

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 22-110-5/9 – Expenditure Over \$15,000 – Coopers Leading Edge – Sanitation
- 22-111-5/9 – Budget Amendments
- 22-112-5/9 – ARP 2022 Grant Application – Police – License Plate Readers
- 22-113-5/9 – Discussion – Revenue Loss Provision for Treasury Dept. Reporting
- 22-114-5/9 – Amend Job Description – Seasonal Laborer
- 22-115-5/9 – Accept Friends of Cemetery Letter of Intent / Donation – Cemetery Laborer
- 22-116-5/9 – MOU w/ Medina County – Sanitary Sewer Replacement – S. Prospect St.
- 22-117-5/9 – Amend S&B – Laborer Job Description
- 22-118-5/9 – Amend S&B 31.02 (E) – Part Time Pay Rate Scale – MCRC
- 22-119-5/9 – Amend Ord. 89-22, MCRC Membership Rate Ordinance
- 22-120-5/9 – ARPA – Small Business Workforce Assistance Grant

5/9/22

ok
attached
4-22-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-109-4/25

FROM: Nino Piccoli -Service Director
DATE: April 14, 2022
SUBJECT: Garbage Section 941.01-941.06

Committee: Finance

SUMMARY AND BACKGROUND:

Respectfully request Council's authorization to consider and allow the necessary changes to Ordinance 941- Garbage to reflect current charges, practices and policies utilized in Sanitation operations.

Nino. Been talking about for a long time.

*Coyne charges - weight limits? charge/Check w/ Huber
Lamb - feels weight limits are necessary.*

Estimated Cost: \$0.00

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: *4/25/22. Motion Hold. Next mtg.*

Ord./Res.
Date:

941.01 DEFINITIONS AND INCINERATOR SPECIFICATIONS.

(a) As used in this chapter:

(1) "Garbage" means that accumulation of animal, vegetable and other matter that results from the preparation, consumption, decay or storage of meats, fish, fowl, fruits, vegetables and all other food substances or other organic matter subject to rapid bacterial action and decay.

(2) "**Rubbish**" means that accumulation of material, such as paper, cardboard, rags, straw, felt, leather, wearing apparel, packing material, sweepings, small pieces of wood, crockery, glassware, ashes, tin, small metal objects and other refuse, dirt or other nonorganic matter which can be reduced in size so that it can be transported in and by vehicles that are provided by the City for that purpose.

(3) "Dwelling unit" means any separate and self-contained place of human habitation occupied or intended for occupancy by one or more persons, including, without limiting the generality of the foregoing, each separate and self-contained place of habitation in two-family residences, multiple-family residences, apartment buildings and those flats and apartments maintained incidentally but separately in nonresidential buildings.

(4) "Contract **rubbish** hauler" and "salvage dealer" means those licensed by the City.

(5) "Ordinary collection" means any residential or nonresidential **rubbish** and/or garbage collected on the regularly scheduled day in accordance with guidelines established by the Director of Public Service.

(6) "Properly prepared residential garbage and/or **rubbish**" means all residential waste materials according to the provisions of this chapter.

(7) "Properly prepared **rubbish** and/or garbage" means all that is contained within the closed lid of an approved sanitation collection container. All additional **rubbish** and/or garbage around the container is subject to additional charges.

(8) "Sanitation truck hopper" means the rear of the sanitation truck where garbage and/or **rubbish** is loaded for compaction and transport with a volume of 2.7 \square yards capacity in uncompacted loose form.

(9) "Special pick-up" means any residential **rubbish** and/or garbage collected other than the normal scheduled collection day.

(b) The following specifications are prescribed for garbage incinerators. A garbage incinerator shall:

(1) Be of a type tested, approved and listed by the American Gas Association in their current Directory of Approved Gas Appliances and Listed Accessories and shall be installed in accordance with the provisions of the National Building Code, current edition or other current standards of the American Insurance Association. If activated electrically, it shall be approved by and bear evidence of Underwriters' Laboratories, Incorporated approval.

(2) Operate so as to completely consume wet or dry garbage by burning it to ash without causing noise, offensive or noxious odors, vapors or gases, and without the discharge or emission into the atmosphere of sparks, ash or the powdered residue of the substance which has been burned.

(3) Comply with Ohio and United States Environmental Protection Agency regulations.

(Ord. 50-89. Passed 4-24-89.)

941.02 STORAGE OF GARBAGE; CONTAINERS.

(a) Every owner, tenant, lessee or occupant of any single-family residence, two family residence, multifamily residence, flat, apartment, hotel, restaurant, eating place, boarding house, store, school, church or any other dwelling unit, industry or place of business premises where garbage is or may be accumulated or produced, shall provide ~~and keep within a building~~ on the premises ~~or within twenty-five feet therefrom~~, suitable and sufficient receptacles that meet the requirements of this chapter, without the escape of odors, containing all garbage that accumulates on such premises between the regular garbage collection dates. Any and all such garbage produced or accumulated by such owner, tenant, lessee or occupant shall be stored by him in such receptacles during the interim between regular garbage collection dates. Such receptacles shall be so placed that they are readily accessible for removal and emptying of the garbage therefrom by the collectors at the front line of the premises for each scheduled collection, and at all other times where they will not be a public nuisance or in any degree offensive.

When the placing of such receptacles at the front line of a premises causes a public nuisance or otherwise causes undesirable health problems or hazards, the Director of Public Service may advise the owner, tenant, lessee or occupant that scheduled collection will be made at or from other designated parts of the premises.

(b) All garbage, as defined in Section 941.01(a)(1), shall be drained of free water and ~~wrapped in paper~~ before it is placed in the can or receptacle.

(c) If suitable and sufficient containers of a size larger than one cubic yard are not provided, nonresidential and residential garbage and **rubbish** shall be placed in a plastic bag, securely tied, be of a minimum 1.5 mil thickness and not exceed thirty-five pounds or thirty gallons when filled. Suitable and sufficient metal and/or plastic containers may be used to store properly prepared garbage and/or **rubbish** and shall have two handles, a tight fitting lid and not exceed forty gallons in volume or thirty-five pounds in weight.

(d) Garbage may be reduced by finely grinding or shredding and flushing with water into the sanitary sewer system of the City; or by burning it at any time within properly constructed incinerators within buildings. Unless otherwise specifically provided for herein, the incineration of garbage, or the flushing of the same into the sanitary sewer system shall not excuse the owner, tenant, lessee or occupant from the collection charges provided for hereinafter.

(e) No person shall bury garbage within the corporation limits of the City, except while composting pursuant of the law.

(f) No person shall throw or deposit garbage upon any public or private property within the corporate limits of the City, except while composting pursuant of the law.

(g) No person shall permit rats or mice or other animals to live in or feed upon garbage.

(h) No person other than City employees shall collect or haul garbage within the corporate limits of the City ~~or deposit garbage on any City landfill.~~
(Ord. 50-89. Passed 4-24-89.)

941.03 STORAGE OF RUBBISH; CONTAINERS.

(a) Every owner, tenant, lessee or occupant of any two-family residence, flat, apartment, hotel, motel, restaurant, eating place, boardinghouse, store, school, church, industry or place of business or any other premises where **rubbish** is produced shall provide ~~and keep within a building,~~ on such premises ~~or within twenty-five feet~~ therefrom suitable and sufficient metal containers for receiving and holding between collections all garbage and **rubbish** that accumulates on such premises. The containers shall be placed at the front line of the premises in time for the scheduled collection. All **rubbish** produced or accumulated by such owner, tenant, lessee or occupant shall be stored in such containers.

(b) Whenever the placing of containers at the front line of premises causes a public nuisance or otherwise causes undesirable health problems or hazards, the Director of Public Service may advise the owner, tenant, lessee or occupant that scheduled collections will be made at or from other designated parts of the premises.

(c) If suitable and sufficient containers of a size larger than one cubic yard are not provided, nonresidential and residential garbage and **rubbish** shall be placed in a plastic bag, securely tied, be of a minimum 1.5 mil thickness and shall not exceed thirty-five pounds or thirty gallons when filled. Suitable and sufficient metal and/or plastic containers may be used to store properly prepared garbage and/or **rubbish** and shall have two handles, a tight fitting lid and not exceed forty gallons in volume or thirty-five pounds in weight.

(d) Unless otherwise specifically provided for herein, the incineration of **rubbish** or use of contract **rubbish** haulers shall not excuse the owner, tenant, lessee or occupant from the collection charges provided for hereinafter to be defined as the minimum monthly charge.

(e) No person shall throw or deposit any **rubbish** upon any public or private property within the corporate limits of the City unless in compliance with the procedures described in this chapter.

(Ord. 50-89. Passed 4-24-89.)

941.04 COLLECTION DISTRICTS.

For the purpose of the collection of garbage and/or **rubbish**, as defined in Section 941.01, the Director of Public Service shall divide the City into as many districts as he deems necessary for the convenient collection thereof and he shall fix a day or days in each week on which garbage and/or **rubbish** will be collected by the City. The Director may arrange for collections of garbage and/or **rubbish** more often than once each week, if in his opinion and experience, such special collections are deemed proper for the maintenance of health and sanitation.

(Ord. 50-89. Passed 4-24-89.)

941.05 LICENSING OF COLLECTORS; FEE; REGULATIONS.

(a) **Rubbish** or industrial waste may be collected within the City in loose form or in containers of not less than eight cubic yards in size or in stationary compactors, by any person, firm or corporation after first obtaining a license from the Director of Public Service.

The license fee shall be ~~two~~ three hundred dollars (~~\$200.00~~)(~~\$300.00~~) per year and shall permit such person, firm or corporation to collect **rubbish** and industrial waste from a list that shall be submitted by the person, firm or corporation prior to the fifth day of each month. This list shall include the name and address of any person, firm or corporation by which the licensed hauler or dealer is employed.

(b) The Director shall inspect the equipment of all contract **rubbish** haulers and salvage dealers at intervals not to exceed six months, and shall suspend or revoke any license that has been issued when the contract **rubbish** hauler or salvage dealer is using equipment that is unsightly, inadequate to prevent the presence of rodents or vermin, or is inadequate to prevent **rubbish**, waste or salvage from being scattered on the streets or elsewhere in the City.

The Director may suspend or revoke the license of any person, firm or corporation who fails to submit the monthly report of his employers or who otherwise fails to comply with the provisions of this section.

(Ord. 50-89. Passed 4-24-89.)

941.06 COLLECTION RATES.

(a) Nonresidential and Residential with Containers. The City shall charge each school, church, industry, commercial establishment, place of business or other nonresidential building, or multifamily dwelling of four units or more that has assigned approved container collection of one cubic yard or larger on the basis and at the rate as follows:

(1) Container charges (monthly).

Number of Pick-ups per Week (\$5.50 per cubic yard)

Volume	1	2	3	4	5	6
1 cubic yard	\$22.00	\$44.00	\$66.00	\$88.00	\$110.00	\$132.00
2 cubic yards	44.00	88.00	132.00	176.00	220.00	264.00
3 cubic yards	66.00	132.00	198.00	264.00	330.00	396.00
4 cubic yards	88.00	176.00	264.00	352.00	440.00	528.00
5 cubic yards	110.00	220.00	330.00	440.00	550.00	660.00
6 cubic yards	132.00	264.00	396.00	528.00	660.00	792.00
7 cubic yards	154.00	308.00	462.00	616.00	770.00	924.00
8 cubic yards	176.00	352.00	528.00	704.00	880.00	1056.00

Containers of a size not specified shall be charged at a rate prorated in the manner prescribed above.

(2) Additional hourly charges shall be assessed to customers for failure to provide City workers reasonable access to **rubbish** or garbage to be collected or in any other way

impeding the process of efficient collection. Time shall be assessed at a rate of ~~sixty One Hundred~~ dollars (~~\$60.00~~) (~~\$100.00~~) per hour.

(b) Residential and Nonresidential Without Container Collection.

(1) A minimum monthly pick-up charge of ~~fourteen dollars (\$14.00)~~ sixteen (\$16.00) per dwelling unit as defined by Section 941.01(a)(3) shall apply to all multifamily residential accounts of three units or less and to all nonresidential accounts that are not serviced by an approved collection container of one cubic yard or more. Multi-family residential accounts of four units or larger have the option of installing an approved collection container according to the plans and specifications on file from the Director of Service. All accounts that are serviced by an approved collection container of one cubic yard or larger shall be billed according to the container charges as defined in subsection (a)(1) hereof.

(2) Any residential special pick-up defined as a collection requested other than the regularly scheduled day shall have an additional ten dollars (\$10.00) charge.

(3) Unless otherwise specified in subsection (a)(1) hereof, the City shall charge each single-family residential and multifamily residential dwelling unit of three units or less ~~fourteen sixteen~~ dollars (\$16.00) per month for the pick-up of all garbage and normal household **rubbish** which is properly prepared as described in Section 941.01 (a).

(c) Other Charges (Nonresidential and Residential).

(1) A. For the producers of nonresidential or residential multi-family units of three or less, garbage and/or **rubbish** other than defined or as described in subsections (a) and (b) hereof requiring pick-up by the City Sanitation Department, a charge of five dollars and fifty cents (\$5.50) per cubic yard shall be assessed. Not properly prepared garbage and/or **rubbish** for residential units of three or less shall be charged at a rate of five dollars and fifty cents (\$5.50) per cubic yard. Cubic yardage shall be determined by sanitation truck hopper loads. There shall be a minimum charge of one cubic yard. For producers of garbage and/or **rubbish** in quantities larger than twenty-eight uncompacted cubic yards per pick-up, a partial truck load rate shall apply as follows:

Description (Panels)	Volume Compacted (Cubic Yards)	Flat Rate
1	6.2 7.5	\$135.00 165.00
2	12.4 15	270.00 330.00
3	18.6 22.5	405.00 495.00
4	24.8	540.00
5	31.0	675.00

Additional charges may be assessed if access to loading or other delays cause undue time to be expended in the collection prices as defined by subsection (a)(2) hereof.

(Ord. 146-05. Passed 6-13-05.)

B. 1. Roll off container rate schedule:

(Pull rates shall be set based upon location of required disposal site regardless of the number of pulls per week.)

\$100.00 - Medina Paper Recycling (20 minute round-trip)

~~\$125.00~~ ~~\$150.00~~ - Medina County Central Processing Facility (45-60 minute round-trip)

~~\$150.00~~ ~~\$175.00~~ - Zollinger sand and gravel (75-90 minute round-trip)

~~\$175.00~~ - Norton Environmental ~~\$200.00~~ - Rumpke Transfer Station - Broadview Heights (105-120 minute round-trip)

~~\$200.00~~ Strongsville Transfer Station (105-120 minute round-trip)

~~\$150.00~~ Liverpool Waste Water Treatment Plant Digester (45-60 Minute round-trip)

~~\$150.00~~ Country view Auto Recycling - Spencer (45-60 minute round-trip)

~~\$275.00~~ Congress Lake Farms - Mogador (150-180 minute round-trip)

~~\$275.00~~ - Kuntz Bros, Inc. - North Canton (150-180 minute round-trip)

Accounts needing special consideration shall be set by the Board of Control. (Special consideration could be special handling, disposal site at a location further away, etc.)

(Ord. 210-05. Passed 9-12-05.)

2. Roll off container rental rate schedule: Accounts needing special consideration, such as special handling, disposal site at location further away, etc. shall be set by the Board of Control on the request of the Service Director. At no time shall the recommended rate be less than the cost of service.

~~3. All temporary, residential and non-permanent commercial roll off customers, shall be subject to a \$75.00 additional pull charge fee per container pull~~

(2) A. For multifamily residential accounts of four units or larger, the collection of special **rubbish** items including refrigerators, washers, dryers, stoves, hot water heaters, trash compactors, furnaces, couches, chairs, mattresses, box springs or other similar **rubbish** items shall be charged at the rate of ~~five dollars and twenty-five cents (\$5.25)~~ ~~five dollars and fifty cents (\$5.50)~~ per cubic yard. Charges shall be levied according to the

volume when placed in the truck hopper. A one-yard minimum charge shall apply to all special pick-up **rubbish**.

B. In observance of "Earth Week", local civic groups who register with the Service Director may have the materials they collect to help clean up the environment collected by the City at no charge during the month of April.

(3) A. Long term container rental schedule: The City shall charge each customer that specifically contracts with the City for the long term rental (in excess of two weeks) of a sanitation collection container the rental rate set forth below. Charges for partial monthly usage shall be prorated after rounding forward to the end of a service week. Customers who contract for use of a sanitation collection container for two weeks or less shall be charged in accordance with the schedule set forth in subsection (c)(3) hereof. Containers are available to qualified accounts based on availability. Long term rental customers shall be charged for collection according to the schedule set forth in subsection (a)(1) hereof. There shall be no minimum charge or maximum rental time for long term customers, however, the City reserves the right to withdraw any container at its discretion.

<u>Rear Load Containers</u>	<u>Monthly Rental</u>
<u>Volume (Cubic Yards)</u>	
1-8	\$ 8.00 \$10.00
<u>Front Load Containers</u>	<u>Monthly Rental</u>
<u>Volume (Cubic Yards)</u>	
1-8	\$ 6.00 \$10.00

~~B. Temporary container rental schedule: The City shall charge each customer that specifically contracts with the City for the temporary placement (two weeks or less) of a sanitation collection container the following rental and collection rates. Containers are available to qualified accounts on availability.~~

<u>Container Rental</u>	<u>Volume</u>	<u>Rental Fee</u>	<u>+</u>	<u>Minimum Charge</u>	<u>+</u>	<u>(1st Pick-up</u>	<u>Charges</u>
	<u>(cubic</u>			<u>pick up)</u>		<u>Charges</u>	
	<u>yards)</u>						
	1	\$ 10.00		\$ 5.50			\$5.50 per cubic yard
	2	10.00		11.00			
	3	10.00		16.50			
	4	10.00		22.00			
	6	10.00		33.00			
	8	10.00		44.00			

~~C. All single family residential container rentals shall be treated as temporary placements.~~

(4) Claims by the City or users of the service for reclassification shall be reviewed by the Board of Control. Copies of their conclusions shall be on file for review.

(5) Grass clippings shall not be collected by the City and may not be mixed with normal household **rubbish** or garbage or with any other yard waste. Yard waste shall be separated from normal household **rubbish** and placed in approved metal or solid plastic containers not to exceed forty gallons in size or thirty-five pounds in weight. Containers shall have a secure handle(s) and solid bases. Yard waste may not be placed in paper boxes or paper or plastic bags.

(6) Tree limbs, brush and branches shall be cut to lengths between forty-eight and sixty inches. The limbs, brush and branches shall be tied into manageable bundles not exceeding twenty-four inches in diameter or thirty-five pounds in weight. These materials shall be collected by the City on the ~~same~~ collection day immediately following each ~~as the~~ scheduled **rubbish** collection day. Yard waste such as limbs, trunks, stumps, etc. in excess of eight inches in diameter or thirty-five pounds in weight will not be picked up.

The City shall annually collect, at no charge, decorative evergreen trees and branches during the two to three-week period immediately following December 25.

(Ord. 146-05. Passed 6-13-05.)

(d) Customers Outside City Limits. Commercial hauling is permitted outside the corporate City limits in an area not-to-exceed the geographic boundaries of the four adjacent townships at a ten percent (10%) premium.

(Ord. 164-08. Passed 8-25-08.)

941.07 CHARGES A LIEN; DISCONNECTION OF WATER.

(a) Billing. The monthly charges provided for above shall be made directly against the real estate (premises) and the owners thereof, except that such charges may be billed directly to the current tenant, lessee or occupant. The City shall bill such charges monthly and allow at least ten days for payment.

(Ord. 56-96. Passed 3-25-96.)

(b) Each charge for the collection and disposal of garbage and/or **rubbish** that is levied pursuant to the provisions of this chapter shall be made a lien on the premises to which service was rendered after the expiration of thirty days from the last date on which such charge could have been paid without penalty, by the certification of such unpaid charge with penalty by the Director of Finance to the County Auditor for collection. It shall be placed on the tax duplicate, with interest and penalties allowed by law, and be collected as other Municipal taxes.

(c) In the event of failure to pay the billing for garbage and/or **rubbish** collection and disposal service, the City shall suspend or discontinue sanitation and water services to the delinquent premises until all unpaid billings have been paid in full. In the event of discontinuance of water service, the charge for restoration of service shall be collected.

(Ord. 50-89. Passed 4-24-89.)

(d) If the holder of the delinquent account has more than one account with the City of Medina, the delinquent accounts may be consolidated and the full amount owed billed to the current account.

(Ord. 39-10. Passed 2-22-10.)

941.08 SANITATION FUND.

The charges levied pursuant to this chapter shall be collected by the Utility Department and shall be deposited with the Director of Finance, and all money so deposited shall be credited to a separate and distinct fund, which shall be known as the Sanitation Fund. When appropriated by Council, such appropriation shall be subject to the order of the Director of Public Service and shall be used only by him solely for the payment of the costs and expenses of the operation, maintenance, repair and management of the Department of Sanitation. When new equipment or land is needed, the Director shall certify the facts to Council for appropriate action as to a special appropriation from the Fund.

(Ord. 50-89. Passed 4-24-89.)

941.99 PENALTY.

Whoever violates any provision of this chapter shall be fined not more than one hundred dollars (\$100.00). Each violation shall be a separate offense. Each day of a violation shall constitute a separate offense.

(Ord. 50-89. Passed 4-24-89.)

RCA 22-110-5/9

Finance Only

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

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

Date: 4/27/2022

Department: Sanitation

Amount: \$25,000.00

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

Account Number: 514-0543-53321

Vendor: Coopers Leading Edge, LLC C00486

Department Head/Authorized Signature: _____
[Signature]

Item/Description:

Trash Container Repair/ Fabrication

Increase PO# 2022000808 Form \$15000.00 to \$25000.00

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

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

Thank you.

Revised: 6/1/2018

Batch Number
(Finance use only)
Batch Posted?

RCA Number
(Council use only)

*RCA 22-111-5/9
Finance*

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

X
X

NO. 2022-017
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		301-0301-54411		101,996.80		x	Ray Mellert Dog Park/parking lot project
		130-0310-54411		33,151.41		x	Ray Mellert Dog Park/parking lot project
104-0301-54412		104-0301-54411		20,000.00	x		Ray Mellert Dog Park/parking lot project
		109-0757-50111		25,000.00		x	Valor Court Grant from ODCJS / ADAMH board
		109-0757-51121		5,000.00		x	Valor Court Grant from ODCJS / ADAMH board
		109-0757-51126		500.00		x	Valor Court Grant from ODCJS / ADAMH board
		109-0757-52226		25,000.00		x	Valor Court Grant from ODCJS / ADAMH board
		109-0757-53315		19,500.00		x	Valor Court Grant from ODCJS / ADAMH board
171-0743-53315		171-0301-54411		15,000.00	x		Park - bldg demo
171-0743-53315		171-0351-53322		32,101.18	x		MCRC - Fitness room projects
			Total Increases to fund:				
			Total reductions to fund:				
			Total transfers within fund:				

EXPLANATION:

DEPARTMENT HEAD: Keith Dirham / Lori Bowers

DATE: 5/3/2022

MAYOR'S APPROVAL:
(WHEN NECESSARY) _____

DATE: _____

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 101-22

CLERK OF COUNCIL/DATE

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

REQUEST FOR COUNCIL ACTION

No. RCA 22-12-5/9

Committee Finance

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

Mayor's Initials:



(Signature)

Guidelines: See information on back of form

Date: 4/29/22

Subject: American Rescue Plan Funding 2022

Summary and Background:

Medina Police Department respectfully requests Council's approval to apply and receive \$60,000.00 from the American rescue Plan Funding 2022 grant. This funding will cover the cost of 10 License Plate Readers (Flock Cameras) that may help in the reduction of crime, aid criminal investigations and increase arrests related to violent offenses.

Estimated Cost:

Suggested Funding:

Sufficient Funds in Account:

Transfer Needed From: To:

New Appropriation Needed: N/A

Account No:

Emergency Clause Requested:

No Yes If yes, reason:

Council Use Only:

Committee Recommendation:

Council Action Taken:

Ord./Res.No:

Date:

Title Page

A. Program Area: SWP - State-wide Program
 ✓ NBN - NIBN
 CLB - Crime Lab Backlog
 CCB - Court Case Backlog
 LEP - Law Enforcement Program
 OTH - Other

B. Title of Project: License Plate Reader Program

C. Project Period: 4/25/2022 to: 4/25/2024 Extension:

D. Continuation of Subgrant Number:

E. Focus of Application: ✓	City	County	Township	Village	State
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F. Budget Summary: OCJS Funds: \$0
 Cash Match: \$0
 Inkind Match: \$0
 Total Budget: \$0

See Directives for Eligibility

G. Project Director: Prefix: Mrs. First Sara M.I.: Last Lynn Suffix:
 Name: Name:
 Title: Sergeant Agency: Medina Police Department
 Address: 150 W Friendship St City: Medina Zip: 44256 - 1896
 Phone: 330-725-7777 Ext. Fax: 330-722-0842
 Email: slynn@medinaoh.org County: Medina

H. Implementing Prefix: Mr. First Ed M.I.: Last Kinney Suffix:
 Name: Name:
 Title: Chief Agency: Medina Police Department
 Address: 150 W Friendship St City: Medina Zip: 44256 - 1896
 Phone: 330-725-7777 Ext. Fax: 330-722-0842
 Email: ekinney@medinaoh.org County: Medina
 Website:

I. Subgrantee: Prefix: Mr. First Keith M.I.: Last Dirham Suffix:
 Name: Name:
 Title: Finance Director Agency: City of Medina
 Address: 132 N Elmwood St City: Medina Zip: 44256 - 1896
 Phone: 330-722-9050 Ext. 1023 Fax: 330-722-9058 Subgrantee
 Email: kdirham@medinaoh.org County: Medina Tax I.D.: 345001856

Vendor ID and Address code to be completed by OCJS:

Duns Number: 081780462

Non-State Agency OAKS Vendor ID OAKS Address Code

Primary Place of Performance:

State Agency OAKS Vendor ID Vendor Location

City: Medina
 State: Ohio
 Zip: 44256 - 1896

Overage
Split Funding

Ohio ARPA Eligibility Tool

Law Enforcement / Violence

Reduction

(NOTE: Law enforcement agencies must be contributing crime data to OIBRS or the FBI's NIBRS Collection Application to be eligible)

Examples of programs and activities that may be eligible for funding:

- Hiring and funding law enforcement personnel up to pre-pandemic levels
- Hiring and onboarding activities
- Hiring bonuses
- Retention bonuses and incentives
- Other retention activities
- Law enforcement technology to reduce violence
- Law enforcement violence reduction programs
- Prosecution of offenders
- Community violence intervention programs, including but not limited to the following:
 - o Focused deterrence
 - o Violence interrupters
 - o Street outreach
 - o Hospital-based violence intervention models

PURPOSE: HIRING AND PAYROLL

To qualify for the hiring allowances list above, complete ONE of the following, depending on whether hiring is to replace vacant or eliminated positions or to increase staffing levels to pre-pandemic levels (which can be adjusted up by 7.5%). "Yes" required to be eligible.

1.
 Filling positions left vacant or eliminated during the pandemic
 Were positions vacated or eliminated between 1/27/20 and 3/3/21? Yes No
 # of staff as of 1/27/20:
 # of staff as of 3/3/21:

- OR -

2.
 Hiring staff up to and above (by up to 7.5%) pre-pandemic levels
 Was your number of FTEs on 3/3/21 lower than on 1/27/20 (x 1.075)? Yes No
 # of FTEs as of 1/27/20: x 1.075 =
 # of FTEs as of
 3/3/21:

PURPOSE: RETENTION BONUSES, INCENTIVES AND ACTIVITIES

All law enforcement agencies can qualify to apply regardless of staffing levels. However, retention incentives/bonuses can only be paid if there is a likelihood of the employees leaving without the incentives/bonuses. Also, "retention incentives must be entirely additive to an employee's regular compensation, narrowly tailored to need, and should not exceed incentives traditionally offered by the recipient or compensation that alternative employers may offer to compete for the employees. Treasury presumes that retention incentives that are less than 25 percent of the rate of base pay for an individual employee or 10 percent for a group or category of employees are reasonably proportional to the need to

Ohio ARPA Eligibility Tool

retain employees, as long as other requirements are met." (Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule, p. 28). See Request for Proposals for further detail.

PURPOSE: VIOLENCE REDUCTION

To qualify for law enforcement violence reduction programs or technology, prosecution of offenders, or other violence reduction programs (other than community violence intervention programs), complete the following. "Yes" required for one or both to be eligible.

Has violence in the community increased since the pandemic began? Yes No

Explain/Demonstrate:
Comparing 2019 statistics to 2020 and 2021, the Medina Police Department experienced an increase in offenses of homicide, rape, aggravated assault, theft, and vehicle theft.

Has the community experienced increased difficulty addressing the effects of violence (even if the level of violence has not increased)? Yes No

Explain/Demonstrate:

Will the proposed program provide services to support those living within Qualified Census Tracts (QCT)? Yes No

Identify the QCT(s) to be served and how the residents of the QCT(s) will be served:

PURPOSE: COMMUNITY VIOLENCE INTERVENTION PROGRAMS

All communities can qualify to apply regardless of increases/decreases in violence.

Narrative

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

The Medina Police Department experienced an increase in crime, including violent crime, for the years 2020 and 2021, compared to 2019. Looking at FBI Part 1 offenses, there were no homicides in 2019, however there were 2 in 2020 and none in 2021. There was an increase in rape offenses reported going from 3 in 2019, to 8 in 2020, and 6 in 2021. Robbery reports remained the same. Aggravated assaults increased from 1 report to 4 reports. Burglary/B&E remained the same. Thefts and vehicle thefts increased significantly. The vehicle thefts were alarming with 4 reports in 2019, 8 in 2020, and 12 in 2021. The greater Northeast Ohio experienced an influx of motor vehicle thefts as criminals were travelling from metropolitan areas to suburban areas to commit such thefts. In one particular incident experienced in the City of Medina, juveniles from the City of Cleveland travelled to the City of Medina and proceeded to a residential development where the juveniles proceeded to enter unlocked vehicles parked in various driveways. One resident observed a suspect on his property and confronted the juvenile. The juvenile drew a firearm and shot the firearm in the direction of the resident. The juveniles entered another vehicle which they stole, and led the Medina Police officers on a short pursuit until they crashed into another residential dwelling.

In October 2021, the NICB released an article titled "NICB 'Hot Spots': Auto Thefts Up Significantly Across the Country", which included the following quote: "Auto thefts saw a dramatic increase in 2020 versus 2019 in part due to the pandemic, an economic downturn, law enforcement realignment, depleted social and schooling programs, and, in still too many cases, owner complacency," said David Glawe, president and CEO of the NICB.

The Medina Police Department proposes utilizing a system of License Plate Readers (LPR), placed strategically at the entrances to the city, to be alerted to vehicles with entries in the NCIC entering the city. These NCIC entries include but are not limited to stolen vehicles, stolen license plates, felony vehicles, and warranted persons. Criminals entering the city can quickly be located and apprehended prior to having opportunity to victimize the City of Medina. In addition to locating vehicles with NCIC entries as they enter the city, the LPR system also can track data for the previous 30 days. An example of an incident where the LPR would have been helpful, is the Medina Police Department took a report of an aggravated burglary with a sexual assault. Surveillance cameras captured video of the suspect as well as the suspect's vehicle, which was a blue convertible Ford Mustang. The LPR software would allow officers to query vehicle descriptors to match with a possible license plate. If that vehicle entered the city at any point prior to or after the offense, a potential suspect could have been developed. This case however has now turned into a cold case. There are numerous incidents whereas this technology could have been beneficial. The City of Medina intends to utilize the company "Flock Safety" to implement this program.

This software only requires one officer to administer the program. The responsible officer would be a contact point for Flock Safety as well as to maintain user accounts and auditing of user accounts and activity. All police officers and dispatchers with the Medina Police Department would have access to the software while on-duty for live alerts to Hot list hits. The Medina Police Department would share their cameras with other Flock users around the state and the country who also utilize the Flock LPR cameras to better improve interagency cooperation.

Project objectives will be:

1. To increase the number of leads generated by a law enforcement agency due to an implemented technology
2. To increase violent crime arrests and/or convictions in a specific community by a specified percentage.

Performance indicators will be:

- The number of leads generated by a law enforcement agency.
- The number of arrests in the specific community

Budget:

- Lease Expense for 2 years: \$2,500 per camera per year. The Medina Police Department anticipates leasing 10 cameras for the two-year period. This expense equals \$50,000
 - One-time set-up expense of \$500 per camera, at a total expense of \$5,000
 - An annual fee of \$2,500 for an advanced search package which includes the following:
 - o Visual Search - Ability to upload an image, and machine learning will match it to other vehicles recorded by Flock cameras in the past 30 days
 - o Convoy Search - Ability to use a vehicle tag to identify other vehicles that commonly travel within close proximity of it
 - o Multi-Geography Search - Ability to check multiple locations and times to identify a vehicle that was common to all selections
- These expenses combined totals \$60,000 and would cover all expenses related to the program for the two-year time period.

Narrative

Executive Summary

The Executive Summary serves as a concise and accurate description of the proposed project. Information in the Summary is forwarded to the Governor's Office and other local, state and federal agencies for public information requests. Summary information must be submitted in the space provided.

The purpose statement is a clear concise statement that explains the purpose of the project. It describes what the applicant is going to do; the population that is going to be served; how it will be accomplished; and why it is important.

PURPOSE STATEMENT

The Medina Police Department wishes to utilize Flock Safety to lease and install 10 License Plate Readers (LPRs). The LPRs would be strategically installed at the entrances to the city. It would not only aid all of the residents of the city but it would also benefit other agencies throughout the state and the nation that also uses the Flock Safety software. The LPRs would help deter crime, would aid with generating leads for criminal investigations, and increase arrests related to violent offenses. The cost of this program would be \$60,000 and would cover all costs for two years.

PROBLEM STATEMENT

The Medina Police Department experienced an increase in crime, including violent crime, for the years 2020 and 2021, compared to 2019. Looking at FBI Part 1 offenses, there were no homicides in 2019, however there were 2 in 2020 and none in 2021. There was an increase in rape offenses reported going from 3 in 2019, to 8 in 2020, and 6 in 2021. Robbery reports remained the same. Aggravated assaults increased from 1 report to 4 reports. Burglary/B&E remained the same. Thefts and vehicle thefts increased significantly. The vehicle thefts were alarming with 4 reports in 2019, 8 in 2020, and 12 in 2021. The greater Northeast Ohio experienced an influx of motor vehicle thefts as criminals were travelling from metropolitan areas to suburban areas to commit such thefts. In one particular incident experienced in the City of Medina, juveniles from the City of Cleveland travelled to the City of Medina and proceeded to a residential development where the juveniles proceeded to enter unlocked vehicles parked in various driveways. One resident observed a suspect on his property and confronted the juvenile. The juvenile then drew a firearm and shot the firearm in the direction of the resident. The juveniles entered another vehicle which they stole, and led the Medina Police officers on a short pursuit until they crashed into another residential dwelling.

PROJECT DESCRIPTION

The installation of 10 License Plate Readers strategically placed at various entrances to the city.

PARTICIPATING AGENCIES / COLLABORATION

The City of Medina as well as hundreds of agencies throughout the State of Ohio that also uses Flock Safety software. This software only requires one officer to administer the program. The responsible officer would be a contact point for Flock Safety as well as to maintain user accounts and auditing of user accounts and activity. All police officers and dispatchers with the Medina Police Department would have access to the software while on-duty for live alerts to Hot list hits. The Medina Police Department would share their cameras with other Flock users around the state and the country who also utilize the Flock LPR cameras to better improve interagency cooperation.

Consultants/Contracts

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

Name	Hourly Fee	Hours	Total
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Consultants/Contracts Total:			\$0

Provide justification, method of procurement and basis of selection.

Travel

Mileage rate cannot exceed federal mileage rate.

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

A. Auto	No. Miles	Per Mile	Total
			\$0
			\$0
B. Commercial	Destination	Fare	Total
			\$0
			\$0
C. Per Diem: (Meal & Lodging Only)	No. of days	Rate	Total
			\$0
			\$0
D. Other: (Specify)	No. Items	Rate	Total
			\$0
			\$0
		Travel Total:	\$0

Provide justification for travel (Costs must relate to the project staff & objectives).

Other Costs

Audit costs are only supported for Non-Federal entities that expend \$750,000 or more in Federal funds in the organization's fiscal year and are required to arrange for a single organization-wide audit.

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

Other Charges	Cost	Terms	Total
Rent-Facilities	\$0	0	\$0
Cost of Ownership	\$0	0	\$0
Telephone	\$0	0	\$0
Utilities	\$0	0	\$0
Bookkeeping/Audit	\$0	0	\$0
Maintenance	\$0	0	\$0
Clerical	\$0	0	\$0
Auto Lease/ST Rental	\$0	0	\$0
Equipment Lease/ST Rental	\$0	0	\$0
Photocopying	\$0	0	\$0
Printing	\$0	0	\$0
Other (Specify) <u>Installation</u>	\$5,000.00	1	\$5,000.00
Other (Specify) <u>Advanced Search Package</u>	\$2,500.00	2	\$5,000.00
Other (Specify) <u>0</u>	\$0	0	\$0
Other Costs Total:			\$10,000.00

Provide justification for other costs; provide allocation methods where appropriate.

There is a one-time installation fee of \$500 per camera. With 10 cameras, this cost would total \$5,000. The company also offers an advanced search package at a cost of \$2,500 per year. We wish to operate on a two year schedule therefore the cost would be an additional \$5,000.

Indirect Costs

Indirect Costs may not be used for match.

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

Amount of Direct Costs Less Equipment	Percent 0 to 10% %	Total
	Indirect Cost Total:	\$0
		\$0

Provide justification for Indirect Cost.

Click the Browse button to upload a copy of your federally approved plan, then click **SAVE** to attach to the application.

American Rescue Plan Funding 2022

Organization: Medina City Police Department

2022-AR-LEP-00153

Budget Request By Resource & Cost Category

	1. Matching Funds		2. OCJS Funds	3. Total
	Cash	Inkind		
1. Personnel	\$0	\$0	\$0	\$0
2. Consultant/Contracts	\$0	\$0	\$0	\$0
3. Travel	\$0	\$0	\$0	\$0
4. Equipment	\$0	\$0	\$50,000.00	\$50,000.00
5. Supplies	\$0	\$0	\$0	\$0
6. Other Costs	\$0	\$0	\$10,000.00	\$10,000.00
7. Confidential Funds				
8. Indirect Cost			\$0	\$0
9. Total Project Budget	\$0	\$0	\$60,000.00	\$60,000.00
OCJS decision				

Please list other Federal, State and Local funding sources received or projected to be received by your Agency in support of the proposed project. If funding is pending please state the projected award date.

Funding Source	Amount	Award Date	Projected Award Date (if applicable)
None	\$0		

What other funding sources are received by your agency in support of your overall program?

None

	Amount	Percentage %
OCJS Funds Requested:	\$60,000.00	100.00
Cash Match:	\$0	0.00
In-Kind Match:	\$0	0.00
Total Project Budget:	\$60,000.00	100.00

REQUEST FOR COUNCIL ACTION

No. RCA 22-113-5/9

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director

Committee: Finance

DATE: April 25, 2022

SUBJECT: Discuss using Revenue loss provision for reporting purposes for ARPA funds.

SUMMARY AND BACKGROUND: *Discussion Only*

The Finance Department respectfully requests that Council approve using the Revenue loss provision for reporting to the Treasury Department.

The Department of Treasury is highly suggesting using the Standard Revenue Loss Allowance for entities who received less than \$10 million in SLFRF ARPA funds. This will greatly reduce the reporting burden on the City. Per Treasury, any project that falls under one of the other categories, can be claimed for reporting under the Revenue Replacement category as general government services.

Going forward, projects will continue to be reviewed by legal counsel and approved by City Council. This is for reporting purposes to the Treasury Department.

Estimated Cost:

Suggested Funding:

Sufficient funds in Account No.:

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

NEW APPROPRIATION needed in Account No.:

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Lori Bowers

From: OBM Communications <obm.communications@public.govdelivery.com>
Sent: Friday, April 15, 2022 10:20 AM
To: Lori Bowers
Subject: Ohio Connects - April 15, 2022

Having trouble viewing this email? [View it as a Web page.](#)



Ohio

**Office of Budget
and Management**

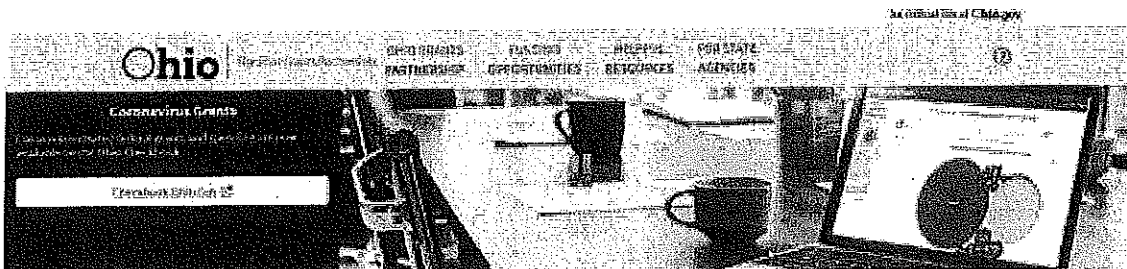
**Mike DeWine, Governor
Jon Husted, Lt. Governor**

Kimberly Murnieks, Director

MESSAGE FROM OBM DIRECTOR KIMBERLY MURNIEKS

As state agencies post opportunities for local governments to apply for grants, OBM will do our best to keep you all informed. We are also building out our team for capacity to assist local governments to take advantage of funding opportunities. Please be sure to check <https://grants.ohio.gov/fundingopportunities.aspx> for the latest information. You can always reach our grants team at grants@obm.ohio.gov.

GRANTS ADMINISTRATION



Upcoming Webinar - Water and Wastewater Funding, Ohio EPA Updates on the Federal Infrastructure Bill

Join the Ohio EPA via webinar on April 27, 2022, at 11:30 a.m. to receive updates on the federal infrastructure bill, and to learn more about how Ohio EPA will be administering these funds through the existing Water Pollution Control Loan Fund (WPCLF) and Water Supply Revolving Loan Account (WSRLA). This webinar will cover some funding basics, provide an overview of the federal infrastructure bill, review the highlights of U.S. EPA's "Implementation Memo," and provide an overview of some potential WPCLF/WSRLA program enhancements. Ohio's implementation timeline will also be discussed.

Register for the webinar by [clicking here](#).

ARPA State and Local Fiscal Recovery Fund Annual Reporting Due April 30, 2022

The first ARPA annual report **is due to Treasury on April 30, 2022** for:

- Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million, and
- Local governments that received ARPA funds through OBM as a Non-Entitlement Unit of Local Government (NEU).

NEUs are reminded that they are Prime Recipients of the funds from the U.S. Treasury and must use the Treasury Portal for reporting. This reporting must be completed even if there has been no activity with the funds to date.

The U.S. Treasury has indicated in their guidance that if an entity wishes to use the Standard Allowance of up to \$10 million for Revenue Replacement, ***it must be done in the April 2022 reporting***. OBM strongly recommends electing the full amount of an award, up to \$10 million for Revenue Replacement, to minimize reporting burden and to take advantage of reporting flexibilities. Even if planned or started projects are in another eligible category (i.e., premium pay, water and wastewater, etc.), those projects can still be claimed for reporting under the Revenue Replacement category as a provision of government services. A Treasury webinar is available to specifically walk-through reporting using the Standard Allowance for Revenue Loss at <https://www.youtube.com/watch?v=U360C5U4wBE>. In addition, OBM has developed a quick guide to assist with this type of reporting. This guide along with other reporting resources is available at <https://grants.ohio.gov/fundingopportunities.aspx#funding-opportunities-arpa> under the Reporting to Treasury Resources section.

OBM encourages all recipients to review the available Treasury webinars and guidance as those are the official authority for the reporting process.

Refer to the following Treasury reporting resources for additional information:

1. Compliance and Reporting Guidance: [SLFRF Compliance and Reporting Guidance \(treasury.gov\)](#)

2. Project and Expenditure User Guide: [PE Report User Guide April 2022 \(treasury.gov\)](#)
* Page 33 starts the discussion on reporting the revenue replacement selection.
3. Accessing Treasury's Portal Instructions: [Login.gov Compliance Portal User Guide V6 - Lp \(treasury.gov\)](#)
4. Reporting Webinars: [Recipient Compliance and Reporting Responsibilities | U.S. Department of the Treasury](#)

OBM Ohio Grants Partnership is available to assist where possible, so feel free to reach out via email to grants@obm.ohio.gov. You may also contact the U.S. Treasury for help by emailing them at SLFRP@treasury.gov or calling them at (844) 529-9527.

Non-Entitlement Units of Local Government (NEU) Access to the U.S. Treasury Portal and Reporting Tips

OBM has received several questions recently regarding the ability to access the U.S. Treasury Portal. The individual listed on the application to OBM for funding as the Grant Contact **is the only individual** able to initially access the Treasury Portal as the Account Administrator. Once gaining access, this individual will have the ability to provide access to additional users and assign reporting roles. The Account Administrator will have immediate access to upload and input reporting information into the portal, however, will require the additional Authorized Representative for Reporting role to certify and complete the submission. The Account Administrator can add this role to themselves after accessing the portal. OBM sent a reminder e-mail to these contacts this week to inform them of their current role as the Account Administrator. NEU Account Administrators are encouraged to begin this process as soon as possible to ensure timely submission of their reporting. **Reporting is due to Treasury on April 30, 2022.**

Users should establish an account with Login.gov for access, and not ID.me. Treasury moved away from the ID.me process and has now adopted an easier way to access the portal. Although accounts already established in ID.me can still be used to access the portal, it is discouraged for use in setting up new accounts. See the Treasury Login.gov User Guide at <https://home.treasury.gov/system/files/136/Login.gov-User-Guide.pdf> for help with this process.

In addition to Annual Project and Expenditure Reporting, local government NEUs are reminded that the following agreements and supporting documents are required to be uploaded to the Treasury portal by April 30, 2022:

- Copy of signed award terms and conditions agreement (provided to OBM during the application process);
- Copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964 (provided to OBM during the application process); and
- Copy of the actual budget documents validating the top-line budget total provided to OBM as part of the application process.

U.S. Treasury has published a webinar, State & Local Fiscal Recovery Funds: Reporting for Non-Entitlement Units, to assist with reporting. This can be viewed at: <https://www.youtube.com/watch?v=3qd8tYYI0pg>

All reporting and compliance guidance, user guides, and additional webinars can be found on the Treasury website at: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities>

OBM can help local governments receiving funds as an NEU with any information provided as part of the application process for funding or can assist where possible with reporting questions. Feel free to reach out to the OBM Ohio Grants Partnership via email at grants@obm.ohio.gov. You may also contact the U.S. Treasury for help by emailing them at SLFRP@treasury.gov or calling them at (844) 529-9527.

Preparing for a Single Audit

Did you know if you have federal expenditures of \$750,000 or more in a single fiscal year that you are required to have a single audit? Many local governments may be receiving federal funds for the first time and may not realize this requirement. The total federal expenditure amount for the fiscal year is determined on a cash basis and is for all federal sources, to include Federal Emergency Management Agency Public Assistance Funds, Coronavirus Relief Funds, and Coronavirus State and Local Fiscal Recovery Funds. Federal funds that are received and expended as a sub grant from another local government or entity also count toward the total federal expenditures. This could be a significant impact to those that do not already receive a single audit, particularly governments that currently have a two-year audit.

Here are five steps you can take to prepare for your first single audit:

1. **Gather all federal grant information.** Organize and summarize all federal awards received and expended during the fiscal year under audit. Ensure all records related to federal activity, to include personnel records, are retained and are easy to locate.
2. **Gain an understanding of applicable compliance requirements.** The notice of award is the best place to start when reviewing compliance requirements. Often federal agencies will provide guidance documents or FAQs with additional requirements and specific federal codifications and uniform guidance that apply to the program. Federal program requirements can also be found under the Assistance Listing on SAM.gov. The Federal Office of Management and Budget releases an annual Compliance Supplement of major federal programs and the requirements for auditors to follow when conducting single audits. This guide can be found at [Office of Federal Financial Management | The White House](#) and can be a great resource in identifying what will be reviewed for specific federal programs.
3. **Develop and review policies and procedures for internal controls in place over federal funds received.** Auditors not only review compliance with the federal requirements, but also test internal controls to monitor activities with federal awards. When developing policies and procedures, be sure to include a description of the control activity to be performed, the title of the position performing it, how often the control will be done, what will be used in performing and documenting the control, and what will be done if the control identifies an error. Remember, controls are in place to detect and prevent errors or misuse of funds.
4. **Consider documentary evidence of internal controls.** Auditors test the operating effectiveness of internal controls over the activities of your federal program. Make sure you retain and have documentation for controls that you have in place (i.e., approvals showing review of documents, approved invoices, resolutions showing approval on use of funds, authorized checks, etc.).

5. **Consult with your audit team.** It is always helpful to engage with your audit team on the scope and nature of the audit. Open communication can help to make you informed on the work that is being done and records that will be needed for review.



STAY CONNECTED

If you have any comments or suggestions regarding Ohio Connects, we would like to hear from you. Please e-mail diane.hare@obm.ohio.gov.

#YourOhioBudgetAtWork

OBM Communications

30 E. Broad Street, 34th Floor
Columbus, OH 43215
614-795-8969

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Non-Exclusive List of Eligible Uses ARPA – Local Fiscal Recovery Funds

Responding to the Public Health Emergency	Addressing Negative Economic Impacts	Serving the Hardest Hit	Improving Access to Infrastructure	Replace Public Sector Revenue Loss
COVID-19 mitigation <ul style="list-style-type: none"> Vaccinations Personal protective equipment (PPE) Testing Alternative care facilities 	Workers and families <ul style="list-style-type: none"> Unemployment and training Food, housing, financial security assistance Survivor's benefit 	Health disparities <ul style="list-style-type: none"> Community health works Public benefits navigators Community violence intervention 	Water and sewer <ul style="list-style-type: none"> Drinking/wastewater infrastructure Cybersecurity Remediation of lead pipes Stormwater/green infrastructure 	<ul style="list-style-type: none"> Recipients can fund government services up to their revenue loss amount Revenue loss—use standard allowance up to \$10 million (not greater than award) or calculate actual revenue loss Government services include any service traditionally provided by a government Construction of schools and hospitals Road building and maintenance and other infrastructure Health services General government administration staff and administrative facilities Environmental remediation Providing police, fire and other public safety services
Behavioral health care <ul style="list-style-type: none"> Mental health treatment Substance abuse treatment Crisis intervention 	Small businesses <ul style="list-style-type: none"> Loans Grants Counseling programs 	Housing and neighborhoods <ul style="list-style-type: none"> Homelessness Affordable housing Housing vouchers Residential counseling 	Broadband <ul style="list-style-type: none"> Currently unserved or underserved Modern technologies Address challenges such as affordability and reliability 	
Public health resources <ul style="list-style-type: none"> Payroll for public health and similar employees 	Impacted industries <ul style="list-style-type: none"> Tourism Travel Hospitality Non-profits 	Educational disparities <ul style="list-style-type: none"> Early learning services School district resources Educational services 	Review resources at treasury.gov (search "recovery funds") <ul style="list-style-type: none"> Final rule – effective April 1, 2022 » Overview » Webinar » Presentation 	
Essential workers <ul style="list-style-type: none"> Premium pay Retroactive premium pay 	Public sector <ul style="list-style-type: none"> Rehire public sector employees to pre-pandemic levels 	Healthy environments <ul style="list-style-type: none"> Childcare Enhanced child welfare services 		
Capital expenditures <ul style="list-style-type: none"> Must be related and reasonably proportional to the pandemic impact identified and reasonably designed to benefit the impacted population or class (ex: build affordable housing, childcare facilities, schools, hospitals, other projects) Coronavirus Capital Projects Fund is another source of funding available to fund critical capital investments 				

ok
Hammell
5-3-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-114-5/9

FROM: Jansen Wehrley *SSW*
DATE: May 3, 2022
SUBJECT: Seasonal Laborer Job Description

Committee: Finance

SUMMARY AND BACKGROUND:

Amend 31.07 S+B Code

The Parks Departments is respectfully requesting approval of a new job description for seasonal laborers. Currently the laborer job description is universal for Seasonal, Part time, and Full time positions. As such, a requirement of the job description is to have and maintain a valid driver's license issued by the State of Ohio and remain insurable under the City of Medina's vehicle insurance plan.

The proposed job description for Seasonal Laborer's removes the requirement to have a driver's license and modifies the Classification Features of the position. This will enable us to have a broader ability to fill these positions and open up hiring to minor applicants with summer work permits.

**Pending approval by the Law Director and Civil Service at the 5/4/22 meeting.*

Estimated Cost:

Suggested Funding:

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

Emergency Clause Requested: Yes

Reason: It is necessary to fill seasonal positions immediately.

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

**THE CITY OF MEDINA
JOB DESCRIPTION**

PROPOSED

TITLE: Seasonal Laborer

REPORTS TO: Department Head, Superintendent, Foreman, or Arborist

DEPARTMENT/DIVISION: As assigned

CIVIL SERVICES STATUS: ~~Classified~~/Unclassified

JOB STATUS: As assigned

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The work in this class is **unskilled or semi-skilled**, manual labor. ~~of more than ordinary difficulty that often involves the use of acquired skill and calls for the use of some skills acquired by experience or on-the-job training.~~ An employee in this classification usually works under the supervision of a foreman or **superintendent his/her designee**, who issues oral work orders and inspects work frequently. **An employee in this classification may work unattended as needed.**

ESSENTIAL JOB FUNCTIONS:

Performs a variety of semi-skilled construction, maintenance tasks, landscaping, tree maintenance, and lawn care.

Assists Motor Equipment Operators in the maintenance and repair of City equipment and property.

Assists in repair of park property including, but not limited to: pavilions, fences, sports fields, parking lots, splash pads, vandalism, and playground structures.

Assists in street or sidewalk repair and resurfacing.

Assists Department personnel as needed.

Prepares and maintains City facilities including mowing, athletic field preparation, turf grass maintenance, litter and trash pick-up, hiking trail maintenance, fence repair and dragging and lining ball fields.

Acts as assistant to mechanics, carpenters, sign painters, and other tradesmen when special skills are not required.

Operates chain saws, wood chippers, jackhammers, cut-off saws, pick-up trucks, backhoes, and other equipment and vehicles as assigned.

Assists in snow removal, including in parks, municipal parking lots, driveways, and streets as directed.

Sharpens chain saws, axes, sickles and other tools.

Prepares soil and plants and cultivates flowers, grass and shrubs.

Collects waste from City park locations and from the back of packer truck.

May install City playground equipment and perform minor maintenance to equipment and facilities.

Paints City equipment and property as assigned.

Work may include digging footers, building concrete forms, pouring and finishing concrete, patching storm pipe from the inside, laying asphalt, hauling debris, removing or pruning trees, and removing snow.

Assists in daily maintenance of vehicles and equipment.

Reports illegal and inappropriate behavior to Supervisors.

Cleans and repairs vandalized City property.

Able to perform the physical duties that include but are not limited to having the strength and agility sufficient to lift and maneuver heavy objects and the ability to climb into and operate large equipment and trucks, along with ability to bend, stoop, squat, climbing on scaffolding and ladders, twist, reach, and work on irregular surfaces and in the open on moving vehicles.

Maintains regular and consistent attendance.

Other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE:

Some experience in performing semi-skilled maintenance or construction tasks.

At least two years of experience in tree maintenance, landscaping, or lawn care preferred if working in the Parks department.

High school diploma or GED preferred, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

License:

~~Must have and maintain~~ **May be required to possess** a valid driver's license issued by the State of Ohio. ~~and must remain insurable under the City of Medina's vehicle insurance plan.~~

QUALIFICATIONS:

Knowledge of:

- Semi-skilled maintenance and manual tasks;
- Traffic and safety regulations; and
- Accident prevention practices.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Operate equipment and machinery by both night and day;
- Operate City radios in a professional manner;

- Lift at least 60 pounds on a regular basis;
- Pass a pre-employment drug test, physical examination, background check and Department of Motor Vehicle report;
- Observe unsafe conditions of roadways; and
- Understand and follow complex oral and written instructions.

ENVIRONMENTAL ELEMENTS:

This position requires that the employee stand or walk most of a scheduled shift with bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles. It also involves working outside in all types of weather situations and occupational exposure to interaction with citizens.

WORKING CONDITIONS:

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

EQUIPMENT USED:

Operates chain saws, jackhammers, wood chippers, riding and push mowers, pick-up trucks, backhoes, and other equipment and vehicles as assigned.

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: _____

OK
J. Hanwell
5-3-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-115-519

FROM: Jansen Wehrley *JSW*

Committee: Finance

DATE: May 3, 2022

SUBJECT: Funding to convert Cemetery PT Laborer position to FT 2022

SUMMARY AND BACKGROUND:

The Parks Department is respectfully requesting Council to accept the donation from the Friends of the Cemetery for \$21,000.00 to cover the costs to convert the Cemetery part time laborer position to full time effective July 1, 2022.

At the 2022 budget hearing, we presented the need to convert this position to full time to help meet the needs of the department. We were asked by Council to consider raising cemetery fees (Ordinance 181-21) and to find a creative way to fund the position until a discussion can occur regarding income tax reallocation.

The Friends of the Cemetery continue to provide funding and support for Spring Gove Cemetery and Old Town Cemetery for the City of Medina. As such, their Trustees have committed to fund items budgeted in our 2022 budget to help reduce our expenses and allow those funds to be used for the conversion of the laborer position.

Please see the attached letter of intent from the Friends of the Cemetery and supporting budgetary documents.

**Authorize Mayor Hanwell to sign the letter of intent pending review of the law director.

Remove the part time laborer position from 31.02 and amend section 31.05 departmental assignments.

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

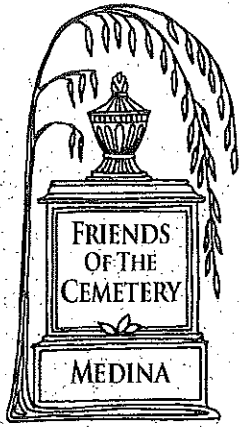
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:



April 23, 2022

775 East Washington St.
Medina, Ohio 44256

www.FriendsOfMedinaCemetery.org
Phone: 330.725.8861 Ext. 1055
info@friendsofmedinacemetery.org

City of Medina
132 N. Elmwood Avenue
Medina, OH 44256

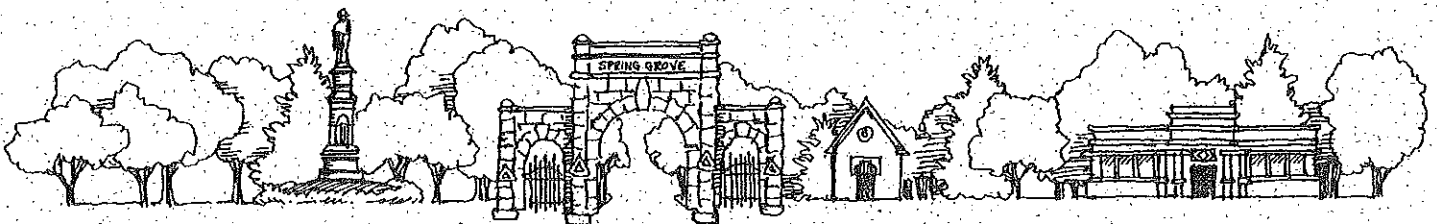
Mayor Hanwell, Council President John Coyne & members of City Council:

The Friends of the Cemetery hereby submits a letter of intent to provide funding for the City of Medina to hire a full-time cemetery employee at Spring Grove Cemetery.

As consideration for the hiring of the full-time cemetery employee, we will provide funding to the City for cemetery projects that are currently in the 2022 cemetery budget. We will fund up to \$3,500 per month through December 31, 2022, in an amount not to exceed \$21,000. The cap of \$21,000 contemplates that the employee will participate in the family health plan offered by the City. If the employee does not participate in the family health plan, or if the employee does not remain employed through the end of 2022, the cap will be proportionally reduced.

As part of this letter of intent, we ask that:

1. A full-time employee be hired in a timely manner – funding by the Friends will not commence until the employee is hired and begins working for the City.
2. The City consider funding the cost of the full-time employee in its 2023 budget at its cemetery budget hearing in October 2022.



The Friends of the Cemetery believe this letter of intent demonstrates to the City of Medina how crucial this full-time position is to the efficient operation of the City's cemeteries and to protect the significant investments that the Friends have made within the cemeteries.

Sincerely,



Teresa A. Merkle, President

Acknowledged and agreed:

City of Medina

By: _____
Name: _____
Title: _____

2022 Cemetery Staff Grid without proposed changes

Charts show proposed 2022 pay rates as outlined in Keith's Budget Worksheets and Union Contract

	Pay Step	Annual Hours	Hourly Rate	Pay	Longevity	City's portion of Hospitalization	Total Cost of Position, with 18%
Sexton	34F	2080	\$ 28.35	\$ 58,968.00	\$ 576	27,924.00	\$ 98,185.92
Part Time Union @ 1508 hrs half year		754	\$ 19.17	\$ 14,454.18			\$ 17,055.93
TOTAL		2834		\$73,422.18	\$576	\$27,924	\$115,241.85
Total Cost of Positions Effected							

2022 Cemetery Staff Grid with proposed changes

	Pay Step	Annual Hours	Hourly Rate	Pay	Longevity	City's portion of Hospitalization	Total Cost of Position, with 18%
Sexton	34F	2080	\$ 28.35	\$ 58,968.00	\$ 576	27,924.00	\$ 98,185.92
Full Time Laborer - from union grid half year	31A	1040	\$ 19.18	\$ 19,947.20		13,962.00	\$ 37,499.70
							\$ -
TOTAL		3120		\$78,915.20	\$576	\$41,886	\$135,685.62
Total Cost of Positions Effected							

Immediate cost	\$20,443.76
cuts	0
	\$20,443.76

Healthcare-Family Annual City	27,924.00
Healthcare-Single Annual City	11,244.00
Opt-Out Annual City	5,317.00
Opt-Down Annual City	12,444.00

Original submitted with budget

2022 Cemetery Staff Grid without proposed changes

Charts show proposed 2022 pay rates as outlined in Keith's Budget Worksheets and Union Contract

	Pay Step	Annual Hours	Hourly Rate	Pay	Longevity	City's portion of Hospitalization	Total Cost of Position, with 18%
Sexton	34F	2080	\$ 28.35	\$ 58,968.00	\$ 576	27,924.00	\$ 98,185.92
Part Time Union @ 1508 hrs		1508	\$ 19.17	\$ 28,908.36			\$ 34,111.86
TOTAL		3588		\$87,876.36	\$576	\$27,924	\$132,297.78
Total Cost of Positions Effected							

2022 Cemetery Staff Grid with proposed changes

	Pay Step	Annual Hours	Hourly Rate	Pay	Longevity	City's portion of Hospitalization	Total Cost of Position, with 18%
Sexton	34F	2080	\$ 28.35	\$ 58,968.00	\$ 576	27,924.00	\$ 98,185.92
Full Time Laborer - from union grid	31F	2080	\$ 24.49	\$ 50,939.20		27,924.00	\$ 88,032.26
							\$ -
TOTAL		4160		\$109,907.20	\$576	\$55,848	\$186,218.18
Total Cost of Positions Effected							

Immediate cost \$53,920.39
 cuts 0
 \$53,920.39

Healthcare-Family Annual City	27,924.00
Healthcare-Single Annual City	11,244.00
Opt-Out Annual City	5,317.00
Opt-Down Annual City	12,444.00

REQUEST FOR COUNCIL ACTION

OK
at Hammond
5-3-2022

NO. RCA 22-116-5/9

FROM: Patrick Patton 

COMMITTEE REFERRAL Finance

DATE: May 3, 2022

SUBJECT: Memorandum of Understanding with Medina County regarding the sanitary sewer replacement on South Prospect Street

This request asks for Council's authorization to enter into the attached Memorandum of Understanding (MOU) with the Medina County Commissioners with regards to the replacement of the sanitary sewer line on South Prospect St. We request that the Council authorize the Mayor to sign the MOU on behalf of the City.

The Medina County Sanitary Engineer has asked that the City replace the sanitary sewer in this location in conjunction with the City's reconstruction of South Broadway Street. Medina County would be responsible for all of the construction costs to install the sanitary sewer.

Thank you for your consideration.

ESTIMATED COST: n/a

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed From:
To:

New Appropriation:

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

REGULAR MEETING - TUESDAY, APRIL 26, 2022

The Board of County Commissioners of Medina County, Ohio met in regular session on this date with the following members present:

Colleen M. Swedyk William F. Hutson Stephen D. Hambley

Mrs. Swedyk offered the following resolution and moved the adoption of same which was duly seconded by Mr. Hutson.

RESOLUTION NO. 22-0307

AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF MEDINA TO REPLACE THE EXISTING SANITARY SEWER LOCATED IN S. PROSPECT STREET AS PART OF THE CITY'S S. PROSPECT STREET RECONSTRUCTION PROJECT

WHEREAS, the Board of County Commissioners of Medina County, Ohio, (Board) has been requested by the City of Medina (City) to cooperate and share in the cost of a project in accordance with the terms of the attached Memorandum of Understanding "Exhibit A" as it relates to the replacement of sanitary sewers described as follows:

Replacement of an existing sanitary sewer main along S. Prospect Street, between Lafayette Road to West Smith Road, as part of the City's South Prospect Street road reconstruction project. The existing sanitary sewer, which is located in the middle of pavement, and all active sanitary sewer service connections from the sanitary sewer main to the right-of-way line will be replaced. The replacement of the sanitary sewer main, appurtenances and service connections will be the financial responsibility of the Medina County Sanitary Engineer. Construction is tentatively scheduled to begin in the summer of 2022; and

WHEREAS, the Board shall cooperate with the City in the above described project as follows:

- 1) The City agrees to assume and bear one-hundred percent (100%) of the engineering, inspection and project administration costs for this project.
- 2) The Board agrees to assume and bear one-hundred percent (100%) of the construction costs for the sanitary line replacement.
- 3) The City shall submit the completed construction plans to the County for review and approval prior to commencing this project.
- 4) The City shall modify the plans as requested by the Board with regards to the final sanitary sewer design.
- 5) The City shall use the contract unit prices and the final approved contract unit price quantities to calculate the final total share due by the Board.
- 6) The Board shall submit payment for the final share due to the City within sixty (60) days after receiving the invoice from the City.

WHEREAS, the share of the project cost for the replacement sanitary sewer work is estimated in the amount of \$350,000, and said estimated amount is to be adjusted in order that the Board's ultimate share of said improvement shall correspond with said percentages of actual costs when said actual costs are determined by the City upon completion of the project; and

WHEREAS, the City has made plans and specifications and an estimate of cost and expense for the road replacement project, including the sanitary sewer replacement, and has transmitted copies of the same to the Medina County Sanitary Engineer; and

WHEREAS, the Board desires the City to proceed with the aforesaid road reconstruction project.

REGULAR MEETING - TUESDAY, APRIL 26, 2022
RESOLUTION NO. 22-0307 (CONT'D)

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Medina County, Ohio that:

- Section 1. The estimated sum of \$350,000 for construction costs is hereby appropriated for the improvement described above and the fiscal officer is hereby authorized and directed to issue an order on the treasurer for said sum upon the requisition of the City of Medina to pay the cost and expense of said improvement.
- Section 2. The Board hereby requests the City to proceed with the aforesaid road reconstruction project.
- Section 3. The Board enter into a Memorandum of Understanding with the City, and that President be, and is hereby authorized to execute said Memorandum of Understanding, providing for the payment of the Board the sum of money set forth herein above for improving the described project.
- Section 4. That the Board transmit to the City an executed copy of this Resolution and Memorandum of Understanding.
- Section 5. The Board authorizes the Sanitary Engineer to act on behalf of the Board for all matters related to the City's construction project, and to approve the actual costs for the sanitary sewer replacement work performed as set forth in the Memorandum of Understanding.

Voting AYE thereon: Mrs. Swedyk, Mr. Hutson and Mr. Hambley

Adopted: April 26, 2022

Prepared by: Sanitary Engineering Department

"Exhibit A"
MEMORANDUM OF UNDERSTANDING

SANITARY SEWER CONSTRUCTION on SOUTH PROSPECT STREET in the CITY OF MEDINA

Terms to be contained in a Memorandum of Understanding ("MOU") between the MEDINA COUNTY COMMISSIONERS {County}, and the CITY OF MEDINA {CITY}.

Section 1: Project Description

The CITY will be completing a reconstruction and replacement of South Prospect Street between Lafayette Road and West Smith Road in the City of Medina.

The Medina County Sanitary Engineers (MCSE), under an agreement with the City entered into in 1972, operates and maintains a City owned sanitary sewer that extends through the project limits of this project.

MCSE has requested that the CITY replace the existing sanitary sewer and appurtenances with a new sewer and appurtenances as part of the CITY's South Prospect Street Reconstruction project.

Construction is tentatively scheduled to begin in the summer of 2022.

Section II - Consent Statement

Being in the public interest, the COUNTY gives consent to the CITY to complete the replacement of the sanitary sewer in conjunction with the South Broadway Street improvement project.

Section III - Cooperation Statement

The CITY and the COUNTY shall cooperate as follows:

1. The CITY agrees to assume and bear one hundred percent (100%) of the engineering, inspection and project administration costs for this project.
2. The CITY shall submit the completed construction plans to the COUNTY for review and approval prior to commencing this project.
3. The CITY shall modify the plans as requested by the COUNTY with regards to the final sanitary sewer design.
4. The COUNTY agrees to assume and bear one hundred percent (100%) of the construction costs for the sanitary sewer line replacement.
5. The preliminary construction cost estimate for the COUNTY's share of this project is \$350,000.
6. The actual final total share shall be calculated by the CITY upon completion of the project

7. The CITY shall use the contract unit prices and the final approved contract unit price quantities to calculate the final total share due by the COUNTY.
8. The COUNTY shall submit payment for the final total share due to the CITY within sixty (60) days after receiving the invoice from the CITY.

Section IV - Maintenance

The City shall require the contractor to post a two-year maintenance bond to become effective upon completion and acceptance of the project. The County shall, in accordance with the 1972 agreement between the County and the City, assume responsibility for the maintenance of the sanitary sewer and appurtenances installed as part of this project upon the expiration of the contractor's maintenance bond.

MEDINA COUNTY COMMISSIONERS

CITY OF MEDINA, OHIO

By (signature): _____

By (signature): _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

"Exhibit A"
MEMORANDUM OF UNDERSTANDING

SANITARY SEWER CONSTRUCTION on SOUTH PROSPECT STREET in the CITY OF MEDINA

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Section 1: Project Description

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MCSE has requested that the CITY replace the existing sanitary sewer and appurtenances with a new sewer and appurtenances as part of the CITY's South Prospect Street Reconstruction project.

Construction is tentatively scheduled to begin in the summer of 2022.

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2. The CITY shall submit the completed construction plans to the COUNTY for review and approval prior to commencing this project.
3. The CITY shall modify the plans as requested by the COUNTY with regards to the final sanitary sewer design.
4. The COUNTY agrees to assume and bear one hundred percent (100%) of the construction costs for the sanitary sewer line replacement.
5. The preliminary construction cost estimate for the COUNTY's share of this project is \$350,000.
6. The actual final total share shall be calculated by the CITY upon completion of the project


7. The CITY shall use the contract unit prices and the final approved contract unit price quantities to calculate the final total share due by the COUNTY.
8. The COUNTY shall submit payment for the final total share due to the CITY within sixty (60) days after receiving the invoice from the CITY.

Section IV - Maintenance

The City shall require the contractor to post a two-year maintenance bond to become effective upon completion and acceptance of the project. The County shall, in accordance with the 1972 agreement between the County and the City, assume responsibility for the maintenance of the sanitary sewer and appurtenances installed as part of this project upon the expiration of the contractor's maintenance bond.

MEDINA COUNTY COMMISSIONERS

CITY OF MEDINA, OHIO

By (signature): 

By (signature): _____

Printed Name: Stephen D. Hambley

Printed Name: _____

Title: Board President

Title: _____

Date: 4/26/22

Date: _____

REQUEST FOR COUNCIL ACTION

*OK
28 Howard
5-4-2022*

No. RCA 22-117-5/9

Committee: Finance

FROM: Nino Piccoli

DATE: 5/3/22

SUBJECT: Modification to Laborer Job Description

SUMMARY AND BACKGROUND:

31.07

Effective currently, in order to obtain a commercial driver's license in the State of Ohio, a person needs to take a paid-course to be trained. The city of Medina has in the past trained individual employees that were interested in becoming a CDL driver on the job. This is not acceptable any longer.

The city likes to promote current employees (laborers) into MEO (motor equipment operators). Our internal pool of laborers do not have CDLs at this time. The city is getting to the point of needing to hire outside candidates to fill laborer and motor equipment operators.

This is a request to modify the current laborer job description. Under Education, Training and Experience, would request approval to add under License: In addition, to owning a regular driver's license and being insurable: **Valid Class B commercial driver's license preferred.** This does not mean we can only hire people with a CDL, but if given two candidates and one of them has a CDL, it would be more likely to hire this person so we can prepare them to move up to an MEO position.

This proposed change is being presented to the Civil Service Commission to keep them informed of changes 5/4/22. Law Director Huber is aware of the proposed change also and had no objection. Thus, it is with respect that we ask Council to review and adopt this change to the laborer job descriptions as presented and replace in the Salaries & Benefit Code Section 31.07.

Thank you.

Estimated Cost: \$.00

Suggested Funding:

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

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

OK
R. Hornum
5-4-2022
SSW

REQUEST FOR COUNCIL ACTION

No. RCA 22-118-5/9

FROM: Medina Recreation Center
DATE: May 3, 2022
SUBJECT: MCRC Part Time Pay Rate Amendment

Committee: Finance

SUMMARY AND BACKGROUND:

The MCRC is requesting approval to amend Section 31.02 (E) of the Salaries and Benefits Code, relative to the Part Time Pay Rate Scale. The existing pay scale has not had a Step A increase for any staff above minimum wage since 2009, with the exception of the lifeguard change last December. We are still experiencing staff shortages in both the front desk and aquatics departments despite recent efforts to change job duties and small wage increases. With summer approaching, we need to take every opportunity to have adequate staffing to keep all pools open as much as possible. We have compiled a survey of other recreation facilities and feel the proposed wages are in line with industry standards in Ohio.

The MCRC is proposing modeling the new staffing grid after the payscale the rest of the city uses for all employees, with consideration given to annual cost of living increases. We are proposing brackets of positions that progress with increased certifications, responsibilities and management duties.

Group 1 will remain at minimum wage. Groups 6, 7, and 8 express a range A through F but the wage will be selected upon hire based on advanced certifications and experience and is not meant to be an annual step or merit increase. Advancement may be considered with additional certifications. We are doing away with merit increases.

We also propose abolishing the positions of tour guide, café attendant and café supervisor.

Please See Exhibit A for details.

Estimated Cost:

Suggested Funding:

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

Emergency Clause Requested: Yes

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Medina Recreation Center 2022

Part Time Pay Scale

Group	Position	Current Wages	City of Medina Payscale 31.02 Ordinance 102-20	A	F
Group 1	Fitness Room Attendant	9.30	Ohio Minimum Wage	\$ 9.30	x
	Field House Attendant	9.30			
	Program Aide	9.30			
	Office Aide	9.30			
	Recreation Aide	9.30			
	Youth Specialist	9.30			
	Counselors	9.30			
	Activity Leader	9.30			
	Front Desk Attendant	9.30			
Group 2	Facility Attendant	9.72	51A	\$ 11.93	x
	Lifeguard	10.24			
	League Supervisor	9.98			
	Recreation Leader	10.35			
	Deck Supervisor	9.98			
	WSI Aide	11.56			
	Head Counselor	9.30			
Group 3	WSI	10.51	53A	\$ 13.47	x
	League Supervisor	9.98			
	Rental Coordinator	12.71			
	Team leader	9.46			
	Receptionist	9.98			
	Building Monitor	10.77			
	Before / After School Supervisor	10.77			
Group 4	Facility Monitor	11.56	54A	\$ 13.88	x
	Head Guard	12.17			
	Rascal Room Supervisor	9.98			
	Day Camp Supervisor	10.77			
Group 5	Activities Coordinator	14.71	55A	\$ 14.78	x
	Front Desk Supervisor	12.17			
	Office Assistant	9.72			
Group 6	Pool Manager A	15.76	56 A - F	\$ 16.51	21.08
	Marketing Coordinator	16.81			
Group 7	Pool Manager B	17.68	57 A - F	\$ 18.37	23.44
	Group Exercise Instructor A	18.00			
	WSI / LTS Private Lessons	18.00			
Group 8	WSI / LTS Semi Private Lessons	22.00	59 A - F	\$ 19.79	25.26
	Group Exercise Instructor B	23.40			

Recreation Center 2022
Part Time Pay Scale

CPI Increase of 5.8% or 50 cents over 2021 minimum wage.

	Position	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
RC1	Cafe Attendants	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
	Field House Attendants															
	Fitness Room Attendants															
	Office Aides															
	Program Aides															
	Recreation Aides															
	Tour Guides															
RC2		\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC3		\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC4	Counselors	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC5		\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC6		\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC7	Youth Specialists	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC8	Activity Leaders	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC9		\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC10		\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC11		\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC12	Cafe Supervisor	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
	Front Desk Attendants															
	Head Counselors															
	Lead Teacher															
RC13		\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40	\$10.50	\$10.60	\$10.70
RC14	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
RC15	MCRRC 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
	Office Assistant															
RC16	League Supervisor	\$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
	Rascal Room Supervisor															
	Receptionist															
	Recreation Leaders															
RC17	Lifeguards	\$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	WSI Aide	\$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	WSI	\$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	Building Monitor	\$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
	After Before School Supervisor															
	Front Desk Supervisor															
	Head Lifeguard															
	Rental Coordinator															
	Day Camp Supervisor															
RC21		\$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
	Deck Supervisor															
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	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
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
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	Marketing Coordinator	\$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	\$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
	Group Exercise Instructor A															
	WSI / LTS Semi-Private Lessons	\$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	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

OK
D. H. Hainey
5-4-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-119-5/9

FROM: Medina Recreation Center *psd*
DATE: May 3, 2022
SUBJECT: Membership Rate Ordinance Amendment

Committee: Finance

SUMMARY AND BACKGROUND:

The Medina Community Recreation Center respectfully requests Council to approve an amendment to Ordinance 89-22 regarding Membership and Day Pass Rates.

Membership Rates

Annual membership rates have not increased since 2016 although the Consumer Price Index shows that inflation has increased by a cumulative 19.79% in that time. We are experiencing increased expenses from minimum wage and staffing as well as the cost of goods like pool chemicals and general supplies.

We propose linking the annual recreation center membership rates to the CPI index and increasing rates every year by the inflation factor. We will review our annual revenues and expenses and submit a request at the end of each year with our recommendation for the rate increase not to exceed the CPI inflation rate. The CPI rate is typically released in October so the increase would be effective January first of each year. All rates will be rounded to the nearest whole dollar.

Daily Pass Rates

Day pass rates have not increased since 2008, while inflation has risen a cumulative 33.53% in that time. We propose raising day pass rates by one dollar for each type. At this time, we do not intend to raise Municipal Pool rates for the 2022 season but will review chemical and staffing expenses at season's end and reevaluate for summer of 2023. Proposed Rates as follows:

Daily Pass Rate	\$8.00 per person
Five Visit punch card	\$30.00
Ten Visit Punch card	\$60.00
Discounted group rate 10 to 25 people	\$6.00 per person
Discounted group rate over 25 people	\$5.00 per person
Aquatics area only day pass	\$4.00 per person
Military / veteran day rate	\$4.00 per person
Special Needs day rate	\$4.00 per person or \$20 for five punch card
Special Event day rate	\$2.00 – \$4.00 per person (depending on event)

Estimated Cost:

Suggested Funding:

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

Emergency Clause Requested: Yes

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

ORDINANCE NO. 89-22

AN ORDINANCE AMENDING ORD. 55-17, PASSED APRIL 24, 2017, RELATIVE TO MEMBERSHIP RATES FOR THE MEDINA COMMUNITY RECREATION CENTER.

WHEREAS: That the Membership Rates for the Medina Community Recreation Center currently read as follows:

ANNUAL MEMBERSHIP RATES						
Effective January 1, 2017	Resident/School District		Universal Member			
	New	Renewal	New	Renewal		
Youth/College	\$173.00	\$161.00	\$240.00	\$225.00		
Adult	\$250.00	\$229.00	\$347.00	\$320.00		
Senior	\$130.00	\$120.00	\$152.00	\$138.00		
2-Person	\$426.00	\$395.00	\$594.00	\$552.00		
Family	\$564.00	\$527.00	\$785.00	\$738.00		
MEMBERSHIP CATEGORIES AND DEFINITIONS						
<p>“City/School District Residents” are defined as people who live within the Medina City limits <i>OR</i> within the Medina City School District <i>OR</i> who pay city property tax <i>AND</i> pay city income tax.</p> <p>“Universal Member” is defined as people who live outside the Medina City limits <i>AND</i> outside the Medina City School District.</p> <p>“Non-Members” are defined as people who do not purchase annual memberships.</p> <p>“Adult” is defined as any person 18 years of age or older.</p> <p>“Youth/Student” is defined as any person age 3-17 or any college student age 18-25 with a current college ID card. A discounted low-income membership is available to youth who qualify (see Low Income Memberships)</p> <p>“Senior” is defined as any person 60 years of age and older.</p> <p>“2-Person” is defined as two adults (ages 18-59) who reside in the same household.</p> <p>“Family” is defined as a parent, legally married parents, or guardian and all children (17 & under) and/or current college student(s) age 18-25 residing in the same household. This fee is established for up to five family members, with each added member costing an additional \$35.</p> <p>“Corporate Member” – see Corporate/Business Membership Policy</p>						
CORPORATE MEMBERSHIP RATES*						
Discount	Res. Rate	10% off	15% off	20% off	30% off	
No. of Employees	5 – 24	25 – 49	50 - 99	100 – 174	175+	
<p>*Corporate rates are a percentage deducted off of the City/SD rate based on the number of applications submitted upon start or renewal. New corporate memberships start at a 20% discount for the first year then are based on the number of memberships purchased at the time of renewal.</p>						
Daily Pass Rate:		\$7.00 per person				
Group Discount Rate:						
Group of 10 to 25		\$5.00 per person				
Group of more than 25		\$4.00 per person				
Aquatics Area Only Day Pass		\$4.00 per person				
Daily Pass Punch Cards:						

5 Visit Daily Pass Punch Card	\$25.00	
10 Visit Daily Pass Punch Card	\$50.00	
5 Visit Daily Pass Punch Card for individuals or organizations that serve special needs populations	\$15.00	
Military Day Pass	\$3.00 per person	
Qualified Veteran Day Pass	\$3.00 per person	
Special Event Day Pass	\$1.00-\$3.00 per person (depending on event)	
SUMMER SPECIAL MEMBERSHIP		
Summer Special Membership is a three-month membership that starts between May 1 st and July 1 st and ends exactly three months from the start date. (Does not include access to outdoor Municipal Pool.)		
Effective January 1, 2017	Resident/School District	Universal Member
Youth/College	\$92	\$137
Adult	\$92	\$137
Senior	\$92	\$137
Family	\$246	\$355
A. Current members registered under the Facility Membership plan are eligible for the renewal rates if they renew before their expiration date.		
B. Members of any Medina City Board or Commission, as established in Part One, Title Seven of the Administrative Code of the City of Medina or created by ordinance of Council, may be permitted to purchase or renew their Medina Community Recreation Center membership at the City's corporate membership rate.		
C. Low Income Memberships are available to youth who qualify for the National School Lunch Program, and apply a 50% discount to a youth, youth plus one adult, or a full family membership that includes the qualifying youth. The adult must be a parent or guardian of the qualifying youth.		
D. Active Military qualifies for an annual membership discount of 15% off resident rates upon submission of verification paperwork. Active Military personnel on leave are eligible for two weeks free admission to the Recreation Center with dated verification of leave paperwork.		
E. Challenged individual Reduced Rate Verified mentally or physically challenged individuals shall be reviewed on a case by case basis and will be charged the Senior Rate.		

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

SEC. 1: That the Membership Rates for the Medina Community Recreation Center are hereby amended as follows:

ANNUAL MEMBERSHIP RATES				
Effective January 1, 2017	Resident/School District		Universal Member	
	New	Renewal	New	Renewal
Youth/College	\$173.00	\$161.00	\$240.00	\$225.00
Adult	\$250.00	\$229.00	\$347.00	\$320.00
Senior	\$130.00	\$120.00	\$152.00	\$138.00
2-Person	\$426.00	\$395.00	\$594.00	\$552.00
Family	\$564.00	\$527.00	\$785.00	\$738.00
MEMBERSHIP CATEGORIES AND DEFINITIONS				
"City/School District Residents" are defined as people who live within the Medina City				

limits **OR** within the Medina City School District **OR** who pay city property tax **AND** pay city income tax.

“Universal Member” is defined as people who live outside the Medina City limits **AND** outside the Medina City School District.

“Non-Members” are defined as people who do not purchase annual memberships.

“Adult” is defined as any person 18 years of age or older.

“Youth/Student” is defined as any person age 3-17 or any college student age 18-25 with a current college ID card. A discounted low-income membership is available to youth who qualify (see Low Income Memberships)

“Senior” is defined as any person 60 years of age and older.

“2-Person” is defined as two adults (ages 18-59) who reside in the same household.

“Family” is defined as a parent, legally married parents, or guardian and all children (17 & under) and/or current college student(s) age 18-25 residing in the same household. This fee is established for up to five family members, with each added member costing an additional \$35.

“Corporate Member” – see Corporate/Business Membership Policy

CORPORATE MEMBERSHIP RATES*

Discount	Res. Rate	10% off	15% off	20% off	30% off	
No. of Employees	5 – 24	25 – 49	50 - 99	100 – 174	175+	

*Corporate rates are a percentage deducted off of the City/SD rate based on the number of applications submitted upon start or renewal. New corporate memberships start at a 20% discount for the first year then are based on the number of memberships purchased at the time of renewal.

Daily Pass Rate:	\$7.00 per person
Group Discount Rate:	
Group of 10 to 25	\$5.00 per person
Group of more than 25	\$4.00 per person
Aquatics Area Only Day Pass	\$4.00 per person
Daily Pass Punch Cards:	
5 Visit Daily Pass Punch Card	\$25.00
10 Visit Daily Pass Punch Card	\$50.00
5 Visit Daily Pass Punch Card for individuals or organizations that serve special needs populations	\$15.00
Military Day Pass	\$3.00 per person
Qualified Veteran Day Pass	\$3.00 per person
Special Event Day Pass	\$1.00-\$3.00 per person (depending on event)

SUMMER SPECIAL MEMBERSHIP

Summer Special Membership is a three-month membership that starts between May 1st and July 1st and ends exactly three months from the start date. (Does not include access to outdoor Municipal Pool.)

Effective January 1, 2017	Resident/School District	Universal Member
Youth/College	\$92	\$137
Adult	\$92	\$137
Senior	\$92	\$137
Family	\$246	\$355

A. Current members registered under the Facility Membership plan are eligible for the renewal rates if they renew before their expiration date.

B. Members of any Medina City Board or Commission, as established in Part One, Title Seven of the Administrative Code of the City of Medina or created by ordinance of Council, may be permitted to purchase or renew their Medina Community Recreation Center membership at the

City's corporate membership rate.

C. Low Income Memberships are available to youth who qualify for the National School Lunch Program, and apply a 50% discount to a youth, youth plus one adult, or a full family membership that includes the qualifying youth. The adult must be a parent or guardian of the qualifying youth.

D. Active Military qualifies for an annual membership discount of 15% off resident rates upon submission of verification paperwork. Active Military personnel on leave are eligible for two weeks free admission to the Recreation Center with dated verification of leave paperwork.

E. Challenged individual Reduced Rate Verified mentally or physically challenged individuals shall be reviewed on a case by case basis and will be charged the Senior Rate.

F. Part-time Recreation Center employees that work 10 or more hours per week are eligible for a free monthly membership.

SEC. 2: That Ordinance 55-17, passed April 24, 2017, is hereby repealed.

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: April 25, 2022

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: April 26, 2022

SIGNED: Dennis Hanwell
Mayor

OK
Dr. Hamel
5-4-2022

REQUEST FOR COUNCIL ACTION

No. RCA 22-120-5/9

FROM: Kimberly Marshall, Economic Development Director Committee: Finance
DATE: May 4, 2022
SUBJECT: American Rescue Plan Act – Small Business Workforce Assistance Grant

SUMMARY AND BACKGROUND:

This request is for council to consider funding of \$200,000 to implement a Small Business Workforce Assistance Grant program from the ARPA funding received from the Federal Government. Of this money, \$50,000 has been set aside to assist micro-businesses. The City of Medina, Economic Development Committee held Business and Industry Roundtable meetings to discuss issues affecting them the most as a result of the COVID 19 pandemic and mandatory government shutdown in 2020. Workforce came to the top of the list for hiring, rehiring and retaining employees.

The Economic Development committee held several meetings to discuss the program guidelines and application and have put together a program specifically for workforce assistance. The grants shall be used by successful applicants to address issues with hiring, rehiring, and retaining employees. The Program will be administered by the City of Medina Economic Development Department and the Economic Development Committee.

We would like to begin the program on July 1, 2022. Forms will be available on the city website and will be due by 4:00pm on August 8, 2022.

Estimated Cost:
Suggested Funding:

Sufficient funds in Account No. FBD 171-0748-56633

- 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:



Small Business Workforce Assistance Grant Program Guidelines

The City of Medina has set aside \$200,000 of American Rescue Plan money to assist City of Medina small businesses with workforce challenges due to COVID-19. Of this money, \$50,000 has been set aside to assist micro-businesses. The grants shall be used by successful applicants to address issues with hiring, rehiring, and retaining employees. The Program will be administered by the City of Medina Economic Development Department and the Economic Development Committee.

Section I: Eligibility Requirements

A small business shall be defined as meeting the following criteria:

- A qualifying business must be located within the City of Medina, have 50 Full Time Equivalent or fewer employees, is independently owned and operated, and is not dominant in its field of operation.
- A qualifying business must have 2021 annual business revenue of \$3MM or less.

A micro-business shall be defined as meeting the following criteria:

- A qualifying business must be located within the City of Medina and have 10 or fewer employees, one of whom owns the business.

A small business or micro-business, as defined in these Guidelines above, that meets all the following criteria may apply to receive funding from the Program:

- A qualifying business must have experienced negative economic impacts due to the COVID-19 pandemic.
- A qualifying business must be registered with the Ohio Secretary of State's Office and with the Regional Income Tax Agency (RITA).
- The applicant is 50%+ majority owner of the business.
- Owner/Applicant will provide a landlord acknowledgement of lease or proof of building ownership.
- Owner/Applicant is current with property taxes and City fees, or has a payment plan in place with the City.
- Business will need to prove active liability insurance.
- A business with multiple locations may apply for grants for more than one location, but the total funds received by any business cannot exceed \$10,000.
- Affiliates of a qualifying business are included in determining the number of employees and grant funds received. Affiliate is defined as a business that controls, is controlled by, or is under common control with the qualifying business. One business controls

another if it holds the majority voting or ownership interest or has control over the day-to-day operations

- The business commits to using funds for the retention of existing employees, hiring or rehiring former employees.
- Ineligible businesses include social clubs, liquor and tobacco stores, pawn shops, adult entertainment, passive real estate investments, non-profits, and home-based businesses operating without appropriate zoning and/or permits.

Section II: Uses of Funds

Program funds can be used by applicants for the following expenses related to the hiring, rehiring and retaining of employees as long as the expenses do not violate state or federal law. Examples include but are not limited to the following:

- Transportation (e.g. – gas cards, uber rides, bus passes, car repair)
- Childcare (e.g. – daycare, overnight childcare, etc.)
- Training (e.g. – customer service training, English as a second language, etc.)
- Payroll (e.g. – increase wages, shift premiums)
- Benefits (e.g. – healthcare; sick leave; employee bonuses)

Other uses may be approved if the applicant presents a compelling argument for how the use of funds will deal with specific issues relating to hiring, rehiring and/or retaining employees.

A business that uses grant proceeds for purposes other than eligible costs listed above and approved through the application process must repay the improper expenditures to the City of Medina. If a business fails to repay unspent or improperly spent grant proceeds, the City of Medina must certify the unpaid amount to the Attorney General's Office for collection.

NOTE: Applying for funding does not guarantee that grant funds will be awarded. Any costs incurred by applicants prior to receiving an award notification will be done at their own risk.

Section III: Application and Review Process

Beginning on July 1, 2022, businesses can apply for the Program at www.medinaoh.org. Applications will be due by 4:00pm August 8, 2022. The selection committee will review, analyze and rank all applications based on their responses provided in the online application. Businesses will be required to fill out the application in its entirety. It will be the business/applicant responsibility to ensure the application is complete and all required supplemental information is submitted.

The City reserves the right to accept or reject all or any part of any application, waive informalities and award the applications to best serve the interest of the City.

Incomplete applications will not be considered. It is the responsibility of the business/applicant to ensure that their application has been received. Email confirmations will be sent in response to all applications submitted.

The selection process will use the following criteria listed below, but not limited to, nor necessarily in order of importance:

- Qualifying business's need for the grant relative to other applicants
- Likelihood the grant will allow the business to retain jobs within the City of Medina
- Overall economic impact of the grant
- Amount of Requested Funds
- Funds requested meet the expenses outlined in the Use of Funds section

Section IV: Reporting Requirements

Grant proceeds must be used or returned to the City of Medina by October 31, 2024.

Small businesses receiving a grant from this Program are required to submit an annual report and a final report to the City of Medina Economic Development Department, on a form prescribed by the Economic Development Department, detailing the following:

- Detailed description of the use of funds
- Proof of payment for expenses, including paid invoices, cancelled checks, and any other documentation
- Any other information requested by the City of Medina

The annual report shall be due no later than March 1, 2023 and final report due March 1, 2024.

Section V: Maintenance of Records

Businesses that receive funds from the Program shall keep records of all specific expenses for which the funds were used for a period of five (5) years after the completion of the project. These records shall include, but not be limited to, paid invoices, canceled checks, and other documentation acquired when the permissible expense occurred.

Upon request, the business shall provide access to these records to the City of Medina, its agencies, agents, directors, and/or any party who has contracted with the city for the exclusive purposes of evaluating or ensuring compliance with Program requirements.

At their own expense, the business shall provide photocopies of all requested records to the city or any of the aforementioned parties upon written request of the city within a reasonable time of the request.

Failure to abide by the requirement may result in a demand for the business to repay Program funds to the City of Medina within thirty (30) days of a written request for repayment.

Section VI: Grant Condition

If applicant no longer is located and conducts business in the City of Medina continuously through 2026, the city will have the right to require any grant funding received, repaid in full.



Small Business Workforce Assistance Grant

Landlord / Tenant Acknowledgement Form

Landlord Acknowledgement:

Name of Landlord: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Property Address: _____

City: _____ State: _____ Zipcode: _____

Parcel Number _____

Term of the Lease: _____

I, _____

(Name of Landlord)

hereby acknowledge that I am the rightful property owner and that

(Name of Business/Applicant)

Is a tenant and they are not in default of their rental agreement/payments.

Signature: _____ Date: _____

Print name of Landlord _____



Small Business Workforce Assistance Grant

Property Owner Acknowledgement Form

Property Owner Acknowledgement:

Name of Property Owner: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Business Address: _____

City: _____ State: _____ Zipcode: _____

Parcel Number _____

I, _____
(Name of Property Owner)
hereby acknowledge that I am the rightful property owner.

(Name of Business/Applicant)

Signature: _____ Date: _____

Print name of Property Owner _____



Small Business Workforce Assistance Grant Application

Business Information

Business Name: _____

(Enter the legal name of your business)

Business Address: _____

Business City: _____

Business State: _____

Business Zip Code: _____

Business Phone: _____

Business Website: _____

Business Email: _____

When was your Business Established? _____

Business Contact Information

Do you have a business bank account? Yes No

Owner Name: _____

Co-Owner or Partner Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Cell Phone: _____

Email: _____

Is this your only location? Yes No

If no, where? _____

Do you have affiliates? Yes No

If yes, where? _____

Income Information

Type or Nature of Business: _____

As a business owner, do you also work in the business? Yes No

Is this your only source of income? Yes No

If no, please explain other sources of income _____

What was your business annual income from your most recent tax return? _____

Employee Information

How many people did you employ prior to March 2020? _____

Current number full time of employees: _____

Current number of part time employees: _____

How many employees have the following benefits?

Sick Time: _____

Vacation Time: _____

Employer-provided health insurance: _____

Have you had to lay off employees? Yes No

If yes, how many and dates of layoff? _____

Have these employees been rehired? Yes No

If yes, how many and dates of rehire? _____

Do you anticipate further layoffs or loss of employees? Yes No

If yes, how many employees? _____

How many job openings do you have?

Full time _____

Part time _____

Gross Revenue

What was your monthly gross revenue, on average, before the pandemic?

What is your gross monthly revenue on average now?

Estimated Adverse Impact

When did your business start having workforce issues as a result of COVID-19?

Please provide a brief explanation of what adverse economic impacts COVID-19 has had on your business.

Did your business close at any point during the COVID pandemic? Yes No

If yes, please supply dates of closure: _____

Grant

Type of grant sought: (Check all that apply)

- | | |
|---|----------|
| <input type="checkbox"/> Transportation (e.g. – gas cards, uber rides, bus passes, car repair) | \$ _____ |
| <input type="checkbox"/> Childcare (e.g. – daycare) | \$ _____ |
| <input type="checkbox"/> Training (e.g. – customer service training, English as a second language,) | \$ _____ |
| <input type="checkbox"/> Payroll (e.g. – increase wages,) | \$ _____ |
| <input type="checkbox"/> Benefits (e.g. – healthcare; sick leave; bonuses) | \$ _____ |
| <input type="checkbox"/> Other – please describe: _____ | \$ _____ |

Grant amount requested (please note: the committee will look at expense value and ensure it matches the total requested):

\$ _____

Breakdown of expenses – Expenses must be listed by item and dollar amount. Grant applications without dollar amounts will not be considered.

Description	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Other Assistance

Have you applied for any other forms of assistance? Yes No

If yes, list all COVID related grants and loans including their dollar amounts, ie: PPE, county, city grants, etc.

Other Information

Please let the committee know anything else they should consider while evaluating your business:

Are you submitting for more than one business? Yes No

If yes, list others and your relationship: _____

Certification

The undersigned hereby certifies that the statements inscribed on this application are true, complete and accurate to the best of my knowledge, and any changes affecting the information contained herein will be made known to the City of Medina.

Application By: _____ Date: _____

Print name of Applicant: _____