- . DUAL POWER MIRRORS
- . INTEGRATED SPOTTER MIRRORS
- . HALOGEN HEADLAMPS
- . PRIVACY GLASS 2ND/3RD ROW
- . DUAL EXHAUST SYSTEM
- . GRILLE - BLACK
- . KEY LOCKS (DR/PASS/LFTGT)
- . EASY FUEL CAPLESS FILLER

INTERIOR

- . BLACK VINYL FLOOR COVERING
- . PWR DR SEAT/6-WAY/M LUMBAR
- . MANUAL PASS SEAT - 2-WAY
- . CLOTH BUCKET FRONT SEATS
- . 60/40 SPLIT VINYL REAR TILT STEERING WHL/ CRUISE & AUDIO CONTROLS
- . 1-TOUCH DOWN DRIVER WINDOW
- . A/C W/MANUAL CLIMATE CONTROL, SINGLE ZONE
- . CERTIFIED SPEEDOMETER
- . ENGINE HOUR / IDLE METER
- . CONSOLE MOUNTING PLATE
- . UNIVERSAL TOP TRAY
- . RED / WHITE DOME LAMP

FUNCTIONAL

- . ALL WHEEL DRIVE SYSTEM
- . COLUMN MOUNTED SHIFTER
- . HEAVY DUTY 78-AMP BATTERY
- . 220 AMP ALTERNATOR
- . POLICE BRAKES: 4 WHL DISC W/ ABS & TRACTION CONTROL
- . HEAVY DUTY SUSPENSION
- . POWER STEERING W/EPAS
- . ENGINE OIL COOLER
- . TRANSMISSION OIL COOLER
- . POWER LOCKS AND WINDOWS
- . AM/FM SINGLE CD/MP3, 6SPKR
- . ADJUST PEDALS, NON MEMORY
- . BATTERY SAVER FEATURE
- . POWERPOINTS (2)

SAFETY/SECURITY

- . 75 MPH REAR-CRASH TESTED
- . ADVANCETRAC WITH RSC
- . AIRBAGS - FRONT AND SIDE
- . AIRBAGS - SAFETY CANOPY
- . PERSONAL SAFETY SYSTEM
- . SOS POST CRASH ALERT SYS
- . TIRE PRESSURE MONITOR SYS

WARRANTY

- . 3YR/36K MILE WARRANTY

STANDARD STATE BID PRICE \$31,276

Included on this Vehicle
EQUIPMENT GROUP 500A

Optional Equipment

- 2020 MODEL YEAR
- BLACK
- CHARCOAL CLT FRT/VINYL RR
- .3.7L V6 TIVCT ENGINE
- 6-SPEED AUTO TRANSMISSION
- FRONT LICENSE PLATE BRACKET
- HEATED MIRRORS \$59.00
- REAR CARGO LIGHT 17T \$49.00
- NO SPOT LIGHT
- KEYED ALIKE CODE 1284X \$75.00
- FRONT HEADLIGHT PREP STD
- INTERIOR UPGRADE PACK \$695.00
- BADGE DELETE N/C
- PAINTED CAST ALLUM WHEELS \$695.00
- GRILL LAMP WIRING \$49.00
- TRAILER TOW HITCH WIRING \$180.00
- REMAPPABLE SWITCHES \$195.00
- REAR VIEW CAMERA
- REMOTE START \$600.00

YOUR STATE BID IS \$33,873.00

MINUS \$2,000.00

\$31,873.00

FRANK BEAVER LEBANON FORD
614-570-0702

LEBANON FORD

COMMERCIAL VEHICLE CENTER

EXPLORER 4-
DOOR

2020 4DR AWD POLICE
3.7L V6 TIVCT ENGINE
6-SPEED AUTO TRANSMISSION

Exterior

BLACK

Interior

CHARCOAL BLACK INTERIOR CLOTH
BUCKETS VINYL REAR SEATS

EXTERIOR

- . 245/55R18 A/S POLICE TIRES
- . 18" H.D. STEEL WHEELS
- . 18" WHEEL HUB CAP
- . FULL SIZE 18" SPARE W/TPMS
- . DUAL POWER MIRRORS
- . INTEGRATED SPOTTER MIRRORS
- . HALOGEN HEADLAMPS
- . PRIVACY GLASS 2ND/3RD ROW
- . DUAL EXHAUST SYSTEM
- . GRILLE - BLACK
- . KEY LOCKS (DR/PASS/LFTGT)
- . EASY FUEL CAPLESS FILLER

INTERIOR

- . BLACK VINYL FLOOR COVERING
- . PWR DR SEAT/6-WAY/M LUMBAR
- . MANUAL PASS SEAT - 2-WAY
- . CLOTH BUCKET FRONT SEATS
- . 60/40 SPLIT VINYL REAR
- . TILT STEERING WHL/ CRUISE & AUDIO CONTROLS
- . 1-TOUCH DOWN DRIVER WINDOW
- . A/C W/MANUAL CLIMATE CONTROL, SINGLE ZONE
- . CERTIFIED SPEEDOMETER
- . ENGINE HOUR / IDLE METER
- . CONSOLE MOUNTING PLATE
- . UNIVERSAL TOP TRAY
- . RED / WHITE DOME LAMP

FUNCTIONAL

- . ALL WHEEL DRIVE SYSTEM
- . COLUMN MOUNTED SHIFTER
- . HEAVY DUTY 78-AMP BATTERY
- . 220 AMP ALTERNATOR
- . POLICE BRAKES: 4 WHL DISC W/ ABS & TRACTION CONTROL
- . HEAVY DUTY SUSPENSION
- . POWER STEERING W/EPAS
- . ENGINE OIL COOLER
- . TRANSMISSION OIL COOLER
- . POWER LOCKS AND WINDOWS
- . AM/FM SINGLE CD/MP3, 6SPKR
- . ADJUST PEDALS, NON MEMORY
- . BATTERY SAVER FEATURE
- . POWERPOINTS (2)

SAFETY/SECURITY

- . 75 MPH REAR-CRASH TESTED
- . ADVANCETRAC WITH RSC
- . AIRBAGS - FRONT AND SIDE
- . AIRBAGS - SAFETY CANOPY
- . PERSONAL SAFETY SYSTEM
- . SOS POST CRASH ALERT SYS
- . TIRE PRESSURE MONITOR SYS

WARRANTY

- . 3YR/36K MILE WARRANTY

STANDARD STATE BID PRICE \$31,276

Included on this Vehicle
EQUIPMENT GROUP 500A

Optional Equipment

2020 MODEL YEAR

BLACK

CHARCOAL CLT FRT/VINYL RR

.3.7L V6 TIVCT ENGINE

6-SPEED AUTO TRANSMISSION

FRONT LICENSE PLATE BRACKET

HEATED MIRRORS \$59.00

DARK CAR \$70.00

SPOT LED LIGHT N/C

KEYED ALIKE CODE 1284X \$75.00

FRONT HEADLIGHT PREP STD

REAR DR/LKS/HNDL INOP \$74.00

GRILL LAMP WIRING \$49.00

REAR A/C \$699.00

REAR VIEW CAMERA

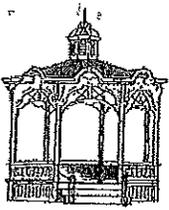
DELIVERY FEE

YOUR STATE BID IS \$32,302.00

MINUS \$2,000.00

TOTAL \$30,302.00

FRANK BEAVER LEBANON FORD
614-570-0702



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. 2018001626

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 L00118
LEBANON FORD
770 COLUMBUS AVENUE
LEBANON OH 45036

PURCHASE ORDER DATE
08/27/18

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	2 '19 POLICE INTERCEPTORS STATE CONTRACT #RS90153 ORD 116-18, PASSED 8/27/18, EMERGENCY	106-0101-54417	0		.00	58004.00
TOTAL AMOUNT NOT TO EXCEED						58004.00

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

DERAL 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. Dinkham
DIRECTOR OF FINANCE

AUTHORIZED SIGNATURE

REQUEST FOR COUNCIL ACTION

No. RCA 19-044-2/25

FROM: Keith H. Dirham
DATE: February 19, 2019
SUBJECT: Authorization of payment greater than or equal to \$3,000 in accordance with ORC 5705.41 (D) (1)

Committee: Finance + Council

SUMMARY AND BACKGROUND:

In accordance with ORC 5705.41 (D) (1), I respectfully request that Council pass a resolution authorizing payment to Lexipol for 2019 policy manual and updates (see attached invoice).

This request for Council Action shall serve as the Finance Director's certification that there was at the time of the making of this contract and there is at the time of the execution of this certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of the appropriate fund free from any previous encumbrances.

ORC 5705.41 (D) (1):

Except as otherwise provided in division (D)(2) of this section and section 5705.44 of the Revised Code, make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation or, in the case of a continuing contract to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need be signed only by the subdivision's fiscal officer. Every such contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon. If no certificate is furnished as required, upon receipt by the taxing authority of the subdivision or taxing unit of a certificate of the fiscal officer stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances, such taxing authority may authorize the drawing of a warrant in payment of amounts due upon such contract, but such resolution or ordinance shall be passed within thirty days after the taxing authority receives such certificate; provided that, if the amount involved is less than one hundred dollars in the case of counties or three thousand dollars in the case of all other subdivisions or taxing units, the fiscal officer may authorize it to be paid without such affirmation of the taxing authority of the subdivision or taxing unit, if such expenditure is otherwise valid.

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: Yes

Reason: Vendor is waiting for payment. They would appreciate the resolution being passed through Finance Committee and Council at the February 25th meetings.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Ord. 35-19
2-25-19



Lexipol, LLC
 2801 Network Blvd. Suite 500
 Frisco, TX 75034

Invoice

Date	Invoice #
12/17/18	27155

Bill To
Medina Police Department Attn: Accounts Payable 150 W Friendship St Medina, OH 44256

Terms	Due Date
Net 30	1/16/19

Description

The one year law enforcement policy manual update subscription includes 24/7 access to Knowledge Management System for updates and editing.
 The DTB subscription service includes 365 Unique Scenario Daily Training Bulletins and Testing Data Base.
 01/01/2019-12/31/2019

PO # 2019-428 Line # _____
 Partial _____ Complete X
 Date: 1-18-19
 Approved: [Signature]

[Handwritten Signature]

Pricing Includes 5% Discount

Total

\$9,061.00

Phone # 949-309-3881

Email receivables@lexipol.com

NOTICE: LEXIPOL HAS A NEW MAILING ADDRESS AS OF JUNE 18, 2018.
 Please change the address and remit payment to: Lexipol LLC, 2801 Network Blvd. Suite 500, Frisco, TX 75034

[Handwritten initials]

REQUEST FOR COUNCIL ACTION

No. RCA 19-045-2/25

FROM: Keith H. Dirham
DATE: February 19, 2019
SUBJECT: Authorization of payment greater than or equal to \$3,000 in accordance with ORC 5705.41 (D) (1)

Committee: Finance + Council

SUMMARY AND BACKGROUND:

In accordance with ORC 5705.41 (D) (1), I respectfully request that Council pass a resolution authorizing payment to Ohio State Highway Patrol for the police department's annual LEADS access (see attached invoice).

This request for Council Action shall serve as the Finance Director's certification that there was at the time of the making of this contract and there is at the time of the execution of this certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of the appropriate fund free from any previous encumbrances.

ORC 5705.41 (D) (1):

Except as otherwise provided in division (D)(2) of this section and section 5705.44 of the Revised Code, make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation or, in the case of a continuing contract to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need be signed only by the subdivision's fiscal officer. Every such contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon. If no certificate is furnished as required, upon receipt by the taxing authority of the subdivision or taxing unit of a certificate of the fiscal officer stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances, such taxing authority may authorize the drawing of a warrant in payment of amounts due upon such contract, but such resolution or ordinance shall be passed within thirty days after the taxing authority receives such certificate; provided that, if the amount involved is less than one hundred dollars in the case of counties or three thousand dollars in the case of all other subdivisions or taxing units, the fiscal officer may authorize it to be paid without such affirmation of the taxing authority of the subdivision or taxing unit, if such expenditure is otherwise valid.

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: Yes

Reason: Vendor is waiting for payment. They would appreciate the resolution being passed through Finance Committee and Council at the February 25th meetings.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Ord. 36-19
2-25-19

OHIO STATE HIGHWAY PATROL
 Fiscal Services - 83F Fund - Terminal
 1970 West Broad Street
 Columbus, OH 43223
 614-466-8781

Invoice



BILL TO
 Medina Police Department
 150 West Friendship Street
 Medina, OH 44256-1835

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
19L2357	01/01/2019	\$7,200.00	01/31/2019	

SHIP DATE: 01/01/2017 ORI: OH0520200 P.O. NUMBER: 11396

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/01/2019		Service Period: January 1, 2019 through December 31, 2019			0.00
01/01/2019	DMVPN	LEADS Monthly Access Fee with a DMVPN (Dynamic Multipoint Virtual Private Network) Connection	12	600.00	7,200.00

Remittance Address:

BALANCE DUE

\$7,200.00

Treasurer, State of Ohio
 Ohio State Highway Patrol
 Fiscal Services - Fund 83F
 P.O. Box 182074
 Columbus, Ohio 43218-2074

PO# 2019-427 Use# _____
 Partial _____ Complete
 Date: 1-18-19
 Approved: *Jamie Ingersoll*

OK
JL

AK

Thank you for your payment.

For payment inquiries please contact the LEADS billing office at 614-466-8781.
 For service related inquiries please contact the LEADS control room at 1-800-589-2077.

REQUEST FOR COUNCIL ACTION

No. RCA 19-046-2/25

FROM: Keith H. Dirham
DATE: February 19, 2019
SUBJECT: Authorization of payment greater than or equal to \$3,000 in accordance with ORC 5705.41 (D) (1)

Committee: Finance + Council

SUMMARY AND BACKGROUND:

In accordance with ORC 5705.41 (D) (1), I respectfully request that Council pass a resolution authorizing payment to Verizon for the monthly cell phone and iPad usage fees (see attached invoice). The new 2019 purchase order was not created until 1/28/19.

This request for Council Action shall serve as the Finance Director's certification that there was at the time of the making of this contract and there is at the time of the execution of this certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of the appropriate fund free from any previous encumbrances.

ORC 5705.41 (D) (1):

Except as otherwise provided in division (D)(2) of this section and section 5705.44 of the Revised Code, make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation or, in the case of a continuing contract to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need be signed only by the subdivision's fiscal officer. Every such contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon. If no certificate is furnished as required, upon receipt by the taxing authority of the subdivision or taxing unit of a certificate of the fiscal officer stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances, such taxing authority may authorize the drawing of a warrant in payment of amounts due upon such contract, but such resolution or ordinance shall be passed within thirty days after the taxing authority receives such certificate; provided that, if the amount involved is less than one hundred dollars in the case of counties or three thousand dollars in the case of all other subdivisions or taxing units, the fiscal officer may authorize it to be paid without such affirmation of the taxing authority of the subdivision or taxing unit, if such expenditure is otherwise valid.

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: Yes

Reason: Vendor is waiting for payment. We would appreciate the resolution being passed through Finance Committee and Council at the February 25th meetings to avoid finance charges.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Ord. 37-19
2-25-19



PO BOX 489
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
www.verizon.com/mybusinessaccount	287206834-00001	02/15/19
Change your address at http://sso.verizonenterprise.com	Invoice Number	9822826613

00009872/12080/ 3.225/MB/32293588.6

Quick Bill Summary

Dec 24 - Jan 23



CITY OF MEDINA
132 N. ELMWOOD AVENUE
P.O. BOX 703
MEDINA, OH 44256

00009872
MSP 246

Previous Balance (see back for details)	\$6,201.86
Payments - Thank You <i>2 months</i>	-\$6,201.86
Balance Forward	\$0.00
Monthly Charges	\$2,951.37
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Equipment Charges	\$104.97
Surcharges and Other Charges & Credits	\$122.30
Taxes, Governmental Surcharges & Fees	\$14.75
Total Current Charges	\$3,193.39

Verizon Wireless News

Now It's Easier To Get Help Online

Our new online support experience saves you time by giving you access to the help you need when you need it. Sign in to get personalized help that's specific to your bill, plan and devices. Visit go.vzw.com/support.

Total Charges Due by February 15, 2019 \$3,193.39

PO # 19-543 Line # 1-24 (see attached spreadsheet)

Partial Complete

Date: February 4, 2017

Approved: Sherry Crow

Who has George Harton's phone?

Pay from phone	Pay on the Web	Questions:
#PRM7798	www.verizon.com/mybusinessaccount	1-800-922-0204 or text from your phone



CITY OF MEDINA
132 N. ELMWOOD AVENUE
P.O. BOX 703
MEDINA, OH 44256

Bill Date: January 23, 2019
Account Number: 287206834-00001
Invoice Number: 9822826613

Total Amount Due by February 15, 2019

Make check payable to Verizon Wireless.
Please return this remittance slip with payment.

\$3,193.39

\$ 3 , 1 9 3 . 3 9

P.O. BOX 25505
LEHIGH VALLEY, PA 18002-5505



98228266130102872068340000100000319339000003193396

REQUEST FOR COUNCIL ACTION

No. RCA 19-047-2/25
Committee: Finance + Council

FROM: Keith H. Dirham
DATE: February 19, 2019
SUBJECT: Authorization of payment greater than or equal to \$3,000 in accordance with ORC 5705.41 (D) (1)

SUMMARY AND BACKGROUND:

In accordance with ORC 5705.41 (D) (1), I respectfully request that Council pass a resolution authorizing payment to Ohio Edison for the electric bills for street lights and public buildings (see attached invoices). The new 2019 purchase order was not created until 1/28/19.

This request for Council Action shall serve as the Finance Director's certification that there was at the time of the making of this contract and there is at the time of the execution of this certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of the appropriate fund free from any previous encumbrances.

ORC 5705.41 (D) (1):

Except as otherwise provided in division (D)(2) of this section and section 5705.44 of the Revised Code, make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation or, in the case of a continuing contract to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need be signed only by the subdivision's fiscal officer. Every such contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon. If no certificate is furnished as required, upon receipt by the taxing authority of the subdivision or taxing unit of a certificate of the fiscal officer stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances, such taxing authority may authorize the drawing of a warrant in payment of amounts due upon such contract, but such resolution or ordinance shall be passed within thirty days after the taxing authority receives such certificate; provided that, if the amount involved is less than one hundred dollars in the case of counties or three thousand dollars in the case of all other subdivisions or taxing units, the fiscal officer may authorize it to be paid without such affirmation of the taxing authority of the subdivision or taxing unit, if such expenditure is otherwise valid.

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: Yes

Reason: Vendor is waiting for payment. We would appreciate the resolution being passed through Finance Committee and Council at the February 25th meetings to avoid finance charges.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res. Ord. 38-19
Date: 2/25/19

Billing Period: Dec 21 to Jan 22, 2019 for 33 days.
Bill For: CITY OF MEDINA
STREET LIGHTS ✓
MEDINA OH 44258

January 21, 2019
Account Number: 110 010 161 054

Amount Due: \$11,815.22

Due Date: February 20, 2019

To report an emergency or an outage, call 24 hours a day 1-888-544-4877. For Customer Service, call 1-800-633-4766. For Payment Options, call 1-800-686-3421. Pay your bill online at www.firstenergycorp.com
Bill issued by: Ohio Edison, PO Box 3687, Akron OH 44309-3687

Messages	Account Summary	Amount Due
To avoid a 1.50% Late Payment Charge being added to your bill, please pay the Amount Due by the Due Date.	Previous Balance	11,750.0
The information below shows specific charges for the costs of energy efficiency, peak demand reduction, and renewable energy. These charges are not new, but are and previously were consolidated with other charges on your bill.	Payments/Adjustments	-11,750.0
	Balance at Billing on Jan 21, 2019	✓ 0.0
	Ohio Edison - Lighting	11,815.2
	Amount Due by Feb 20, 2019	✓ \$11,815.2
	Charges From Ohio Edison	
Energy Efficiency 112,190 KWH x 0.000683 \$76.67	Customer Number: 0800780249 0001304743	
Peak Demand Reduction 112,190 KWH x 0.000171 \$19.18	Rate: Street Lighting OE-ESIPCF	
Renewable Energy 112,190 KWH x 0.001115 \$125.10	Fixture Description Units	
Pursuant to state law, the Universal Service Fund rider rate has been adjusted effective with this bill.	OE-CM-SV-UGPL-(105)-250W	11
	OE-CM-SV-UGPL-(42)-100W	20
	OE-CO-MV-OHST-(69)-175WEONLY*	4
	OE-CO-MV-OHWD-(43)-100W	132
	OE-CO-MV-OHWD-(69)-175W	535
	OE-CO-MV-UGPS-(69)-175W	351
	OE-CO-SV-OHST-(62)-150WSp.	2
	OE-CO-SV-OHSTPL-(89)-215W	11
	OE-CO-SV-OHWDPL-(105)-250W	4
	OE-CO-SV-OHWDPL-(42)-100W	158
	OE-CO-SV-OHWDPL-(62)-150W	19
	OE-CO-SV-UGPL-(105)-250W	14
	OE-CO-SV-UGPL-(42)-100W	560
	OE-CO-SV-UGPL-(62)-150W	27
	OE-CO-SV-UGPL-(89)-215W	4
	OE-CO-SV-UGPS-(29)-70W	18
	OE-CO-SV-UGPS-(42)-100W	138
	OE-CO-SV-UGPS-(62)-150W	7
	Distribution Related Component	7,625.4
	Cost Recovery Charges	105.2
	Bypassable Generation and Transmission Related Component	4,084.5
	Current Consumption Bill Charges	11,815.2

Additional messages, if any, can be found on back.

Detail Payment and Adjustment Information	
01/04/19 Payment	-11,750.0

19-546
Line# 13
partial



January 22, 2019

Master Account: 270,000,534,003

Master Invoice: 90006859426

Bill for: CITY OF MEDINA
PUBLIC BLDG
Master Bill Account
PO BOX 703
MEDINA OH 44258

71-0003

Account Summary		Amount Due
Your previous bill was	5,380.86	
Total payments	<u>-5,380.86</u>	
Balance at billing on January 22, 2019	0.00	0.00
Current Basic Charges		
Ohio Edison - Consumption		2,362.20
Current Charges FIRSTENERGY SOLUTIONS CORP		2,812.12
Total Due by Feb 26, 2019 - Please Pay This Amount		\$5,174.32

To avoid a Late Payment Charge being added to your bill, please pay by the due date.

General Information			
	Bill issued by:		Customer Service
	Ohio Edison		1-800-633-4766
	PO Box 3687		24-Hour Emergency/Outage Reporting
	Akron OH 44309-3637		1-888-544-4877
			Payment Options
			1-800-686-3421

19-546
Line# 12
partial