

**CITY OF MEDINA
AGENDA FOR COUNCIL MEETING**

November 23, 2020
Medina City Hall
7:30 p.m.

Call to Order.

Roll Call.

Reading of minutes. (November 9, 2020)

Reports of standing committees.

Requests for council action.

Reports of municipal officers.

Notices, communications and petitions.

Unfinished business.

Introduction of visitors.

(speakers limited to 5 min.)

Introduction and consideration of ordinances and resolutions.

Motion to suspend the Rules requiring three readings on the following ordinances and resolutions:

Ord. 198-20, Ord. 199-20, Ord. 200-20, Ord. 201-20, Res. 202-20, Ord. 203-20, Ord. 204-20, 205-20,
Ord. 206-20

Ord. 198-20

An Ordinance amending Ordinance No. 176-20, passed October 13, 2020 relative to amendments to the 2020 budget.

Ord. 199-20

An Ordinance authorizing the Mayor to enter into a contract with Medical Mutual of Ohio for Health Care Insurance for the employees of the City of Medina.

Ord. 200-20

An Ordinance amending Section 31.02(E) of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Salary Schedule for Part-Time Employees of the Medina Community Recreation Center affected by the Ohio Minimum Wage increase.

Ord. 201-20

An Ordinance authorizing the Mayor to execute Consent Legislation with the Ohio Department of Transportation (ODOT) to complete a sign replacement project at various locations in the City of Medina.

Res. 202-20

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.

Ord. 203-20

An Ordinance amending Section 31.13, Subsections 1 and 2 of the Salaries and Benefits Code of the City of Medina, Ohio relative to Vacations.
(emergency clause requested)

Ord. 204-20

An Ordinance amending Section 31.02(E) of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Pay Schedule for the new position of Facility Monitor at the Medina Community Recreation Center and adopting the job description.
(emergency clause requested)

Ord. 205-20

An Ordinance amending Sections 31.05 and 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio by the addition of the position of Recreation Center Superintendent and adopting the job description.
(emergency clause requested)

Ord. 206-20

An Ordinance authorizing the Mayor to solicit Requests for Proposals (RFP's) for drug screening and associated professional services for the employees of the City of Medina.
(emergency clause requested)

Ord. 207-20

An Ordinance authorizing the Finance Director to repay certain fund advances.

Ord. 208-20

An Ordinance authorizing the Finance Director to rollover certain outstanding advances.

Ord. 209-20

An Ordinance amending Ordinance No. 187-19, passed November 25, 2019. (Amendments to 2020 Budget)

Council Comments.

Adjournment.

MEDINA CITY COUNCIL
Monday, November 9, 2020

Call to Order:

Medina City Council met in regular session on Monday, November 9, 2020. The meeting was called to order at 7:30 p.m. by President of Council John Coyne. Brownie Troop #91227 led in the Pledge of Allegiance.

Roll Call:

The roll was called with the following members of Council present: B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, and E. Heffinger.

Also present were the following members of the Administration: Mayor Dennis Hanwell, Greg Huber, Keith Dirham, Patrick Patton, Nino Piccoli, Chief Kinney, Chief Painter, Jonathon Mendel, Dan Gladish, Cindy Lastuka, Jansen Wehrley, and Kathy Patton.

Minutes:

Mr. Shields moved that the minutes from the regular meeting on Monday, October 26, 2020 as prepared and submitted by the Clerk be approved. The roll was called and the motion passed by the yea votes of P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, and B. Lamb.

Reports of Standing Committees:

Finance Committee: Mr. Coyne stated Finance Committee met prior to Council this evening and will meet again in two weeks.

Health, Safety & Sanitation Committee: Mr. Simpson had no report.

Public Properties Committee: Mr. Shields had no report.

Special Legislation Committee: Mr. Lamb had no report but stated he is working with the Law Director on two issues, demolition proposal and feeding wild animals.

Streets & Sidewalks Committee: Mr. Heffinger had no report.

Water & Utilities Committee: Mrs. Hazeltine had no report.

Emerging Technologies Committee: Mr. Rose had no report but is looking to schedule a meeting in December.

Requests for Council Action:

- 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)

Medina City Council
November 9, 2020

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

Reports of Municipal Officers:

Dennis Hanwell, Mayor,

- A. Covid-19 - Medina County was moved to level red November 5, 2020. Please remain vigilant with avoiding large gatherings, wearing masks in public, washing hands frequently and social distancing. Updated information on business openings, safety protocols, etc. are on the City and Medina County Health Department's websites. Please continue to support our local businesses.
- B. Porter's Shoe Repair- Relocating to 799 North Court, 26B. Please continue to support the Porters. Bill Lamb will also tape documentary for history.
- C. Medina Community Band is hosting virtual Veteran's Day Band concert. Available at Medina Community Band website www.medinacommunityband.org.
- D. Candlelight Walk event - Thursday, November 19th through Sunday, November 22nd. See Main Street Medina website for event activities and details – www.mainstreetmedina.com. Gazebo Christmas tree and downtown lighting will take place in the afternoon of Friday, November 20th with no public gathering due to COVID restrictions. Main Street Medina is also doing a targeted marketing campaign across NE Ohio to promote Medina as a day trip holiday destination, to extend the shopping and holiday enjoyment season.
- E. Fiber to the home - please take survey at this link- www.Medina.LitCommunities.net.

Mayoral Proclamation:

Mayor Hanwell and Councilwoman Jess Hazeltine presented Brownie Troop #91227 a proclamation in honor of their Democracy Badge.

Keith Dirham, Finance Director, stated there are a few items on the agenda that originated from Finance concerning the COVID Cares Act money, and they are also continuing to prepare for a bond issue that will refinance some of our outstanding debt the early part of next year.

Greg Huber, Law Department, had no report.

Chief Kinney, Police Department, had no report.

Kimberly Marshall, Economic Development Director, gave a reminder for our small businesses that we still do have face masks available in the Economic Development Department if needed.

Jonathan Mendel, Planning Community Director, had no report.

Medina City Council
November 9, 2020

Chief Painter, Fire Department, was absent.

Jansen Wehrley, Parks and Recreation Director, had no report.

Nino Piccoli, Service Director, had no report.

Cindy Lastuska, Municipal Court, had no report.

Patrick Patton, City Engineer, stated railroad repairs have been made to Kokosing's loading pit and the city rail is now open. Tomorrow they are accepting bids for the City Hall Rotunda Project and due to the short timeline, the BOC will meet tomorrow afternoon to discuss and probably award that.

Notices, communications and petitions:

Unfinished Business:

Introduction of Visitors:

Introduction and Consideration of Ordinances and Resolutions:

Mr. Shields moved to suspend the rules requiring three readings on the following ordinances and resolutions, seconded by Mr. Simpson:

Ord. 188-20, Ord. 189-20, Ord. 190-20, Res. 191-20, Ord. 192-20, Ord. 193-20, Ord. 194-20, Res. 195-20, Ord. 196-20, Ord. 197-20. The roll was called and the motion passed with the yea votes of J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, and P. Rose.

Ord. 188-20:

An Ordinance amending Ordinance No. 57-20, passed March 23, 2020, relative to the Lindenwood Lake Dam Improvements Project. Mr. Shields moved for the adoption of Ordinance/Resolution No. 188-20, seconded by Mr. Simpson. Mr. Patton stated there will be an increase in the cost to the project due to some unforeseen overruns that happened during the course of it. The residents have been notified of all the progress and this ordinance. The roll was called and Ordinance/Resolution No. 188-20 passed by the yea votes of D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, and J. Shields.

Ord. 189-20:

An Ordinance authorizing the Job Creation Grant Agreement for Do It Best, Corp. Mr. Shields moved for the adoption of Ordinance/Resolution No. 189-20, seconded by Mr. Simpson. Kimberly Marshall stated this is for the purpose of expanding and renovating located at 444 Independence Dr. All changes have been reviewed by the Law Director. The roll was called and Ordinance/Resolution No. 189-20 passed by the yea votes of J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, J. Shields, and D. Simpson.

Ord. 190-20:

An Ordinance amending Section 133.01 of the Codified Ordinances of the City of Medina, Ohio relative to the Chief of Police Association Memberships. Mr. Shields moved for the adoption of Ordinance/Resolution No. 190-20, seconded by Mr. Simpson. Chief Kinney stated this is an ordinance permitting membership to Leadership Medina County for the Police Department. The roll was called and Ordinance/Resolution No. 190-20 passed by the yeas votes of J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne.

Res. 191-20:

A Resolution to disapprove the Medina County Solid Waste Management District's amended Draft Solid Waste Management Plan. Mr. Shields moved for the adoption of Ordinance/Resolution No. 191-20, seconded by Mr. Simpson. Mr. Piccoli stated per the EPA the Solid Waste District is required to submit an updated plan every five years and to forecast revenue expenditures every 15 years. Based on that information, the increases would have to be approved by the County Board of Commissioners so if the plan stated that the actual revenues and expenses would drive the annual budget, any fee adjustments would have to go through the Board of County Commissioners. Current gate rate is \$50 and it is forecasted out to \$59 in 2028 and the plan talks about holding that rate through 2035. We've had discussions through finance and as well as the last council meeting. Mr. Coyne stated the problem we've always had is once that recycled material is taken to the end user, from that point forward there is no guarantee that that recyclable material is being recycled. The roll was called and Ordinance/Resolution No. 191-20 passed by the yeas votes of E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and J. Hazeltine.

Ord. 192-20:

An Ordinance authorizing the Finance Director to make certain fund advances. Mr. Shields moved for the adoption of Ordinance/Resolution No. 192-20, seconded by Mr. Simpson. Mr. Dirham stated that they are advancing money from the General Fund to the ODNR Fund-State grant fund to cover the cost of a grant and when we are reimbursed we will repay the advance. The roll was called and Ordinance/Resolution No. 192-20 passed by the yeas votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, and E. Heffinger.

Ord. 193-20

An Ordinance amending Ordinance No. 187-19, passed November 25, 2019. (Amendments to the 2020 Budget) Mr. Shields moved for the adoption of Ordinance/Resolution No. 193-20, seconded by Mr. Simpson. Mr. Dirham stated there are a number of budget adjustments tonight, some of them are dealing with the advances we talked about and then there are a lot with the Cares money and then end of the year we have adjustments to get us through the year. The roll was called and Ordinance/Resolution No. 193-20 passed by the yeas votes of P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, and B. Lamb.

Ord. 194-20

An Ordinance authorizing the Finance Director to repay the following advances. Mr. Shields moved for the adoption of Ordinance/Resolution No. 194-20, seconded by Mr. Simpson. Mr. Dirham stated this is to repay an advance they did previously. The roll was called and

Ordinance/Resolution No. 194-20 passed by the yea votes of J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, and P. Rose.

Res. 195-20

A Resolution authorizing the Mayor to sign the Pre-Award Condition Form accepting the grant from the Ohio Office of Criminal Justice Services for the Municipal Court to use toward supplies and equipment purchased during the COVID-19 Pandemic. (Emergency clause requested) Mr. Shields moved for the adoption of Ordinance/Resolution No. 195-20, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 195-20, seconded by Mr. Simpson. Cindy stated this is a grant that they were awarded, for \$46,045.85 to cover costs and upcoming costs due to Covid-19. Emergency clause is needed due to time restraints. The roll was called on adding the emergency clause and was approved by the yea votes of D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, and J. Shields. The roll was called and Ordinance/Resolution No. 195-20 passed by the yea votes of J. Coyne, J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, J. Shields, and D. Simpson.

Ord. 196-20

An Ordinance authorizing the use of CARES Act funds to cover certain payroll costs, unemployment compensation, and legal expenses related thereto. (Emergency clause requested) Mr. Shields moved for the adoption of Ordinance/Resolution No. 196-20, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 196-20, seconded by Mr. Simpson. Mr. Coyne stated there was a modification made to the ordinance you received in your packet by outside counsel Walter & Haverfield, changing the \$275,000.00 figure for the Police and Fire Personnel costs to \$290,999.00 and this is to ensure the unused balance of the business grant program that we earlier passed does not go to waste but gets diverted. The approved modifications were provided to council prior to meeting for review. Mr. Dirham stated as Mr. Coyne eluded to, we had outside counsel help us with the language on this it's been a very quick turnaround because the Feds passed this and we have to have the money encumbered by November 20th and spent by December 28th. The roll was called on adding the emergency clause and was approved by the yea votes of J. Hazeltine, E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson, and J. Coyne. The roll was called and Ordinance/Resolution No. 196-20 passed by the yea votes of E. Heffinger, B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, and J. Hazeltine.

Ord. 197-20

An Ordinance authorizing the establishment of a Small Business Relief Grant Program with the appropriation of CARES Act funds to aid Medina businesses negatively impacted by the public health emergency caused by COVID-19. (Emergency clause requested) Mr. Shields moved for the adoption of Ordinance/Resolution No. 197-20, seconded by Mr. Simpson. Mr. Shields moved that the emergency clause be added to Ordinance/Resolution No. 197-20, seconded by Mr. Simpson. Mr. Coyne explained there were modifications from outside legal counsel to this ordinance after the packet was handed out. Council was provided with the approved modifications prior to this meeting and voting. The roll was called on adding the emergency clause and was approved by the yea votes of B. Lamb, P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, and E. Heffinger. The roll was called and Ordinance/Resolution No. 197-20 passed by the yea votes

Medina City Council
November 9, 2020

of P. Rose, J. Shields, D. Simpson, J. Coyne, J. Hazeltine, E. Heffinger, and B. Lamb.

Council Comments:

Mr. Simpson thanked everyone for such a large turnout on Election Day and sent congratulations to our new President Elect Joe Biden. Congratulations to all the office holders in the state of Ohio and around the country. This was the largest voting tally in USA history! Just remember to be kind to one another!

Mrs. Hazeltine commended the Brownie Girl Scout Troop and stated she enjoyed talking to them as part of earning their democracy badge. Jessica stated she couldn't think of a more appropriate time for them to be recognized than as we usher in our very first female Vice President of the United States. Jess said she commends anyone who ran any campaign this year as all of council knows it takes a lot to put yourself out there and she appreciates each and every one. We need to focus on non-partisan politics at this time and start to move forward.

Mr. Rose spoke of Wednesday being Veteran's Day and would like to honor all the Veterans in the Medina community and in the nation. Keep in mind the veterans sacrifices in defending this country whether on domestic or foreign soils allow us to do what we are doing right here and now.

Mr. Shields congratulated Denny Simpson because he has been the champion of reminding people to vote, jokingly stating all his years reminding everyone has paid off, people listened to him and came out to vote. Jim stated one of the true highlights of this election was how many people exercised their right to vote.

There being no further business before Council, the meeting adjourned at 8:06 p.m.

Kathy Patton, CMC - Clerk of Council

John M. Coyne, President of Council

ORDINANCE NO. 198-20

**AN ORDINANCE AMENDING ORDINANCE NO. 176-20,
PASSED OCTOBER 13, 2020 RELATIVE TO AMENDMENTS
TO THE 2020 BUDGET.**

WHEREAS: Ordinance No. 176-20, passed October 13, 2020, authorized certain amendments to the 2020 budget; and

WHEREAS: That Ordinance No. 176-20, passed October 13, 2020 **currently** reads as follows:

SEC. 1: That Ordinance No. 187-19, passed November 25, 2019, shall be amended by the following additions:

<u>Account No./Line Item</u>	<u>Additions</u>
104-0301-53322 (Accept Check Mountain Bike Assoc.)	1,060.80 *
109-0755-50111 (FY21 JRIG)	36,473.00 *
109-0755-50112 (FY21 Probation Grant)	1,000.00 *
109-0755-50114 (FY21 Probation Grant)	1,500.00 *
109-0755-50116 (FY21 Probation Grant)	1,000.00 *
109-0755-51121 (FY21 Probation Grant)	3,000.00 *
109-0755-51122 (FY21 Probation Grant)	30,000.00 *
109-0755-51126 (FY21 Probation Grant)	500.00 *
109-0705-50111 (FY21 Probation Grant)	96,809.00 *
109-0705-50112 (FY21 Probation Grant)	500.00 *
109-0705-50114 (FY21 Probation Grant)	1,000.00 *
109-0705-50115 (FY21 Probation Grant)	5,000.00 *
109-0705-50117 (FY21 Probation Grant)	500.00 *
109-0705-51121 (FY21 Probation Grant)	1,000.00 *
109-0705-51122 (FY21 Probation Grant)	8,000.00 *
109-0705-51123 (FY21 Probation Grant)	500.00 *
109-0705-51126 (FY21 Probation Grant)	1,500.00 *
109-0705-52211 (FY21 Probation Grant)	866.00 *
001-0711-52215 (RITA Overhead Expenses)	110,000.00 *
386-0661-56615 (Repay Advance-Guilford Bridge)	605,340.00 *
386-0675-56615 (Repay Advance-Champ Creek)	298,320.00 *
147-0670-56615 (Repay Advance-FY16 Grant)	88,825.00 *
902-0355-56615 (Repay Advance-Bicentennial Fund)	30,000.00 *

SEC. 2: That Ordinance No. 176-20, passed October 13, 2020, shall be amended by the following reductions:

<u>Account No./Line Item</u>	<u>Reductions</u>
001-0101-52215 (9/16/20 Police Budget Reduction)	16,035.00
001-0101-53315 (9/16/20 Police Budget Reduction)	5,000.00
001-0140-53322 (9/16/20 Street Lighting Budget Reduction)	21,500.00
001-0210-53322 (9/16/20 Cemetery Budget Reduction)	5,000.00
001-0210-54417 (9/16/20 Cemetery Budget Reduction)	7,000.00
001-0210-54413 (9/16/20 Cemetery Budget Reduction)	10,000.00
001-0210-54412 (9/16/20 Cemetery Budget Reduction)	6,328.00
001-0420-52215 (9/16/20 Forestry Budget Reduction)	10,000.00
001-0420-54411 (9/16/20 Forestry Budget Reduction)	10,292.00
001-0704-52225 (9/16/20 Law Budget Reduction)	23,764.00
001-0410-52215 (9/9/20 P&Z Budget Reduction)	2,653.00
001-0430-52215 (9/9/20 Building Budget Reduction)	8,664.00
001-0702-53313 (9/9/20 Mayor Budget Reduction)	2,000.00
001-0702-50116 (9/9/20 Mayor Budget Reduction)	1,000.00
001-0702-50115 (9/9/20 Mayor Budget Reduction)	1,000.00
001-0702-52211 (9/9/20 Mayor Budget Reduction)	1,000.00
001-0701-52214 (9/9/20 Council Budget Reduction)	4,000.00
001-0701-52215 (9/9/20 Council Budget Reduction)	2,000.00
001-0701-53311 (9/9/20 Council Budget Reduction)	1,000.00
001-0701-50116 (9/9/20 Council Budget Reduction)	1,000.00
001-0701-51123 (9/9/20 Council Budget Reduction)	3,500.00
001-0701-50111 (9/9/20 Council Budget Reduction)	4,272.00
102-0545-54417 (7/8/20 Leaf Collection Budget Reduction)	10,567.00
102-0610-50111 (7/8/20 Street Maint. Budget Reduction)	10,313.00
102-0620-50111 (7/8/20 Storm Sewer Budget Reduction)	36,440.00
107-0110-50111 (6/17/20 Fire Budget Reduction)	123,524.00
144-0730-53315 (7/15/20 Cable TV Budget Reduction)	17,679.00
160-0705-53321 (7/15/20 Comp. Legal Research Reduction)	3,463.00
167-0705-53315 (7/15/20 Court Clerk Computer Reduction)	3,737.00

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

SEC. 1: That Ordinance No. 176-20, passed October 13, 2020, shall be amended to read as follows:

SEC. 1: That Ordinance No. 176-20, passed October 13, 2020, shall be amended by the following additions:

<u>Account No./Line Item</u>	<u>Additions</u>
104-0301-53322 (Accept Check Mountain Bike Assoc.)	1,060.80 *
109-0755-50111 (FY21 JRIG)	36,473.00 *
109-0755-50112 (FY21 Probation Grant)	1,000.00 *
109-0755-50114 (FY21 Probation Grant)	1,500.00 *

Ord. 198-20

109-0755-50116 (FY21 Probation Grant)	1,000.00 *
109-0755-51121 (FY21 Probation Grant)	3,000.00 *
109-0755-51122 (FY21 Probation Grant)	30,000.00 *
109-0755-51126 (FY21 Probation Grant)	500.00 *
109-0705-50111 (FY21 Probation Grant)	96,809.00 *
109-0705-50112 (FY21 Probation Grant)	500.00 *
109-0705-50114 (FY21 Probation Grant)	1,000.00 *
109-0705-50115 (FY21 Probation Grant)	5,000.00 *
109-0705-50117 (FY21 Probation Grant)	500.00 *
109-0705-51121 (FY21 Probation Grant)	1,000.00 *
109-0705-51122 (FY21 Probation Grant)	8,000.00 *
109-0705-51123 (FY21 Probation Grant)	500.00 *
109-0705-51126 (FY21 Probation Grant)	1,500.00 *
109-0705-52211 (FY21 Probation Grant)	866.00 *
001-0711-52215 (RITA Overhead Expenses)	110,000.00 *
386-0661-56615 (Repay Advance-Guilford Bridge)	605,340.00 *
386-0675-56615 (Repay Advance-Champ Creek)	298,320.00 *
147-0670-56615 (Repay Advance-FY16 Grant)	88,825.00 *
902-0355-56615 (Repay Advance-Bicentennial Fund)	30,000.00 *

SEC. 2: That Ordinance No. 176-20, passed October 13, 2020, shall be amended by the following reductions:

<u>Account No./Line Item</u>	<u>Reductions</u>
001-0101-52215 (9/16/20 Police Budget Reduction)	16,035.00
001-0101-53315 (9/16/20 Police Budget Reduction)	5,000.00
001-0140-53322 (9/16/20 Street Lighting Budget Reduction)	21,500.00
001-0210-53322 (9/16/20 Cemetery Budget Reduction)	5,000.00
001-0210-54417 (9/16/20 Cemetery Budget Reduction)	7,000.00
001-0210-54413 (9/16/20 Cemetery Budget Reduction)	10,000.00
001-0210-54412 (9/16/20 Cemetery Budget Reduction)	6,328.00
001-0420-52215 (9/16/20 Forestry Budget Reduction)	10,000.00
001-0420-54411 (9/16/20 Forestry Budget Reduction)	10,292.00
001-0704-52225 (9/16/20 Law Budget Reduction)	23,764.00
001-0410-52215 (9/9/20 P&Z Budget Reduction)	2,653.00
001-0430-52215 (9/9/20 Building Budget Reduction)	8,664.00
001-0702-53313 (9/9/20 Mayor Budget Reduction)	2,000.00
001-0702-50116 (9/9/20 Mayor Budget Reduction)	1,000.00
001-0702-50115 (9/9/20 Mayor Budget Reduction)	1,000.00
001-0702-52211 (9/9/20 Mayor Budget Reduction)	1,000.00
001-0701-52214 (9/9/20 Council Budget Reduction)	4,000.00
001-0701-52215 (9/9/20 Council Budget Reduction)	2,000.00
001-0701-53311 (9/9/20 Council Budget Reduction)	1,000.00
001-0701-50116 (9/9/20 Council Budget Reduction)	1,000.00
001-0701-51123 (9/9/20 Council Budget Reduction)	3,500.00
001-0701-50111 (9/9/20 Council Budget Reduction)	4,272.00
102-0545-54417 (7/8/20 Leaf Collection Budget Reduction)	10,567.00
102-0610-50111 (7/8/20 Street Maint. Budget Reduction)	10,313.00
102-0620-50111 (7/8/20 Storm Sewer Budget Reduction)	36,440.00

107-0110-50111 (6/17/20 Fire Budget Reduction)	123,524.00
144-0730-53315 (7/15/20 Cable TV Budget Reduction)	17,769.00
160-0705-53321 (7/15/20 Comp. Legal Research Reduction)	3,463.00
167-0705-53315 (7/15/20 Court Clerk Computer Reduction)	3,737.00

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

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

ORDINANCE NO. 199-20

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH MEDICAL MUTUAL OF OHIO FOR HEALTH CARE INSURANCE FOR THE EMPLOYEES OF THE CITY OF MEDINA.

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

- SEC. 1:** That the Mayor is hereby authorized and directed to enter into a contract and sign the necessary forms with Medical Mutual of Ohio to provide health care insurance for the employees of the City of Medina, Ohio for the year 2021.
- SEC. 2:** That a copy of the renewal Contract is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

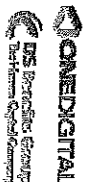
SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

City of Medina 2021 Renewal



ORD. 199-20
Exh. A

Benefits Schedule: In Network	MMO - With Chamber Discount Current Plan		MMO - With Chamber Discount Proposed Renewal		MMO - 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	

EMPLOYEE CONTRIBUTIONS - 20%	Current Plan		Proposed Renewal		Revised Renewal	
	Monthly Rate	Annual Contributions	Monthly Rate	Annual Contributions	Monthly Rate	Annual Contributions
Employee	\$161.59	\$27,146	\$185.44	\$31,155	\$176.13	\$29,590
Family	\$403.97	\$72,715	\$463.61	\$83,451	\$440.33	\$79,259
Total CONTRIBUTIONS		\$99,861		\$114,505		\$108,849
TOTAL NET COST		\$2,014,724		\$2,312,189		\$2,196,050
Per Capita Cost		\$17,220		\$19,762		\$18,770
Premium Difference				\$297,464		\$181,325
Percentage Difference				14.76%		9.00%

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 underwriting.

*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

Current Renewal



EFF. DATE	JANUARY 1, 2021		Current		Renewal		GUARDIAN		METLIFE		PRINCIPAL	
	MMO	MMO	MMO	MMO	MAC	Percentile	Percentile	Percentile	Percentile	Percentile	Percentile	
Percentage or MAC Plan	90% Fair Health	90% Fair Health	90% Fair Health	90% Fair Health	MAC	Percentile	Percentile	Percentile	Percentile	Percentile	Percentile	
Dental Network	PPO Dental (SuperDental)	PPO Dental (SuperDental)	PPO Dental (SuperDental)	PPO Dental (SuperDental)	Dental/Guard Pref. MAC	Dental/Guard Pref. 90%	Dental/Guard Pref. 90%	Dental/Guard Pref. 90%	Dental/Guard Pref. 90%	Dental/Guard Pref. 90%	Dental/Guard Pref. 90%	
PPO O.O.N. UCR Percentile	PPO 90% Out of Net	PPO 90% Out of Net	PPO 90% Out of Net	PPO 90% Out of Net	PPO 40% Out of Net	PPO 40% Out of Net	PPO 40% Out of Net	PPO 40% Out of Net	PPO 40% Out of Net	PPO 40% Out of Net	PPO 40% Out of Net	
Single Deductible	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	
Family Deductible	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	
Are net & non-net deductibles combined?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Does Ded. Apply to Preventive?	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	
In Net/Out Net Coinsurance:												
Preventive	20%	20%	20%	20%	0%	0%	0%	0%	20%	20%	20%	
Basic Services	20%	20%	20%	20%	0%	20%	20%	20%	20%	20%	20%	
Major Services	20%	20%	20%	20%	40%	50%	50%	20%	20%	20%	20%	
Annual Max. Paid by Insurance	\$1,350	\$1,350	\$1,350	\$1,350	\$1,500	\$1,500	\$1,500	\$1,350	\$1,350	\$1,400		
Endodontics Tier	Basic Services	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	Basic Services		
Implant Coverage	Major Services	Major Services	Major Services	Major Services	Major Services	Major Services	Major Services	Major Services	Major Services	Major Services		
Roller Benefit	None	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	To age 19		
Orthodontia Deductible	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Orthodontia Coinsurance	40%	40%	40%	40%	50%	50%	50%	40%	40%	40%		
Orthodontia Lifetime Max.	\$1,000	\$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	None		
Special Provisions/Benefits					Pandemic Support Program	Pandemic Support Program	Pandemic Support Program	Pandemic Support Program	Pandemic Support Program	Pandemic Support Program		
PREMIUMS												
Rate Guarantee	12 months	12 months	12 months	12 months	12 months	12 months	12 months	24 months (3rd Yr Cap 8%)	12 months	12 months	12 months	
Employee Only	# Emp. 30 Premium \$31.84	# Emp. 30 Premium \$33.35	# Emp. 30 Premium \$31.84	# Emp. 30 Premium \$33.35	Employees 30	Premium \$28.66	Premium \$28.66	# Emp. 30 Premium \$28.45	# Emp. 30 Premium \$28.73	# Emp. 30 Premium \$28.73	# Emp. 30 Premium \$28.73	
Family	# Emp. 88 Premium \$90.74	# Emp. 88 Premium \$95.04	# Emp. 88 Premium \$90.74	# Emp. 88 Premium \$95.04	Employees 88	Premium \$81.67	Premium \$81.67	# Emp. 88 Premium \$81.07	# Emp. 88 Premium \$83.83	# Emp. 88 Premium \$83.83	# Emp. 88 Premium \$83.83	
TOTAL MO. PREMIUMS	\$ 8,940.32	\$ 9,364.02	\$ 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 ANN. PREMIUMS	\$ 107,283.84	\$ 112,368.24	\$ 107,283.84	\$ 112,368.24	\$ 96,561.12	\$ 96,561.12	\$ 96,561.12	\$ 95,851.92	\$ 98,556.08	\$ 98,556.08	\$ 98,556.08	
\$ DIFF. FROM CURRENT		\$ 4,74%		\$ 4,74%	\$ -9.99%	\$ -9.99%	\$ -9.99%	\$ -10.66%	\$ -8.04%	\$ -8.04%	\$ -8.04%	
% DIFF. FROM CURRENT		4.74%		4.74%	-9.99%	-9.99%	-9.99%	-10.66%	-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	625.75	15,644	669.53	16,738	773.28	19,332	773.28	19,332
	Family	1,720.81	166,919	1,841.20	178,596	2,126.51	206,271	2,126.51	206,271
	Total Section 005		182,562		185,335		225,603		225,603
Total Annual Cost		2,190,748		2,344,016		2,707,242		2,707,242	
\$ Change		179,111		153,268		363,226		-	
% Change		8.90%		7.00%		15.50%		0.00%	

Dental Plan

Dental 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	31.46	787	31.46	787	31.46	787	31.46	787
	Family	91.77	8,902	91.77	8,902	91.77	8,902	91.77	8,902
	Total Section 005		9,688		9,688		9,688		9,688
Total Annual Cost		116,258		116,258		116,258		116,258	
\$ Change		8,209		-		-		-	
% Change		7.60%		0.00%		0.00%		0.00%	

Total GROSS COST ALL Plans

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

The City of Medina

RATE HISTORY

Cost Analysis

Medical Mutual of Ohio

Medical Plan	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	
Section 005	Single	\$ 776.88	\$ 19,422	\$ 741.22	\$ 18,531	\$ 807.93	\$ 20,198	\$ 880.64	\$ 22,016	\$79,882 4.07%
	Family	\$ 1,942.20	\$ 188,393	\$ 1,853.07	\$ 179,748	\$ 2,019.85	\$ 195,925	\$ 2,201.64	\$ 213,559	
	Total Section 005		\$ 207,815		\$ 198,278		\$ 216,124		\$ 235,575	
			\$ 2,493,785		\$ 2,379,339		\$ 2,593,484		\$ 2,826,901	
			\$ (213,457)		\$ (114,445)		\$ 214,145		\$ 233,417	
			-7.86%		-4.59%		9.00%		9.00%	

Dental Plan	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	
Section 005	Single	\$ 29.24	\$ 731	\$ 31.84	\$ 796	\$ 31.84	\$ 796	\$ 33.35	\$ 834	\$2,227 2.48%
	Family	\$ 85.29	\$ 8,273	\$ 90.74	\$ 8,802	\$ 90.74	\$ 8,802	\$ 95.04	\$ 9,219	
	Total Section 005		\$ 9,004		\$ 9,598		\$ 9,598		\$ 10,053	
			\$ 108,050		\$ 115,173		\$ 115,173		\$ 120,632	
			\$ (8,209)		\$ 7,124		\$ -		\$ 5,458	
			-7.06%		6.59%		0.00%		4.74%	

Total GROSS COST ALL Plans		2018 Rates		2019 Rates		2020 Rates		2021 Rates PROPOSED		AVERAGE Since 2005
Total Monthly Cost	Total Annual Cost	Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost	
\$ 216,820	\$ 2,601,834	\$ 207.815	\$ 2,493,785	\$ 198,278	\$ 2,379,339	\$ 216,124	\$ 2,593,484	\$ 235,575	\$ 2,826,901	\$82,109 3.98%
\$ (221,666)	\$ -7.85%	\$ (107,322)	\$ -4.12%	\$ 214,145	\$ 8.56%	\$ 238,875	\$ 8.82%			

The City of Medina

RATE HISTORY

Cost Analysis

		Medical Mutual of Ohio				AVERAGE Since 2005			
		2018 Rates		2019 Rates		2020 Rates		2021 Rates PROPOSED	
	Lives	Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost	Rates	Monthly Cost
Medical Plan									
Section 005									
Single	25	\$ 776.88	\$ 19,422	\$ 741.22	\$ 18,531	\$ 807.93	\$ 20,198	\$ 880.64	\$ 22,016
Family	97	\$ 1,942.20	\$ 188,393	\$ 1,853.07	\$ 179,748	\$ 2,019.85	\$ 195,925	\$ 2,201.64	\$ 213,559
Total Section 005	122		\$ 2,077,815		\$ 198,278		\$ 216,124		\$ 235,576
Total Annual Cost			\$ 2,483,785		\$ 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									
Single	25	\$ 29.24	\$ 731	\$ 31.84	\$ 796	\$ 31.84	\$ 796	\$ 33.35	\$ 834
Family	97	\$ 85.29	\$ 8,273	\$ 90.74	\$ 8,802	\$ 90.74	\$ 8,802	\$ 95.04	\$ 9,219
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			\$ 216,820		\$ 207,876		\$ 225,721		\$ 245,628
Total Annual Cost			\$ 2,601,834		\$ 2,494,513		\$ 2,708,658		\$ 2,947,533
\$ Change			(221,666)		(107,322)		214,145		238,875
% Change			-7.85%		-4.12%		8.56%		8.82%

ORDINANCE NO. 200-20

AN ORDINANCE AMENDING SECTION 31.02(E) OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE SALARY SCHEDULE FOR PART-TIME EMPLOYEES OF THE MEDINA COMMUNITY RECREATION CENTER AFFECTED BY THE OHIO MINIMUM WAGE INCREASE.

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

SEC. 1: That Section 31.02(E) of the Salaries and Benefits Code of the City of Medina shall amended as follows effective January 1, 2021 for all part-time employees of the Medina Community Recreation Center affected by the Ohio Minimum Wage increase.

SEC. 2: That a copy of the pay scale is marked Exhibit A, attached hereto and incorporated herein.

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

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

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

2021
31.02 (E)
Ord. 200-20
RKH. A

Recreation Center 2021
Part Time Pay Scale

CP: Increase of 1% or 10 cents over 2020 minimum wage.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
RC1 Cafe Attendants Field House Attendants	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC2 Office Aides Program Aides Recreation Aides Tour Guides	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC3 Counselors	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC4 Counselors	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC5 Youth Specialists	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC6 Youth Specialists	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC7 Activity Leaders	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC8 Activity Leaders	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC9 Activity Leaders	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC10 Cafe Supervisor	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC11 Front Desk Attendants	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC12 Front Desk Attendants	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20
RC13 WSI Aide	\$8.00	\$8.10	\$8.20	\$8.30	\$8.40	\$8.50	\$8.60	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40
RC14 Team Leaders	\$8.46	\$8.56	\$8.66	\$8.76	\$8.86	\$8.96	\$9.06	\$9.16	\$9.26	\$9.36	\$9.46	\$9.56	\$9.66	\$9.76	\$9.86
RC15 MCRFC Facility Attendant	\$9.72	\$9.82	\$9.92	\$10.02	\$10.12	\$10.22	\$10.32	\$10.42	\$10.52	\$10.62	\$10.72	\$10.82	\$10.92	\$11.02	\$11.12
RC16 WSI	\$9.98	\$10.08	\$10.18	\$10.28	\$10.38	\$10.48	\$10.58	\$10.68	\$10.78	\$10.88	\$10.98	\$11.08	\$11.18	\$11.28	\$11.38
RC17 Receptionist	\$10.24	\$10.34	\$10.44	\$10.54	\$10.64	\$10.74	\$10.84	\$10.94	\$11.04	\$11.14	\$11.24	\$11.34	\$11.44	\$11.54	\$11.64
RC18 Receptionist	\$10.35	\$10.45	\$10.55	\$10.65	\$10.75	\$10.85	\$10.95	\$11.05	\$11.15	\$11.25	\$11.35	\$11.45	\$11.55	\$11.65	\$11.75
RC19 Building Monitor	\$10.51	\$10.61	\$10.71	\$10.81	\$10.91	\$11.01	\$11.11	\$11.21	\$11.31	\$11.41	\$11.51	\$11.61	\$11.71	\$11.81	\$11.91
RC20 After/Before School Supervisor	\$10.77	\$10.87	\$10.97	\$11.07	\$11.17	\$11.27	\$11.37	\$11.47	\$11.57	\$11.67	\$11.77	\$11.87	\$11.97	\$12.07	\$12.17
RC21 Head Lifeguard	\$11.03	\$11.13	\$11.23	\$11.33	\$11.43	\$11.53	\$11.63	\$11.73	\$11.83	\$11.93	\$12.03	\$12.13	\$12.23	\$12.33	\$12.43
RC22 Facility Monitor	\$11.56	\$11.66	\$11.76	\$11.86	\$11.96	\$12.06	\$12.16	\$12.26	\$12.36	\$12.46	\$12.56	\$12.66	\$12.76	\$12.86	\$12.96
RC23 Deck Supervisor	\$12.61	\$12.71	\$12.81	\$12.91	\$13.01	\$13.11	\$13.21	\$13.31	\$13.41	\$13.51	\$13.61	\$13.71	\$13.81	\$13.91	\$14.01
RC24 Marketing Coordinator/Travel Aide	\$13.13	\$13.23	\$13.33	\$13.43	\$13.53	\$13.63	\$13.73	\$13.83	\$13.93	\$14.03	\$14.13	\$14.23	\$14.33	\$14.43	\$14.53
RC25 Pool Manager A	\$13.66	\$13.76	\$13.86	\$13.96	\$14.06	\$14.16	\$14.26	\$14.36	\$14.46	\$14.56	\$14.66	\$14.76	\$14.86	\$14.96	\$15.06
RC26 Senior Activities Coordinator	\$14.18	\$14.28	\$14.38	\$14.48	\$14.58	\$14.68	\$14.78	\$14.88	\$14.98	\$15.08	\$15.18	\$15.28	\$15.38	\$15.48	\$15.58
RC27 Senior Activities Coordinator	\$14.71	\$14.81	\$14.91	\$15.01	\$15.11	\$15.21	\$15.31	\$15.41	\$15.51	\$15.61	\$15.71	\$15.81	\$15.91	\$16.01	\$16.11
RC28 Pool Manager B	\$15.23	\$15.33	\$15.43	\$15.53	\$15.63	\$15.73	\$15.83	\$15.93	\$16.03	\$16.13	\$16.23	\$16.33	\$16.43	\$16.53	\$16.63
RC29 Pool Manager A	\$15.76	\$15.86	\$15.96	\$16.06	\$16.16	\$16.26	\$16.36	\$16.46	\$16.56	\$16.66	\$16.76	\$16.86	\$16.96	\$17.06	\$17.16
RC30 Pool Manager B	\$16.28	\$16.38	\$16.48	\$16.58	\$16.68	\$16.78	\$16.88	\$16.98	\$17.08	\$17.18	\$17.28	\$17.38	\$17.48	\$17.58	\$17.68
RC31 WSI / LITS Private Lessons	\$16.81	\$16.91	\$17.01	\$17.11	\$17.21	\$17.31	\$17.41	\$17.51	\$17.61	\$17.71	\$17.81	\$17.91	\$18.01	\$18.11	\$18.21
RC32 WSI / LITS Private Lessons	\$17.36	\$17.46	\$17.56	\$17.66	\$17.76	\$17.86	\$17.96	\$18.06	\$18.16	\$18.26	\$18.36	\$18.46	\$18.56	\$18.66	\$18.76
RC33 WSI / LITS Private Lessons	\$17.86	\$17.96	\$18.06	\$18.16	\$18.26	\$18.36	\$18.46	\$18.56	\$18.66	\$18.76	\$18.86	\$18.96	\$19.06	\$19.16	\$19.26
RC34 WSI / LITS Private Lessons	\$18.36	\$18.46	\$18.56	\$18.66	\$18.76	\$18.86	\$18.96	\$19.06	\$19.16	\$19.26	\$19.36	\$19.46	\$19.56	\$19.66	\$19.76
RC35 Group Exercise Instructor B	\$22.00	\$22.10	\$22.20	\$22.30	\$22.40	\$22.50	\$22.60	\$22.70	\$22.80	\$22.90	\$23.00	\$23.10	\$23.20	\$23.30	\$23.40

31.02 (E)
 OLD-2020

Recreation Center 2020
 Part Time Pay Scale

CPI Increase of 1.4% or 15 cents over 2019 minimum wage.

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
RC1	Café Attendants Field House Attendants Fitness Room Attendants	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC2	Office Aides Program Aides Recreation Aides Tour Guides	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC3	Counselors	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC4	Youth Specialists	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC5	Activity Leaders	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC6	Café Supervisor	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC7	Front Desk Attendants	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC8	Head Counselors	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC9	Head Teacher	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC10	WSI Aide	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40
RC11	Team Leaders	\$9.46	\$9.56	\$9.66	\$9.76	\$9.86	\$9.96	\$10.06	\$10.16	\$10.26	\$10.36	\$10.46	\$10.56	\$10.66	\$10.76	\$10.86
RC12	Lifeguards	\$9.72	\$9.82	\$9.92	\$10.02	\$10.12	\$10.22	\$10.32	\$10.42	\$10.52	\$10.62	\$10.72	\$10.82	\$10.92	\$11.02	\$11.12
RC13	WCRC Facility Attendant	\$9.72	\$9.82	\$9.92	\$10.02	\$10.12	\$10.22	\$10.32	\$10.42	\$10.52	\$10.62	\$10.72	\$10.82	\$10.92	\$11.02	\$11.12
RC14	Office Assistant	\$9.82	\$9.92	\$10.02	\$10.12	\$10.22	\$10.32	\$10.42	\$10.52	\$10.62	\$10.72	\$10.82	\$10.92	\$11.02	\$11.12	\$11.22
RC15	WSI	\$9.98	\$10.08	\$10.18	\$10.28	\$10.38	\$10.48	\$10.58	\$10.68	\$10.78	\$10.88	\$10.98	\$11.08	\$11.18	\$11.28	\$11.38
RC16	League Supervisor Rascal Room Supervisor Receptionist Recreation Leaders	\$10.24	\$10.34	\$10.44	\$10.54	\$10.64	\$10.74	\$10.84	\$10.94	\$11.04	\$11.14	\$11.24	\$11.34	\$11.44	\$11.54	\$11.64
RC17	RC18	\$10.35	\$10.45	\$10.55	\$10.65	\$10.75	\$10.85	\$10.95	\$11.05	\$11.15	\$11.25	\$11.35	\$11.45	\$11.55	\$11.65	\$11.75
RC18	RC19	\$10.51	\$10.61	\$10.71	\$10.81	\$10.91	\$11.01	\$11.11	\$11.21	\$11.31	\$11.41	\$11.51	\$11.61	\$11.71	\$11.81	\$11.91
RC19	RC20	\$10.77	\$10.87	\$10.97	\$11.07	\$11.17	\$11.27	\$11.37	\$11.47	\$11.57	\$11.67	\$11.77	\$11.87	\$11.97	\$12.07	\$12.17
RC20	After/Before School Supervisor Front Desk Supervisor Head Lifeguard Rental Coordinator Day Camp Supervisor	\$11.03	\$11.13	\$11.23	\$11.33	\$11.43	\$11.53	\$11.63	\$11.73	\$11.83	\$11.93	\$12.03	\$12.13	\$12.23	\$12.33	\$12.43
RC21	Deck Supervisor	\$11.56	\$11.66	\$11.76	\$11.86	\$11.96	\$12.06	\$12.16	\$12.26	\$12.36	\$12.46	\$12.56	\$12.66	\$12.76	\$12.86	\$12.96
RC22	Marketing Coordinator / Travel Aide	\$12.61	\$12.71	\$12.81	\$12.91	\$13.01	\$13.11	\$13.21	\$13.31	\$13.41	\$13.51	\$13.61	\$13.71	\$13.81	\$13.91	\$14.01
RC23	RC24	\$13.13	\$13.23	\$13.33	\$13.43	\$13.53	\$13.63	\$13.73	\$13.83	\$13.93	\$14.03	\$14.13	\$14.23	\$14.33	\$14.43	\$14.53
RC24	RC25	\$13.66	\$13.76	\$13.86	\$13.96	\$14.06	\$14.16	\$14.26	\$14.36	\$14.46	\$14.56	\$14.66	\$14.76	\$14.86	\$14.96	\$15.06
RC25	RC26	\$14.18	\$14.28	\$14.38	\$14.48	\$14.58	\$14.68	\$14.78	\$14.88	\$14.98	\$15.08	\$15.18	\$15.28	\$15.38	\$15.48	\$15.58
RC26	RC27	\$14.71	\$14.81	\$14.91	\$15.01	\$15.11	\$15.21	\$15.31	\$15.41	\$15.51	\$15.61	\$15.71	\$15.81	\$15.91	\$16.01	\$16.11
RC27	Senior Activities Coordinator	\$15.23	\$15.33	\$15.43	\$15.53	\$15.63	\$15.73	\$15.83	\$15.93	\$16.03	\$16.13	\$16.23	\$16.33	\$16.43	\$16.53	\$16.63
RC28	Pool Manager A	\$15.76	\$15.86	\$15.96	\$16.06	\$16.16	\$16.26	\$16.36	\$16.46	\$16.56	\$16.66	\$16.76	\$16.86	\$16.96	\$17.06	\$17.16
RC29	Pool Manager B	\$16.28	\$16.38	\$16.48	\$16.58	\$16.68	\$16.78	\$16.88	\$16.98	\$17.08	\$17.18	\$17.28	\$17.38	\$17.48	\$17.58	\$17.68
RC30	RC31	\$16.81	\$16.91	\$17.01	\$17.11	\$17.21	\$17.31	\$17.41	\$17.51	\$17.61	\$17.71	\$17.81	\$17.91	\$18.01	\$18.11	\$18.21
RC31	RC32	\$17.86	\$17.96	\$18.06	\$18.16	\$18.26	\$18.36	\$18.46	\$18.56	\$18.66	\$18.76	\$18.86	\$18.96	\$19.06	\$19.16	\$19.26
RC32	RC33	\$18.00	\$18.10	\$18.20	\$18.30	\$18.40	\$18.50	\$18.60	\$18.70	\$18.80	\$18.90	\$19.00	\$19.10	\$19.20	\$19.30	\$19.40
RC33	WSI / LTS Private Lessons Group Exercise Instructor A	\$22.00	\$22.10	\$22.20	\$22.30	\$22.40	\$22.50	\$22.60	\$22.70	\$22.80	\$22.90	\$23.00	\$23.10	\$23.20	\$23.30	\$23.40
RC34	WSI / LTS Semi-Private Lessons Group Exercise Instructor B	\$22.00	\$22.10	\$22.20	\$22.30	\$22.40	\$22.50	\$22.60	\$22.70	\$22.80	\$22.90	\$23.00	\$23.10	\$23.20	\$23.30	\$23.40

ORDINANCE NO. 201-20

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE CONSENT LEGISLATION WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) TO COMPLETE A SIGN REPLACEMENT PROJECT AT VARIOUS LOCATIONS IN THE CITY OF MEDINA.

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

- SEC. 1:** That the Mayor be and is hereby authorized and directed to execute Consent Legislation with 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.
- SEC. 2:** That a copy of said Consent Legislation is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

CONSENT LEGISLATION

Ordinance/Resolution No. Ord. 201-20
PID No. 98528
Project Name D03 SYSSIGN FY2021

The following Ord. 201-20 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 Mayor 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 Ord. 201-20 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, Kathy Patton, as Clerk of the City of Medina of Medina County, Ohio,

Do hereby certify that the foregoing is a true and correct copy of Ord. 201-20 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 Ord. 201-20 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

RESOLUTION NO. 202-20

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, 2021.

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. 4: 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. 5: That this Resolution shall be in full force and effect at the earliest period allowed by law.

PASSED: _____ **SIGNED:** _____
President of Council

ATTEST: _____ **APPROVED:** _____
Clerk of Council

SIGNED: _____
Mayor

I hereby certify that the foregoing Resolution No. _____ as duly published by title only in the *Medina County Gazette* on the ____ day of _____ 2020 and the _____ day of _____ 2020.

Kathy Patton
Clerk of Council

ORDINANCE NO. 203-20**AN ORDINANCE AMENDING SECTION 31.13, SUBSECTIONS 1 AND 2 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO VACATIONS, AND DECLARING AN EMERGENCY.**

WHEREAS: Section 31.13, Subsections 1 and 2 of the Salaries and Benefits Code of the City of Medina, Ohio presently read as follows relating to Vacation:

SECTION 31.13 VACATION

Section 1. Effective **January 1, 2017**, each full-time employee shall earn and be entitled to paid vacation in accordance with the following schedule:

- A. An employee with less than five (5) years of service shall earn vacation with pay at the rate of 3.077 hours per pay period with a maximum earning of two (2) basic work weeks, and may carry over a maximum of 160 hours of earned vacation. Employees shall not be able to take vacation until completion of one (1) year of service.
- B. An employee with five (5) years, but less than eleven (11) years of service shall earn vacation with pay at the rate of 4.615 hours per pay period with a maximum earning of three (3) basic work weeks, and may carry over a maximum of 240 hours of earned vacation.
- C. An employee with eleven (11) years, but less than twenty (20) years of service, shall earn vacation with pay at the rate of 6.154 hours per pay period (with a maximum earning of four (4) basic work weeks, and may carry over a maximum of 320 hours of earned vacation.
- D. An employee with twenty (20) or more years of service shall earn vacation with pay at the rate of 7.692 hours per pay period with a maximum earning of five (5) basic work weeks, and may carry over a maximum of 400 hours of earned vacation.
- E. Employees will not be permitted to carry over vacation into the succeeding calendar year beyond the carryover limits set forth above in this section, in paragraphs A-D.
- F. For employees on a leave of absence, lay-off, or a period of termination service time will not be accumulated during such leave of absence, lay-off, or period of employment termination.
- G. Credited Service. For all employees hired after January 1, 1992 only service as a full-time employee of the City of Medina will be credited for purposes of vacation eligibility.

(Ord. 102-20)

Section 2. General practices and definitions.

- A. Employees will not be permitted to work for the City during their vacation periods and receive additional compensation; except an employee who has already taken off work for at least three (3) weeks of vacation in a calendar year may be compensated for additional accumulated and unused vacation if the Department Head is unable to schedule the employee off prior to the end of the year and the vacation would be forfeited.

- B. Holiday During Vacation Period. When a City-observed holiday for which an employee is entitled to straight time pay, falls within the scheduled vacation period, he will be given an additional day off with pay or, at the discretion of his supervisor, a day's pay.

- C. Basic Work Week. A basic work week as used in Section 31.09.

- D. The vacation period is from the first day of the payroll year through the last day of the payroll year. The payroll year is based on pay dates, not worked dates.

(Ord. 79-17, 130-17, 102-20)

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

SEC. 1: That Section 31.13, Subsections 1 and 2 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows pertaining to Vacation:

SECTION 31.13 VACATION

Section 1. Effective **December 1, 2020, ~~January 1, 2017~~**, each full-time employee shall earn and be entitled to paid vacation in accordance with the following schedule:

- H. An employee with less than five (5) years of service shall earn vacation with pay at the rate of 3.077 hours per pay period with a maximum earning of two (2) basic work weeks, and may carry over a maximum of 160 hours of earned vacation. Employees shall not be able to take vacation until completion of one (1) year of service.

- I. An employee with five (5) years, but less than eleven (11) years of service shall earn vacation with pay at the rate of 4.615 hours per pay period with a maximum earning of three (3) basic work weeks, and may carry over a maximum of 240 hours of earned vacation.

- J. An employee with eleven (11) years, but less than twenty (20) years of service, shall earn vacation with pay at the rate of 6.154 hours per pay period (with a maximum earning of four (4) basic work weeks, and may carry over a maximum of 320 hours of earned vacation.

- K. An employee with twenty (20) or more years of service shall earn vacation with pay at the rate of 7.692 hours per pay period with a maximum earning of five (5) basic work weeks, and may carry over a maximum of 400 hours of earned vacation.

- L. Employees will not be permitted to carry over vacation into the succeeding calendar year beyond the carryover limits set forth above in this section, in paragraphs A-D.
 - M. For employees on a leave of absence, lay-off, or a period of termination service time will not be accumulated during such leave of absence, lay-off, or period of employment termination.
 - N. Credited Service. For all employees hired after January 1, 1992 only service as a full-time employee of the City of Medina will be credited for purposes of vacation eligibility.
- (Ord. 102-20, **203-20**)

Section 2. General practices and definitions.

- D. Employees will not be permitted to work for the City during their vacation periods and receive additional compensation; except an employee who has already taken off work for at least three (3) weeks of vacation in a calendar year may be compensated for additional accumulated and unused vacation if the Department Head is unable to schedule the employee off prior to the end of the year and the vacation would be forfeited.
- E. Holiday During Vacation Period. When a City-observed holiday for which an employee is entitled to straight time pay, falls within the scheduled vacation period, he will be given an additional day off with pay or, at the discretion of his supervisor, a day's pay.
- F. Basic Work Week. A basic work week as used in Section 31.09.
- D. The vacation period is from the first day of the payroll year through the last day of the payroll year. The payroll year is based on pay dates, not worked dates.
- E. **For year 2020, the requirement that employees take off three weeks before being compensated for unused vacation described in Section A shall be waived at the discretion of the appointing authority of the employee.**
- F. **For the year 2020, the last day of the vacation period shall be December 31, 2020 rather than the last day of the payroll year as described in Section D.**

(Ord. 79-17, 130-17, 102-20, **203-20**)

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

SEC. 3: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

ORDINANCE NO. 204-20

AN ORDINANCE AMENDING SECTION 31.02(E) OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO, RELATIVE TO THE PAY SCHEDULE FOR THE NEW POSITION OF FACILITY MONITOR AT THE MEDINA COMMUNITY RECREATION CENTER AND ADOPTING THE JOB DESCRIPTION, AND DECLARING AN EMERGENCY.

WHEREAS: Section 31.02(E) of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Medina Community Recreation Center, presently reads as set forth in Exhibit A, attached hereto.

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

SEC. 1: That Section 31.02(E) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to include the following pay schedule for the Facility Monitor position at the Medina Community Recreation Center:

RC22 - \$11.56 starting

SEC. 2: That the job description of Facility Monitor is hereby adopted, marked Exhibit B and attached hereto.

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

SEC. 4: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason there is an immediate need for this position due to staffing changes and expanded facility hours; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

31.02 (E)
Ord. 204-20
Exh. A-OLD

Recreation Center 2020 Part-Time Pay Scale

CPI Increase of 1.4% or 15 cents over 2019 minimum wage.

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
RC1	Café Attendants Field House Attendants Fitness Room Attendants Office Aides Program Aides Recreation Aides Tour Guides	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC2		\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC3		\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC4	Counselors	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC5		\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC6	Youth Specialists	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC7	Activity Leaders	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC8		\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC9		\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC10		\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC11	Café Supervisor Front Desk Attendants	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC12		\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
	Head Counselors Lead Teacher															
RC13	WSI Aide	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40
RC14	Team Leaders Lifeguards	\$9.46	\$9.56	\$9.66	\$9.76	\$9.86	\$9.96	\$10.06	\$10.16	\$10.26	\$10.36	\$10.46	\$10.56	\$10.66	\$10.76	\$10.86
RC15	M/CRC Facility Attendant Office Assistant	\$9.72	\$9.82	\$9.92	\$10.02	\$10.12	\$10.22	\$10.32	\$10.42	\$10.52	\$10.62	\$10.72	\$10.82	\$10.92	\$11.02	\$11.12
	WSI															
RC16	League Supervisor Recreation Room Supervisor Receptionist Recreation Leaders	\$9.98	\$10.08	\$10.18	\$10.28	\$10.38	\$10.48	\$10.58	\$10.68	\$10.78	\$10.88	\$10.98	\$11.08	\$11.18	\$11.28	\$11.38
RC17		\$10.24	\$10.34	\$10.44	\$10.54	\$10.64	\$10.74	\$10.84	\$10.94	\$11.04	\$11.14	\$11.24	\$11.34	\$11.44	\$11.54	\$11.64
RC18		\$10.35	\$10.45	\$10.55	\$10.65	\$10.75	\$10.85	\$10.95	\$11.05	\$11.15	\$11.25	\$11.35	\$11.45	\$11.55	\$11.65	\$11.75
RC19	Building Monitor	\$10.51	\$10.61	\$10.71	\$10.81	\$10.91	\$11.01	\$11.11	\$11.21	\$11.31	\$11.41	\$11.51	\$11.61	\$11.71	\$11.81	\$11.91
RC20	After/ Before School Supervisor Front Desk Supervisor Head Lifeguard Rental Coordinator Day Camp Supervisor	\$10.77	\$10.87	\$10.97	\$11.07	\$11.17	\$11.27	\$11.37	\$11.47	\$11.57	\$11.67	\$11.77	\$11.87	\$11.97	\$12.07	\$12.17
RC21	Deck Supervisor	\$11.03	\$11.13	\$11.23	\$11.33	\$11.43	\$11.53	\$11.63	\$11.73	\$11.83	\$11.93	\$12.03	\$12.13	\$12.23	\$12.33	\$12.43
RC22	Marketing Coordinator /Travel Aide	\$11.56	\$11.66	\$11.76	\$11.86	\$11.96	\$12.06	\$12.16	\$12.26	\$12.36	\$12.46	\$12.56	\$12.66	\$12.76	\$12.86	\$12.96
RC23		\$12.61	\$12.71	\$12.81	\$12.91	\$13.01	\$13.11	\$13.21	\$13.31	\$13.41	\$13.51	\$13.61	\$13.71	\$13.81	\$13.91	\$14.01
RC24		\$13.13	\$13.23	\$13.33	\$13.43	\$13.53	\$13.63	\$13.73	\$13.83	\$13.93	\$14.03	\$14.13	\$14.23	\$14.33	\$14.43	\$14.53
RC25		\$13.66	\$13.76	\$13.86	\$13.96	\$14.06	\$14.16	\$14.26	\$14.36	\$14.46	\$14.56	\$14.66	\$14.76	\$14.86	\$14.96	\$15.06
RC26		\$14.18	\$14.28	\$14.38	\$14.48	\$14.58	\$14.68	\$14.78	\$14.88	\$14.98	\$15.08	\$15.18	\$15.28	\$15.38	\$15.48	\$15.58
RC27	Senior Activities Coordinator	\$14.71	\$14.81	\$14.91	\$15.01	\$15.11	\$15.21	\$15.31	\$15.41	\$15.51	\$15.61	\$15.71	\$15.81	\$15.91	\$16.01	\$16.11
RC28		\$15.23	\$15.33	\$15.43	\$15.53	\$15.63	\$15.73	\$15.83	\$15.93	\$16.03	\$16.13	\$16.23	\$16.33	\$16.43	\$16.53	\$16.63
RC29	Pool Manager A	\$15.76	\$15.86	\$15.96	\$16.06	\$16.16	\$16.26	\$16.36	\$16.46	\$16.56	\$16.66	\$16.76	\$16.86	\$16.96	\$17.06	\$17.16
RC30	Pool Manager B	\$16.28	\$16.38	\$16.48	\$16.58	\$16.68	\$16.78	\$16.88	\$16.98	\$17.08	\$17.18	\$17.28	\$17.38	\$17.48	\$17.58	\$17.68
RC31		\$16.81	\$16.91	\$17.01	\$17.11	\$17.21	\$17.31	\$17.41	\$17.51	\$17.61	\$17.71	\$17.81	\$17.91	\$18.01	\$18.11	\$18.21
RC32		\$17.86	\$17.96	\$18.06	\$18.16	\$18.26	\$18.36	\$18.46	\$18.56	\$18.66	\$18.76	\$18.86	\$18.96	\$19.06	\$19.16	\$19.26
RC33	WSI /LTS Private Lessons Group Exercise Instructor A	\$18.00	\$18.10	\$18.20	\$18.30	\$18.40	\$18.50	\$18.60	\$18.70	\$18.80	\$18.90	\$19.00	\$19.10	\$19.20	\$19.30	\$19.40
	WSI /LTS Semi-Private Lessons Group Exercise Instructor B	\$22.00	\$22.10	\$22.20	\$22.30	\$22.40	\$22.50	\$22.60	\$22.70	\$22.80	\$22.90	\$23.00	\$23.10	\$23.20	\$23.30	\$23.40

PROPOSAL

Ord. 204-26
Eth. B

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: _____

ORDINANCE NO. 205-20

AN ORDINANCE AMENDING SECTIONS 31.05 AND 31.07.7 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO BY THE ADDITION OF THE POSITION OF RECREATION CENTER SUPERINTENDENT, ADOPTING THE JOB DESCRIPTION, AND DECLARING AN EMERGENCY.

WHEREAS: Section 31.05 of the Salaries and Benefits Code pertaining to the Recreation Center presently reads as follows:

RECREATION CENTER

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Recreation Center Director	Pay Grade 112 (annual-bi-weekly)
1	Recreation Center Aquatics Manager	11 A-F
1	Recreation Center Program Manager	11 A-F
1	Recreation Center Office Administrator	10 A-F
1	Recreation Center Financial Assistant	9 A-F
1	Recreation Center Program Specialist	7 A-F
1	Recreation Center Recreation Supervisor	8 A-F
	Part-time Employees*	Section 31.02(E)

*That the Recreation Center Director is responsible for notifying the Finance Director in writing when an employee is eligible to advance to the next pay step. The Finance Department shall process the pay increase to be effective the second pay period after proper notification.
(Ord. 23-06, 171-10, 207-10, 134-11, 54-18, 1-20, 13-20)

WHEREAS: Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows relative to the Recreation Center:

<u>Recreation Center</u>	<u>Code</u>
Recreation Center Director	715
Recreation Center Aquatics Manager	725
Recreation Center Program Manager	750
Recreation Center Program Specialist	755
Recreation Center Recreation Supervisor	760
Recreation Center Financial Assistant	780
Recreation Center Office Administrator	785

(Ord. 69-01, 120-01, 13-02, 23-06, 47-06, 171-10)

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

SEC. 1: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended in part to read as follows relative to the Recreation Center:

RECREATION CENTER

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Recreation Center Director	Pay Grade 112 (annual-bi-weekly)
1	Recreation Center Superintendent	15 A-F
1	Recreation Center Aquatics Manager	11 A-F
1	Recreation Center Program Manager	11 A-F
1	Recreation Center Office Administrator	10 A-F
1	Recreation Center Financial Assistant	9 A-F
1	Recreation Center Program Specialist	7 A-F
1	Recreation Center Recreation Supervisor	8 A-F
	Part-time Employees*	Section 31.02(E)

*That the Recreation Center Director is responsible for notifying the Finance Director in writing when an employee is eligible to advance to the next pay step. The Finance Department shall process the pay increase to be effective the second pay period after proper notification.
(Ord. 23-06, 171-10, 207-10, 134-11, 54-18, 1-20, 13-20, **205-20**)

SEC. 2: That Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended in part to read as follows relative to the Recreation Center:

<u>Recreation Center</u>	<u>Code</u>
Recreation Center Director	715
Recreation Center Superintendent	720
Recreation Center Aquatics Manager	725
Recreation Center Program Manager	750
Recreation Center Program Specialist	755
Recreation Center Recreation Supervisor	760
Recreation Center Financial Assistant	780
Recreation Center Office Administrator	785

(Ord. 69-01, 120-01, 13-02, 23-06, 47-06, 171-10, **205-20**)

SEC. 3: That the job description for Recreation Center Superintendent is hereby adopted and attached hereto.

SEC. 4: That in accordance with Section 31.07, the job description for Recreation Center Superintendent is hereby approved and adopted; marked Exhibit A, attached hereto, and incorporated herein.

SEC. 5: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 6: That this Ordinance shall be considered an emergency measure necessary due to an unexpected resignation and other current vacancies, and for the immediate preservation of the public peace, health and safety; and wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

**THE CITY OF MEDINA
JOB DESCRIPTION**

ORD. 205-20

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: _____

ORDINANCE NO. 206-20

AN ORDINANCE AUTHORIZING THE MAYOR TO SOLICIT REQUESTS FOR PROPOSALS (RFP's) FOR DRUG SCREENING AND ASSOCIATED PROFESSIONAL SERVICES FOR THE EMPLOYEES OF THE CITY OF MEDINA, AND DECLARING AN EMERGENCY.

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

SEC. 1: That the Mayor is hereby authorized and directed to solicit Requests for Proposals (RFP's) for drug screening and associated professional services for the employees of the City of Medina.

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

SEC. 3: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason the contract expires on December 31, 2020; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____

Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

ORDINANCE NO. 207-20

AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO REPAY CERTAIN FUND ADVANCES.

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

SEC. 1: That the Finance Director is hereby authorized to repay the following fund advances:

- \$494,000 from the Grant Fund (#109) to the General Fund (#001)
- \$267,000 from the Grant Fund (#109) to the General Fund (#001)
- \$82,604 from the Grant Fund (#109) to the General Fund (#001)
- \$358,000 from the Issue 2 Fund (#380) to the General Fund (#001)

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

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

ORDINANCE NO. 208-20

AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO ROLLOVER CERTAIN OUTSTANDING ADVANCES.

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

SEC. 1: That the Finance Director is hereby authorized to rollover the following outstranding advances:

- \$261,000 from the General Fund (#001) to the CDBG CHIP Fund (#138)
- \$386,700 from the General Fund (#001) to the HOME CHIP Fund (#139)
- \$150,000 from the General Fund (#001) to the CDBG Fund (#125)
- \$116,000 from the General Fund (#001) to the Stormwater/Street Fund (#108)
- \$14,950 from the General Fund (#001) to the Grants Fund (#109)
- \$1,000,000 from the General Fund (#001) to the Grants Fund (#109)
- \$269,100 from the General Fund (#001) to the Fed Airport Grant Fund (#147)
- \$478,000 from the General Fund (#001) to the Issue 2 Project Fund (#380)
- \$20,000 from the General Fund (#001) to the Special Assessments Project Fund (#428)
- \$235,000 from the General Fund (#001) to the Airport Fund (#547)
- \$300,000 from the General Fund (#001) to the Airport Fund (#547)
- \$27,000 from the General Fund (#001) to the Cemetery Improvement Fund (#821)

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

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: _____

SIGNED: _____

President of Council

ATTEST: _____

APPROVED: _____

Clerk of Council

SIGNED: _____

Mayor

ORDINANCE NO. 209-20

**AN ORDINANCE AMENDING ORDINANCE NO. 187-19,
PASSED NOVEMBER 25, 2019. (Amendments to 2020 Budget)**

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

SEC. 1: That Ordinance No. 187-19, passed November 25, 2019, shall be amended by the following additions and reductions:

See attached, marked Exhibits A and B, attached hereto and incorporated herein.

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

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

* - new appropriation

PASSED: _____

SIGNED: _____
President of Council

ATTEST: _____
Clerk of Council

APPROVED: _____

SIGNED: _____
Mayor

Batch Number
(Finance use only)
Batch Posted?

RCA Number
(Council use only)

RCA 20-24311/23

Finance

*ORD. 209-20
Exh. A*

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

X

X

NO. 2020-055
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	
	Special Assessments	418-0718-54411		26,200.00		x	TO COVER INCREASE TO Lindenwood project
	Grant Fund - Adv Out	109-0670-56615		843,604.00		x	Repay advances for various airport projects
	Issue 2 Projects - Adv Out	380-0684-56615		358,000.00		x	Repay advance for S Elmwood Bridge Project
	CDBG-CHIP - Adv Out	138-0458-56615		261,000.00		x	Rollovers - Repay General fund
	HOME-CHIP - Adv Out	139-0458-56615		386,700.00		x	Rollovers - Repay General fund
	CDBG-Allocation - Adv Out	125-0459-56615		150,000.00		x	Rollovers - Repay General fund
	Stormwater / Street Fund - Adv Out	108-0610-56615		116,000.00		x	Rollovers - Repay General fund
	Grants Fund - Adv Out	109-0670-56615		14,950.00		x	Rollovers - Repay General fund
	Grants Fund - Adv Out	109-0725-56615		1,000,000.00		x	Rollovers - Repay General fund
	Federal Airport Grant Fund - Adv Out	147-0658-56615		269,100.00		x	Rollovers - Repay General fund
	Issue 2 Project Fund - Adv Out	380-0686-56615		478,000.00		x	Rollovers - Repay General fund
	Special Assessments - Adv Out	428-0201-56615		20,000.00		x	Rollovers - Repay General fund
	Airport - Adv Out	547-0650-56615		535,000.00		x	Rollovers - Repay General fund
	Cem Maus - Adv Out	821-0230-56615		27,000.00		x	Rollovers - Repay General fund
	General Fund - Adv Out	001-0707-56615		3,257,750.00		x	Rollovers - Re-advance from 001
	General Fund - Adv Out	001-0707-56615		245,000.00		x	Advances to cover shortfalls in various funds
	st repair	102-0610-50111		150,000.00		x	Issue with PO reductions due to conversion. Amount should have gone back onto 2020 budget when adjusted po
	st repair	102-0610-54411		50,000.00		x	Issue with PO reductions due to conversion. Amount should have gone back onto 2020 budget when adjusted po
	water	513-0533-52212		200,000.00		x	Issue with PO reductions due to conversion. Amount should have gone back onto 2020 budget when adjusted po
	agency- refunds	637-0920-56612		2,000.00		x	cover negatives
	agency - misc	637-0920-56613		60,000.00		x	cover negatives
	deposit - refunds	723-0983-56612		30,000.00		x	cover negatives
	Law library -refunds	924-0930-56612		5,000.00		x	cover negatives
	bldg - ins / taxes	939-0430-52213		6,500.00		x	cover negatives
170-0145-53313		170-0145-50111		161.40			Cares Act re-allocations
170-0210-53313		170-0210-50111		1,176.03			<i>ORD. 209-20 11-23-20</i>
170-0190-52214		170-0301-50111		7,659.04			

170-0420-53322		170-0301-50111		300.98		
170-0190-52214		170-0301-50112		92.06		
170-0190-52214		170-0301-50118		403.46		
170-0190-52214		170-0305-50111		19.69		
170-0190-52214		170-0309-50111		6.35		
170-0210-53313		170-0350-50111		9,163.77		
170-0210-53313		170-0351-50111		7,918.65		
170-0420-53322		170-0351-50111		650.40		
170-0210-53313		170-0356-53313		173.61		
170-0110-51124		170-0357-50111		3,669.43		
170-0110-53313		170-0364-50111		2,631.69		
170-0110-53313		170-0420-50111		532.70		
170-0145-53313		170-0533-50111		3,200.65		
170-0533-53313		170-0533-50111		1,651.89		
170-0420-53322		170-0533-50111		404.34		
170-0210-53313		170-0533-50115		1,227.60		
170-0145-53313		170-0543-50111		390.48		
170-0145-53313		170-0610-50111		209.61		
170-0145-53313		170-0610-50112		63.24		
170-0145-53313		170-0610-50118		194.90		
170-0210-53313		170-0610-50118		198.59		
170-0543-53313		170-0610-50118		1,055.24		
170-0543-53313		170-0703-50111		606.57		
170-0701-53315		170-0703-50111		5.40		
170-0543-53313		170-0703-50112		2,204.52		
170-0420-53322		170-0703-50112		676.56		
170-0705-53315		170-0705-50111		24,638.96		
170-0705-53315		170-0705-50116		8,956.94		
170-0358-53315		170-0707-52215		4,840.02		
170-0190-52214		170-0707-52215		1,819.40		
170-0301-53315		170-0707-52215		640.58		
170-0301-53315		170-0708-50111		1,946.39		
170-0301-53315		170-0708-50112		241.40		
170-0543-53313		170-0708-50112		20.85		
170-0710-53315		170-0710-50111		16,953.75		
170-0710-53315		170-0710-50112		140.80		
170-0710-53315		170-0710-50116		140.80		
170-0714-53315		170-0730-50111		35,560.00		
170-0710-53315		170-0730-50111		7,125.65		
170-0620-53321		170-0730-50111		4,909.02		
170-0701-53315		170-0730-50111		3,089.20		
170-0301-53315		170-0730-50111		888.72		

170-0533-53313		170-0730-50111		2,773.45		
170-0541-53313		170-0730-50112		3,809.00		
170-0301-53315		170-0730-50112		268.91		
170-0533-53313		170-0730-50112		554.58		
170-0707-53311		170-0741-50111		2,302.51		
170-0707-50112		170-0741-50111		1,235.57		
170-0707-50112		170-0742-50111		1,003.00		
170-0741-53313		170-0742-50111		460.30		
170-0730-53315		170-0743-50111		33,665.18		
170-0746-53313		170-0743-50111		6,177.62		
170-0746-53313		170-0743-50112		863.95		
170-0351-53313		170-0743-53315		8,639.23		
170-0746-53313		170-0743-53315		1,013.11		
170-0741-53313		170-0748-50111		22,832.53		
170-0741-53313		170-0755-50111		492.09		
170-0746-53313		170-0755-50111		416.00		
170-0746-53313		170-0743-52215		1,281.33		
170-0743-54413		170-0743-52215		56,016.00		
170-0730-54413		170-0743-52215		15,333.64		
170-0707-53322		170-0743-52215		25,000.00		
170-0705-53315		170-0743-52215		49,081.98		
170-0707-50118		170-0743-52215		19,994.40		
170-0707-50111		170-0743-52215		8,074.65		
			Total increases to fund:	8,491,804.00		
			Total reductions to fund:			
			Total transfers within fund:	419,850.36		

EXPLANATION:

Appropriations needed for various items - see notes on the side.

DEPARTMENT HEAD: LB

DATE: 11/17/2020

MAYOR'S APPROVAL:
(WHEN NECESSARY) _____

DATE: _____

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. _____

CLERK OF COUNCIL/DATE

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

