

# AGENDA

July 12, 2021  
City Hall Rotunda

## Finance Committee (6:00 p.m.)

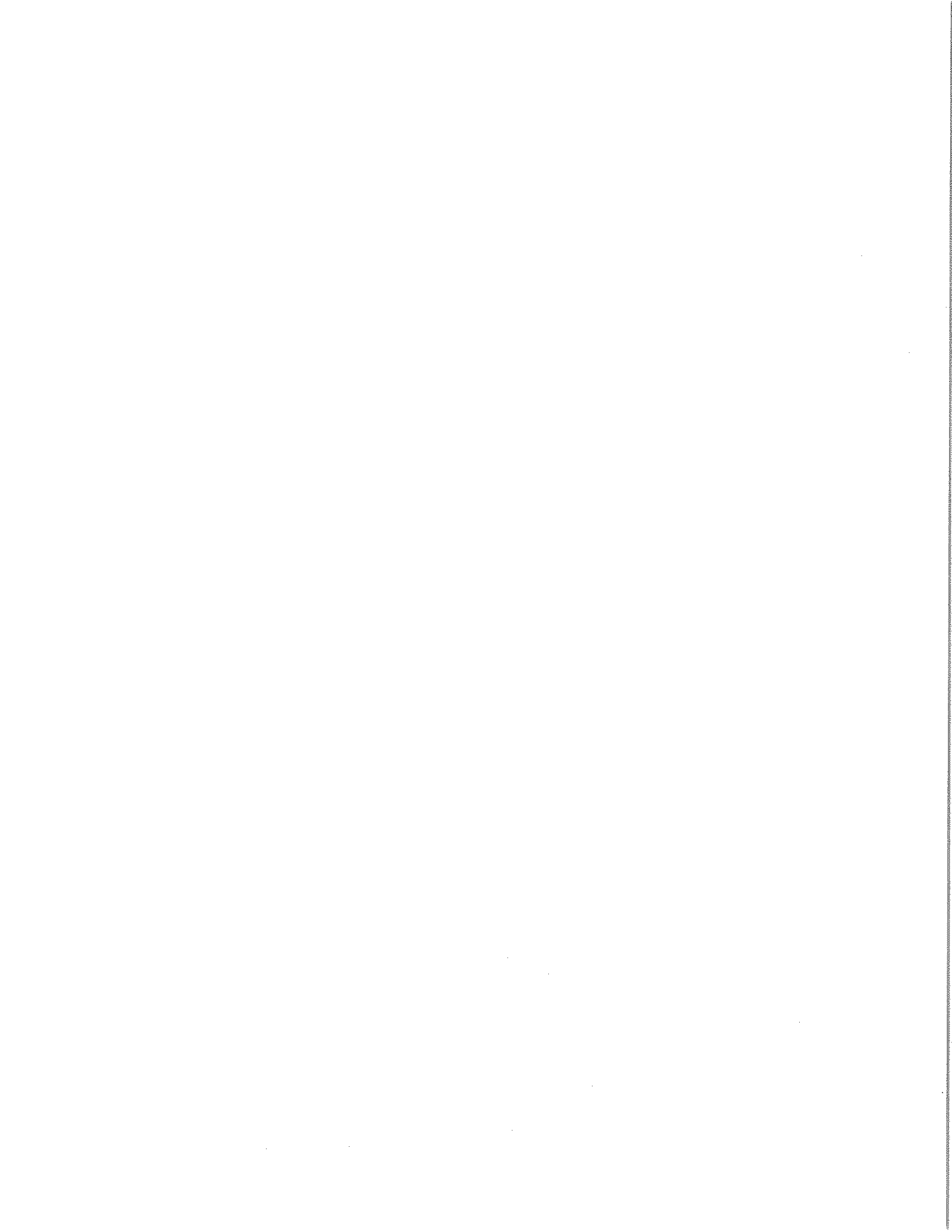
1. Assignment of Requests for Council Action
2. 21-122-6/14 – Elected Official Salaries
3. 21-143-7/12 – American Rescue Plan Act – Authorize Documents
4. 21-144-7/12 – Grant Application – Ohio Public Works Commission
5. 21-145-7/12 – Amend S&B 31.07 – Accept Community Development Dir. Job Description
6. 21-146-7/12 – Amend S&B 31.10 – Add Juneteenth as Federal Holiday
7. Executive Session: (land acquisition)

## REQUESTS FOR COUNCIL ACTION/DISCUSSION

### Finance Committee

- 21-143-7/12 – American Rescue Plan Act Documents
- 21-144-7/12 – Grant Application – Ohio Public Works Commission (OPWC)
- 21-145-7/12 – Approve Community Development Director Job Description Revision
- 21-146-7/12 – Amend S&B Code – Add Juneteenth as Federal Holiday

7/12/21



REQUEST FOR COUNCIL ACTION

No. RCA 21-122-6/14

FROM: Keith H. Dirham  
DATE: Tuesday, May 25, 2021  
SUBJECT: Elected Official Salaries

Committee: Finance

SUMMARY AND BACKGROUND:

Current salaries for elected officials were set by Ordinances 32-19 and 99-17 (attached, thank you Kathy). Under Ohio law and the City Charter, salaries for elected officials must be determined prior to the filing deadline for petitions for the position. Annual salaries as of 2021 for these positions are:

*6/28/21 Annette Wessel - Charter Review Committee  
Reduce a bit lower than other communities*

- \$92,006.55 for Finance Director
- \$86,594.40 for Mayor
- \$13,776 for Council President
- \$9,180 for Council Member

Note that the minimum salary necessary to earn a full month's credit in OPERS per OPERS website going forward is:

- \$696.84/mo or \$8,362.08/yr in 2022
- \$709.03/mo or \$8,508.36/yr in 2023
- \$721.44/mo or \$8,657.28/yr in 2024
- \$734.07/mo or \$8,808.84/yr in 2025
- \$746.91/mo or \$8,962.92/yr in 2026
- \$759.99/mo or \$9,119.88/yr in 2027
- \$773.29/mo or \$9,279.48/yr in 2028
- \$786.82/mo or \$9,441.84/yr in 2029

Thus, the current Council Member salary is sufficient to earn a full year's credit in OPERS through 2027 but after that it will not be. Furthermore, the minimum monthly earnable salary required to earn service credit for health care coverage is \$1,000 (\$12,000/yr) and no partial credit is available for health care so at present the Council President is earning credit toward health care coverage in retirement but the other Council Members are not.

In the past I have requested and Council has agreed to make all of these evenly divisible by the number of pay-periods per year for these officials. I would request that again because it simplifies things for my payroll clerk.

*Keith - Have to set salaries prior to filing deadline  
Council member earning credit towards healthcare.*

Estimated Cost:

Suggested Funding:

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

*- Make Council salaries divisible by 12  
- Eric - Should be \$1,000/mo.  
Bill - Term limits should be enforced  
Paul - Give Mayor + Fin Director Col R*

Emergency Clause Requested:

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

*6/14/21 Council stay same Charter Review*

Ord.  
Ord.

*(Mayor/Fin Dir  
(Council)*

Council Action Taken:

*6/28/21 2 separate ordinances look next mtg. HOLD*

Ord./Res.  
Date:

## Salary Review

Rcvd  
6-22-21  
RCA 21-122-6/14

### **Background**

An Ad Hoc committee was asked to consider the salaries for the elected positions of the Mayor, Finance Director and City Council and offer their suggestion for raises over the next four years. The committee met on June 18<sup>th</sup> and consisted of the following members:

- Stacy Bonitz
- Raymond Rogers
- Debra Hallock
- Annette Wissel

#### Mayor

The Mayor's current salary is \$86,594.40 and the position has received a 2% raise over the last four years representing an inflationary adjustment approved by Council.

#### Finance Director

The Finance Director's current salary is \$92,006.55 and the position has received a 2% raise over the last four years representing an inflationary adjustment approved by Council.

#### City Council

The City Council's current salary, excluding the City Council President, is \$9,180 and the members received a 32% increase on average in 2018 and a 5% raise on average thereafter to make-up for the previous nine years of no adjustment, align all members to be the same, and allow members to earn full credit from Ohio's Public Employees Retirement System (OPERS) for their service.

#### City Council President

The City Council President's current salary is \$13,776 representing a differential of 50% from other Council members. The President received a 46% raise in 2020 and a 4.5% raise in 2021 to maintain the 50% differential and make-up for the previous nine years of no adjustment.

### **Analysis**

#### Mayor and Finance Director

Comparable salaries from Strongsville, Brunswick, Wadsworth and Wooster were reviewed for these positions. For the Mayor, only a comparison with Brunswick was considered since the other city's administrative structure did not allow a fair comparison. The committee also discussed the economic outlook and inflationary pressures on the cost-of-living. Based on the fact the Mayor and Finance Director salaries are below the average of these surrounding cities and the anticipated increase in the cost-of-living, a slightly higher raise than the previous years seemed appropriate.

City Council

Comparable salaries from Strongsville, Brunswick, Wadsworth and Wooster as well as the minimum salary necessary to earn a full month's credit in OPERS for 2024 and 2025 were reviewed. Adding to the discussion was the minimum monthly salary required to earn service credit for health care coverage of \$1,000 per month. Medina's current salary is sufficient to earn a full year's credit in OPERS for the years in consideration but is still below the average and minimum salary to earn service credit for health care coverage. The committee felt a 31% increase in 2024 to reach the \$12,000 threshold was not necessary at this time but instead an increase above a cost-of-living adjustment will work toward this amount and close the gap from surrounding cities in hopes to attract the best people to serve the city was appropriate.

City Council President

Comparable salaries from Strongsville, Brunswick, Wadsworth and Wooster were reviewed for City Council President as well as the 50% differential from the other council members. Because the current salary is above the average of surrounding communities coupled with the raise recommended for the other members, the committee felt the differential could be reduced instead.

**Recommendation**

Mayor

A 2.5% raise (to be adjusted for the years with 27 pays)

YEAR	Annual Salary (26 Pay Year)
2022	\$ 88,759.32
2023	\$ 90,978.16
2024	\$ 93,252.64
2025	\$ 95,584.06

Finance Director

A 2.5% raise (to be adjusted for the years with 27 pays)

YEAR	Annual Salary (26 Pay Year)
2022	\$ 94,306.68
2023	\$ 96,664.36
2024	\$ 99,081.06
2025	\$ 101,558.08

City Council

A 10% raise

YEAR	Annual Salary (26 Pay Year)
2024	\$ 10,098.00
2025	\$ 11,107.80

City Council President

A 5% raise

YEAR	Annual Salary (26 Pay Year)
2024	\$ 14,464.80
2025	\$ 15,188.04

Elected Official Salary Comparison	As % of Medina 2021			
	2021	2022	2021	2022
Mayor/City Manager				
Strongsville	150,000.00		173.22%	0.00%
Brunswick^	125,561.90	128,073.14	145.00%	147.90%
Medina	86,594.40		100.00%	0.00%
Wadsworth	48,172.00	49,376.00	55.63%	57.02%
Wooster	75,645.00		87.36%	0.00%
Average	97,194.66			
Median	86,594.40			

Finance Director	2021	2022	2021	2022
	Strongsville	137,987.20		149.98%
Brunswick	107,557.84		116.90%	0.00%
Medina	92,006.55		100.00%	0.00%
Wadsworth*	89,530.00	91,321.00	97.31%	99.25%
Wooster	140,109.00		152.28%	0.00%
Average	113,438.12			
Median	107,557.84			

Council President	2021	2022	2021	2022
	Strongsville	20,091.18		145.84%
Brunswick	13,665.44		99.20%	0.00%
Medina	13,776.00		100.00%	0.00%
Wadsworth	8,668.00	8,668.00	62.92%	62.92%
Wooster	9,500.00		68.96%	0.00%
Average	13,140.12			
Median	13,665.44			

Council Member	2021	2022	2021	2022
	Strongsville	18,841.79		205.25%
Brunswick	14,749.83		160.67%	0.00%
Medina	9,180.00		100.00%	0.00%
Wadsworth	8,185.00	8,185.00	89.16%	89.16%
Wooster	8,500.00		92.59%	0.00%
Average	11,891.32			
Median	9,180.00			

\*The salary listed is for Wadsworth's City Auditor. They also have a City Treasurer who is paid \$32,684 for 2021. The sum of the two for 2021 is 122,214.00

^The salary listed is for the Brunswick City Manager. They also have a Mayor who is paid \$16,227.40 for 2021. The sum of the two for 2021 is 141,789.30



## ORDINANCE NO. 32-19

**AN ORDINANCE AMENDING ORDINANCE NO. 103-17,  
PASSED JULY 10, 2017, RELATIVE TO SECTION 31.01 OF  
THE SALARY AND BENEFITS CODE, THE SCHEDULE OF  
PAY FOR THE POSITIONS OF MEMBERS OF COUNCIL.**

**WHEREAS:** Ordinance No. 103-17, passed July 10, 2017, authorized the amending Section 31.01 of the Salary and Benefits Code, the Schedule of Pay for the positions of Members of Council; and

**WHEREAS:** That Section 31.01 of the Salaries and Benefits Code pertaining to Schedule of Pay for Members of Council presently reads as follows:

President of Council	<del>\$ 9,000.00 (Annual – 2018)</del>	<del>Payable Monthly</del>
(Term 1/1/16-12/31-19)	\$ 9,000.00 (Annual – 2019)	Payable Monthly
	\$13,140.00 (Annual – 2020)	Payable Monthly
	\$13,776.00 (Annual – 2021)	Payable Monthly

Council Members (1/1/18-12/31/21)		
Ward 1 Council	<del>\$ 7,920.00 (Annual – 2018)</del>	<del>Payable Monthly</del>
Ward 3 Council	\$ 8,340.00 (Annual – 2019)	Payable Monthly
At-Large Council (Rose)	\$ 8,760.00 (Annual – 2020)	Payable Monthly
	\$ 9,180.00 (Annual – 2021)	Payable Monthly

Council Members (1/1/16-12/31/19)		
Ward 2 Council	<del>\$ 6,000.00 (Annual – 2018)</del>	<del>Payable Monthly</del>
Ward 4 Council	\$ 6,000.00 (Annual – 2019)	Payable Monthly
At-Large Council (Lamb)	\$ 8,760.00 (Annual – 2020)	Payable Monthly
	\$ 9,180.00 (Annual – 2021)	Payable Monthly

(Ord. 103-17)

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

**SEC. 1:** That Section 31.01 of the Salary and Benefits Code pertaining to Schedule of Pay for Members of Council shall be amended to read as follows:

President of Council	\$ 9,000.00 (Annual – 2019)	Payable Monthly
(Term 1/1/16-12/31/23)	\$13,140.00 (Annual – 2020)	Payable Monthly
	\$13,776.00 (Annual – 2021)	Payable Monthly
	<b>\$13,776.00 (2022 &amp; 2023+)*</b>	<b>Payable Monthly</b>

Council Members (1/1/18-12/31/23)

Ward 1 Council	\$ 8,340.00 (Annual – 2019)	Payable Monthly
Ward 3 Council	\$ 8,760.00 (Annual – 2020)	Payable Monthly
At-Large Council (Rose)	\$ 9,180.00 (Annual – 2021)	Payable Monthly
	<b>\$9,180.00 (2022 &amp; 2023+)*</b>	<b>Payable Monthly</b>

Council Members (1/1/16-12/31/23)		
Ward 2 Council	\$ 6,000.00 (Annual – 2019)	Payable Monthly
Ward 4 Council	\$ 8,760.00 (Annual – 2020)	Payable Monthly
At-Large Council (Lamb)	\$ 9,180.00 (Annual – 2021)	Payable Monthly
	<b>\$ 9,180.00 (2022 &amp; 2023+)*</b>	<b>Payable Monthly</b>

**\*The salaries after 2023 shall stay the same until Council should take further action to increase at that time.**

(Ord. 103-17, 32-19)

**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:** February 25, 2019

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** February 26, 2019

**SIGNED:** Dennis Hanwell  
Mayor

**ORDINANCE NO. 99-17**

**AN ORDINANCE AMENDING SECTION 31.01 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE SCHEDULE OF PAY FOR THE POSITIONS OF MAYOR, DIRECTOR FINANCE AND MEMBERS OF COUNCIL.**

**WHEREAS:** Section 31.01 of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Schedule of Pay for Elected Officials presently reads as follows:

All elected officials of the City of Medina, Ohio, shall be paid a salary in accordance with the following schedule of pay basis:

Director of Finance*	\$82,997.98 (Annual - 2014)	Payable Bi-weekly
	\$83,659.94 (Annual - 2015)	Payable Bi-weekly
	\$84,327.36 (Annual - 2016)	Payable Bi-weekly
	\$84,999.98 (Annual - 2017)	Payable Bi-weekly
(Ord. 42-00, 171-05, 108-09, 110-13)		
Mayor*	\$75,319.14 (Annual - 2014)	Payable Bi-weekly
	\$76,848.20 (Annual - 2015)	Payable Bi-weekly
	\$78,408.20 (Annual - 2016)	Payable Bi-weekly
	\$79,999.92 (Annual - 2017)	Payable Bi-weekly
(Ord. 43-00, 170-05, 171-07, 107-09, 109-13)		
President of Council	\$9,000.00 (Annual)	Payable Monthly
Council Member	\$6,000.00 (Annual)	Payable Monthly
(Ord. 41-00, 86-05, 169-05)		
Municipal Court Judge *	ORC 1901.11	Payable Bi-weekly
Clerk of Court*	ORC 1901.31	Payable Bi-weekly
(Ord.. 26-07)		

\* Officials eligible to receive hospitalization benefits.

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

**SEC. 1:** That Section 31.01 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended in part as follows relative to the Schedule of Pay for Elected Officials:

**SECTION 31.01 SCHEDULE OF PAY FOR ELECTED OFFICIALS**

All elected officials of the City of Medina, Ohio, shall be paid a salary in accordance with the following schedule of pay basis:

<b>Director of Finance*</b>	\$86,699.86 (Annual - 2018)	Payable Bi-weekly
	\$88,433.80 (Annual - 2019)	Payable Bi-weekly
	\$90,202.58 (Annual - 2020)	Payable Bi-weekly
	\$92,006.55 (Annual - 2021)	Payable Bi-weekly
(Ord. 42-00, 171-05, 99-17)		
<b>Mayor*</b>	\$81,599.96 (Annual - 2018)	Payable Bi-weekly
	\$83,231.98 (Annual - 2019)	Payable Bi-weekly
	\$84,896.50 (Annual - 2020)	Payable Bi-weekly
	\$86,594.40 (Annual - 2021)	Payable Bi-weekly
(Ord. 43-00, 170-05, 171-07, 109-13, 99-17)		
<b>President of Council</b>	\$11,880.00 (Annual - 2018)	Payable Monthly
	\$12,516.00 (Annual - 2019)	Payable Monthly
	\$13,140.00 (Annual - 2020)	Payable Monthly
	\$13,776.00 (Annual - 2021)	Payable Monthly
<b>Council Member</b>	\$7,920.00 (Annual - 2018)	Payable Monthly
	\$8,340.00 (Annual - 2019)	Payable Monthly
	\$8,760.00 (Annual - 2020)	Payable Monthly
	\$9,180.00 (Annual - 2021)	Payable Monthly
(Ord. 41-00, 86-05, 169-05, 99-17)		
Municipal Court Judge *	ORC 1901.11	Payable Bi-weekly
Clerk of Court*	ORC 1901.31	Payable Bi-weekly
(Ord.. 26-07)		

**SEC. 2:** That in accordance with Article III, Section 12 of the Charter of the City of Medina, Ohio, the above referenced increases shall take effect for those officials taking office January 1, 2018.

**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:** June 26, 2017

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** June 27, 2017

**SIGNED:** Dennis Hanwell  
Mayor

Year	Annualized 43-A	Annualized 43-F	Cumulative %	Council Low	Council High	Council President	Cumulative %	Mayor	Cumulative %	Finance Director	Cumulative %
2002	57,532.80	73,403.20		3,200.00	3,200.00	3,600.00	0.00%	50,000.00	0.00%	60,000.00	0.00%
2003	56,676.80	74,859.20	1.98%	3,200.00	3,200.00	3,600.00	0.00%	50,000.00	0.00%	60,000.00	0.00%
2004	60,424.00	77,105.60	3.00%	3,200.00	3,200.00	3,600.00	0.00%	50,000.00	0.00%	60,000.00	0.00%
2005	62,857.60	80,204.80	4.02%	3,200.00	3,200.00	3,600.00	0.00%	50,000.00	0.00%	60,000.00	0.00%
2006	65,083.20	83,075.20	3.53%	3,200.00	3,200.00	3,600.00	0.00%	50,000.00	0.00%	60,000.00	0.00%
2007	67,371.20	85,987.20	3.51%	3,400.00	5,400.00	3,600.00	66.75%	58,350.00	3.00%	68,950.00	3.00%
2008	69,742.40	89,003.20	3.51%	5,000.00	6,000.00	9,000.00	87.50%	60,100.00	3.00%	71,026.00	3.00%
2009	71,983.80	91,894.40	3.25%	5,000.00	6,000.00	9,000.00	87.50%	61,903.00	3.00%	73,158.00	3.00%
2010	74,152.00	94,640.00	2.99%	6,000.00	6,000.00	9,000.00	87.50%	64,688.52	23.81%	75,353.72	3.00%
2011	75,254.40	96,093.60	1.47%	6,000.00	6,000.00	9,000.00	87.50%	67,599.94	29.86%	77,614.42	3.00%
2012	76,772.80	98,009.60	2.09%	6,000.00	6,000.00	9,000.00	87.50%	70,641.74	35.20%	79,942.72	3.00%
2013	78,686.40	100,443.20	2.48%	6,000.00	6,000.00	9,000.00	87.50%	73,820.50	41.28%	82,341.22	3.00%
2014	80,257.20	102,450.80	2.01%	6,000.00	6,000.00	9,000.00	87.50%	75,313.14	47.64%	84,999.98	3.00%
2015	81,827.20	104,457.60	1.95%	6,000.00	6,000.00	9,000.00	87.50%	76,848.20	50.64%	87,997.98	3.00%
2016	83,470.40	106,537.60	1.99%	6,000.00	6,000.00	9,000.00	87.50%	78,403.20	53.70%	90,999.98	3.00%
2017	85,592.00	109,241.60	2.54%	6,000.00	6,000.00	9,000.00	87.50%	79,999.82	56.82%	94,327.36	3.00%
2018	87,526.40	113,745.80	2.27%	6,000.00	6,000.00	9,000.00	87.50%	81,599.86	60.00%	98,999.98	3.00%
2019	89,273.60	118,942.40	1.99%	6,000.00	7,920.00	9,000.00	147.50%	83,211.98	63.20%	103,999.98	3.00%
2020	91,520.00	124,812.80	2.52%	6,000.00	9,340.00	9,000.00	160.63%	84,996.50	66.46%	109,999.98	3.00%
2021	97,437.60	134,372.80	6.47%	9,180.00	9,180.00	13,776.00	186.88%	86,594.40	73.19%	116,999.98	3.00%

OK Art Hanwell  
7-6-2021

# REQUEST FOR COUNCIL ACTION

No. RCA 21-143-7/12  
Committee: Finance & Council

FROM: Mayor Dennis Hanwell  
DATE: July 6, 2021  
SUBJECT: American Rescue Plan Act

## SUMMARY AND BACKGROUND:

Respectfully request Council authorize the Mayor to sign required documents in order for the City to receive monies from the American Rescue Plan Act, specifically from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Respectfully request this discussion and approval be assigned to Finance Committee on Monday, July 12, 2021 and if approved, be presented to Medina City Council the same evening with request to pass with the Emergency Clause. The City just received this paperwork and are required to enter the documentation to be permitted access to the electronic portals for processing.

See attached documentation

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, see above

Reason:

## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res. Ord. 126-21  
Date: 7-12-21

OMB Approved No. 1505-0271  
Expiration Date: November 30, 2021

ORD. 126-21  
Exh. A

U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: [Recipient to provide]	DUNS Number: [Recipient to provide] Taxpayer Identification Number: [Recipient to provide] Assistance Listing Number: 21.027
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Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient:

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Authorized Representative:

Title:

Date signed:

U.S. Department of the Treasury:

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Authorized Representative:

Title:

Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.



U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS LOCAL FISCAL RECOVERY FUND  
AWARD TERMS AND CONDITIONS

1. Use of Funds.
  - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
  - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
  - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
  - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
  - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
  - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
  - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
  - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
  - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
  - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
  - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
  - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
  - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
  - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
  - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
  - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
  - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
  - i. A member of Congress or a representative of a committee of Congress;
  - ii. An Inspector General;
  - iii. The Government Accountability Office;
  - iv. A Treasury employee responsible for contract or grant oversight or management;
  - v. An authorized official of the Department of Justice or other law enforcement agency;
  - vi. A court or grand jury; or
  - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

## ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

### ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the "Recipient") provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient's beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient's program(s) and activity(ies), so long as any portion of the Recipient's program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient's programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

*The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.*

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

City of Medina, Ohio  
Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

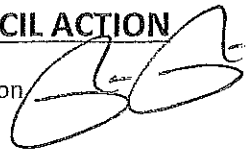
The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

**REQUEST FOR COUNCIL ACTION**

OK  
Dr. Hammett  
7-6-2021

NO. 21-144-7/12

FROM: Patrick Patton



DATE: July 6, 2021

COMMITTEE REFERRAL: Finance

SUBJECT: Application for grant assistance with the Ohio Public Works Commission (OPWC)

This request is for Council's authorization to submit a grant application with the Ohio Public Works Commission for public improvement project.

We are considering a number of projects, we will submit our recommendation to Council with grant funding information at a later date (prior to Council acceptance).

We are submitting this request at this time because the grant application will be due at the end of August. In order to meet this deadline, we will need Council approval at the next regularly scheduled Council meeting (August 23, 2021).

Finally, please note that in addition to the authorization to submit the grant application, this requests asks that if successful, the Mayor be authorized to enter into an agreement with OPWC to accept the grant.

Thank you for your consideration.

ESTIMATED COST: No cost to submit the application. If the grant application is successful, the City will be responsible for the local share of the project (TBD).

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:



**REQUEST FOR COUNCIL ACTION**

No. RCA 21-145-7/12

FROM: Civil Service Commission

Committee: Finance + Council

DATE: 7/7/21

SUBJECT: Community Development Director Job Description Revision

**SUMMARY AND BACKGROUND:**

*S+B 31.07*

As you know Jonathan Mendel has accepted another job offer and will be leaving the City July 15<sup>th</sup>. Mayor Hanwell reviewed his job description while making decisions on filling the position and noticed a minor change required.

Most job descriptions address our employees having an Ohio driver's license and needing to remain insurable under the City's insurance policy if they drive on city business occasionally.

The Community development Director job description does not currently have this included.

The attached job description was presented to the Civil Service Commission at the July 7<sup>th</sup> meeting. They approved the addition of having an Ohio driver's license, etc. (bold print) and we respectfully request Council's consideration and adoption of this proposed new Community Development Director job description so advertising may begin.

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: *Yes, to begin interview process*  
Reason:

**COUNCIL USE ONLY:**

Committee Action/Recommendation:

Council Action Taken:

Ord./Res. *Ord. 114-21*  
Date: *7-12-21*

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** Community Development Director

**REPORTS TO:** Mayor

**DEPARTMENT/DIVISION:** Community Development

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Exempt

**CLASSIFICATION FEATURES:** The individual in this classification, under the broad supervision of the Mayor, performs managerial, administrative and professional work relating to current planning, zoning, administration, comprehensive planning, redevelopment and other community development issues. This individual oversees the Building Division, Economic Development Division, and Planning Division, all of which form the Community Development Department.

**ESSENTIAL JOB FUNCTIONS:**

Plans, directs and coordinates the activities of the City's Community Development Department, including the preparation of annual budgets and monitoring of revenues and expenditures for effective and efficient performance of each of the Community Development Department's divisions.

Administers the City's Comprehensive Plan, working with other City departments, agencies and citizen groups.

Oversees regular reviews of the Plan in order to enhance and improve the City's Comprehensive Plan's effectiveness, as well as its relationship to the City's Strategic Plan.

Enforces zoning code regulations by supervising the enforcement of all development approvals and all regulations related to land use and development.

Establishes and oversees the development review process, including the coordination with the Building and Engineering Departments and other City departments for input, as well as other agencies when necessary.

Directs and acts as Secretary to the Planning Commission, Board of Zoning Appeals and Historic Preservation Board.

Provides educational and informational materials.

Responsible for public notices of all meetings as required by the Ohio Revised Code and the City.

Supervises and participates in the preparation of zoning ordinances and zoning maps and the revision of such ordinances and maps.

Provides advice to and cooperates with City officials in connection with new or proposed capital improvement projects and coordinates those projects with a long-range capital improvements plan.

PROPOSED ADDITION

IV-65

Supervise and work directly with the city's Building Official to ensure the Building Division is performing as required and to ensure building regulations are being enforced.

Assists City officials in addressing the costs of services and the implications of capital improvement projects.

Serves as the City's liaison to the Medina County Planning Commission, as well as to other public, private or nonprofit groups and associations involved in such issues as community development, housing and neighborhood improvement, transportation planning and other issues that impact the City's planning efforts.

Identifies areas in need of housing rehabilitation and develops and implements programs to address those problem areas.

Serves as the Fair Housing Coordinator and works with the County's Fair Housing Office.

Supervise and works with the city's Economic Development Director to identify commercial or industrial areas in need of redevelopment and to ensure the Economic Development Division is running efficiently.

Develops and implements programs related to stabilizing the economy of the downtown Historic District, dealing with such issues as parking, traffic, rehabilitation and adaptive reuse of older buildings and new development.

Plans, organizes and administers provisions of all community grants which might include interdepartmental coordination, neighborhood groups, development and communications.

Administer the Community Development Block Grant (CDBG) and other grants as assigned.

Prepares and writes grant applications.

Advises the Mayor, City Council and Department Heads regarding planning and zoning issues and problems.

Coordinates historic preservation activities of the City including serving as the City's certified local government coordinator.

Completes all state requirements of Certified Local Government program.

Maintains regular and consistent attendance.

Coordinates with and assists the City's Law Director and any special City legal counsel with preparation of documents and exhibits as needed.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of planning and community development.

Attends City Council meetings and department meetings when required.

Able to perform physical demands that include but are not limited to being able to sit continuously at a computer terminal, desk or work station. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the work day.

**EDUCATION, TRAINING AND EXPERIENCE:**

Master's Degree in municipal planning, urban affairs or a related field, along with considerable experience and responsibility in city planning and community development; or

Any equivalent combination of acceptable education and experience that provides the required knowledge, skills and abilities.

**License:**

Valid driver's license issued by the State of Ohio and the ability to remain insurable under the City of Medina Insurance Plan.

**Certifications:**

American Institute of Certified Planners (AICP) certification desirable or a commitment to gain such certification within two years of hiring.

**QUALIFICATIONS:**

**Knowledge of:**

- Advanced theories, principles and practices of city planning and community development; and
- Ohio planning and zoning laws, as well as federal, state and local laws, regulations, ordinances and standards applicable to planning and community development.

**Skilled in:**

- Word processing and spreadsheet software applications including, but not limited to, Microsoft Word, Excel and other Microsoft Office products; and
- Reading and writing reports, correspondence and instructions.

**Ability to:**

- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Provide administrative and professional leadership and direction to Department personnel;
- Make presentations to professional and lay groups, City Council, boards, commissions and the general public; and
- Establish and maintain good working relationships with City employees, other governmental agencies and the general public.

**ENVIRONMENTAL ELEMENTS:**

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

**WORKING CONDITIONS:**

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

**EQUIPMENT USED:**

**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  
D. Hanwell  
7-7-2021

# REQUEST FOR COUNCIL ACTION

No. RCA 21-146-7/12

Committee: Finance + Council

FROM: Mayor Dennis Hanwell

DATE: July 7, 2021

SUBJECT: Juneteenth (June 19<sup>th</sup>) added as a Federal holiday

## SUMMARY AND BACKGROUND:

Respectfully request Council to authorize the Mayor to sign a Memorandum of Understanding (MOU) between the City of Medina and the Ohio Patrolman's Benevolent Association, adding June 19<sup>th</sup> as a Federal holiday. This was designated as a Federal holiday on June 17, 2021 by President Joseph Biden. For years 2022 and on, it will be recognized on June 19<sup>th</sup> of each year. For the year 2021, the parties have agreed that the Juneteenth holiday shall be allocated as an additional Stress Day, not to be taken from the employee's sick leave accumulation. The Stress Day shall be taken during the 2021 calendar year. This permits the City Administration to adequately staff City operations and approve such requests.

In addition, we will need to amend Section 31.10, Holidays, of the Salary and Benefits Code by adding Juneteenth (June 19<sup>th</sup>) as an additional holiday. For years 2022 and on, it will be recognized on June 19<sup>th</sup> of each year. For the year 2021, the Juneteenth holiday shall be allocated as an additional day off, not to be taken from the employee's sick, vacation or compensatory time accumulation. The day off shall be taken during the 2021 calendar year. This permits the City Administration to adequately staff City operations and approve such requests.

It is the City Administration's intent that this holiday will also apply to Teamster Local Union 436 members as it is the past pattern and practice of the City to apply benefits incorporated in the Salary and Benefits Code to Teamsters members where their contract is silent on same.

It is the Administration's request that this discussion be taken to both the Finance Committee on July 12, 2021 and if approved, to Council that same evening and passed with an Emergency Clause. This will permit the months of July and August to be available for this added day off to help with scheduling for all eligible employees.

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: See above

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.  
Date:

Ord. 127-21 (S+B Code)  
7-12-21  
Ord. 113-21 (Mon)  
7-12-21

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Medina, Ohio, as the public employer, (“City”) and the Ohio Patrolmen’s Benevolent Association (“OPBA”) on behalf of the Dispatchers, Patrol Officer and Sergeants bargaining units within the Medina City Police Department. The City and the OPBA are collectively referred to as “the Parties” herein.

On or about June 17<sup>th</sup> 2021, the Federal Government passed legislation which added Juneteenth as a Federal Holiday.

As memorialized in the terms of this MOU, the Parties have agreed, in lieu of bargaining, to incorporate the Juneteenth holiday as an additional holiday commencing in 2022, under the respective OPBA collective bargaining agreements for the above bargaining unit employees. All the terms of the current collective bargaining units apply to this new holiday in the future.

For the year of 2021, the Parties have agreed that the Juneteenth Holiday shall be allocated as an additional stress day, not to be taken from the employee’s sick leave accumulation. The stress day shall be the same as the employee’s current work schedule, either twelve (12), ten (10), nine (9) or eight (8) hours depending on the employee’s regular work day. The stress day shall be taken during the 2021 calendar year.

By signing below, the Parties acknowledge that they understand and agree to each and every term of this MOU and they affix their signatures below to indicate their assent to all terms.

For the Union:

For the City:

\_\_\_\_\_  
George E. Gerken,                      Date  
OPBA Attorney

\_\_\_\_\_  
Dennis T. Hanwell,                      Date  
Mayor

\_\_\_\_\_  
Christopher E. Deeks                      Date

\_\_\_\_\_  
Patty Miller                                      Date

\_\_\_\_\_  
Patrick Sloan                                      Date

**SECTION 31.10 HOLIDAYS**

The following days shall be observed as holidays for all qualified employees of the City of Medina.

1. The first day of January, known as New Years Day.
2. The third Monday of January, known as Martin Luther King Day.
3. The third Monday of February, known as Washington-Lincoln Day.
4. The last Monday of May, known as Decoration Day or Memorial Day.
5. The fourth day of July, known as Independence Day.
6. The first Monday of September, known as Labor Day.
7. The second Monday of October, known as Columbus Day.
8. The eleventh day of November, known as Veterans Day.
9. The fourth Thursday of November, known as Thanksgiving Day.
10. The twenty-fifth day of December, known as Christmas Day.
11. Subject to the approval of the Mayor, and any day appointed and recommended by the Governor of the State or the President of the United States as a holiday.
12. For Municipal Court employees, any day the presiding Municipal Court Judge declares the Municipal Court closed.

Reference Section 31.11(A): In the event that any of the aforesaid holidays should fall on a Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that the aforesaid holidays should fall on a Sunday, the Monday immediately succeeding shall be observed as the holiday.