

## REQUESTS FOR COUNCIL ACTION/DISCUSSION

### Finance Committee

- 22-194-9/12 – CHIP Grant Rehab Payment – 172 Normandy Dr. Brunswick
- 22-195-9/12 – Budget Amendments
- 22-196-9/12 – Repayment of Over-Charge to Hospital
- 22-197-9/12 – Donate Used Mitel Phones to Medina County Sheriff's Office
- 22-198-9/12 – Donate Used PC's to Medina City Schools
- 22-199-9/12 – Create New Internal Service Fund for IT & Related Issues
- 22-200-9/12 – Purchase 2023 Ford F-150 – Parks
- 22-201-9/12 – Modify ED & Marketing Manager Job Description
- 22-202-9/12 – Expenditure Over \$15,000 – C&J Noble Construction
- 22-203-9/12 – Grant Application, Urban Canopy Restoration Grant Program
- 22-204-9/12 – RFP's Drug Screen and Related Professional Services
- 22-205-9/12 – ODOT Consent Legislation – Bridge Inspection Program
- 22-206-9/12 – Expenditure – Cattman Co. Inc. – Rotunda Flooring (ARPA)

9/12/22

**REQUEST FOR COUNCIL ACTION**

No. RCA 22-1949/12

FROM: Grants

Committee: Finance / Council

DATE: August 29, 2022

SUBJECT: CHIP Grant Private Rehab at 172 Normandy Drive, Brunswick, Ohio

**SUMMARY AND BACKGROUND:**

This is a request for approval of a Private Rehabilitation project as part of the PY20 CHIP grant at 172 Normandy Drive, Brunswick Ohio. The contractor is C & J Noble Construction

The contract amount is \$71,275.00. The request for a purchase order in the amount of \$72,000 is to allow for any change orders without going through the process a second time. Any unused funds will be returned to the original account.

Estimated Cost: \$71,275.00  
Suggested Funding: \$72,000

- sufficient funds in Account No. 139-0460-52215 Activity AC-20-06
- transfer needed from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_
- NEW APPROPRIATION needed in Account No. \_\_\_\_\_

Emergency Clause Requested: Yes

Reason: To expedite the project and payment to the contractor



**COUNCIL USE ONLY:**

Committee Action/Recommendation:

Council Action Taken:

Ord./Res. Ord. 148-22 ✓  
Date: 9-12-22

Batch Number  
(Finance use only)  
Batch Posted?

RCA Number  
(Council use only)

*RCA 22-195-9/12*  
*Finance*

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT  
(CHECK ONE)

ADMINISTRATIVE  
FINANCE COMMITTEE  
COUNCIL

NO. 2022-027  
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		171-0743-52214		5,427.26		X	ARPA funds - redistribution
		171-0743-52214		1,364,886.53		X	ARPA funds - 2nd tranche
		513-0533-53315		30,397.49		X	water line / hydrant repairs reimbursements
		547-0650-52214		50,000.00		X	Site assessment and lighting repairs
		001-0210-53314		3,600.00		X	fuel increases
		001-0410-53314		80.00		X	fuel increases
		001-0420-53314		10,000.00		X	fuel increases
		001-0430-53314		1,600.00		X	fuel increases
		001-0741-53314		2,700.00		X	fuel increases
		001-0742-53314		680.00		X	fuel increases
		102-0610-53314		27,800.00		X	fuel increases
		104-0301-53314		8,700.00		X	fuel increases
		106-0101-53314		82,300.00		X	fuel increases
		107-0110-53314		9,600.00		X	fuel increases
		144-0730-53314		35.00		X	fuel increases
		513-0533-53314		20,900.00		X	fuel increases
		514-0543-53314		138,400.00		X	fuel increases
		547-0650-53314		57,000.00		X	fuel increases
		676-0746-53314		1,100.00		X	fuel increases
			Total increases to fund:	1,815,206.28			
			Total reductions to fund:				
			Total transfers within fund:				

EXPLANATION:

*Ord. 169-22*  
*9-12-22*

DEPARTMENT HEAD: Ketih Dirham / Lori Bowers

DATE: 9/4/2022

MAYOR'S APPROVAL:  
(WHEN NECESSARY)

DATE: \_\_\_\_\_

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COUNCIL/COMMITTEE ACTION:

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

DENIED: \_\_\_\_\_

RETURNED FOR EXPLANATION: \_\_\_\_\_

RETURNED TO USE EXISTING ACCOUNT FUNDS: \_\_\_\_\_

ORD. NO.

169.22

CLERK OF COUNCIL/DATE

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

# REQUEST FOR COUNCIL ACTION

No. RCA 22-196-9/12

FROM: Keith H. Dirham  
DATE: Wednesday, August 24, 2022  
SUBJECT: Repayment of over-charge to Hospital

Committee: Finance

## SUMMARY AND BACKGROUND:

Last week it came to our attention that the Hospital was being charged for three 6cy containers that had long-since been removed. The total charge for rental of these containers and rubbish removal was \$2,334 per month and this over-charge went on for a long time, as follows:

- \$17,505 for 7-1/2 months in 2010
- \$28,008 for all 12 months in 2011
- \$28,008 for all 12 months in 2012
- \$28,008 for all 12 months in 2013
- \$28,008 for all 12 months in 2014
- \$28,008 for all 12 months in 2015
- \$28,008 for all 12 months in 2016
- \$28,008 for all 12 months in 2017
- \$28,008 for all 12 months in 2018
- \$28,008 for all 12 months in 2019
- \$28,008 for all 12 months in 2020
- \$28,008 for all 12 months in 2021
- \$18,672 for 8 months in 2022
- \$344,265 total

Details will follow as they are being worked out, but I would like to request Council's approval of a repayment agreement and an appropriation to cover same.

Estimated Cost: \$344,265

### Suggested Funding:

- sufficient funds in Account No.
- transfer needed from Account No.  
to Account No.
- NEW APPROPRIATION needed in Account No. 514-0541-56612

Emergency Clause Requested:

Reason:

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## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.  
Date:

**From:** Keith Dirham [mailto:kdirham@medinaoh.org]  
**Sent:** Wednesday, August 24, 2022 11:42 AM  
**To:** Gates, Christopher <GATESC@ccf.org>  
**Cc:** Nino Piccoli <npiccoli@medinaoh.org>  
**Subject:** [EXT] Medina Hospital Sanitation overcharge

**CAUTION CYBER RISK:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender, expected to receive this content and trust that it's safe. If you determine that the email isn't from a trusted source, you can delete the email, submit it via the BlueFish button in Outlook for investigation or forward the email as an attachment to [phishtanktriage@ccf.org](mailto:phishtanktriage@ccf.org) if you don't have the Bluefish button or are on a mobile device.

As discussed this morning:

The Hospital was overcharged for Sanitation services by \$2,334 per month as follows:

- \$17,505 for 7-1/2 months in 2010
- \$28,008 for all 12 months in 2011
- \$28,008 for all 12 months in 2012
- \$28,008 for all 12 months in 2013
- \$28,008 for all 12 months in 2014
- \$28,008 for all 12 months in 2015
- \$28,008 for all 12 months in 2016
- \$28,008 for all 12 months in 2017
- \$28,008 for all 12 months in 2018
- \$28,008 for all 12 months in 2019
- \$28,008 for all 12 months in 2020
- \$28,008 for all 12 months in 2021
- \$18,672 for 8 months in 2022
- \$344,265 total

At our meeting this morning you suggested that the Hospital would prefer payment rather than a credit and that a set-up of half as soon as possible, one-quarter in 2023, and one-quarter in 2024 would be acceptable to the Hospital. Once this is approved by all parties, the payments from the City to the Hospital will be:

1. \$172,265 at the next City check-write after final approval takes effect, then
2. \$86,000 at the City's mid-August, 2023 check-write, then
3. \$86,000 at the City's mid-August, 2024 check-write.

Projected timing of the first payment:

As we discussed, I will send this to Council once I have your ok. You expected that within a few days so the expected process would be:

- Finance Committee on September 12, 2022
- Council on September 26, 2022
- Takes effect 30 days after Council approval
- Check written at the City's end of October, 2022 check-write and sent then.

Finally, I need to know where to send this check.

Thank you,

Keith

## Kathy Patton

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**From:** Keith Dirham  
**Sent:** Wednesday, August 24, 2022 4:19 PM  
**To:** Kathy Patton  
**Subject:** FW: Medina Hospital Sanitation overcharge

Kathy,

This goes with my earlier RCA for the overcharge issue.

Thank you,

Keith

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**From:** Keith Dirham <>  
**Sent:** Wednesday, August 24, 2022 4:19 PM  
**To:** 'Gates, Christopher' <GATESC@ccf.org>  
**Cc:** Nino Piccoli <npiccoli@medinaoh.org>; Molnar, Becky <Remoln@ccf.org>  
**Subject:** RE: Medina Hospital Sanitation overcharge

Great, thank you.

Keith

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**From:** Gates, Christopher <GATESC@ccf.org>  
**Sent:** Wednesday, August 24, 2022 1:58 PM  
**To:** Keith Dirham <kdirham@medinaoh.org>  
**Cc:** Nino Piccoli <npiccoli@medinaoh.org>; Molnar, Becky <Remoln@ccf.org>  
**Subject:** RE: Medina Hospital Sanitation overcharge

Keith and Nino

We agree with the payment plan. Please proceed. Send attention to:

Att. Becky Molnar  
Medina Cleveland Clinic  
1000 E. Washington St.  
Medina Ohio 44256

Thanks



**Chris Gates** | Facility Manager | Facilities Engineering |  
Medina Hospital | 1000 East Washington Street | Medina, OH 44256  
| [gatesc@ccf.org](mailto:gatesc@ccf.org) | Cell: (216) 469-4104 | Office: (330) 721-5012

# REQUEST FOR COUNCIL ACTION

No. RCA 22-197-9/12

FROM: Sgt. Darin Zaremba  
DATE: August 25, 2022  
SUBJECT: Donate old Mitel Phones to MCSO

Committee: Finance

## SUMMARY AND BACKGROUND:

Request authorization to donate used Mitel 5330e Phones and hardware to the Medina County Sheriff's Office.

See list of equipment attached.

- transfer needed from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_
- NEW APPROPRIATION needed in Account No. \_\_\_\_\_

Emergency Clause Requested: No

Reason:

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## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:



# MCSO Phone Donation

- 1 – New Mitel 5330e Phone (Wired)
- 11 – Used Mitel 5330e Phones (Wired)
- 7 – Used Mitel 5330e Phones (Wireless)
- 1 – Used Wireless Headset Conversion Kit
- 1 – New Wireless Headset Conversion Kit
- 1 – New Wired Handset
- 6 – Used Wireless Handsets
- 7 – Used Phone Headset Cords

# REQUEST FOR COUNCIL ACTION

No. RCA 22-198-9/12

FROM: Sgt. Darin Zaremba  
DATE: August 25, 2022  
SUBJECT: Donate PC's to Medina City Schools

Committee: Finance

## SUMMARY AND BACKGROUND:

Request authorization to donate used Dell Optiplex PC's to the Medina City Schools.

See list of equipment attached.

- transfer needed from Account No. \_\_\_\_\_  
to Account No. \_\_\_\_\_
- NEW APPROPRIATION needed in Account No. \_\_\_\_\_

Emergency Clause Requested: No

Reason:

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## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

Make	Model	Serial #
Dell	Optiplex 7050	93TXQP2
Dell	Optiplex 7040	J148HB2
Dell	Optiplex 7040	J15CHB2
Dell	Optiplex 7040	8FWRHH2
Dell	Optiplex 7040	8FYLHH2
Dell	Optiplex 7040	8FZNHH2
Dell	Optiplex 7040	HTKFJV2
Dell	Optiplex 7040	8FXQHH2
Dell	Optiplex 7040	8FZMHH2
Dell	Optiplex 7040	8FXMHH2
Dell	Optiplex 7040	8G0LHH2
Dell	Optiplex 7070	J15DHB2
Dell	Optiplex 7050	3M4Z8N2
Dell	Optiplex 7050	3MFW8N2
Dell	Optiplex 7050	HTJDJV2
Dell	Optiplex 7040	HTMBJV2

## REQUEST FOR COUNCIL ACTION

No.

RCA 22-199-9/12

FROM: Keith H. Dirham  
DATE: Thursday, August 25, 2022  
SUBJECT: Creation of New Internal Service Fund for IT and related issues

Committee: Finance

### SUMMARY AND BACKGROUND:

I respectfully request that Council take necessary actions to create a new Internal Service Fund for IT. Multiple Ordinances will be required but I have submitted this as a single RCA because they are all related. Actions needed:

1. Creation of a new position, IT Director – This position will be held open so long as Sgt Darin Zaremba remains with the PD and filled after he leaves. In the meantime Sgt Zaremba will function as the IT Director while being paid through PD in lieu of a contribution from the Police Fund (#106) to the new IT fund (#688). This position is to be salaried at range #122 which is currently \$89,275.61 to \$96,712.27 per year.
2. Creation of a new position, IT Tech – This position will be filled effective Sunday, December 11, 2022 such that it will be first paid at the last pay in December, 2022. This date is to avoid a disruption in the employee's service or pay. This position is to be paid at range #91 which is currently \$25.82 to \$32.95 per hour and the intent is to bring in the current IT Tech at step D which is currently \$29.89 per hour or approximately \$62,171.20 per year.
3. Creation of a new Internal Service Fund (#688) – This will need to be sent to AOS for approval.
4. Setting of an IT Rate to be charged to departments – The proposed rate is:
  - a. \$215 per month per PC or laptop for 2023 and 2024 and 10% of that for tablets.
  - b. \$225 per month per PC or laptop for 2025 and 2026 and 10% of that for tablets.
  - c. \$235 per month per PC or laptop starting in 2027 and 10% of that for tablets.
5. A proposed budget for the new IT Fund (#688) is attached, it will need to be added to a future budget hearing.
6. Since the new fund will be starting with a zero balance we will need an advance from the General Fund (#001) to the IT Fund (#688) in the amount of \$75,000 to cover expenditures until revenues can catch up. The advance will need to be done during 2022 because the IT Tech will be starting on December 11 and paid at the last pay in December, 2022.
7. The projected cost to departments is as follows (next page):

Department	PC's/laptops	Tablets	2023-2024	2025-2026	2027
City Hall - Airport	1	1	2,838.00	2,970.00	3,102.00
City Hall - Building	4	3	11,094.00	11,610.00	12,126.00
City Hall - Civil Service	2		5,160.00	5,400.00	5,640.00
City Hall - Council	3	8	9,804.00	10,260.00	10,716.00
City Hall - Economic	8	1	20,898.00	21,870.00	22,842.00
City Hall - Engineering	4		10,320.00	10,800.00	11,280.00
City Hall - Finance	6		15,480.00	16,200.00	16,920.00
City Hall - Law	6	2	15,996.00	16,740.00	17,484.00
City Hall - Mayor	2		5,160.00	5,400.00	5,640.00
City Hall - Sanitation	2		5,160.00	5,400.00	5,640.00
City Hall - Service	8	2	21,156.00	22,140.00	23,124.00
City Hall - Utility Billing	5		12,900.00	13,500.00	14,100.00
City Hall - Water	6	1	15,738.00	16,470.00	17,202.00
Fire	14	1	36,378.00	38,070.00	39,762.00
Parks	8		20,640.00	21,600.00	22,560.00
Police	46	4	N/A, paying Sgt Zaremba's salary in lieu		
Rec Center	21		54,180.00	56,700.00	59,220.00
Cable	0	2	516.00	540.00	564.00
			263,418.00	275,670.00	287,922.00

**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:**

Line Item	Classification	2023 Request	2024 Request	2025 Request	2026 Request	2027 Request
Fund	# Married Healthcare	1.00	1.00	1.00	1.00	1.00
Department	# Single Healthcare					
###-####	# Opt-Out					
	# Opt-Down					
Line Item	Classification	2023 Request	2024 Request	2025 Request	2026 Request	2027 Request
50111	Straight Time	54,885.00	58,782.00	62,955.00	64,214.00	65,498.00
50112	Overtime	4,200.00	4,400.00	4,600.00	4,800.00	5,000.00
50113	Call Back					
50114	Holiday Time	2,440.00	2,613.00	2,798.00	2,854.00	2,912.00
50115	Vacation Time	3,659.00	3,919.00	4,197.00	4,291.00	4,367.00
50116	Sick Time	2,440.00	2,613.00	2,798.00	2,854.00	2,912.00
50117	Longevity					324.00
50118	Shift Premium					
50119	Miscellaneous					
50141	Boards & Commissions					
<b>Total Salaries and Wages</b>		<b>67,624.00</b>	<b>72,327.00</b>	<b>77,348.00</b>	<b>79,003.00</b>	<b>81,014.00</b>
51121	Employee Retirement	9,468.00	10,128.00	10,829.00	11,061.00	11,342.00
51122	Employee Hospitalization	27,924.00	31,308.00	35,063.00	39,270.00	43,983.00
51123	Workers' Compensation	2,029.00	2,170.00	2,321.00	2,371.00	2,431.00
51124	Unemployment Compensation					
51125	Insurance Benefits					
51126	Medicare	981.00	1,049.00	1,122.00	1,146.00	1,175.00
51129	Misc. Personal Services					
51131	Uniform Allowance					
<b>Total Personal Services</b>		<b>40,402.00</b>	<b>44,651.00</b>	<b>49,335.00</b>	<b>53,848.00</b>	<b>58,931.00</b>
52211	Education and Travel	2,500.00	2,600.00	2,700.00	2,800.00	2,900.00
52212	Utilities and Communications	1,500.00	1,550.00	1,600.00	1,650.00	1,700.00
52213	Insurance and Taxes	1,500.00	1,550.00	1,600.00	1,650.00	1,700.00
52214	Advertising Expense					
52215	Contractual Service	25,000.00	25,500.00	26,000.00	26,500.00	27,000.00
52221	State Examiner					
52222	County Auditor / Treasurer					
52223	Election Expense					
52224	Engineering Services					
52225	Legal Services					
52226	Professional Services					
52232	Rental of Equipment					
52234	Rental of Facilities					
<b>Total Contractual Services</b>		<b>30,500.00</b>	<b>31,200.00</b>	<b>31,900.00</b>	<b>32,600.00</b>	<b>33,300.00</b>
53311	Office Supplies	1,500.00	1,600.00	1,700.00	1,800.00	1,900.00
53312	Chemicals					
53313	Operating Supplies	2,500.00	2,600.00	2,700.00	2,800.00	2,900.00
53314	Gasoline and Oil					
53315	Tools and Minor Equipment	15,000.00	15,500.00	16,000.00	16,500.00	17,000.00
53321	Maintenance of Equipment	90,000.00	92,000.00	94,000.00	96,000.00	98,000.00
53322	Maintenance of Facilities					
<b>Total Operations and Maintenance</b>		<b>109,000.00</b>	<b>111,700.00</b>	<b>114,400.00</b>	<b>117,100.00</b>	<b>119,800.00</b>
54411	Land and Improvements					
54412	Building and Structures					
54413	Equipment					
54414	Street Resurfacing / Maintenance					
54415	Sidewalks and Curbs					
54416	Traffic Lights and Signs					
54417	Vehicles					
54418	Water System Maintenance					
<b>Total Capital Outlay</b>						
55511	Payment of Principal					
55512	Payment of Interest					
<b>Total Debt Service</b>						
56611	Transfers					
56612	Refunds					
56613	Reimbursements					
56614	Extradition / Rewards					
56615	Advances	75,000.00	50,000.00	25,000.00		
<b>Total Transfers / Reimbursements</b>		<b>75,000.00</b>	<b>50,000.00</b>	<b>25,000.00</b>		
Department	<b>Department Total</b>	<b>322,526.00</b>	<b>309,878.00</b>	<b>297,983.00</b>	<b>282,551.00</b>	<b>293,045.00</b>
	Projected IT Charge Revenue	263,418.00	263,418.00	275,670.00	275,670.00	287,922.00
	Projected Advance Revenue	125,000.00	25,000.00			
	Projected Total Revenue	388,418.00	288,418.00	275,670.00	275,670.00	287,922.00
	Projected Surplus/(Deficit)	65,892.00	(21,460.00)	(22,913.00)	(6,881.00)	(5,123.00)
	Cumulative	65,892.00	44,432.00	22,119.00	15,238.00	10,115.00
	Net Advances	50,000.00	(25,000.00)	(25,000.00)		

OK  
Per H. Hornwell  
8-29-2022

# REQUEST FOR COUNCIL ACTION

No. RCA 22-200-9/12  
Committee Finance

FROM: Jansen Wehrley <sup>JSW</sup>  
DATE: August 29, 2022  
SUBJECT: Purchase 2023 Ford F-150

## SUMMARY AND BACKGROUND:

The Parks Department respectfully request Council authorization to purchase one 2023 Ford F-150 XL 4WD Regular Cab Truck under the Sourcewell (formerly known as NJPA) Contract #091521-NAF. The City of Medina's Sourcewell member number is #29417.

This unit will replace a 2009 GMC truck that was identified for replacement through the 2022 budgeting process.

Estimated Cost: \$43,653.44

Suggested Funding: 104-0301-54417

- sufficient funds in Account No.
- transfer needed from Account No. 104-0301-54413 (\$9,324.82) to Account No. 104-0301-54417
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: YES

Reason: National Auto Fleet Group is requesting PO to secure pre-build slot. Lead time 8-10 weeks.

## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.  
Date:



# National Auto Fleet Group

A Division of Chevrolet of Watsonville  
490 Auto Center Drive, Watsonville, CA 95076  
(855) 289-8572 • (831) 480-8497 Fax  
Fleet@NationalAutoFleetGroup.com

8/23/2022

Quote ID: 21197

Order Cut Off Date: 8/19/2022

Mr Jansen Wehrley  
City Of Medina  
785 E. Washington St.  
Medina, Ohio, 44256  
Dear Jansen Wehrley,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2023 Ford F-150 (X1E) XL 4WD SuperCab 8' Box 163" WB, F435 ) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$47,295.00	\$43,653.44	7.700 %	\$3,641.56
F435				
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
Total		\$43,653.44		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
Account Manager  
Email: Fleet@NationalAutoFleetGroup.com  
Office: (855) 289-6572  
Fax: (831) 480-8497

Quoting Department  
Account Manager  
Fleet@NationalAutoFleetGroup.com  
(855) 289-6572



GMC



## Vehicle Configuration Options

ENGINE	
Code	Description
998	ENGINE: 3.5L V6 ECOBOOST, -inc: auto start-stop technology
TRANSMISSION	
Code	Description
44G	TRANSMISSION: ELECTRONIC 10-SPEED AUTOMATIC, -inc: selectable drive modes: normal, ECO, sport, tow/haul, slippery, deep snow/sand and mud/rut (STD)
WHEELS	
Code	Description
64C	WHEELS: 17" SILVER STEEL, (STD)
TIRES	
Code	Description
	TIRES: 265/70R17 BSW A/T, (STD)
PRIMARY PAINT	
Code	Description
PQ	RACE RED
PAINT SCHEME	
Code	Description
	STANDARD PAINT
SEAT TYPE	
Code	Description
AS	BLACK W/MEDIUM DARK SLATE, VINYL 40/20/40 FRONT SEAT
AXLE RATIO	
Code	Description
X27	3.31 AXLE RATIO, (STD)
ADDITIONAL EQUIPMENT	
Code	Description
52X	AUTO START-STOP REMOVAL
18B	BLACK PLATFORM RUNNING BOARDS
OPTION PACKAGE	
Code	Description
101A	EQUIPMENT GROUP 101A STANDARD

## 2023 Fleet/Non-Retail Ford F-150 XL 4WD SuperCab 8' Box 163" WB

### WINDOW STICKER

2023 Ford F-150 XL 4WD SuperCab 8' Box 163" WB		
CODE	MODEL	MSRP
X1E	2023 Ford F-150 XL 4WD SuperCab 8' Box 163" WB	\$45,310.00
<b>OPTIONS</b>		
998	ENGINE: 3.5L V6 ECOBOOST, -inc: auto start-stop technology	\$740.00
44G	TRANSMISSION: ELECTRONIC 10-SPEED AUTOMATIC, -inc: selectable drive modes: normal, ECO, sport, tow/haul, slippery, deep snow/sand and mud/rut (STD)	\$0.00
64C	WHEELS: 17" SILVER STEEL, (STD)	\$0.00
—	TIRES: 265/70R17 BSW A/T, (STD)	\$0.00
PQ	RACE RED	\$0.00
—	STANDARD PAINT	\$0.00
AS	BLACK W/MEDIUM DARK SLATE, VINYL 40/20/40 FRONT SEAT	\$0.00
X27	3.31 AXLE RATIO, (STD)	\$0.00
52X	AUTO START-STOP REMOVAL	(\$50.00)
18B	BLACK PLATFORM RUNNING BOARDS	\$250.00
101A	EQUIPMENT GROUP 101A STANDARD	(\$750.00)
Please note selected options override standard equipment		
<b>SUBTOTAL</b>		<b>\$45,500.00</b>
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,795.00
<b>TOTAL PRICE</b>		<b>\$47,295.00</b>
Est City: 20 (2022) MPG Est Highway: 26 (2022) MPG Est Highway Cruising Range: 676.00 mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

OK  
D. Hammerly  
8/30/2022

**REQUEST FOR COUNCIL ACTION**

No. RCA 22-201-9/12

FROM: Kimberly Marshall

Committee: Finance

DATE: 08/30/2022

SUBJECT: Request to Modify the Economic Development & Marketing Manager job description

**SUMMARY AND BACKGROUND:**

This request is to make modifications to the Economic Development and Marketing Manager position. The modifications are to better reflect the work and tasks associated with this position.

**Estimated Cost:**

**Suggested Funding:** We would like to use carry forward funds to fund the position

- 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:**

THE CITY OF MEDINA  
JOB DESCRIPTION

**TITLE:** Economic Development and Marketing Manager

**REPORTS TO:** Economic Development Director

**DEPARTMENT/DIVISION:** Community and Economic Development

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Full-Time

**EXEMPT STATUS:** Exempt

**CLASSIFICATION FEATURES:** The Economic Development and Marketing Manager works with the city's Economic Development Director, to perform a full range of tasks related to this offices' management of major projects and initiatives, business assistance, resource development, and marketing.

**ESSENTIAL JOB FUNCTIONS & SPECIAL PROJECTS:**

- ~~On occasion~~, Assist with application and administration of state and federal grants including compilation of grant application materials, monitoring, reports, and budgets for multiple departments.
- ~~Create and~~ Maintain a user-friendly website database of available city properties and potential redevelopment properties on city, TeamNEO and LOIS websites. Assist in the marketing of the sites to private and public entities for investment and development
- Create and distribute weekly city economic development newsletter
- Maintain social media & updates to City's Facebook and LinkedIn Business Pages.
- Assist with the city print marketing materials
- Prepare Press Releases and photos for all departments at Department Heads and Mayor/Safety Director request – city awards, new hires and promotions, and other city news.
- Assist with updating the Economic Development website pages, including Ribbon Cutting Ceremonies.
- Provide outreach services to local businesses as a representative of the city.
- ~~Assist in the preparation of project budgets for state and federal economic development programs~~
- Prepare reports and recommendations for public meetings. Attend public meetings as instructed by director.
- Undertake project management responsibilities and perform related duties as assigned.
- ~~Assist with scheduling~~, Attend and document Ribbon Cutting Ceremonies using city camera and create DVD for new provide photos to businesses
- ~~Contact businesses to schedule Business, Retention, & Expansion (BR&E) Visits~~
- ~~Assist all Departments with Press Releases and Promotional Articles~~
- ~~Manage BR&E visitation to retail and services businesses~~
- Assist in research and analysis of business programs and policies (i.e. Job Creation Grant)
- Assist with some administration of the city's business incentive programs, including the CRA, CEDA, and JEDD
- 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 work day.
- Other duties as assigned

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

A post-secondary education degree or certificate in Planning, Marketing, Public Administration, Business Administration, or Real Estate Development along with a minimum of 3-5 years of responsible working experience in planning, public administration, business administration, or real estate development preferred, or any equivalent combination of acceptable education and experience that provides the required skill set to perform essential functions of the job.

**License:**

Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

**QUALIFICATIONS:****Knowledge of:**

- Business finance, real estate development, and city planning;
- Economic development finance;
- Marketing strategies and public relations;
- Applicable federal and state laws, regulations and principles related to economic development.

**Skilled in:**

- Personal computer use with an emphasis in Microsoft Office applications, Photoshop, and web-based tools & Social Media Applications;
- Excellent written and verbal communications;
- Excellent organizational and project management skills;
- High levels of professionalism, customer service, personal maturity, and integrity;
- Reading and writing reports, correspondence and instructions.

**Ability to:**

- Communicate well with business owners, community leaders, bankers and government officials;
- Handle information confidentially;
- Work effectively within a group as well as independently;
- Establish and maintain good working relationships with City employees, other governmental agencies and the general public.

**ENVIRONMENTAL ELEMENTS:**

This position requires the employee to spend part of each working day in the office at a desk or computer station and at meeting sites and facilities. The position includes a high incidence of interaction with citizens, government officials, and other City employees, occasionally under stressful conditions.

**WORKING CONDITIONS:**

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

**EQUIPMENT USED:** Personal computer, fax machine, phones, copy machines, printers, digital camera

**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:** \_\_\_\_\_

## THE CITY OF MEDINA JOB DESCRIPTION

**TITLE:** Economic Development and Marketing Manager

**REPORTS TO:** Economic Development Director

**DEPARTMENT/DIVISION:** Community and Economic Development

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Full-Time

**EXEMPT STATUS:** Exempt

**CLASSIFICATION FEATURES:** The Economic Development and Marketing Manager works with the city's Economic Development Director, to perform a full range of tasks related to this offices' management of major projects and initiatives, business assistance, resource development, and marketing.

### **ESSENTIAL JOB FUNCTIONS & SPECIAL PROJECTS:**

- Create and maintain a user-friendly website database of available properties and potential redevelopment properties in the city. Assist in the marketing of the sites to private and public entities for investment and development
- Assist with the marketing and administration of the city's business incentive programs, including the CRA, CEDA, and JEDD
- Provide outreach services to local businesses as a representative of the city.
- Assist in the preparation of project budgets for state and federal economic development programs
- Prepare reports and recommendations for public meetings. Attend public meetings as instructed by director
- Undertake project management responsibilities and perform related duties as assigned
- Assist with scheduling, attending and documenting Ribbon Cutting Ceremonies using city camera and create CD for new business
- Contact businesses to schedule Business, Retention, & Expansion (BR&E) Visits
- Assist with updating the Economic Development website pages
- Create and distribute economic development newsletter
- Assist all Departments with Press Releases and Promotional Articles
- Manage BR&E visitation to retail and services businesses
- Maintain social media & updates to City's Facebook and LinkedIn Business Page
- Assist in research and analysis of business programs and policies (i.e. Job Creation Grant)
- On occasion, assist with application and administration of grants including compilation of grant application materials
- 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 work day.
- Other duties as assigned

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

A post-secondary education degree or certificate in Planning, Marketing, Public Administration, Business Administration, or Real Estate Development along with a minimum of 3-5 years of responsible working experience in planning, public administration, business administration, or real estate development preferred, or any equivalent combination of acceptable education and experience that provides the required skill set to perform essential functions of the job.

**License:**

Valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

**QUALIFICATIONS:****Knowledge of:**

- Business finance, real estate development, and city planning;
- Economic development finance;
- Marketing strategies and public relations;
- Applicable federal and state laws, regulations and principles related to economic development.

**Skilled in:**

- Personal computer use with an emphasis in Microsoft Office applications, Photoshop, and web-based tools & Social Media Applications;
- Excellent written and verbal communications;
- Excellent organizational and project management skills;
- High levels of professionalism, customer service, personal maturity, and integrity;
- Reading and writing reports, correspondence and instructions.

**Ability to:**

- Communicate well with business owners, community leaders, bankers and government officials;
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- Work effectively within a group as well as independently;
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**ENVIRONMENTAL ELEMENTS:**

This position requires the employee to spend part of each working day in the office at a desk or computer station and at meeting sites and facilities. The position includes a high incidence of interaction with citizens, government officials, and other City employees, occasionally under stressful conditions.

**WORKING CONDITIONS:**

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

**EQUIPMENT USED:** Personal computer, fax machine, phones, copy machines, printers, digital camera



**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: \_\_\_\_\_

RCA 22-202-9/12  
Finance Only

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

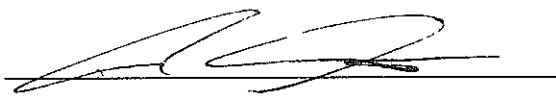
- Department Heads can authorize expenditures up to \$1,500.00 (requisition)
- Board of Control authorizes expenditures from \$1,500.01 to \$15,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$15,000.01 to \$25,000.00 (BOC form).
- Council authorizes expenditures/bids over \$25,000.00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

Date: 9/1/2022 Department: Grants

Amount: \$21,000.00 B.O.C. Approval Date: \_\_\_\_\_  
(Finance Use Only)

Account Number: 138-0460-52215

Vendor: C & J Noble Construction, 3137 Summit road, Copley OH 44321

Department Head/Authorized Signature: 

Item/Description:  
Approval of new vendor and CHIP Home Repair at 416 West Park Boulevard, Medina  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----  
**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.

# REQUEST FOR COUNCIL ACTION

No. RCA 22-203 9/12

FROM: Grants/Forestry

Committee: Finance

DATE: September 6, 2022

SUBJECT: Urban Canopy Restoration Grant Program

## SUMMARY AND BACKGROUND:

This is a request for approval of a grant application for the Urban Canopy Restoration Grant Program from the Ohio Department of Natural Resources Division of Forestry. The city will be applying for \$7,500 that will require a match of \$7,500.

With this grant, the city will be adding trees to Ray Mellert Park in the area of the enlarged parking area and the Dog Park. Some well-established trees had to be removed for this expansion project. We will also add street trees to fill in areas where trees have died, were diseased, or needed to be removed for utility purposes, with a concentration in the city's low to moderate income areas.

Costs will include the purchase of 50+ trees of 10 to 15 different species, installation of the trees, protective fencing, if necessary, and watering systems. If the city receives the grant, work will be completed in 2023.

If Grant funds are awarded to the City, the Mayor is hereby authorized to accept the Grant and enter into an agreement with the Ohio Department of Natural Resources, Division of Forestry for the implementation and administration of the Grant.

Estimated Cost: Grant: \$7,500, City: \$7,500

### Suggested Funding:

- sufficient funds in Account No. 001-0420-50111, 53315, and 54411
- transfer needed from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_
- NEW APPROPRIATION needed in Account No. \_\_\_\_\_

Emergency Clause Requested: Yes, for City Council.

Reason: Application is due no later than October 14, and must include the Authorizing Resolution

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### COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

OK  
J. H. Amnell  
9/6/22

**REQUEST FOR COUNCIL ACTION**

No. PCA 22-204-9/2

FROM: Sherry Crow / Administrative Office Manager

Committee: Finance

DATE: September 6, 2022

SUBJECT: Drug Screen and Related Professional Services

**SUMMARY AND BACKGROUND:**

Respectfully request authorization for the Mayor to solicit requests for proposals (RFP's) for drug screening and associated professional services for the employees of the City of Medina and to award the contract to the successful bidder. The current contract with Integrity Verifications expires December 31, 2022.

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:

**REQUEST FOR COUNCIL ACTION**

OK  
Dr. Hammett  
9/6/2022

NO. RCA 22-205-9/12

FROM: Patrick Patton *PP*

DATE: September 6, 2022

COMMITTEE REFERRAL: Finance

SUBJECT: ODOT Bridge Inspection Program

In 2014 the Ohio Department of Transportation (ODOT) began inspecting City roadway bridges. This program allows ODOT to hire a consultant to inspect the City's roadway bridges at no cost to the City. We have been informed by ODOT that the current program is ending (see attached). In order to renew our program with ODOT for another year, we need to approve legislation indicating our desire and acceptance for the program (also attached).

I would like to recommend that the City approves this legislation and we continue our involvement with this program. Before this program, the City would have to hire a consultant with an ODOT certified bridge inspector to complete this work. This program saves the City the cost of hiring that consultant.

Please keep in mind that this program only includes roadway bridges; we are still responsible for the cost of inspecting our other bridges (railway bridges, parks bridges).

Thank you for your consideration.

ESTIMATED COST: No cost to the City

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed From:  
To:

New Appropriation:

Emergency Clause Requested: Yes --In their email dated 9/6/2022, ODOT is asking for the legislation by the end of September

Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

## Patrick Patton

---

**From:** Omar.Abu-Hajar@dot.ohio.gov  
**Sent:** Tuesday, September 6, 2022 1:36 PM  
**Subject:** Municipal Bridge Inspection Program Renewal (2023)  
**Attachments:** VAR-STW5\_PID 117554 (Consultant Services Posting) - Attachment A.pdf; Municipal Bridge Inspection LPA Consent Legislation (Final August 2022).doc; nbip-metric-manual.pdf

### To All Ohio Municipalities & Metroparks,

The current Municipal Bridge Inspection Program is ending on December 31, 2022. With the currently available funding, ODOT is in the process of renewing this program for one more year going through 2023.

We will need to receive a new legislation passed and signed by the local government the next council meeting to establish the agreement between ODOT and your municipality. Please find provided with this email the three attachment documents including the consent form. Please have the consent form along with the certificate of copy filled out, signed by the Mayor and Council, and return it to my attention to secure the signature from our director. We will send you back a signed copy for your records.

As described in Attachment A, our consultants will be assigned different task orders during the year to fulfil the federal and state requirements for bridge inspection.

The bridge inspection services are offered to any municipality in Ohio with bridge inspection responsibilities and has people's population of 50,000 or less. We will be including the Ohio park districts (Metroparks) starting in 2023. The inspection services are totally free, and the only expectations from those who opt in is cooperation. ODOT expects timely implementation of the inspection recommendations for items such as, placement of weight limits posting signs, closing the bridge if considered unsafe, or placement of riprap to protect against scour. All inspection recommendations are related to public safety.

Following 2023, we are hoping to go back to the three-year program for 2024, 2025, and 2026. After receiving the 2023 legislation, we will send you an email around September of 2023 asking if you wish to remain in the program for three more years. Passing another legislation will not be needed by us.

Please respond to this email indicating your wish to opt in or opt out of this program. If you opt in, please have the signed legislation returned by email ASAP. This is necessary to officially include your municipality in the program.

Respectfully,

Regards,

**Omar Abu-Hajar, P.E. , MSCE-Structures**  
Municipal Bridge Program Manager  
ODOT Office of Structural Engineering  
3rd Floor - Mail Stop 5180  
1980 West Broad Street, Columbus, Ohio 43223  
Tel: 614-387-1257 (Office) 614-579-8120 (Cell)  
Fax: 614-887-4047  
[transportation.ohio.gov](http://transportation.ohio.gov)

**LEGISLATION CONSENT**

Rev. 8/5/2022

Ordinance/Resolution #: \_\_\_\_\_

ODOT Project Title: Municipal Bridge Inspection Program

The following is a/an \_\_\_\_\_ enacted by the \_\_\_\_\_ of \_\_\_\_\_  
(Ordinance/Resolution) (Local Public Agency)  
County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

**SECTION I – Project Description**

WHEREAS the (LPA) has determined the need for the described project:

*Bridge Inspection Program Services, including, but not limited to routine inspections, element level inspections, critical findings report, fracture critical member inspections, load rating calculations and reports, weight limits posting sign recommendations, scour assessments, scour plan of actions, development of fracture critical plans, and underwater dive inspection reports if needed.*

NOW THEREFORE, be it ordained by the \_\_\_\_\_ of \_\_\_\_\_ County, Ohio.  
(LPA)

**SECTION II – Consent Statement**

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

**SECTION III – Cooperation Statement**

The LPA shall cooperate with the Director of Transportation in the above-described project as follows:

*The State shall assume and bear 100% of all the cost for Bridge Inspection Program Services requested by the City and agreed to by the State. Eligible Bridge Inspection Services are described in the Consultant’s Scope of Services Task Order Contract (Exhibit A).*

*The LPA agrees to pay 100% of the cost of those features which are not included in Exhibit A. Those features may include but not limited to the purchasing and erecting the recommended weight limits postings signs, the implementation of critical findings reports such as partial or total bridge closures, the implementation of the scour plan of actions. When recommendations affect public safety, ODOT expects full implementation by the municipality As of October 2019, FHWA requires installing weight limits posting signs within 30 days from the official date of the approved recommendations. Timely implementation is essential to the success of this program.*

**SECTION IV – Utilities and Right-of-Way Statement**

The LPA agrees that all right-of-way required for the described project will be made available in accordance with current State and Federal regulations.

**SECTION V – Project Duration and Consent Applicability**

The Project is based on the available funds provided by ODOT aimed at assisting the LPA in reaching compliance with State and Federal laws and policies for bridge inspection. The Project specifics (program duration, PID number, and consultant scope of services (Exhibit A)) shall be provided to the designated LPA Contractual Agent via email sent by ODOT Office of Structural Engineering (OSE).

ODOT will seek additional funds to renew the project in future years. If such funds are allocated, ODOT will send an email with the Project specifics to the designated LPA Contractual Agent seeking approval for the new Project. ODOT will not proceed with any Project that does not have written authorization via email from the designated LPA Contractual Agent.

**SECTION VI – Authorization of Project**

\_\_\_\_\_ of \_\_\_\_\_ is hereby empowered on behalf of the  
(Contractual Agent – Designated Position) (LPA)  
\_\_\_\_\_ to provide written authorization via email to the Director of Transportation to  
(LPA)  
complete the above-described project and any renewals.

Passed: \_\_\_\_\_, 2\_\_\_\_\_.  
(Date)

Attested: \_\_\_\_\_  
(Clerk)

\_\_\_\_\_  
(Contractual Agent of LPA – title)

Attested: \_\_\_\_\_  
(Title)

\_\_\_\_\_  
(President of Council)

The \_\_\_\_\_ is hereby declared to be an emergency measure to expedite the highway project and  
(Ordinance/Resolution)  
to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.



**CERTIFICATE OF COPY  
STATE OF OHIO**

\_\_\_\_\_ of \_\_\_\_\_ County, Ohio  
(LPA)

I, \_\_\_\_\_, as Clerk of the \_\_\_\_\_  
(LPA)  
of \_\_\_\_\_ County, Ohio, do hereby certify that the foregoing is a true and correct copy of  
\_\_\_\_\_ adopted by the legislative Authority of the said  
(Ordinance/Resolution)

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.  
(LPA)

That the publication of such \_\_\_\_\_ has been made and certified of record according to  
(Ordinance/Resolution)

Law; that no proceedings looking to a referendum upon such \_\_\_\_\_ have been taken;  
(Ordinance/Resolution)

and that such \_\_\_\_\_ and certificate of publication thereof are of record in \_\_\_\_\_,  
Page \_\_\_\_\_ (Ordinance/Resolution)

(Record No.)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable,  
this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_.

\_\_\_\_\_  
(Clerk)

**(CITY SEAL)**

\_\_\_\_\_ of \_\_\_\_\_ County, Ohio  
(LPA)

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No Seal is required to accompany the executed legislation.)

The foregoing is accepted as a basis for proceeding with the project herein described.

For the \_\_\_\_\_ of \_\_\_\_\_ County, Ohio.  
(LPA)

Attested: \_\_\_\_\_ Date \_\_\_\_\_  
(Contractual Agent)

.....  
For the State of Ohio

Attested: \_\_\_\_\_ Date \_\_\_\_\_  
(Director, Ohio Department of Transportation)

OK  
DeHammell  
9-7-2022

**REQUEST FOR COUNCIL ACTION**

No. RCA 22-206-9/12  
Finance

**FROM:** Nino Piccoli Service Director  
**DATE:** September 07, 2022  
**SUBJECT:** Expenditure Approval

**SUMMARY AND BACKGROUND:**

Respectfully requesting Council approval for the resurfacing of the flooring surrounding the Rotunda area at City Hall. This is the last phase of the Rotunda renovation project. The scope of work involves the grinding of the current floor tile surface and then a polishing sealer finish of the same. The contractor performing the work upon approval is Cattman Co. Inc.

This request qualifies as an ARPA project.

**Suggested Funding: \$22,656.00**

- Sufficient funds in Account No. 171-0743-53322
- 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:**

# CATTMAN CO. INC.

509 Cove Beach  
Sheffield Lake, OH 44054  
US  
(216) 496-7713  
cattman3@gmail.com

## ADDRESS

Nino Piccoli  
132N Elmwood ave  
Medina, OH 44256

## SHIP TO

Nino Piccoli  
132N Elmwood ave  
Medina, OH 44256

Estimate 1310

DATE 09/01/2022

ACTIVITY	QTY	RATE	AMOUNT
<b>Services</b> Grind and polish existent terracotta tiles	1,888	12.00	22,656.00

Small entrance to be done first in order to determine results

**TOTAL \$22,656.00**

Accepted By

Accepted Date