

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 20-219-11/9 – Health Insurance Renewal with Medina Mutual of Ohio
- 20-220-11/9 – Advance Request
- 20-221-11/9 – Repay Advances Request
- 20-222-11/9 – Budget Amendments
- 20-223-11/9 – 2020 Coronavirus Emergency Supplemental Funding Program – Muni Court
- 20-224-11/9 – Amend S&B Code – MCRC Part Time Pay Rate
- 20-225-11/9 – Amend S&B Code – MCRC Part Time Position Creation
- 20-226-11/9 – Increase Expenditure – Vances Outdoors, Inc. – Police Dept.
- 20-227-11/9 – Expenditure Over \$15,000 – Premier Fire Rescue – Fire Dept. (CARES)
- 20-228-11/9 – Expenditure Over \$15,000 – AED's Stryker Medical – Fire Dept. (CARES)
- 20-229-11/9 – Expenditure Over \$15,000 – Wertz Geotechnical Engr. – Engineering Dept.
- 20-230-11/9 – Consent Legislation w/ ODOT – Sign Replacement in City
- 20-231-11/9 – Discussion - MCRC – Re-Opening Changes
- 20-232-11/9 – CARES Act – Small Business Grants
- 20-233-11/9 – Amend S&B Code – New MCRC Superintendent Position
- 20-234-11/9 – Extend Public Defender Contract for 2021

11/9/20

OK
Dr. Hanwell
11-3-2020

REQUEST FOR COUNCIL ACTION

No. PCA 20-219-11/9

FROM: Dennis Hanwell

DATE: November 3, 2020

SUBJECT: Health Insurance with Medical Mutual of Ohio

Committee: Finance

SUMMARY AND BACKGROUND:

Respectfully request Medina City Council to authorize the Mayor to sign the necessary contracts and forms to renew health insurance for the City with Medical Mutual of Ohio for the calendar year 2021. (See attached documents)

*Respectfully request approval at Finance Committee Meeting on 11/9/20 and Council approval without the emergency clause on 11/23/20.

Estimated Cost:

Suggested Funding:

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

NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

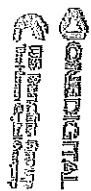
Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

City of Medina 2021 Renewal



Benefits Schedule: In Network	M1110 - With Chamber Discount Current Plan		M1110 - With Chamber Discount Proposed Renewal		M1110 - With Chamber Discount Revised Renewal	
	Network	Non-Network	Network	Non-Network	Network	Non-Network
Deductible	\$500 / \$1,000	\$1,000 / \$2,000	\$500 / \$1,000	\$1,000 / \$2,000	\$500 / \$1,000	\$1,000 / \$2,000
Coinsurance After Deductible	20%	40%	20%	40%	20%	40%
Out of Pocket Maximum	\$1,000/\$2,000	\$3,000/\$6,000	\$1,000/\$2,000	\$3,000/\$6,000	\$1,000/\$2,000	\$3,000/\$6,000
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Physician Office Visit	\$20	40%	\$20	40%	\$20	40%
Specialist Office Visit	\$40	40%	\$40	40%	\$40	40%
Preventive Care	No Copay	40%	No Copay	40%	No Copay	40%
Emergency Room	\$100 copay	40%	\$100 copay	40%	\$100 copay	40%
Urgent Care	\$20	40%	\$20	40%	\$20	40%
Prescription Drugs						
Tier I	\$15		\$15		\$15	
Tier II	\$30		\$30		\$30	
Tier III	\$50		\$50		\$50	
Mail Order Rx						
Tier I	\$30		\$30		\$30	
Tier II	\$60		\$60		\$60	
Tier III	\$100		\$100		\$100	
Current Plan						
GROSS PREMIUM	Lives	Est. Monthly Rate	Annual Premium	Lives	Est. Monthly Rate	Annual Premium
Employee	33	\$ 807.93	\$ 319,940	33	\$ 927.22	\$ 367,179
Family	84	\$ 2,019.85	\$ 2,036,009	84	\$ 2,318.07	\$ 2,336,615
TOTAL PREMIUM	117	\$	2,355,949	117	\$	2,703,794
Proposed Renewal						
EMPLOYEE CONTRIBUTIONS - 13%	Lives	Monthly Rate	Annual Contributions	Lives	Monthly Rate	Annual Contributions
Employee	19	\$ 105.03	\$ 23,947	19	\$ 120.54	\$ 27,483
Family	69	\$ 252.58	\$ 217,417	69	\$ 301.35	\$ 249,517
TOTAL CONTRIBUTIONS	88	\$	\$241,364	88	\$	\$277,000
Revised Renewal						
EMPLOYEE CONTRIBUTIONS - 20%	Lives	Monthly Rate	Annual Contributions	Lives	Monthly Rate	Annual Contributions
Employee	14	\$ 151.59	\$ 27,146	14	\$ 185.44	\$ 31,155
Family	15	\$ 403.97	\$ 72,715	15	\$ 403.61	\$ 83,451
TOTAL CONTRIBUTIONS	29	\$	\$99,861	29	\$	\$114,605
Net Cost						
TOTAL NET COST			\$2,014,724			\$2,312,189
Per Capita Cost			\$17,220			\$19,762
Premium Difference						\$297,464
Percentage Difference						14.76%

Contributions are based on enrollment as of Renewal
Includes \$3,000 Wellness Dollars
This proposal is for illustrative purposes only. All benefits are subject to the terms and conditions of the Master Contract. Illustrated rates are based on census and data supplied. Final rates will be based on actual enrollment. Rates are not final until approved by the Board of Directors.

*If the City performs well, they may receive up to 5% of paid premiums in a settlement 120 days after plan year ends

CITY OF MEDINA
DENTAL



EFF. DATE	Current		Renewal		GUARDIAN		METLIFE		PRINCIPAL	
	MINO	MINO	MINO	MINO	MAC	Percentile	Percentile	Percentile	Percentile	
JANUARY 1, 2021	90% Fair Health PPO Dental (SuperDental) 90% PPO Out of Net	90% Fair Health PPO Dental (SuperDental) 90% PPO Out of Net	Dental/Guard Pref. MAC PPO Out of Net	Dental/Guard Pref. 90% PPO Out of Net	Percentile Dental/Guard Pref. 90% PPO Out of Net	Percentile Dental/Guard Pref. 90% PPO Out of Net	Percentile Dental/Guard Pref. 90% PPO Out of Net	Percentile Dental/Guard Pref. 90% PPO Out of Net	Percentile Dental/Guard Pref. 90% PPO Out of Net	
Are net & non-net deductibles combined?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Does Ded. Apply to Preventive?	Yes	Yes	No	No	No	No	No	No	No	
In Net/Out Net Coinsurance:	20% Preventive Basic Services Major Services	20% Preventive Basic Services Major Services	0% Preventive Basic Services Major Services	0% Preventive Basic Services Major Services	0% Preventive Basic Services Major Services	0% Preventive Basic Services Major Services	20% Preventive Basic Services Major Services	20% Preventive Basic Services Major Services	20% Preventive Basic Services Major Services	
Annual Max. Paid by Insurance	\$1,350	\$1,350	\$1,500	\$1,500	\$1,500	\$1,350	\$1,400	\$1,400	\$1,400	
Endodontics Tier	Basic Services	Basic Services	Basic Services	Basic Services	Basic Services	Basic Services	Basic Services	Basic Services	Basic Services	
Periodontics Tier	Basic Services	Basic Services	Basic Services	Basic Services	Basic Services	Basic Services	Basic Services	Basic Services	Basic Services	
Implant Coverage	Major Services	Major Services	Major Services	Major Services	Major Services	Major Services	Major Services	Major Services	Major Services	
Rollover Benefit	None	None	None	None	None	None	None	None	Included	
Orthodontia Eligibility	To age 19	To age 19	To age 19	To age 19	To age 19	To age 19	To age 19	To age 19	To age 19	
Orthodontia Deductible	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Orthodontia Coinsurance	40%	40%	50%	50%	50%	40%	40%	40%	40%	
Orthodontia Lifetime Max.	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Waiting Periods for Timely Entrants	None	None	None	None	None	None	None	None	None	
Special Provisions/Benefits	None	None	None	None	None	None	None	None	None	
PREMIUMS										
Rate Guarantee	12 months	12 months	12 months	12 months	12 months	24 months (3rd Yr Cap 8%)	12 months	12 months	12 months	
Employee Only	# Emps. 30 Premium \$31,844	# Emps. 30 Premium \$33,335	Employees 30	Employees 30	Employees 30	# Emps. 30 Premium \$28.45	# Emps. 30 Premium \$28.73	# Emps. 30 Premium \$28.73	# Emps. 30 Premium \$28.73	
Family	88 \$90,774	88 \$85,044	88	88	88 \$81,637	88 \$81.07	88 \$83.63	88 \$83.63	88 \$83.63	
TOTAL INC. PREMIUMS	\$ 8,940.32	\$ 9,364.02	\$ 8,046.76	\$ 8,046.76	\$ 8,046.76	\$ 7,987.66	\$ 8,221.34	\$ 8,221.34	\$ 8,221.34	
TOTAL ANNUAL PREMIUMS	\$ 107,283.84	\$ 112,368.24	\$ 96,561.12	\$ 96,561.12	\$ 96,561.12	\$ 95,851.92	\$ 98,656.08	\$ 98,656.08	\$ 98,656.08	
% DIFF. FROM CURRENT		4.74%	-9.99%	-9.99%	-10.66%	-8.04%	-8.04%	-8.04%	-8.04%	

Guardian Pandemic Support offers either 1-month premium credit OR additional year rate guarantee
SunLife also provided a quote but was uncompetitive

The City of Medina
 RATE HISTORY
 Cost Analysis

United Health Care

Medical Plan	Lives	2014 Rates		2015 Rates		2016 Rates		2017 Rates	
		Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost
Section 005	Single								
	Family	625.75	15,644	669.53	16,738	773.28	19,332	773.28	19,332
	Total Section 005	1,720.81	166,919	1,841.20	178,596	2,126.51	206,271	2,126.51	206,271
Total Annual Cost		2,190,748		2,344,016		2,707,242		2,707,242	
\$ Change		179,111		153,268		363,226		2,707,242	
% Change		8.90%		7.00%		15.50%		0.00%	

Medical Plan	Lives	UHC Dental	
		Rates	Monthly Cost
Section 005	Single	31.46	787
	Family	91.77	8,902
	Total Section 005	122	9,688
Total Annual Cost		116,258	
\$ Change		8,209	
% Change		7.60%	

Total GROSS COST/ALL PLANS	
Total Monthly Cost	122
Total Annual Cost	192,251
\$ Change	2,307,006
% Change	187,320
	8.84%
	205,023
	2,460,274
	153,268
	6.64%
	235,292
	2,823,500
	363,226
	14.76%
	235,292
	2,823,500
	0.00%

The City of Medina RATE HISTORY Cost Analysis

Medical Mutual of Ohio

AVERAGE
Since 2005

Section 005	Lives	2018 Rates		2019 Rates		2020 Rates		2021 Rates PROPOSED		AVERAGE Since 2005
		Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost	
Single	25	\$ 776.88	\$ 19,422	\$ 741.22	\$ 18,531	\$ 807.93	\$ 20,198	\$ 880.64	\$ 22,016	\$79,982
Family	97	\$ 1,942.20	\$ 188,393	\$ 1,853.07	\$ 179,748	\$ 2,019.85	\$ 195,925	\$ 2,201.64	\$ 213,559	4.07%
Total Section 005	122	\$ 2,493,785	\$ (213,457)	\$ 2,379,339	\$ (114,445)	\$ 2,593,484	\$ 214,145	\$ 2,826,901	\$ 233,417	9.00%
\$ Change			-7.88%		-4.59%		9.00%		233,417	9.00%
% Change										

Operational Plan

Section 005	Lives	2018 Rates		2019 Rates		2020 Rates		2021 Rates PROPOSED		AVERAGE Since 2005
		Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost	
Single	25	\$ 29.24	\$ 731	\$ 31.84	\$ 796	\$ 31.84	\$ 796	\$ 33.35	\$ 834	\$22,227
Family	97	\$ 85.29	\$ 8,273	\$ 90.74	\$ 8,802	\$ 90.74	\$ 8,802	\$ 96.04	\$ 9,219	4.74%
Total Section 005	122	\$ 9,004	\$ 108,050	\$ 9,598	\$ 115,173	\$ 9,598	\$ 115,173	\$ 120,632	\$ 120,632	4.74%
\$ Change			(8,209)		7,124		0.00%		5,458	4.74%
% Change			-7.06%		6.59%		0.00%		4.74%	4.74%

Total GROSS COST ALL PLANS

Total Monthly Cost	Total Annual Cost	% Change	Total Monthly Cost	Total Annual Cost	% Change	Total Monthly Cost	Total Annual Cost	% Change	Total Monthly Cost	Total Annual Cost	% Change
\$ 238,675	\$ 2,864,109	3.98%	\$ 238,675	\$ 2,864,109	3.98%	\$ 238,675	\$ 2,864,109	3.98%	\$ 238,675	\$ 2,864,109	3.98%

The City of Medina
RATE HISTORY
 Cost Analysis

		2018 Rates		2019 Rates		2020 Rates		2021 Rates PROPOSED		AVERAGE Since 2005
		Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost	
Medical Plan										
Section 005										
Lives										
Single	25	\$ 776.88	\$ 19,422	\$ 741.22	\$ 18,531	\$ 807.93	\$ 20,198	\$ 880.64	\$ 22,016	\$79,882
Family	97	\$ 1,942.20	\$ 188,393	\$ 1,853.07	\$ 179,748	\$ 2,019.85	\$ 195,925	\$ 2,201.64	\$ 213,559	4.07%
Total Section 005	122		\$ 207,815		\$ 198,278		\$ 216,124		\$ 235,575	
Total Annual Cost			\$ 2,493,785		\$ 2,379,339		\$ 2,593,484		\$ 2,826,901	
\$ Change			(213,457)		(114,445)		214,145		233,417	
% Change			-7.89%		-4.59%		9.00%		9.00%	
Dental Plan										
Section 005										
Lives										
Single	25	\$ 29.24	\$ 731	\$ 31.84	\$ 796	\$ 31.84	\$ 796	\$ 33.35	\$ 834	\$2,227
Family	97	\$ 85.29	\$ 8,273	\$ 90.74	\$ 8,802	\$ 90.74	\$ 8,802	\$ 95.04	\$ 9,219	2.48%
Total Section 005	122		\$ 9,004		\$ 9,598		\$ 9,598		\$ 10,053	
Total Annual Cost			\$ 108,050		\$ 115,173		\$ 115,173		\$ 120,632	
\$ Change			(8,209)		7,124		-		5,458	
% Change			-7.06%		6.59%		0.00%		4.74%	
TOTAL GROSS COST ALL PLANS										
Total Monthly Cost	122		\$ 216,820		\$ 207,876		\$ 225,721		\$ 245,628	\$82,109
Total Annual Cost			\$ 2,601,834		\$ 2,494,513		\$ 2,708,658		\$ 2,947,533	3.98%
\$ Change			(221,666)		(107,322)		214,145		238,875	
% Change			-7.85%		-4.12%		8.58%		8.82%	

Medical Mutual of Ohio
Illustration of Contingent Premium Funding Arrangement



MEDICAL MUTUAL®

A Contingent Premium arrangement is a fully insured funding arrangement that sets Discounted Premium and Contingent Premium rates in addition to the typical Fully Insured Premium rates. The usual Fully Insured premium rates are paid to Medical Mutual during the contract year. A settlement is performed after the Contract Period is over to reconcile the final premium amount. The final premium that the group is responsible for is based on actual claims incurred plus retention charges.

The Discounted Premium and Contingent Premium amounts act as lower and upper limits of the group liability. The settlement is based on the observed claims plus retention compared to the premium paid by the group during the contract period. The Discounted and Contingent Premium rates are expressed as a percentage of the Fully Insured rates.

Below are definitions relevant to the Contingent Premium arrangement:

DEFINITIONS:

Discounted Premium: The minimum amount for which the Group may be liable at Annual Settlement. The Discounted Premium will be determined by multiplying the number of months in the contract period by the number of contract-types in effect for each of those months times the Discounted Premium rates.

Contingent Premium: The maximum amount for which the Group may be liable at Annual Settlement. The Contingent Premium will be determined by multiplying the number of months in the Contract Period by the number of contract-types in effect for each of those months times the Contingent Premium rates.

Fully Insured Premium: 100% of the premium for which the Group would be liable under a conventional Fully Insured program. The Fully Insured premium amounts are intended to fund the Group's Incurred Claims, including reserve requirements for Incurred Claims not reported until after the end of the Contract Period, administrative fees and other insurance expenses. The Discounted and Contingent Premium rate(s) are minimum and maximum percentages of the Fully Insured Premium.

Billing Premium: The rates for which the Group will be billed each month during the Contract Period.

Incurred Claim: A claim for Covered Services, as defined in the applicable Certificate(s), that has beginning service dates on or after the effective date of the Contract and prior to termination of the Contract. For purposes of this Contingent Premium arrangement, Incurred Claims may also include Medical Mutual's best estimate of Incurred Claims not reported until after the end of the Contract Period.

Retention: Administrative expenses, including premium tax and commission, if applicable. Retention for the Contract Period is shown on Exhibit A.

Medical Mutual of Ohio
 Illustration of Contingent Premium Funding Arrangement
 (continued)



MEDICAL MUTUAL

ANNUAL SETTLEMENT:

If the Billing Premium paid for the Contract Period is greater than the Group's Incurred Claims and retention, a refund will be made to the Group for the difference only to the level of the Discounted Premium amount.

If the Billing Premium paid for the Contract Period is less than the Group's Incurred Claims and retention the Group will be liable for the excess up to the Contingent Premium amount. The Group will be invoiced for any amount due.

Sample Settlement:

	Medical	Drug	Total
(1) Incurred 1/1/13-12/31/13, Paid thru 3/31/14	\$5,100,000	\$1,425,000	\$6,525,000
(2) Estimated runout claims	\$255,000	\$42,750	\$297,750
(3) Incurred Claims	\$5,355,000	\$1,467,750	\$6,822,750
(4) Retention, Commission, Tax	\$595,000	\$77,250	\$672,250
(5) INCURRED CLAIMS + RETENTION	\$5,950,000	\$1,545,000	\$7,495,000
(6) BILLED PREMIUM			\$8,462,087
(7) DISCOUNTED PREMIUM (95%)			\$8,038,983
(8) CONTINGENT PREMIUM (105%)			\$8,885,191
TOTAL AMOUNT DUE THE GROUP			\$423,104
If (5) < (6) but > (7), then (6) - (5) If (5) < (6) and < (7), then (6) - (7) If (5) > (6), then \$0			
SETTLEMENT AMOUNT DUE MEDICAL MUTUAL			\$0
If (5) > (6), but < (8), then (5) - (6) If (5) > (6), but >= (8), then (8) - (6) If (5) < (6), then \$0			

Medical Mutual of Ohio
 For Employees Only

Medical Mutual of Ohio
Illustration of Contingent Premium Funding Arrangement
(continued)



MEDICAL MUTUAL®

This rate guarantee does not include and does not apply to fees, taxes or other charges imposed on Medical Mutual by state or federal government laws, statutes or regulations. To the extent permitted by law, Medical Mutual will include such charges in the fees (premium) charged to the Group or may include them as separate line item on the Group's invoice.

This arrangement does not include and does not apply to fees, taxes or other charges imposed on Medical Mutual by state or federal government laws, statutes or regulations. To the extent permitted by law, Medical Mutual will include such charges in the fees (premium) charged to the Group or may include them as separate line item on the Group's invoice.

Based on current guidance about Healthcare Reform, the following federally mandated fees are in effect:

- Patient Centered Outcomes Research Institute Fee
- Health Insurer Fee
- Reinsurance Fee

To the extent permitted by law, we reserve the right to adjust the Group's premium during the contract period and/or add these fees as a line item in the Group's invoice to fully disclose the new costs and to comply as necessary.

FOR INFORMATIONAL PURPOSES ONLY

REQUEST FOR COUNCIL ACTION

No. RCA 20-220-11/9

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: November 2, 2020
SUBJECT: Advance Request

Committee: Finance

SUMMARY AND BACKGROUND:

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

Advance From:	Advance To:	Amount	Purpose
General Fund (#001)	ODNR State Grant Fund (#110)	\$195,053	ODNR-COTF NatureWorks Grant-Trail Linkage Project

These advances (loans) are necessary to cover expenditures until the City receives reimbursement from the grantor agency and / or when the fund has enough to repay.

Estimated Cost: \$195,053 from the General Fund. General Fund to be reimbursed once grant funds are received.

Suggested Funding: See above.

Sufficient funds in Account No.:

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

NEW APPROPRIATION needed in Account No.: refer to app:2020-052

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:
Council Action Taken:

Ord./Res. Ord. 192-20
Date: 11-9-20

REQUEST FOR COUNCIL ACTION

No. PCA 20-221-11/9

Committee: Finance

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: November 2, 2020
SUBJECT: Repay Advances

SUMMARY AND BACKGROUND:

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

\$150,000 from the CDBG Fund (#125) to the General Fund (#001)

Estimated Cost: \$150,000

Suggested Funding:

Sufficient funds in Account No.:

Transfer needed: From Account No.:

To Account No.:

NEW APPROPRIATION needed in Account No. 125-0457-56615
Refer to Appropriation Adjustment #2020-0xx
Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Ord. 194-20 ✓
11-9-20

Batch Number
(Finance use only)
Batch Posted?

RCA Number RCR 20-222-11/9
(Council use only) Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

NO. 2020-051
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATIO N	UNAPPROPRIATED FUNDS
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		301-0725-54412		2,900.00		x	increase needed for parking deck - guardrails
		616-0915-59938		10,000.00		x	needed to cover increase in 125 participants this year
170-0705-53315		170-0705-52234		1,694.65	x		CRF FUND ADJ
170-0707-50111		170-0704-53315		25,000.00	x		CRF FUND ADJ
170-0743-53315		170-0743-54413		350,000.00	X		CRF FUND ADJ
170-0707-50111		170-0743-52214		284.18	X		CRF FUND ADJ
170-0707-50111		170-0743-54412		9,600.00	X		CRF FUND ADJ
170-0707-53315		170-0743-54413		50,000.00	X		CRF FUND ADJ
138-0458-52214		138-0458-50111		1,000.00	x		adj to cover expenditures
144-0730-50111		144-0730-51122		16,000.00	x		adj to cover expenditures
513-0708-54413		513-0708-52215		5,000.00	x		adj to cover expenditures
513-0708-53321		513-0708-52215		5,000.00	x		adj to cover expenditures
676-0746-53322		676-0746-51122		18,000.00	x		adj to cover expenditures
			Total increases to fund:	12,900.00			
			Total reductions to fund:	-			
			Total transfers within fund:	481,578.83			

EXPLANATION:

DEPARTMENT HEAD: LB DATE: 11/2/2020

MAYOR'S APPROVAL: _____ DATE: _____
(WHEN NECESSARY)

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 193-20

CLERK OF COUNCIL/DATE

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

Batch Number
(Finance use only)
Batch Posted?

RCA Number
(Council use only)

RCA 20-222-11/9
Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

X
X

NO. 2020-052
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	
		110-0312-52226		4,180.00		x	ODNR grant
		110-0312-52226		190,873.00		x	ODNR grant
		001-0707-56615		195,053.00		x	appropriation for grant advance
			Total increases to fund:	390,106.00			
			Total reductions to fund:				
			Total transfers within fund:				

EXPLANATION:

Appropriations needed for Grant Project

DEPARTMENT HEAD: LB

DATE: 11.02.20

MAYOR'S APPROVAL:
(WHEN NECESSARY)

DATE: _____

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 193-20



CLERK OF COUNCIL/DATE

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

Batch Number
(Finance use only)
Batch Posted?

[Empty boxes for Batch Number and Batch Posted]

RCA Number
(Council use only)

RCA 20-222-11/9
Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

[X]
[X]

NO. 2020-053
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
		125-0457-56615		150,000.00		x
			Total increases to fund:	150,000.00		
			Total reductions to fund:			
			Total transfers within fund:	-		

TO REPAY PY 17 CDBG
ADV

EXPLANATION:

Appropriations needed for Grant Project

DEPARTMENT HEAD: LB

DATE: 11.02.20

MAYOR'S APPROVAL:
(WHEN NECESSARY) _____

DATE: _____

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 193-20

CLERK OF COUNCIL/DATE

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

REQUEST FOR COUNCIL ACTION

No. RA 20-223-11/9

FROM: Medina Municipal Court

Committee: Finance

DATE: October 27, 2020

SUBJECT: 2020 Coronavirus Emergency Supplemental Funding Program

SUMMARY AND BACKGROUND:

Medina Municipal Court respectfully requests Council to accept \$46,045.85 from Ohio Office of Criminal Justice Services and authorize Mayor Hanwell to sign a Pre-Award Condition Form (see attached).

Medina Municipal Court applied for this funding to assist with supplies and equipment (sanitizer, security tent, Zoom Membership, etc.) that were purchased at the beginning of the COVID Pandemic.

This grant will also cover the cost to update audio equipment in both Judge Werner's courtroom and Magistrate's courtroom.

Supplies	\$494.60
Equipment	\$29,366.25
Consultants/Contracts	\$16,185.00

Funds from Ohio Office of Criminal Justice Services are recommend to account 001-0705-53315.

Estimated Cost:

Suggested Funding:

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

Emergency Clause Requested: Yes

Reason: In order to receive the funding Pre-Award Conditions Form needs to be signed and submitted to Ohio Office of Criminal Justice Services.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

Pre Award Conditions

On behalf of the Ohio Office of Criminal Justice Services (OCJS), I am pleased to inform you that your 2020 Coronavirus Emergency Supplemental Funding Program application has been recommended for funding. In order to receive funding for your project, please address the attached conditions and provide any required forms or documents as requested. Please respond to the conditions no later than 9/25/2020.

Please note that all conditions must be addressed to receive 2020 Coronavirus Emergency Supplemental Funding Program funding, and that failure to return this documentation by 9/25/2020 may jeopardize funding. For additional information or help regarding these conditions or forms, please contact your grants coordinator.

Section to attach documents in support of Pre-Award Conditions.

1. Please complete the correct packet for your agency – the packets are linked above and were sent in an email previously. Signatures must match the information given on the title page. Failure to submit with the correct signatures will result in a delay of your award being issued.

Complete

2. You have been funded for \$46,045.85 please adjust your budget based on the following: Consultant and Contract rates cannot exceed \$81.25 per hour or \$650 per 8-hour day. Please adjust this category.

Complete

3. The Project Director acknowledgement is required. Please go to the Pre Award Conditions section at the bottom of the page and put a check mark in the box where there is bold writing – Project Director acknowledgement – then hit the SAVE button at the top. Go back down and click on the HERE under the Project Director acknowledgment to send the application back.

Complete

4. Subgrantee must be a commissioner, trustee or mayor. Please ensure the DUNS number and Tax ID for Subgrantee is updated to match corrected subgrantee information.

Complete

5.

Complete

6.

Complete

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Complete

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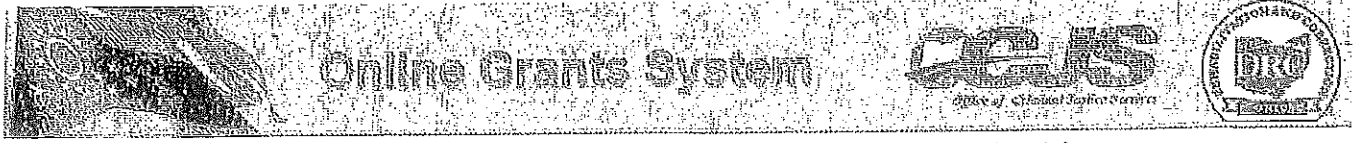
Complete

15.

Complete

16.

Complete



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Document Information: [2020-CE-PPF-2132](#)

[Details](#)

APPLICATION SNAPSHOT

Start Date: 03/01/2020
End Date: 03/01/2021

Matching Funds Cash:	\$0.00
Matching Funds In Kind:	\$46,045.85
OCJS Funds:	\$0.00
Total:	\$46,045.85

Project Director

Name: Amy Darr
Phone: 330-723-7313
Email: adarr@medinamunicipalcourt.org

Grant Coordinator

Name: Amy Gillard
Phone: (614) 466-1831
Email: ajgillard@dps.ohio.gov

Grant Monitor

Name: Laura McCall
Phone: (614) 466-7782
Email: lamccall@dps.state.oh.us

Project Description

[Top of the Page](#)

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2020 Coronavirus Emergency Supplemental Funding Program

Organization: Medina Municipal Court Adult Probation Department

2020-CE-PPF-2132

Equipment

If this page is not applicable, check this box and click **SAVE**.

Item(s) Being Purchased	Quantity	Unit Price	Total
Plexiglass Divider	1	\$44.00	\$44.00
Tent, weights, signs, ipad case	1	\$760.00	\$760.00
Laptop computer	1	\$639.00	\$639.00
computer tower, cables, cords	1	\$2,140.00	\$2,140.00
media disc	1	\$25.00	\$25.00
video card	1	\$213.00	\$213.00
zoom annual membership	1	\$160.00	\$160.00
video conferencing system	1	\$12,553.00	\$12,553.00
audio reinforcement system	1	\$11,806.00	\$11,806.00
alarm lock and keys	1	\$1,026.25	\$1,026.25
		Equipment Total:	\$29,366.25

Provide justification for the equipment requested.

plexiglass divider separates security guard from civil payment counter, for social distancing

Outdoor Tent to aid in social distancing and crowding in lobby

(used for a reception area to advise customers when to enter court): \$330

shipping \$44

weights for tent \$60

Signs to direct people where to check in outside \$255

Protective Case (for ipad used to check people in to court in tent) \$71

laptop computer to allow bookkeeper to work remotely

computer tower, cables, cords, media disc, video card, and zoom membership to allow for immediate remote hearings in main courtroom. This allows

for appropriate quarantine and social distancing measures for employees, attorneys, and customers

tower \$1028

cables \$27

\$13

\$6

power cord \$11

video conferencing system for two courtrooms and audio reinforcement system for two courtrooms

This will enhance current audio and video systems to allow both courtrooms to conduct video hearings, protecting staff and public from the

spread of coronavirus.

alarm lock and 7 keys. This will secure the door between the basement waiting area and the secure employee workspace. This area will now be used

as a "spillover" waiting area when the upstairs lobby becomes too crowded. This will allow for appropriate social distancing, per current state and

federal recommendations/mandates.

lock \$1000 keys 7@\$3.75=26.25

2020 Coronavirus Emergency Supplemental Funding Program

Organization: Medina Municipal Court Adult Probation Department

2020-CE-PPF-2132

Consultants/Contracts

Consultant and Contract rates cannot exceed \$81.25 per hour or \$650 per 8-hour day.

Name	Hourly Rate	Hours	Total
albright security center	\$130.00	1	\$130.00
albright security center	\$55.00	1	\$55.00
Ohio AMS	\$9.00	1500	\$13,500.00
Ohio AMS	\$50.00	50	\$2,500.00

Consultants/Contracts Total: \$16,185.00

Provide justification, method of procurement and basis of selection.

Installation of security lock in basement waiting area. This area will be used as a "spillover" waiting area to aid in appropriate social distancing in main courtroom lobby. Security lock is necessary to maintain employee safety. This will prohibit general public from entering secure areas. This will allow

the court to be compliant with current social distancing state and federal recommendations/mandates.

\$130.00

Initial service call to inspect/measure door to determine appropriate lock and estimate installation cost/time

In 2019, the Medina County Jail indicated they had a maximum bed capacity of 256. As a response to Covid 19, the jail population was reduced to 75 inmates.

The Medina County Jail was only accepting violent offenders, mainly felon offenders. In response to this, Medina Municipal Court recognized a need for

alternative sanctions to jail, particularly electronic monitoring. While we currently receive money from the Justice Reinvestment Incentive Grant for electronic

monitoring, these funds can only be used for offenders who are on active probation to help divert probation violators from serving jail time. There is a need for

electronic monitoring as a condition of bond, or as a stand alone sanction when probation is not warranted. The cost to place an offender on electronic monitoring

(GPS or SCRAM) is currently \$9/day, with a \$50 installation fee, resulting in an average cost of \$320/month for an offender to be on electronic monitoring. Due to

coronavirus, many people have lost their jobs or are unable to find employment, resulting in people being indigent and unable to pay for electronic monitoring.

The court is requesting funds to place a total of 50 people on electronic monitoring during the one year grant period.

Total cost for requested electronic monitoring: \$16,000.00

Narrative

Please see the Request For Proposal (RFP) for this grant program for guidance on completing this section. The RFP can be found at www.ocjs.ohio.gov

Medina Municipal Court serves the northern portion of Medina County. The court has a staff of 37 people. The Court has two courtrooms, one judge, and two magistrates. In 2019, total cases filed were 13,969. In 2019, 311 people were placed on probation, with 2685 reporting appointments. This all occurs in a building with an area of 13,000 square feet.

We are requesting grant funds to respond to and prevent the spread of coronavirus. The items purchased will allow our staff to work safely, while avoiding the spread of any illness. We will be able to sanitize the building and equipment appropriately. We will also be able to utilize outside space, to keep both staff and customers socially distanced, per National and State guidelines. Finally, we will be able to conduct hearings remotely, and at least one employee will be able to work remotely. This will keep the numbers coming into our building lower, which will decrease the threat of spreading Covid 19 among staff and customers. Our goal is to keep the number of customers in the building at less than 40, at any given time.

In response to the epidemic, the court began to purchase technology to be able to conduct some hearings remotely, via teleconference.

The following items were purchased for that purpose:

computer tower: \$1028.00
 video card: \$ 213.00
 Zoom video communication: \$ 160.00
 cables for computer : \$ 82.00
 HP laptop (to allow bookkeeper to work from home) \$ 630.00

total: \$2113.00

To prevent the spread of Coronavirus, the following items have been purchased:
 masks (200, for employees and customers who do not have their own mask): \$133.00
 1000 disposable gloves for employees \$ 83.00
 rash bags (100) \$ 31.00
 disinfectant wipes \$110.00
 disinfectant spray \$ 30.00
 cleaning towels \$ 75.00

total: \$462.00

To prevent the spread of Covid 19 between employees and customers in a small workspace, we shall be limiting the number of customers in our building

any given time to 50. To spread these people throughout our space and insure their safety,

the following items have been purchased:

plexiglass (to separate security check in from the payment counter): \$ 45.00
 outdoor Tent (used for a reception area to advise customers when to enter court): \$434.00
 signs to direct people where to check in outside \$
 protective Case (for ipad used to check people in to court in tent) \$ 71.00
 arm Lock (for door in basement waiting room, customers will be diverted this area to avoid overcrowding in main waiting area) \$1212.00

total: \$1762.00

Narrative

The total of the above items, purchased since 3/1/20, is \$3497.00

In response to Covid 19, our court sees the necessity of being able to conduct hearings remotely, to allow for appropriate social distancing.

Should there be further shelter at home orders, the court would be able to conduct hearings safely, without endangering the health of the public.

Currently, Medina Municipal Court, has limited ability to conduct hearings remotely, through an outdated video and video system.

The court would like to purchase

audio reinforcement for both courtrooms. This project would revamp the current audio capture devices in both courtrooms, including microphones and

installation of an AutoMixer to achieve a clean audio signal with balanced volume levels, hands free.

The court would also like to purchase videoconferencing systems for both courtrooms.

This would enable both courtrooms with

video conferencing capabilities that support both standards based systems as well as cloud, platform based systems like Zoom or Webex, utilizing the PolyX50 system with integrated 5X camera and stereo microphone array. The camera has auto-tracking capabilities to allow for hands free camera "follow". The system in the smaller courtroom includes a new, 55" wall mounted display on an articulating mount for optimal viewing angles. The larger courtroom would utilize the existing MS Surface as the display. The cost for these systems is \$24,359.00

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Pre-Award Condition Forms

For Government/Public and Private Agencies

EEO Certification Form

- Complete either Section A, or Section B, or Section C, not all three.
- Obtain signature from the appropriate official from either the implementing agency or subgrantee agency.

Civil Rights and EEOP Questions Part 1 Form

- Complete this form in its entirety.
- The responses should be based on the implementing agency.
- A signature is not required on this form.
- Each implementing agency must designate a person to be the civil rights point of contact. The point of contact must take the federal civil rights training at <https://ojp.gov/about/ocr/assistance.htm> and then train implementing agency staff members. Please name the point of contact in the space below. By signing the pre-award condition form, agencies are certifying the civil rights training will be completed and this pre-award condition is being met. The training does not need to take place as part of the pre-award condition process, however it must be completed by the second quarter of the grant.
- Name of civil rights point of contact Elizabeth Brown

Standard Assurances Form

- This form should be reviewed in its entirety by the project director and authorizing officials for the implementing agency and subgrantee agency.

Special Conditions Form

- This form should be reviewed in its entirety by the project director and authorizing officials for the implementing agency and subgrantee agency.

System for Award Management Profile

- The System for Award Management is the official U.S. government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Your agency registration/profile is required to be active throughout the grant project period and renewed annually. The profile can be renewed at <https://www.sam.gov/portal/public/SAM>. Please provide proof that your agency is registered and currently designated as active by uploading a copy of the Entity Overview or Entity Record on the pre-award condition page within the online grants management system.

Contact Information

- There is no form associated with this condition; however, all projects are responsible for keeping contact information current. Correspondence will often be sent through the online grants management system to the project director listed for the "organization". This is not the same as the project director listed on the title page. For more information on the organization project director, please refer to the user guide. It is also the project director's responsibility to ensure title page information is updated as well to keep records current. Please contact your grants coordinator with any questions.

Conflicts of Interest

- Subrecipients are required to use Federal funds in the best interest of the award program. Decisions related to these funds must be free of undisclosed personal or organizational conflicts of interest, both in fact and in appearance. Subrecipients are required to disclose in writing any potential conflict of interest to your grant-making component or pass-through entity, as applicable. See the Federal Financial Guide 2 C.F.R. § 200.112.

Suspension/Disbarment

By signing the Pre-Award Condition Forms subgrantees are certifying that their organization and any organization they are working with as a consultant/contractor is not suspended or disbarred or otherwise found to be ineligible for participating in Federal assistance programs. No organization may participate in these programs in any capacity or be a recipient of Federal funds designated for these programs if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." (See 45 CFR 75.212.)

By signing below, the project director, implementing agency authorized official and subgrantee authorized official acknowledge that they have read and understand the above information and attached forms.

Amy Chan
Signature

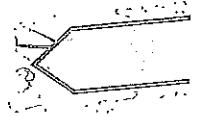
10-26-20 Project Director
Date

X Cindy Castka
Signature

10/26/20 Implementing Agency Authorized Official
Date

X
Signature

_____ Subgrantee Agency Authorized Official
Date



OCJS
CIVIL RIGHTS & EEOP QUESTIONS
APPENDIX B - PART I PRE-AWARD CONDITION

SECTION 1: BACKGROUND

1. How many full-time and part time employees are employed by the agency? 36
2. If the agency uses volunteers, approximately how many does the agency have per year? (please count any volunteers separately from paid employees) 0

SECTION 2: EEOP QUESTIONS N/A

1. If the subrecipient is required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-.308, does the subrecipient have an EEOP on file for review?

Yes No

a. If yes, on what date did the subrecipient prepare the EEOP? _____

2. Has the subrecipient submitted a Certification Form to the OCR certifying compliance with the EEOP requirements?

Yes No

a. If yes, on what date did the subrecipient submit the Certification Form?

SECTION 3: CIVIL RIGHTS COMPLAINTS, LAWSUITS¹, OR FINDINGS

***ANY COMPLAINTS, LAWSUITS, OR FINDINGS THAT HAVE OCCURRED AGAINST THE GRANTEE WITHIN THE 3 YEARS PRIOR TO THE AWARD DATE MUST BE REPORTED**

If more than one complaint or lawsuit has been filed or more than one finding has been issued, the information requested in questions 1. through 1.d below must be provided for EACH complaint, lawsuit, or finding. Several forms may be needed depending on the volume of complaints.

N/A

¹ *Please note: Any lawsuit brought against a police department that alleges violations of civil rights under color of state law (often referred to as § 1983 Actions) MUST be reported in addition to any other complaints, lawsuits or findings. Subrecipient must include the party names, case number, and a short synopsis of the facts and the alleged civil rights violations.

1. Has the agency had any civil rights complaints or civil rights *lawsuits or findings from any state or federal court OR investigative or administrative agency such as the Ohio Civil Rights Commission, Equal Employment Opportunity Commission, or any other administrative agency? (If the answer is yes, please proceed to a – d below. If the answer is no, skip to “Posting Notification” and the questions that follow it.)

Yes

No

If yes, circle whichever applicable: complaint lawsuit finding

a. Was the complaint/lawsuit/finding filed or brought by employee(s) of the agency or beneficiaries of services you provide?

Employees _____

Beneficiaries _____

b. Does the complaint/violation/lawsuit involve discrimination based on *{indicate all that apply}*:

- race _____
- color _____
- national origin _____
- religion _____
- gender _____
- disability _____
- age _____
- sexual preference _____
- gender identity (or expression) _____
- limited English proficiency (LEP) _____
- other (please explain) _____

c. What is the current status of the complaint/lawsuit/*finding?
{summarize in the space below}

***If there is a finding by an administrative or investigative agency, what were the recommendations of the agency overseeing the investigation and have those recommendations been met? If not yet met, what is the timeline for meeting those recommendations?**

d. Has the subrecipient complied with the requirement to submit to the OCR any findings of discrimination against the subrecipient issued by a federal or state court or federal or state administrative agency on the grounds of race, color, national origin, religion, gender, disability, or age?

Yes

No

If no, notify the grantee that they are required to notify OCR and that they must do so immediately as OCJS is required to report the subrecipient.

POSTING NOTIFICATION:

2. Does the agency notify beneficiaries and employees that the agency does not discriminate on the basis of race, color, national origin, religion, gender, disability, and age in the delivery of services (e.g. posters, inclusion in brochures or other program materials, etc.)?

Yes No

If yes, briefly describe how this notification occurs:

Posters in common break room area

3. Does the agency notify employees and beneficiaries through agency brochures, publications, posters, etc. that the agency does not discriminate on the basis of race, color, national origin, religion, gender, disability, and age in employment practices?

Yes No

If yes, briefly describe how this notification occurs:

Posters in common break room area

4. Does the subrecipient have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subrecipient with the Ohio Civil Rights Commission or the federal Office of Justice Programs-- Office of Civil Rights?

Yes No

If yes, provide an explanation of these policies and procedures:

Ohio labor law poster in common break room area

5. Does the subrecipient conduct any training for its employees on the requirements of complying with federal civil rights laws?

Yes No

SECTION 4: REQUIREMENTS RELATED TO PERSONS WITH HANDICAP²

THE REQUIREMENTS IN SECTION 4 ONLY APPLY TO GRANTEES THAT HAVE
50(+) EMPLOYEES & AWARD AMOUNT OF 25,000(+)
IF THIS DOES NOT APPLY SKIP TO SECTION 5

If the subrecipient has 50 or more employees and receives DOJ funding of \$25,000 or more, has the subrecipient taken the following actions:

GRIEVANCE PROCEDURES:

1. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973? [This Act can be found at 28 C.F.R. Part 42, Subpart G; it prohibits discrimination on the basis of a disability³ in employment practices and the delivery of services.]

Yes No

COMPLIANCE COORDINATOR:

2. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G?

Yes No

- a. If yes, provide name of the designated person:

POSTING NOTIFICATION:

3. Notified participants, beneficiaries, employees, applicants, and others that the subrecipient does not discriminate on the basis of disability?

Yes No

- a. If yes, describe how (e.g. posters, inclusion in brochures or other program materials, etc.):

² Note: "handicap" is the term used in the legal definition in the Federal Code, which is why this term is being used rather than "disabled."

³ Disability or handicap under Section 504 of the Rehabilitation Act of 1973 means any person who: (1) has a physical or mental impairment which substantially limits one or more major life activities, or (2) has a record of such an impairment, or (3) is regarded as having such an impairment – the perception of a disability.

SECTION 5: REQUIREMENTS FOR GRANTEES THAT OPERATE AN EDUCATION PROGRAM OR ACTIVITY

If the subrecipient operates an education program or activity, has the subrecipient taken the following actions:

GRIEVANCE PROCEDURES:

1. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972? [This Act can be found at 28 C.F.R. Part 54; it prohibits discrimination on the basis of sex.]

Yes No

COMPLIANCE COORDINATOR:

2. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54?

Yes No

- a. If yes, provide name of the designated person:

POSTING NOTIFICATION:

3. Notified applicants for admission and employment, employees, students, parents, and others that the subrecipient does not discriminate on the basis of sex in its educational programs or activities.

Yes No

- a. If yes, describe how (e.g. posters, inclusion in brochures or other program materials, etc.):

SECTION 6: LIMITED ENGLISH PROFICIENCY (LEP) REQUIREMENTS

1. What reasonable steps⁴ has the subrecipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?⁵
{summarize in the space below}

We hire interpreters and use a language line.

2. Does the agency have an LEP policy or a procedure for language assistance services?

Yes No

SECTION 7: FAITH BASED ORGANIZATIONS

1. Does the agency engage in explicitly religious activities?

Yes No

2. Does the subrecipient provide federal funded services to eligible beneficiaries regardless of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in religious practice?

Yes No

3. If the subrecipient engages in explicitly religious activities, does it do the following:

- a. Separate the explicitly religious activities in either time or location from the federally funded activities?

Yes No

- b. Ensure that participation in the explicitly religious activities is voluntary for participants in the federal funded program?

Yes No

Comments:

⁴ Reasonable steps in the context of LEP requires a four-factor analysis: (1) the number and proportion of LEP persons served/encountered in the eligible service population – what language groups and how frequently they are encountered in the service area (2) the frequency with which LEP individuals come in contact with the program (3) the nature and importance of the program services – i.e. is the LEP individual asking for directions or looking for program area information (for example domestic violence); and (4) the resources available to the recipient.

⁵ Meaningful access in the context of LEP means effective and accurate communication between the grantee and the LEP individual.

4. Does the agency deny service to anyone on the basis of religion?

Yes No

Comments:

5. If the subrecipient is a religious institution or a faith-based organization, does the subrecipient do the following:

N/A

a. Provide appropriate notice to program beneficiaries or prospective beneficiaries that the subrecipient does not discriminate on the basis of religion in the delivery of services or benefits?

Yes No

b. Provide appropriate notice to program beneficiaries or prospective beneficiaries that if they object to the "religious character" of the subrecipient, the subrecipient will ensure that participation in the explicitly religious activities is voluntary for participants in the federal funded program?

Yes No

c. Keep a record of the requests for an alternative provider from beneficiaries or prospective beneficiaries who object to the subrecipient's "religious character," noting the subrecipient's efforts to find an appropriate alternative provider and to follow up with the beneficiary or the prospective beneficiary?

Yes No

SECTION 8: VAWA AND OVW FUNDED PROGRAMS

N/A

1. If the subrecipient receives funding under VAWA or from OVW, does it serve male victims of domestic violence, dating violence, sexual assault, and stalking?

Yes No Comments:

2. If the subrecipient receives funding under VAWA or from OVW, does the subrecipient provide sex-segregated or sex-specific services?

Yes No

If yes, describe how the services are sex-segregated or sex specific.

If yes, has the subrecipient determined that providing services that are sex-segregated or sex specific is necessary to the essential operation of the program?

Yes No

If yes, describe how the subrecipient determined that providing sex-segregated or sex-specific services is necessary to the essential operation of the program.

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which include:
 - Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d);
 - Victims of Crime Act (42 U.S.C. § 10604(e));

- The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b));
- Civil Rights Act of 1964 (42 U.S.C. § 2000d);
- Rehabilitation Act of 1973 (29 U.S.C. § 794);
- Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34);
- Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86);
- Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07);
- Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
- Equal Treatment for Faith-Based Organizations (28 C.F.R. pt. 38)
- Nondiscrimination; Equal Employment Opportunity; Policies and Procedures (28 C.F.R. pt. 42)

In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

Additionally, all grant recipients (including subgrantees or contractors) agree to report any complaints, lawsuits, or findings from a federal or state court or a federal or state Administrative Agency regarding a civil rights finding.

7. If a governmental entity:

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally- assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.



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1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications as if personally executed by the authorized recipient official.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period - may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The U.S. Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.



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3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.



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7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



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9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands



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any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

10. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.



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13. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.



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14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

15. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://oip.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.



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19. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

20. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



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24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



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27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



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AWARD DATE 04/17/2020

SPECIAL CONDITIONS

28. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

31. Signing Authority

This award must be signed by an authorized official of the applicant State, local, or tribal government, on behalf of that applicant State, unit of local government, or Tribe, unless the applicant designates an organizational unit to apply on its behalf. For example, if designated by a unit of local government, a Police Department or Sheriff's Office (or similar agency) may apply on behalf of the applicant jurisdiction, as long as the department, office, or agency is listed as the organizational unit on the SF-424. In that case, the head of the designated organizational unit (such as a Police Chief or Sheriff) may sign the award. Documentation of the designation by the appropriate governing body must be retained by the grant recipient.

32. The "Emergency Appropriations for Coronavirus Health Response and Agency Operations" law (Public Law 116-136) includes definitions, reporting requirements, and certain other provisions that apply (whether in whole or in part) to this award. In addition, consistent with the CESF Program's purposes, which involve preparing for, preventing, and responding to the coronavirus national emergency, OJP will provide notice of any additional CESF program-specific grants administrative requirements on an award page, accessible at <https://www.ojp.gov/funding/explore/CESF-program-specific-condition>, that is incorporated by reference here.



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SPECIAL CONDITIONS

33. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

34. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

35. Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

36. Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

37. Justice Information Sharing

Recipients are encouraged to comply any information-sharing projects funded under this award with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) is encouraged to conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information.

38. Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent



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SPECIAL CONDITIONS

39. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA. The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories. The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/ or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at [https:// bja.gov/ Funding/ nepa.html](https://bja.gov/Funding/nepa.html), for programs relating to methamphetamine laboratory operations. Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

40. Establishment of interest-bearing account

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish an interest-bearing account dedicated specifically to this award. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The award funds, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Coronavirus Emergency Supplemental Funding (CESF) program. The recipient also agrees to obligate the award funds in the account (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

41. Expenditures requiring prior approval

No funds under this award may be expended on individual items costing \$500,000 or more, or to purchase Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV) without prior written approval from BJA. Prior approval must be obtained post-award, through the submission and approval of a Grant Adjustment Notice (GAN) through OJP's Grant Management System (GMS).



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SPECIAL CONDITIONS

42. Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after January 20, 2020

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (January 20, 2020), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds.

43. Use of funds for DNA testing; upload of DNA profiles

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

44. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.

45. "Methods of Administration" - monitoring compliance with civil rights laws and nondiscrimination provisions

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with applicable federal civil rights laws and nondiscrimination provisions. Within 90 days of the date of award acceptance, the recipient must submit to OJP's Office for Civil Rights (at CivilRightsMOA@usdoj.gov) written Methods of Administration ("MOA") for subrecipient monitoring with respect to civil rights requirements. In addition, upon request by OJP (or by another authorized federal agency), the recipient must make associated documentation available for review.

The details of the recipient's obligations related to Methods of Administration are posted on the OJP web site at <https://ojp.gov/funding/Explore/StateMethodsAdmin-FY2017update.htm> (Award condition: "Methods of Administration" - Requirements applicable to States (FY 2017 Update)), and are incorporated by reference here.



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SPECIAL CONDITIONS

46. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

OK
D. H. [unclear]
10-30-2020

REQUEST FOR COUNCIL ACTION

No. RCA 20-224-11/9

FROM: Mike Wright
DATE: October 29, 2020
SUBJECT: MCRC Part Time Pay Rate Amendment

Committee: Finance

SUMMARY AND BACKGROUND:

The MCRC is requesting approval to amend Section 31.02 (E) of the Salaries and Benefits Code, relative to the Part Time Pay Rate Schedule. The Ohio Minimum Wage has increased, requiring changes to some part time pay rates. The MCRC is requesting the change be effective January 1, 2021 or the first pay period of the new year.

Please See Exhibit A for details.

Estimated Cost:

Suggested Funding:

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

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

OK
Dr. Hammer
11-3-2020

REQUEST FOR COUNCIL ACTION

No. RCA 20-225-11/9

FROM: Medina Community Recreation Center *SRU*

Committee: FINANCE

DATE: 11-03-2020

SUBJECT: MCRC Part Time Position Creation

SUMMARY AND BACKGROUND:

The Medina Community Recreation Center respectfully requests Council to approve the MCRC to add a position and job description for the facility. We would like to combine two existing positions and their responsibilities - the Facility Attendant and Building Monitor - into one position. The current Building Monitor position does not require any computer skills or ability to handle cash drawers, and cannot process memberships or handle phone calls. Due to COVID19, we have not brought back any of the employees in that position and Full Time staff have covered all Monitors' shifts as Manager on Duty. With two recent resignations, we will only have four full time employees to cover all shifts at the Rec Center, and will need to rely on part time staff to help cover some early morning, evening and weekend shifts. We also plan to expand hours in the near future.

Additionally, due to COVID19 and our reduced attendance, we typically only have one person scheduled for the front desk area as Facility Attendant. There are many times when the Full Time staff acting as Manager on Duty is required to help sell memberships, day passes and answer customer questions. The new position of "Facility Monitor" will be fully trained in front desk and fitness room duties and will be able to help when needed. The Facility Monitor will be able to open and close the building, handle any injuries and incidents, and act as the Manager on Duty.

The "Facility Monitor" pay will be an RC22 starting @ \$11.56 per hour. We are requesting the emergency clause due to the recent staffing changes and need for schedule coverage assistance as soon as training allows.

This was reviewed and recommended by the Civil Service Commission on November 4th and the Law Director has also reviewed it.

Estimated Cost:

Suggested Funding:

Sufficient funds in Account No.

- o Transfer needed from Account No. _____
To Account No. _____
- o NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: Yes

Reason: There is an immediate need for this position due to staffing changes and expanded facility hours.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord. /Res.

Date:

PROPOSAL

TITLE: Facility Monitor

REPORTS TO: Office Administrator and Recreation Supervisor

DEPARTMENT/DIVISION: Recreation

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The Facility Monitor is a combined position under the direction of the Office Administrator that ensures the efficient operations of all front desk procedures and policies, completes training with the full knowledge of membership software in regard to selling memberships, program registration and maintains a balanced cash drawer. The Facility Monitor is also under the direction of the Recreation Supervisor throughout the day to ensure the safety and well-being of the Fitness Room, including patron questions and concerns, machine and equipment upkeep, proper machine instruction and assistance with any fitness programming which utilizes the Fitness Room. In addition, ensures the safe, healthy, clean and efficient operation of the Medina Community Recreation Center (MCRC) including answering patron questions and concerns and assisting with any program or rental needs. Applicants must have facility program and operation knowledge and the ability to work with others in a dynamic customer service oriented environment.

ESSENTIAL JOB FUNCTIONS:

Front Desk (report to Office Administrator)

Participates in training program to obtain thorough knowledge of membership sales, programs and facility access.

Provide excellent customer service when checking patrons into building, assisting with membership and class registration, answering questions or concerns and collecting fees.

Promotes and contributes to a team environment with co-workers and staff.

Provides knowledge of all Medina Community Recreation Center (MCRC) policies and procedures to patrons.

Ensures the front desk area and lobby are clean, orderly and neat at all times.

Reads and adds appropriate notations to daily communication.

Utilizes any electronic reference available as it pertains to the MCRC to ensure current and accurate distribution of information.

Monitors front door access, lobby area, fitness area, and community rooms during operating hours. Additional areas of the building, as needed.

Assigns facility equipment to patrons and ensures appropriate return procedures.

PROPOSAL

Maintains accurate reports and records related to the daily activities of MCRC.

Builds and maintains positive working relations with co-workers.

Operates various office machines and equipment as needed.

Maintains a visibly positive and approachable composure to promote patron-employee interaction.

Ensures all MCRC policies and procedures are followed by members and visitors.

Fitness Room (report to Recreation Supervisor)

Provides instruction on proper exercise equipment use and techniques.

Enforces all Fitness Room rules and policies.

Monitors use of the fitness equipment during operating hours.

Maintains order and appearance of all Fitness Room equipment.

Inspects equipment and reports any unsafe conditions or maintenance needs.

Completes the cleaning and programming responsibilities for the assigned shift.

Assists with the implementation and promotion of wellness/incentive programs and special events.

Solicits and documents patron concerns and questions involving Fitness Room or programs taking place within the Fitness Room.

Assists with the setup and teardown for events and rentals.

Assists with crowd control and crowd flow.

Facility (report to Recreation Supervisor)

Acts as the manager of MCRC when no additional full-time staff members are available.

Maintains a visibly positive and approachable composure to promote patron-employee interaction.

Responsible for the opening and closing of the MCRC.

Enforces all MCRC policies and procedures.

Checks daily facility reservation schedule at MCRC.

Supervises use of the Recreation Center and equipment during operating hours.

Performs hourly checks of the facility and record participation numbers.

PROPOSAL

~~Circulates any violations of rules and policies for the MCRC.~~

~~Responds to any injury needs or concerns at MCRC.~~

~~Performs general maintenance and cleaning tasks of all spaces and equipment at MCRC.~~

~~Documents and reports all incidents, accidents and thefts.~~

~~Maintains bulletin boards and promotional materials.~~

~~Solicits and documents patron concerns and questions involving all aspects of MCRC.~~

Overall

Maintain current certifications in First Aid and Cardiopulmonary Resuscitation.

Communicates and relays information, concerns and feedback to the Office Administrator and Recreation Supervisor.

Provides a clean and enjoyable atmosphere for the patrons.

Attends all mandatory staff meetings and training sessions.

Perform duties with minimal supervision.

Maintains regular and consistent attendance.

Able to perform the physical demands including but are not limited to being able to sit continuously at a computer terminal, desk or work station along with being able to lift and move MCRC equipment and objects, and have the strength and agility to walk, stand, bend, stoop, crawl, squat, kneel and reach for long periods throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Certifications:

First Aid

Cardiopulmonary Resuscitation/ AED

License:

Valid driver's license issued by the State of Ohio.

QUALIFICATIONS:

Knowledge of:

- MCRC policies and procedures as they relate to patrons;

PROPOSAL

- Membership sales, programs and facility access;
- Membership software in regard to selling memberships and program registration;
- Fitness and wellness concepts;
- Fitness Room policies; and
- Emergency procedures of the Fitness Room and Medina Community Recreation Center.

Skilled in:

- Customer service;
- Handling sales transactions;
- Basic arithmetic; and
- Personal computer use.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public on the telephone or in person;
- Remain organized;
- Understand and follow complex oral and written instructions;
- Maintain a balanced cash drawer;
- Work with others in a dynamic customer service oriented environment;
- Interact with the public in a professional, courteous and informative manner;
- Report to work on time and in the proper uniform; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

ENVIRONMENTAL ELEMENTS:

This position works indoors and outdoors at the MCRC.

PROPOSAL

WORKING CONDITIONS:

This position is required to work outside normal business hours including early mornings, weekends, evenings, and holidays.

EQUIPMENT USED: computer, fax and copy machines, telephone, printers, radio, building alarms, and surveillance systems.

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: _____

Current - combine

THE CITY OF MEDINA
JOB DESCRIPTION

TITLE: MCRC Facility Attendant

REPORTS TO: Office Administrator and Recreation Supervisor

DEPARTMENT/DIVISION: Recreation

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The Facility Attendant is a combined position under the direction of the Office Administrator that ensures the efficient operations of all front desk procedures and policies, completes training with the full knowledge of membership software in regard to selling memberships, program registration and maintains a balanced cash drawer. The Facility Attendant also is under the direction of the Recreation Supervisor throughout the day to ensure the safety and well-being of the Fitness Room, including patron questions and concerns, machine and equipment upkeep, proper machine instruction and assistance with any fitness programming which utilizes the Fitness Room.

ESSENTIAL JOB FUNCTIONS:

Front Desk (report to Office Administrator)

Participates in training program to obtain thorough knowledge of membership sales, programs and facility access.

Provide excellent customer service when checking patrons into building, assisting with membership and class registration, answering questions or concerns and collecting fees.

Promotes and contributes to a team environment with co-workers and staff.

Provides knowledge of all Medina Community Recreation Center (MCRC) policies and procedures to patrons.

Ensures the front desk area and lobby are clean, orderly and neat at all times.

Reads and adds appropriate notations to daily communication.

Utilizes any electronic reference available as it pertains to the MCRC to ensure current and accurate distribution of information.

Monitors front door access, lobby area, fitness area, and community rooms during operating hours. Additional areas of the building, as needed.

Assigns facility equipment to patrons and ensures appropriate return procedures.

Maintains accurate reports and records related to the daily activities of MCRC.

Builds and maintains positive working relations with co-workers.

Operates various office machines and equipment as needed.

Maintains a visibly positive and approachable composure to promote patron-employee interaction.

Ensures all MCRC policies and procedures are followed by members and visitors.

Fitness Room (report to Recreation Supervisor)

Provides instruction on proper exercise equipment use and techniques.

Enforces all Fitness Room rules and policies.

Monitors use of the fitness equipment during operating hours.

Maintains order and appearance of all Fitness Room equipment.

Inspects equipment and reports any unsafe conditions or maintenance needs.

Completes the cleaning and programming responsibilities for the assigned shift.

Assists with the implementation and promotion of wellness/incentive programs and special events.

Solicits and documents patron concerns and questions involving Fitness Room or programs taking place within the Fitness Room.

Assists with the setup and teardown for events and rentals.

Assists with crowd control and crowd flow.

Front Desk & Fitness Room

Maintain current certifications in First Aid and Cardiopulmonary Resuscitation.

Communicates and relays information, concerns and feedback to the Office Administrator and Recreation Supervisor.

Provides a clean and enjoyable atmosphere for the patrons.

Attends all mandatory staff meetings and training sessions.

Perform duties with minimal supervision.

Maintains regular and consistent attendance.

Able to perform the physical demands including but are not limited to being able to sit continuously at a computer terminal, desk or work station along with being able to lift and move MCRC equipment and objects,

and have the strength and agility to walk, stand, bend, stoop, crawl, squat, kneel and reach for long periods throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Certifications:

First Aid

Cardiopulmonary Resuscitation/ AED

License:

Valid driver's license issued by the State of Ohio.

QUALIFICATIONS:

Knowledge of:

- MCRC policies and procedures as they relate to patrons;
- Membership sales, programs and facility access; and
- Membership software in regard to selling memberships and program registration.
- Fitness and wellness concepts;
- Fitness Room polices;
- Emergency procedures of the Fitness Room and Medina Community Recreation Center; and

Skilled in:

- Customer service;
- Handling sales transactions;
- Basic arithmetic; and
- Personal computer use preferred.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public on the telephone or in person;
- Remain organized;

- Understand and follow complex oral and written instructions;
- Maintain a balanced cash drawer;
- Work with others in a dynamic customer service oriented environment;
- Interact with the public in a professional, courteous and informative manner;
- Report to work on time and in the proper uniform; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

ENVIRONMENTAL ELEMENTS:

This individual works indoors at the MCRC front desk, Fitness Room and/or Memorial Park Pool.

WORKING CONDITIONS:

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

EQUIPMENT USED:

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: _____

Current - combine

THE CITY OF MEDINA
JOB DESCRIPTION

TITLE: Building Monitor

REPORTS TO: Recreation Supervisor

DEPARTMENT/DIVISION: Recreation

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: Under the general direction of the Recreation Supervisor, the Building Monitor ensures the safe, healthy, clean and efficient operation of the Medina Community Recreation Center (MCRC) including answering patron questions and concerns and assisting with any program or rental needs. Applicants must have facility program and operation knowledge and the ability to work with others in a dynamic customer service oriented environment.

ESSENTIAL JOB FUNCTIONS:

Enforces all MCRC policies and procedures.

Checks daily facility reservation schedule at MCRC.

Supervises use of the Recreation Center and equipment during operating hours.

Performs hourly checks of the facility and record participation numbers.

Circulates any violations of rules and policies for the MCRC.

Responds to any injury needs or concerns at MCRC.

Performs general maintenance and cleaning tasks of all spaces and equipment at MCRC.

Documents and reports all incidents, accidents and thefts.

Inspects equipment and reports any unsafe conditions or maintenance needs.

Maintains bulletin boards and promotional materials.

Solicits and documents patron concerns and questions involving all aspects of MCRC.

Communicates and relays information, concerns and feedback to the Recreation Supervisor.

Attends all mandatory staff meetings and training sessions.

Maintains regular and consistent attendance.

Acts as the manager of MCRC when no additional full-time staff members are available.

Maintains a visibly positive and approachable composure to promote patron-employee interaction.

Assists Recreation Supervisor with participation and other reports.

Assists with greeting, set-up, take-down and crowd control for special events, rentals and programs.

Assists area attendants with operations and questions.

Assists with opening and closing MCRC.

Able to perform the physical demands including but not limited to lifting and moving MCRC equipment and objects along with the strength and agility to walk, stand, bend, stoop, crawl, squat, kneel and reach throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Certifications:

First Aid
Cardiopulmonary Resuscitation/ AED

QUALIFICATIONS:

Knowledge of:

- MCRC policies and procedures.

Skilled in:

- Personal computer use; and
- Creating and maintaining accurate records.

Ability to:

- Understand and follow complex oral and written instructions;
- Report to work on time and in the proper uniform;
- Work efficiently and courteously with the public;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

RCA 20-226-11/9
Finance Dept
OK
H. Emmett
10-2-2020

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

- o Department Heads can authorize expenditures up to \$1,500.00 (requisition)
- o Board of Control authorizes expenditures from \$1,500.01 to \$15,000.00 (BOC form).
- o Finance Committee authorizes expenditures from \$15,000.01 to \$25,000.00 (BOC form).
- o 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: 10/30/2020

Department: Police Department

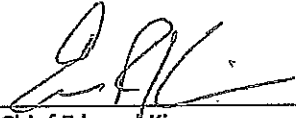
Amount: \$5,000.00

B.O.C. Approval Date: _____

Account Number: 106-0101-53315

Vendor: Vances Outdoors, Inc.

Department head/Authorized signature:


Chief Edward Kinney

Item/Description:

Increase PO #20-112, original amount for \$14,500.00

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

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

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

Thank you.

Revised:

6/1/2018

OK
Art annual
11-2-2020

REQUEST FOR COUNCIL ACTION

No. RCA 20-227-11/9

FROM: Chief Painter
DATE: 11/2/2020
SUBJECT: Purchase Request

Committee: Finance Only

SUMMARY AND BACKGROUND:

Respectfully request council to approve the purchase of a Quantifit Respiratory Fit Tester. This would include a 5 year service contract and all required adapters to fit our SCBA's.

Historically we have had an outside contractor perform the annual fit test. With COVID we are required to fit test employees on a regular basis because of the increased cleaning schedule of the masks and possible breakdown of the mask material.

The company is Premier Fire Rescue.

Estimated Cost: \$15,265.00

Suggested Funding:

- o sufficient funds in Account No.
- o transfer needed from Account No. _____ to Account No.
- o NEW APPROPRIATION needed in Account No. 170-0110-53315

Emergency Clause Requested: YES

Reason: To complete delivery in the allowed period for the COVID funds

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:



46400 CONTINENTAL DR
CHESTERFIELD, MI 48047-5206

PH FX
BILL TO

1033115
MEDINA FIRE DEPT
300 W REAGAN PKWY
MEDINA, OH 44256-1574

Quotation

QUOTE #	01028688
LOCATION	35
DATE	10/27/20
PAGE	1 OF 1

SHIP TO

MEDINA FIRE DEPT STATION #1
300 W REAGAN PKWY
MEDINA, OH 44256-1574

QUOTE DATE 10/27/20	EXPIRE DATE 11/26/20	REQUIRED DATE	REFERENCE NUMBER OHD	PAYMENT TERMS NET 30 DAYS
PREPARED BY JENNIFER SINE PH 937-824-4400			CONTACT STEVE INGERSOL	SHIP VIA UPS GROUND
FREIGHT TERMS QUOTED FREIGHT			FOB	SALES PERSON FIRST RESPONDER HOUSE

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
OHD9519-4000 QUANTIFIT RESPIRATOR FIT TEST SYSTEM	1	9295.00	EA	9,295.00
OHD9513-0130 OHD FIT TEST ADAPTER KIT #1	1	325.00	EA	325.00
OHD200423-01 SCOTT ADAPTER FOR KIT 1	1	90.00	EA	90.00
*FRTFEE UPS GROUND	1	75.00	EA	75.00
OHDSEPGSC/5 5 YEAR GOLD SERVICE CONTRACT (NOT AVAILABLE IN CANADA) GOLD SERVICE CONTRACT INCLUDES CALIBRATION AND MAINTENANCE CONTRACT, FULL WARRANTY THROUGH CONTRACT, OHD ACCESSORY ASSURANCE, ROUND TRIP SHIPMENT	1	5480.00	EA	5,480.00

Prices quoted by Argus-Hazco include our start-up services during which your people will be instructed regarding the manufacturers recommendations for the proper use, care, calibration and maintenance of the equipment being purchased. In addition, we can assist you with sales, leasing, rental, training, repair, asset management and industrial hygiene consulting services. We are on the Web at www.argus-hazco.com. You might be interested in one of our newest services "LiveTech" where you can communicate on-line and observe our technical staff provide direction and assistance.

MERCHANDISE TOTAL	TAX	FREIGHT/HANDLING	QUOTE TOTAL
15,265.00	0.00	0.00	15,265.00

Accepted:

By: _____
Date: _____

OK
Dr. H. [unclear]
11-2-2020

REQUEST FOR COUNCIL ACTION

No. RCA 20-228-11/9

FROM: Chief Painter, Fire

Committee: Finance Only

DATE: 11/2/2020

SUBJECT: Purchase request for AEDs

SUMMARY AND BACKGROUND:

Respectfully request council to consider the purchase of 8 AEDs for use by the Fire Department.

Because of the excessive cleaning, reliability issues are developing. The new style units are made to handle continuous cleaning. Current units will not be supported for repair or re-certification when they fail.

The company is Stryker Medical State Bid Contract # 800799

Estimated Cost: \$20,935.20

Suggested Funding:

- sufficient funds in Account No.
- transfer needed from Account No. _____ to Account No.
- NEW APPROPRIATION needed in Account No. 170-0110-53315

Emergency Clause Requested: YES

Reason: To complete purchase within the COVID fund period

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:



LP1000

Quote Number: 10178934

Version: 1

Prepared For: CITY OF MEDINA FIRE DEPT
Attn:

Remit to: Stryker Medical

P.O. Box 93308
Chicago, IL 60673-3308

Rep: Brandon Bucher
Email: brandon.bucher@stryker.com
Phone Number:
Mobile: +1 4803310979

Quote Date: 04/14/2020

Expiration Date: 12/29/2020

Delivery Address

Name: CITY OF MEDINA FIRE DEPT
Account #: 1286492
Address: 300 W REAGAN PKWY
MEDINA
Ohio 44256-1574

End User - Shipping - Billing

Name: CITY OF MEDINA FIRE DEPT
Account #: 1286492
Address: 300 W REAGAN PKWY
MEDINA
Ohio 44256-1574

Bill To Account

Name: THE CITY OF MEDINA
Account #: 1286491
Address: 132 N ELMWOOD AVE
MEDINA
Ohio 44256-1827

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99425-000025	LIFEPAK 1000 ECG Display w/Carry Case. Incl at N/C: Battery 11141-000156, Carry Case Strap 11425-000012, 2 pr/unit QC REDI-PAK Electrodes 11996-000017, 3 Wire Monitor Cable 11111-000016, Acc Pouch 11111-000016 & LIFEPATCH ECG electrodes 3/pk 11100-000001	8	\$2,616.90	\$20,935.20
2.0	41425-000034	Ship Kit - Literature, LP1000, W RCHG, English	8	\$0.00	\$0.00
			Equipment Total:		\$20,935.20

Price Totals:

Total Discount % Off: 23.59%
Grand Total: \$20,935.20

Comments:

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

RCA 20-229-11/9
OK + Finance
11-3-2020 Finance Only

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

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

Date: 11/2/2020

Department: Engineering

Amount: \$18,500.00

B.O.C. Approval Date: _____
(Finance Use Only)

Account Number: 001-0742-52215

Vendor: Wertz Geotechnical Engineering (W00128)

Department Head/Authorized Signature: 

Item/Description:

Increase PO#2020-1438 from \$6,000 to \$18,500 to cover additional costs for inspection and testing at the Lindenwood Lake Dam.

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

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

- o 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

*OK
20-11-9
11-3-2020*

FROM: Patrick Patton



NO. PCA 20-230-11/9

DATE: November 3, 2020

COMMITTEE REFERRAL: Finance

SUBJECT: Consent Legislation with the Ohio Department of Transportation to complete a sign replacement at various locations in the City of Medina

This request is for Council's approval of the attached Consent Legislation giving consent to the Ohio Department of Transportation (ODOT) to complete a sign replacement project at various locations on state and federal routes in the City of Medina, and authorizing the Mayor to sign said agreement.

As noted in the legislation, no funds are required from the City for this project.

This project is anticipated to be completed during the 2021 construction season.

Thank you for your consideration.

ESTIMATED COST: \$0.

SUGGESTED FUNDING: n/a

Sufficient Funds in Account Number:

Transfer Needed from: to:

New Appropriation Account Number:

Emergency Clause Requested: No
Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

Patrick Patton

From: Kathy Patton
Sent: Thursday, October 22, 2020 1:36 PM
To: Patrick Patton; Lisa.Pawlikowski@dot.ohio.gov
Subject: FW: ODOT PID 98528 - Request for Consent Legislation
Attachments: PID 98528 D03 SYSSIGN FY2021- Medina Consent.docx

Pat,
I think this was meant for you?

Kathy

From: Lisa.Pawlikowski@dot.ohio.gov [mailto:Lisa.Pawlikowski@dot.ohio.gov]
Sent: Thursday, October 22, 2020 12:25 PM
To: 'Andy.Conrad' <aconrad@medinaco.org>
Cc: Kathy Patton <kpatton@medinaoh.org>; Jerry.Bantz@dot.ohio.gov; Mike.Schafrath@dot.ohio.gov
Subject: ODOT PID 98528 - Request for Consent Legislation

Good Afternoon Andy,

Attached is a copy of consent legislation to be enacted by the City Council for the subject project. Please make arrangements to have the ordinance/resolution form presented to the Council for consideration, and when enacted return two (2) original copies to this office no later than December 10, 2020. An original signature copy will be returned to the City with the signature of the Director of ODOT affixed. Let me know if you would like me to send you hard copies as well.

The title of the contractual officer should be affixed on page two, and that person should sign as the contractual officer on page three. If the City does not have an official seal, please attach a copy of a statement to that effect with the return transmittal.

Contact this office at 419.207.7010 with any questions.

Respectfully,

Lisa Pawlikowski
Administrative Professional 4
ODOT D03 Highway Management
906 Clark Ave., Ashland, Ohio 44805
419.207.7010
transportation.ohio.gov



CONSENT LEGISLATION

Ordinance/Resolution No. _____

PID No. 98528

Project Name D03 SYSSIGN FY2021

The following _____ enacted by the City of Medina of Medina County, Ohio,
(Ordinance/Resolution)
hereinafter referred to as the City, in the matter of the stated described project.

SECTION I - Project Description

WHEREAS, the State has identified the need for the described project:

To perform route sign replacements on the following routes: MED US Route 0042 at SLM 14.40 (South Corp. Limit) to SLM 15.05 (Lake Road), MED State Route 0018 at SLM 09.53 (West Corp. Limit) to SLM 12.99 (Alber Drive), MED State Route 0057 SLM 10.89 (Brandy Wine Drive) to SLM 12.70 (East Liberty Street) in the City of Medina in Medina County.

This project is currently scheduled to be constructed in the summer of 2021.

NOW THEREFORE, be it ordained by the City of Medina of Medina County, Ohio.

SECTION II - Consent Statement

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

SECTION III - Cooperation Statement

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

- 1) *The City gives consent for the above improvement,*
- 2) *No funds are required from the City except that the City agrees to assume and bear one hundred percent (100%) of the total cost for added construction items requested by the City and not necessary for the improvement as determined by the State and the Federal Highway Administration.*

SECTION IV - Maintenance

Upon completion of the described Project, and unless otherwise agreed, the City shall:

- 1) *Provide adequate maintenance for the described Project in accordance with all applicable state and federal law;*
- 2) *Provide ample financial provisions, as necessary, for the maintenance of the described project;*
- 3) *Maintain the right-of-way, keeping it free of obstructions; and hold said right-of-way inviolate for public highway purposes.*

SECTION V – Utilities and Right-of-Way Statement

If city owned utilities, within a corporation limit or in a private easement outside corporation limits, need to be relocated due to this ODOT project, the City will be reimbursed for any relocation work; ODOT will perform the coordination, relocation, and reimbursement which shall comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

If other public and private utilities need to be relocated due to this ODOT project they will not be reimbursed for relocation; with exceptions due to an easement, etc.

SECTION VI - Authority to Sign

The _____ of said City of Medina is hereby empowered on behalf
(Contractual Agent)

of the City of Medina to enter into contracts with the Director of Transportation necessary to complete the above described project.

Passed: _____, 202____.
(Date)

Attested: _____
(Clerk) (Officer of City - title)

Attested: _____
(Title) (Mayor)

This _____ is hereby declared to be an emergency measure to expedite the highway
(Ordinance/Resolution)
project and 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
City of Medina of Medina County, Ohio

I, _____, as Clerk of the City of Medina of Medina County, Ohio,

Do hereby certify that the foregoing is a true and correct copy of _____ adopted by
(Ordinance/Resolution)
the legislative Authority of the said City of Medina on this _____ day of _____, 202_,

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
(Ordinance/Resolution)
_____, Page _____.
(Ordinance/Resolution)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable, this _____ day of _____, 202_.

(SEAL)
(If Applicable)

Clerk Signature
City of Medina of Medina County, Ohio.

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

For the City of Medina of Medina County, Ohio

Attest: _____, Date _____
Contractual Officer

For the State of Ohio

Attest: _____, Date _____
Director, Ohio Department of Transportation

*OK
Do to Journal
11-3-2020*

REQUEST FOR COUNCIL ACTION

No. RCA 20-231-11/9

FROM: MCRC *Ed*
DATE: November 3, 2020
SUBJECT: MCRC Discussion Item – Re-Opening Changes

Committee: Final

SUMMARY AND BACKGROUND:

The MCRC is starting to see an increase in patron attendance and is ready to expand our Responsible Restart re-opening policies. We are proposing changes to building hours, age restrictions, capacity limitations and increased program offerings.

Please See Exhibit A for details.

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:

To: Mayor Hanwell
From: MCRC Staff
Date: 11-3-2020
Re: Responsible Restart Phase 3 & Change to MCRC building hours

Hours:

The MCRC is requesting to change our building hours. We have been carefully monitoring our traffic patterns and feel it is time to expand weekday building hours and change our weekend hours.

We are currently open Monday – Friday 7am to 7pm and would like to change that to 6am to 8pm. We have quite a line of patrons each morning waiting to come in, and we have approximately 50 patrons here at closing that we have to rush out at 7pm. Expanding hours will relieve some of the congestion we have at either end of the day. We have also had to process several refunds for people who state our hours as the reason they no longer want their membership.

We are currently open Saturdays and Sundays from 10am to 6pm and are extremely busy each morning but the building is nearly empty after 4pm both days. We would like our Saturday hours to be 8am to 4pm, and we will then be able to schedule morning fitness classes that many patrons have requested. We would like to propose changing our Sunday hours to 10am to 4pm, with the possibility of opening at 8am if we are able to secure instructors for morning classes or hear patron requests for earlier Sunday hours. We have never opened before 10am on Sundays, but if we can get classes going, we think it could be an opportunity to build programming.

The pool hours will differ slightly, since both pools are not as heavily utilized at specific times and it may be a cost savings to have them open later or close earlier based on usage patterns.

Restart Changes:

After meeting with the Health Department Tuesday, November 3rd, we propose making the following changes:

- Opening locker room showers with sanitizer available for patron use, sanitizing on regular half hour guard rotations, and adding to the two hour custodial sanitization list.
- Increasing building capacity to 150 (max attendance hit 80 at 10am last Sat. & Sun. mornings)
- Increasing Leisure Pool capacity to 45 (currently 25)
- Increasing Aquatics class capacity to 15 (currently 12)
- Increasing Fitness class capacity to 10 (currently 9)
- Providing coat racks with adequate spacing
- Basketball registrations begin online November 9th with modified schedules & spectator restrictions.
- Moving Cardio equipment to Court 1 to accommodate School Usage Agreements in JOA.
- Changing age restrictions to allow people aged thirteen and over to use the facility unsupervised. Open gym is still closed at this time.

Thank you,
MCRC Staff

OK
D. Hunt
11-3-2020

REQUEST FOR COUNCIL ACTION

No. RCA 20-232-11/9
Finance & Council

FROM: Kimberly Marshall, Economic Development Director Committee:
DATE: November 3, 2020
SUBJECT: CARES Act – Small Business Grants

SUMMARY AND BACKGROUND:

This request is for council to consider funding Small Business Grant Applications from the CARES Act funding received from Medina County. The City of Medina partnered with the County on this initiative to help businesses that were impacted by the mandatory government shut down earlier this year. Each grant recipient will be required to submit a grant agreement (under review by Mr. Huber and Mr. Hunt at Walter Haverfield). This request is also subject to the Finance Dept review to verify that each business is registered with RITA and current with their local income taxes.

Estimated Cost:
Suggested Funding:

Sufficient funds in Account No.
o Transfer needed from Account No.
to Account No.

NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: YES
Reason:

COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Medina City Award	Company	Address	City	State	ZIP
\$1,000.00	Advantage Washer & Dryer Repair	407 W. Smith. Rd	Medina	OH	44256
\$5,000.00	Almost Home Childcare, LLC	235 Woodland Dr.	Medina	OH	44256
\$3,000.00	Antiquation, LLC	236 South Court St.	Medina	OH	44256
\$6,000.00	Bee Healthy Nutrition	44 Public Square Suite 3 and 4	Medina	OH	44256
\$6,500.00	Bella Sorrellas Corp	45 Public Square Suite 4	Medina	OH	44256
\$10,000.00	Chanchote LLC	871 N. Court St.	Medina	OH	44256
\$1,900.00	Compucharts Computer Products and Services	775 S. Progress Dr.	Medina	OH	44256
\$10,000.00	Cups Café Incorporated	126 N. Court St.	Medina	OH	44256
\$5,000.00	Darkside Scientific, Inc.	650 W. Smith Rd. #C18	Medina	OH	44256
\$10,000.00	Free Clinic of Medina	970 E. Washington St. Suite 104	Medina	OH	44256
\$7,150.00	Get In Gear Business Solutions	437 Lafayette Road Suite 240	Medina	OH	44256
\$4,000.00	GVS Safety Supply	645 Lafayette Rd.	Medina	OH	44256
\$5,000.00	It's a Dog's Life Pet Daycare, Resort & Spa	245 South Medina St.	Medina	OH	44256
\$500.00	J.A.C. Electric, LLC	620 E. Smith Rd. Unit W-7	Medina	OH	44256
\$750.00	JT Bowser Enterprises LLC	540 Blake Ave	Medina	OH	44256
\$4,600.00	L.E. Blake Machining LLC	1011 Lake Rd.	Medina	OH	44256
\$4,250.00	Lamplight Counseling Services	323 South Court St. Suite 210	Medina	OH	44256
\$5,000.00	Legacy Physician Advisors, LLC	60 Public Square Suite 100	Medina	OH	44256
\$8,400.00	Main Street Medina, Inc.	39 Public Square Suite 305	Medina	OH	44256
\$6,250.00	Medina Assembly of God	830 Lafayette Rd.	Medina	OH	44256
\$3,000.00	Medina County Historical Society	206 N. Elmwood St.	Medina	OH	44256
\$3,300.00	Medina Funtastic Toyz LLC	140 W. Washington St	Medina	OH	44256
\$6,000.00	Medina Gem	23 Public Square Suite 3	Medina	OH	44256
\$2,000.00	Medina Signs, Inc.	411 West Smith Road	Medina	OH	44256
\$4,000.00	One Lucky Dog Bakery	45 Public Square	Medina	OH	44256
\$4,000.00	Orthotic and Prosthetic Services, Inc.	799 N. Court St. Suite 1	Medina	OH	44256
\$7,500.00	Quality Tooling Systems, Inc.	650 W. Smith Rd.	Medina	OH	44256
\$6,250.00	Second Baptist Church	451 Bronson St.	Medina	OH	44256
\$5,000.00	Steve Marshall Insurance Agency, INC	790 Lafayette Rd	Medina	OH	44256
\$9,500.00	Trommer & Associates, Inc.	620 East Smith Rd. Suite W-15	Medina	OH	44256
\$4,600.00	USA Mobile Drug Testing	449 W. Liberty	Medina	OH	44256
\$20,000.00	Waffle o Waffle	799 N. Court St. Unit 17	Medina	OH	44256
\$179,450.00					

CARES GRANT AGREEMENT

THIS AGREEMENT, dated as of the last date indicated after the signatures, is made by and between the City of Medina, and COMPANY NAME ("the Business").

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by President Trump on March 27, 2020, providing a \$2 trillion economic relief package to workers and families, small businesses, and state and local governments, and

WHEREAS, the COVID19 virus has been detrimental for many local small businesses and workers and

WHEREAS, Medina City Council collaborated with the Medina County Commissioners to implement a Small Business Grant program and use CARES Act funds to support small businesses that have been directly, negatively, impacted by COVID19, and

WHEREAS, the Business has applied for and been awarded a CARES Small Business Grant to lessen the negative impact of COVID19 on the Business, and

WHEREAS, in order to properly protect the public's interest in both the proper oversight of government spending and mitigating the damage caused by COVID19, the Parties enter into this Agreement to set forth their rights and responsibilities with respect to the awarding of CARES Small Business Grant money to the Business.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. The City of Medina shall award to Business a CARES Small Business Grant in the amount of GRANT AMOUNT.
2. Business's Application, attached as Exhibit 1, is fully incorporated and made a part of this Agreement.
3. Business affirms that the information provided on the attached Application is complete, true and accurate. Business shall promptly notify the City of Medina, Economic Development Department in writing of any substantial change in the information provided in the application. Change in the information is substantial if it will have an impact on the Business's eligibility for CARES funding.
4. Business shall spend Grant money only for the expenses specifically listed in the attached Application. Business shall make all records available on request to the City of Medina their agents or representatives and the Auditor of State related to the expenditure of any Grant money.
5. If the City of Medina or an audit conducted by the Auditor of State concludes that Grant money was improperly expended, Business shall promptly follow all necessary procedures to repay those funds deemed expended in error.

6. Business shall not use Grant money to cover the cost of any expenses already paid for and reimbursed from another federal or state program. Any such expenditure will be treated as an improper expenditure of funds, and Business shall promptly repay those funds.

7. This Agreement will be governed by the laws of the State of Ohio, other than choice of law rules. The Parties agree to jurisdiction in the Courts of the State of Ohio.

IN WITNESS WHEREOF, a duly authorized representative of each party has executed the Agreement as of the date(s) set forth below.

City of Medina

Business

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date _____

Date: _____

DRAFT

REQUEST FOR COUNCIL ACTION

ok
A. Hanwell
11-4-2020

No. RCA 20-233-11/9

Committee: Finance

FROM: Medina Community Recreation Center

DATE: 11-3-2020

SUBJECT: MCRC Superintendent position

SUMMARY AND BACKGROUND:

The MCRC respectfully requests Council's permission to create an full time position and job description for the facility. Due to recent full time staff resignations, it is necessary to redistribute the duties of two vacant management positions; Recreation Center Director and Recreation Supervisor. Due to COVID19, the MCRC is also facing a dramatic decline in revenues, and would like to use this opportunity to re-evaluate the full time staffing needs at the Rec Center.

The new position of "Recreation Center Superintendent" would supervise day to day activities at the Recreation Center and report to the Parks Director. After review of all the current job descriptions, it would be beneficial to redistribute many duties to remaining staff during this period of reduced attendance and revenues due to the COVID pandemic. The intention is to operate as efficiently as possible and not fill any vacant positions until the MCRC's revenues restabilize, then reevaluate all staffing needs.

The Rec Center Superintendent position would be responsible for:

- Supervising full and part time staff for the facility and outdoor pool.
- Working with Medina City Schools regarding billing, maintenance and scheduling.
- Budget and financial management including payroll, purchasing, and reporting.
- Develops operational and marketing proposals to rebuild attendance and programs.

*Please see proposed job description for full listing of job functions

Pay Grade 15 A-F at \$30.38- \$38.79, which is aligned with other City superintendents.

Mayor Hanwell would make a temporary, promotional appointment of one of the four remaining full-time MCRC employees and would review periodically to see how to proceed after COVID and establish a procedure on how to fill on a permanent basis.

This was reviewed and recommended by the Civil Service Commission on November 4th and the Law Director has also reviewed it.

Estimated Cost:

Suggested Funding: existing budget

Sufficient funds in Account No.

- Transfer needed from Account No. _____ To Account No. _____
- NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: yes

Reason: unexpected resignation, other vacancies and COVID

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord. /Res.

Date:

PROPOSAL

THE CITY OF MEDINA
JOB DESCRIPTION

TITLE: Recreation Center Superintendent

REPORTS TO: Parks Director / Mayor

DEPARTMENT/DIVISION: Recreation

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: As part of an evolving, fast-paced organization in a strong customer service environment, the individual in this classification is primarily responsible for overseeing the entire operations for the Medina Community Recreation Center (MCRC) including performing a variety of accounting, bookkeeping and payroll functions related to a municipal recreation department. The Recreation Center Superintendent functions with wide latitude under the administrative direction of the Parks Director.

ESSENTIAL JOB FUNCTIONS:

Supervises and manages full-time, part-time, and seasonal staff for the MCRC and the Outdoor Pool.

Prepares and administers the budget for the MCRC for Department operations and administration. Including processing requisitions, invoices, reviewing and approving payroll.

Manages cash handling procedures, implements deposit reports, and processes payment plans. Provides Finance Department with daily reconciliations of internal financial reports.

Works with all managers to adhere to a fiscally responsible budget, including payroll management and purchasing decisions.

Researches new equipment purchases, updates for facility, and maintains facility equipment inventory. Prepares a five year plan for equipment replacement and capital improvements.

Works with Medina City Schools to implement policies, procedures and schedules as outlined by the Joint Operating Agreement.

Prepares Requests for Council Action, Finance Committee and Board of Control items, membership rate increases and other operational proposals.

Maintains and audits membership software system accounting processes and prepares annual audit documents.

Submits all necessary sales tax files, reports, and licenses to comply with state audit regulations.

Oversees development and maintenance of training materials and manuals, such as Standard Operating Procedures, Policy and Operation Manuals and Employee Handbooks and maintains Emergency Action Plan.

Acts as the public records custodian for MCRC.

Manages, negotiates, and reviews contracts for third party use of facility areas.

PROPOSAL

Develops goals, objectives and operating plans for MCRC as a whole to ensure the successful attainment of membership objectives, safety concerns, and program development for the community.

Works directly with the Parks Department to coordinate community programs and events.

Interprets and enforces City and Department policies, procedures, rules and regulations.

Prepares proposals designed to improve operations, increase efficiency and provide quality facilities, services and programs to the Medina community.

Coordinates all marketing of MCRC and associated programs and services.

Maintains regular and consistent attendance.

Attends seminars, conferences, and workshops to gain knowledge to upgrade department programs and day-to-day operations.

Assists fellow employees as required and works closely with staff members to carrying out Department goals.

Able to perform the physical demands that include but are not limited to having the strength and endurance to walk during long periods of time, along with the ability to spend time standing, bending, stooping, crawling, squatting, lifting, kneeling, reaching throughout the day, along with being able to sit continuously at a computer terminal, desk or work station as needed.

EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED.

Bachelor's degree in accounting, finance, sports management, or recreation related field preferred. At least four (4) years of increasing responsibility in recreation experience required. Demonstrates increasing responsibility in management, professional accounting, or finance management.

License:

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

Certification:

Cardiopulmonary Resuscitation/AED

First Aid

National Swimming Pool Foundation Certified Pool and Spa Operator preferred

Food Safety Certification by the Ohio Department of Health preferred

QUALIFICATIONS:

Knowledge of:

- Computers, programs and software associated with accounting principles including VIP Analytics finance software, membership software, payment processing and time clock management software systems.
- Accounting principles and practices to accurately and efficiently maintain necessary records.

PROPOSAL

- Facility operations including front desk, aquatics, fitness, programs, child care, custodial and maintenance, and risk management as well as personnel supervision, policy and program development;
- Municipal recreation programs, including the principles of programming for all patrons from children to senior adults;

Skilled in:

- Finance, organization and interpersonal communication.
- Overseeing various department functions such as program development, marketing, budgeting and customer service.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone;
- Compile and evaluate complex financial data and prepare related reports;
- Provide administrative and professional leadership and direction to Department personnel;
- Understand and follow complex oral and written instructions;
- Read and write reports, correspondence and instructions;
- Operate motor vehicles; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend part of each working day in the office and throughout MCRC. The position includes a high incidence of interaction with fellow employees and patrons.

WORKING CONDITIONS:

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

EQUIPMENT USED: computer, time clock, fax and copy machines, telephone, printers, radio, building alarms, and surveillance systems.

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: _____

MEDINA COUNTY PUBLIC DEFENDER

Medina County Professional Building
120 West Washington Street
Suite 2D
Medina, OH 44256

REA 20-234-11/9

Finance

Jocelyn Stefancin, Chief Public Defender
Chad Mulkey
Kimberly Stout-Sherrer
Thomas Condosta
Mitchell Rozaieski
Andrew Schriver

Medina (330) 764-8437
Fax: (330) 764-8440

October 27, 2020

Received

NOV 03 2020

Medina City Prosecutor

Mr. Gregory A Huber
Law Director
City of Medina
132 N. Elmwood Ave.
Medina, Ohio 44256

Re: Indigent Defense Services for the City of Medina

Dear Mr. Huber:

The contract for indigent defense services between the City of Medina and the Medina County Public Defender Office will expire on December 31, 2020. A contract for services was executed in 2012. Section 3.2 allows for the contract to be renewed for a one year period upon passage of a resolution. The contract has been extended by passage of a resolution in 2013, 2014, 2015, 2016, 2017, 2018, 2019 and 2020. Should the City of Medina wish to extend the contract for 2021, the City will need to pass a resolution extending the contract for an additional one year term. The resolution must contain language that it is extending the 2012 contract.

My office is happy to continue to provide services for the City of Medina. Please forward a copy of the signed resolution 2021 calendar year prior to January 31, 2021. Upon receipt of the contract from the villages and cities in Medina County, I will present a resolution to the county commissioners for their approval for indigent defense services. Once the county commissioners approve the contracts, the contracts will be forwarded to the State Public Defender. I hope to have all resolutions presented to the State Public Defender in early 2021.

If you have any concerns, please contact me. I look forward to providing continued service to the City of Medina throughout 2021. Thank you for your anticipated cooperation.

Sincerely,



Jocelyn Stefancin
Chief Public Defender

RESOLUTION NO. 184-19

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AGREEMENTS WITH THE MEDINA COUNTY COMMISSIONERS AND THE MEDINA COUNTY PUBLIC DEFENDER COMMISSION SO AS TO PROVIDE LEGAL COUNSEL TO INDIGENT PERSONS CHARGED WITH A VIOLATION OF THE CITY'S ORDINANCES.

WHEREAS: The City of Medina, Ohio, is required to provide legal counsel to indigent persons charged with serious offenses and loss of liberty offenses in the Medina Municipal Court pursuant to the State of Ohio Constitution and the laws of the State of Ohio; and

WHEREAS: The City of Medina, Ohio, desires that legal services be delivered to the City's indigent citizens and others so situated; and

WHEREAS: Ordinance 135-11, passed September 27, 2011 authorizing agreements to provide the aforesaid legal services; and

WHEREAS: Section 3.2 of the contract states that the contract may be extended by one year upon passage of a Resolution which will then be forwarded to the Ohio Public Defender's Office.

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

SEC. 1: That the Mayor be and hereby is authorized and directed to enter into agreements with the Medina County Commissioners and the Medina County Public Defender Commission so as to provide for the appointment of legal counsel to defend indigent persons charged with a serious violation of the City's ordinances;

SEC. 2: That the contract is hereby extended until December 31, 2020.

SEC. 3: That the Clerk of Council is hereby directed to send a certified copy of this Resolution to the Medina County Public Defender's Office.

SEC. 5: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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. 6: That this Resolution shall be in full force and effect at the earliest period allowed by law.

PASSED: November 25, 2019

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: November 26, 2019

SIGNED: Dennis Hanwell
Mayor

I hereby certify that the foregoing Resolution No. 184-19 as duly published by title only in the *Medina County Gazette* on the 3rd day of December 2019 and the 10th day of December 2019.

Kathy Patton
Clerk of Council