

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 20-235-11/23 – Amend S&B Section 31.13 re: Vacation
- 20-236-11/23 – RFP's – Drug Screen & Related Professional Services
- 20-237-11/23 – Increase P.O. #2020-1056 – HSH Excavating – Service Dept.
- 20-238-11/23 – Increase P.O. #2020-1206 – Dixon Engineering – Water
- 20-239-11/23 – Increase P.O. #2020-0605 – Main Street Lighting – Streets
- 20-240-11/23 – Establish New Fund – Medina Square Christmas Lighting Fund
- 20-241-11/23 – Request to Repay Advances
- 20-242-11/23 – Request to Rollover Outstanding Advances
- 20-243-11/23 – Budget Amendments
- 20-244-11/23 – Amend S&B 31.04 – Pay Adjustment for Parks Director
- 20-245-11/23 – New Vendor – Expenditure Over \$15,000 – Halo Mechanical – Service
- 20-246-11/23 – Expenditure Over \$15,000 – Mason Custom Builders – Police Dept.

11/23/20

REQUEST FOR COUNCIL ACTION

No. RCA 20-235-11/23

FROM: Keith H. Dirham
DATE: Wednesday, November 4, 2020
SUBJECT: Authorize expanded payout of unused vacation time and extend the vacation period end date for 2020 ONLY

Committee: Finance + Council

SUMMARY AND BACKGROUND:

Due to the COVID-19 pandemic and associated issues more employees than usual have been unable to utilize the vacation time that they have earned. Therefore, I respectfully request that Council authorize appointing authorities to permit vacation payout beyond the usual limits, and extend the vacation period end date to allow employees to use more of their vacation time instead of receiving a payout.

Specifically:

Within the Salary and Benefits Code, Section 31.13 Section 2, I ask that Council add the following as Section E:

For year 2020, the requirement that employees take off three weeks before being compensated for additional accumulated and unused vacation described in Section A shall be waived at the discretion of the appointing authority of the employee.

Additionally, I ask that the Council add the following as Section 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.

If the unions are in agreement with these two changes, this would also be extended to the current union contracts. We may need to do a Memorandum of Understanding if requested by the unions.

Estimated Cost: the maximum payout would total \$71,191.23 if no one uses any more vacation time after November 6 (see attached spreadsheet).

Suggested Funding:

- sufficient funds in Account No.
- transfer needed from Account No. to Account No.
- NEW APPROPRIATION needed in Account No. New appropriations will be needed in the 2021 budget as appropriate.

Emergency Clause Requested: Yes

Reason: This needs to take effect before the end of the payroll year (December 5, 2020)

Effective December 1, 2020

COUNCIL USE ONLY:

Committee Action/Recommendation:

11-9-20 Discussion

Council Action Taken:

Ord./Res.
Date:

Ord. 203-20
11-23-20

POTENTIAL VACATION PAYOUTS (as of paycheck date 11/6/20)

ACCRUAL RATE	MAX ALLOWED	VAC BALANCE	PAYOUT	PLUS ADD'L PAYS	HOURLY RATE (non- pensionable)	PAYOUT COST
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Police and Dispatch union contracts - vacation year ends on work day 12/31/20 (4 more paychecks)

3.077	160	178.662	18.662	12.308	32.17	996.30
4.615	240	232.78		11.24	33.78	379.69
7.692	400	439.752	39.752	30.768	33.78	2,382.17
6.154	320	322.924	2.924	24.616	38.85	1,069.93
3.077	160	183.062	23.062	12.308	29.18	1,032.10
3.077	160	223.062	63.062	12.308	29.18	2,199.30
6.154	320	345.924	25.924	24.616	38.85	1,963.48
6.154	320	318.674		23.29	38.85	904.82
7.692	400	417.652	17.652	30.768	33.78	1,635.63
7.692	400	389.152		19.92	33.78	672.90
6.154	320	323.924	3.924	24.616	24.22	691.24
7.692	400	384.504		15.27	24.22	<u>369.84</u>
						14,297.38

Teamsters union contract and Paycode employees - vacation year ends on work day 12/5/20 (3 more paychecks)

7.692	400	532.352	132.352	23.076	50.94	7,917.50
6.154	320	365.82	45.82	18.462	27.84	1,789.61
6.154	320	321.47	1.47	18.462	30.69	611.71
4.615	240	296.78	56.78	13.845	26.90	1,899.81
7.692	400	426.36	26.36	23.076	40.73	2,013.53
6.154	320	432.57	112.57	18.462	26.90	3,524.76
7.692	400	396.66		19.736	26.90	530.90
7.692	400	433.66	33.66	23.076	26.90	1,526.20
6.154	320	369.77	49.77	18.462	26.90	1,835.44
6.154	320	331.17	11.17	18.462	36.94	1,094.61
6.154	320	336.27	16.27	18.462	26.90	934.29
3.077	160	197.385	37.385	9.231	21.08	982.67
4.615	240	243.78	3.78	13.845	26.90	474.11
7.692	400	394.16		17.23	27.55	474.69
4.615	240	288.48	48.48	13.845	36.94	2,302.29
4.615	240	286.28	46.28	13.845	27.55	1,656.44
7.692	400	457.26	57.26	23.076	40.73	3,272.09
6.154	320	456.17	136.17	18.462	56.16	8,684.13
6.154	320	408.57	88.57	18.462	29.90	3,200.26
6.154	320	401.97	81.97	18.462	36.94	3,709.96
7.692	400	472.81	72.81	23.076	61.71	5,917.13
7.692	400	383.66		6.73	26.24	176.60
6.154	320	348.12	28.12	18.462	28.93	<u>1,347.62</u>
						55,876.33

TOTAL: 70,173.71
MATCHING MEDICARE: 1,017.52
(non-pensionable) 71,191.23

*OR Hammer
11-9-2020*

REQUEST FOR COUNCIL ACTION

No. RCA 20-236-11/23

FROM: Sherry Crow / Administrative Office Manager

Committee: Finance + Council

DATE: November 9, 2020

SUBJECT: Drug Screen and Related Professional Services

SUMMARY AND BACKGROUND:

Respectfully request authorization for the Mayor to solicit requests for proposals (RFP's) for drug screening and associated professional services for the employees of the City of Medina and to award the contract to the successful bidder. The current contract with Integrity Verifications expires December 31, 2020.

Estimated Cost:

Suggested Funding:

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

NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: ~~NO~~ *Yes, expires Dec. 31, need to bid,*

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

*Ord. 206-20
11-23-20*

RCA 20-237-11/23
OK
H amended
11-12-2020

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

Finance Only

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

Date: 11/16/2020 Department: Service Department

Amount: \$10,000.00 (to \$25,000) B.O.C. Approval Date: _____
(Finance Use Only)

Account Number: 108-0610-54411

Vendor: SHS Excavating Increase PO # 2020-1056

Department Head/Authorized Signature: Nino Piccoli *[Signature]*

Item/Description:

Emergency Repairs to Bridge/Culvert on N. SpringGrove between Friendship & Union

Original P.O \$15,000

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

Date Approved/Denied by Finance Committee: _____

_____ Date to Finance: _____

Clerk of council

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

Thank you.

RCA 20-238-11/23
Hansen
11-12-2020
Finance Only

City of Medina

Board of Control/Finance Committee Approval

Administrative Code: 141

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

Date: 11/16/2020

Department: Water

Amount: \$19,600.00

B.O.C. Number: _____

Account Number: 513-0533-52215

Vendor: Dixon Engineering

Vendor # D00427

Department head/Authorized signature [Signature]

Item/Description: Increase P.O.# 2020-1206

To prepare bid spec and assist with the process of getting a contractor to paint the exterior of S. Court Tank.

The quote also covers the costs of having Dixon Engineering inspect the project through completion.

New Total \$23,600

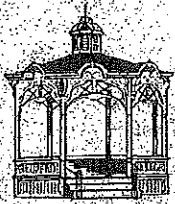
FINANCE COMMITTEE APPROVAL: (expenditures from \$15,000.01 to \$25,000.00)

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

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



City of Medina

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

PURCHASE ORDER

No. 2020001206

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

**DELIVER AND
SHIP TO
THIS DEPT.** WATER TREATMENT PLANT
CITY OF MEDINA
3733 GRANGER ROAD
MEDINA, OHIO 44256

**NAME AND
ADDRESS
OF VENDOR** D00427
DIXON ENGINEERING, INC *
1104 THIRD AVE
LAKE ODESSA MI 48849

PURCHASE ORDER DATE

05/26/20

TERMS:

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

DO NOT DUPLICATE THIS ORDER

LINE NO.	DESCRIPTION	ACCOUNT NUMBER	QUANTITY ORDERED	UNIT MEAS.	UNIT PRICE	EXTENSION
001	CLEAN/INSPECT-KOONS TANK BOC APPROVED 05/26/20	513-0533-52215	0		.00	4000.00
TOTAL AMOUNT NOT TO EXCEED						4000.00

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

THEN AND NOW CERTIFICATION

FEDERAL TAX ID:
34-6001856

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

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

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


DIRECTOR OF FINANCE

AUTHORIZED SIGNATURE

OK
Dr. Howell
11-17-2020

REQUEST FOR COUNCIL ACTION

No. RCA 20-239-11/23
Finance

FROM: Nino Piccoli Service Director

DATE: November 17, 2020

SUBJECT: Street Light Expenditure Approval

SUMMARY AND BACKGROUND:

Respectfully requesting Council's authorization to increase Purchase Order No. 2020-0605 in the amount of \$15,372.00 with Main Street Lighting. The original PO was awarded in the amount of \$15,000.00 by the Board of Control in June of this year. This expenditure will be used for the costs related to replacement of (6) six additional Street Luminaires within the Historic District. This increase will be available for partial reimbursement through the 2018 State Capital Grant. The total PO will be \$30,372.00.

Suggested Funding:

- Sufficient funds in Account No. 001-0140-53322
- Transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: NO
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:



MAIN STREET LIGHTING STANDARD
 P.O. BOX 72091
 CLEVELAND, OH 44192-0002
 (330)723-4431

QUOTE

Date QUOTE NO.
 11/6/2020 0128-REV

Terms Rep FOB
 NET 30 Days

CITY OF MEDINA
 P.O. BOX 703
 MEDINA, OH 44258

Description	Qty	U/M	Cost	Total
AATF1511-ALLENTOWN IV SERIES-11'4" HEIGHT OPTION-CAST ALUMINUM BASE, FLUTED, TAPERED SHAFT -HEAVY WALL- 4 BOLT	6		1,447.00	8,682.00
L900: FIXTURE WITH DECORATIVE RIB AND BAND CAGE - GL-199 GLOBE - LED - 30W-4000K - TYPE III - MT -LG53 COLOR: BLACK	6 ea		1,115.00	6,690.00

***LEAD TIME IS 6 WEEKS
 ***CUSTOMER PICK-UP
 ***ANCHOR BOLTS INCLUDED

SIGNED ACKNOWLEDGEMENT

Total \$15,372.00

Terms and conditions of sale:

- Quote based on part numbers provided. Contractor to verify counts. Final bill of material to be determined by end user.
- All accommodation/Buy Sell orders processed by Main Street Lighting for our customers are all prepaid prior to shipping.
- Anchor bolts and templates shipped in advance are always plus freight.
- Lamps not included unless otherwise noted above.
- Manufacturer freight terms are printed on this quote are based strictly on bill of material and counts quoted. Freight terms are for the contiguous 48 states. Any changes may affect the freight terms as they are listed on this quote. Contact your quotes person for FFA dollar amount if required.
- Although some ballasts are listed as universal voltage job site specific voltage is required prior to order entry.
- Do not enter purchase order from this quote. Please contact quotes person for final quote revision.
- Any option not shown on this quote by catalog number or description is not included. Examples are: flange kits, hanging hardware, circuiting, special/custom finishes, etc. Please call for any adders needed.
- This quotation represents Main Street Lighting's best interpretation of the lighting/controls bill of material required for this project based on the specification and/or schedule(s) supplied to us by our customer.
- Standard warranty applies, no exceptions. No extended warranties have been quoted unless otherwise noted on the line items affected.
- Pricing is based on this bill of material only. Main Street Lighting reserves the right to modify pricing if only a portion of this quotation is ordered.
- Lamps, hardware, miscellaneous items and accessories are not included on this quote unless shown as part of the manufacturer's catalog number or state otherwise.

Signature _____

REQUEST FOR COUNCIL ACTION

No. RCA 20-240-11/23
Committee: Finance

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: November 16, 2020
SUBJECT: Establish New Fund – Medina Square Christmas Lighting Fund

SUMMARY AND BACKGROUND:

The Finance Department respectfully requests Council to authorize the Finance Director to create the following special revenue fund:

#141 Medina Square Christmas Lighting Fund (Special Revenue Fund)

This fund is necessary to account for a donation to be received from the Estate of Howard C Ward in memory of the Medina High School Class of 1941 to be used for Christmas lighting and / or decorations for the Town square, and if desired, the immediate contiguous business district.

In accordance with Auditor of State Bulletin 1999-006, the City will forward a copy of the ordinance and Request for Fund Approval form (see attached) to the Auditor of State for approval to create the new fund.

The ordinance and approval form will be emailed to:

Auditor of State's Office
Local Government Services Division
ContactLGS@ohioauditor.gov
Re: Request to Establish New Fund – ORC-5705.12

Estimated Cost:

Suggested Funding:

Sufficient funds in Account No.:

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

NEW APPROPRIATION needed in Account No.:

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

**AUDITOR OF STATE
REQUEST FOR FUND APPROVAL**

Entity: City of Medina

Fiscal Officer: Keith Dirham

Phone No.: 330-722-9051

Request Date: November 16, 2020

Fund Requested: #141 Medina Square Christmas Lighting Special Revenue Fund

Purpose of Fund: To account for a donation received received from the Estate of Howard C Ward, Jr. in memory of the Medina HS Class of 1941 to be used for Christmas Lighting and or Christmas Decorations for the Town Square, and if desired, the immediate contiguous business district.

Sources of Revenue: A donation from the Estate of Howard C. Ward.

Anticipated Expenditures (Types): Christmas lighting and decorations for the Medina Town square and surrounding area.

NOTE: Please attach a copy of the resolution requesting approval to establish the fund.

REQUEST FOR COUNCIL ACTION

No. RCA 20-241/11/23
Committee: Finance

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: November 17, 2020
SUBJECT: Repay Advances

SUMMARY AND BACKGROUND:

The Finance Department respectfully requests Council to authorize the Finance Director to repay the following 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 Projects Fund (#380) to the General Fund (#001)

Estimated Cost: \$1,201,604

Suggested Funding:

Sufficient funds in Account No.:

Transfer needed: From Account No.:

To Account No.:

NEW APPROPRIATION needed in Account Nos.: 109-0670, 380-0684
Refer to Appropriation Adjustment #2020-055
Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord./Res. Ord. 201-20
Date: 11/23/20

REQUEST FOR COUNCIL ACTION

NO. RCA 20-242-11/23

Committee: Finance

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: November 17, 2020
SUBJECT: Rollover of Outstanding Advances

SUMMARY AND BACKGROUND:

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

Advance From;	Advance To:	Amount	Purpose
General Fund (#001)	138-CDBG-CHIP Fund	\$261,000.00	To rollover the advance initially authorized in 2019 for the CDBG-CHIP grant
General Fund (#001)	139-HOME-CHIP Fund	\$386,700.00	To rollover the advance initially authorized in 2019 for the HOME-CHIP grant
General Fund (#001)	125-CDBG Fund	\$150,000	To rollover the advance initially authorized in 2019 for the CDBG-Allocation grant
General Fund (#001)	Stormwater/Street Fund (#108)	\$116,000	To rollover the advance initially authorized in 2019 for the S Broadway Reconstruction Project #992 (County Portion)
General Fund (#001)	Grants Fund (#109)	\$14,950	To rollover the advance initially authorized in 2019 for the N-S Taxiway project
General Fund (#001)	Grants Fund (#109)	\$1,000,000	To rollover the advance initially authorized in 2019 for the parking deck
General Fund (#001)	Fed Airport Grant Fund(#147)	\$269,100	To rollover the advance initially authorized in 2019 for the N-S Taxiway project
General Fund (#001)	Issue 2 Project Fund (#380)	\$478,000	To rollover the advance initially authorized in 2019 for the S Broadway Reconstruction Project #992
General Fund (#001)	Special Assessment Project (#428)	\$20,000	Special Assessments
General Fund (#001)	Airport Fund (#547)	\$235,000.00	To rollover the advance initially authorized in 2012 to cover negatives in the Airport Fund
General Fund (#001)	Airport Fund (#547)	\$300,000.00	To rollover the advance initially authorized in 2012 to help pay for a jet fuel tank and dispensing system.
General Fund (#001)	Cem Improvement (#821)	\$27,000.00	To rollover the advance authorized in 2018

These advances (for the grant funds) are necessary to cover expenditures until the City recives reimbursement from the grantor agency.

Estimated Cost: \$3,257,750 from General Fund

Suggested Funding: See above.

Sufficient Funds in Account

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

NEW APPROPRIATION needed in Account No.:

refer to appropriation #2020-055

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:
Committee Action/Recommendation:

Council Action Taken:

Ord/Res.
Date:

ORD. 208-20
11-23-20

Batch Number
(Finance use only)
Batch Posted?

RCA Number
(Council use only)

RCA 20-24311/23

Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

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			
170-0190-52214		170-0301-50111		7,659.04			

ORD. 209.20
11-23-20

FROM

To

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		

FROM	To				
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

Batch Number
(Finance use only)

ORD 209-20 Exh.B

RCA Number
(Council use only)

RCOA 20-243-11/23

Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

 X

NO. 2020-058
(Finance use only)

Exh.B
Ord. 209-20

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
106-0101-50111	Salaries	106-0101-53322	Maintenance of Facilities	\$25,000.00		

EXPLANATION:

Appropriate funds into the maintenance of facilities line to cover the cost of locker room remodel project, reference separate finance request for project.

DEPARTMENT HEAD: 

DATE: 11/19/2020

OK H. Harmon
11-19-2020

MAYOR'S APPROVAL:
(WHEN NECESSARY) _____

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 209-20

CLERK OF COUNCIL/DATE

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

OK
D. Hanwell
11-17-2020

REQUEST FOR COUNCIL ACTION

No. RCA 20-244-11/23
Committee: Finance

FROM: Mayor Dennis Hanwell
DATE: November 17, 2020
SUBJECT: Pay Adjustment for Parks Director Jansen Wehrley

SUMMARY AND BACKGROUND:

Respectfully request Council to amend Section 31.04 of the Salary and Benefits Code by adding Subsection (G) stating that the Parks Director will be paid \$461.54 bi-weekly in addition to his annual salary of \$84,767.06. This additional compensation will be for the Parks Director to act as Medina Community Rec Center Director in addition to his Parks Director responsibilities. I further request that his \$84,767.06 continue to be taken from the Parks budget and the approximately \$12,000.00 additional compensation annually come from the MCRC budget of 574-0350-50111.

This interim assignment and pay structure will remain in effect until the COVID restrictions are lifted and the MCRC operations return to normal. At that time, consideration will be given to hiring a full-time MCRC Director or providing further additional compensation for the Parks Director to continue these additional responsibilities.

I further respectfully request Council to make this amendment effective November 9, 2020, which was the date that the Parks Director assumed oversight responsibilities of the MCRC.

Estimated Cost: \$12,000 annually

Suggested Funding:

- Sufficient funds in Account No. 574-0350-50111
- Transfer needed from Account No. _____ to Account No. _____

NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: *No*

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

RCA 20-245-11/23
Finance Only
OK
11-18-2020

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

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

Date: 11/18/2020 Department: Service Department

Amount: \$20,000.00 B.O.C. Approval Date: _____
(Finance Use Only)

Account Number: 001-0743-53322

Vendor: Halo Mechanical * *new Vendor*

Department Head/Authorized Signature: Nino Piccoli *[Signature]*

Item/Description:
Sheet Metal Work for HVAC new RTU Cares Project

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

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

RCA 20-246-11/23

OK
DFT/awney
11-19-2020

City of Medina

Board of Control/Finance Committee Approval

Administrative Code: 141

Finance
Only

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

Date: 11/18/2020

Department: Police Department

Amount: Up to \$25,000.

B.O.C. Approval Date: _____

Account Number: 106-0101-53322

Vendor: Mason Custom Builders

Department head/Authorized signature:


Chief Edward Kinney

Item/Description:

locker room remodel project

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

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

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

Thank you.

Revised:

6/1/2018