

**FINANCE COMMITTEE AGENDA**  
**March 11, 2024**  
**Council Rotunda**

**Finance Committee (6:30 p.m.)**

1. Assignment of Requests for Council Action
2. 24-061-3/11 – Authorize 2023 GAAP Conversion Expenditure
3. 24-062-3/11 – 2023 Audit Expenditure – Rea & Associates
4. 24-063-3/11 – Contract w/ McDonald Hopkins – Bond Counsel for Courthouse Project
5. 24-064-3/11 – Expenditure – PY 22 CHIP Rehab – 110 S. Harmony
6. 24-065-3/11 – Budget Amendments
7. 24-066-3/11 – Purchase two (2) 2024 F-150's – Water Dept.

## **REQUESTS FOR COUNCIL ACTION/DISCUSSION**

### **Finance Committee**

- 24-061-3/11 – Expenditure - 2023 GAAP Conversion
- 24-062-3/11 – 2023 Audit Expenditure - Rea & Associates
- 24-063-3/11 – Contract w/ McDonald Hopkins – Bond Counsel for Courthouse Project
- 24-064-3/11 – Expenditure – PY22 CHIP Rehab – 110 S. Harmony
- 24-065-3/11 – Budget Amendments
- 24-066-3/11 – Purchase two (2) F-150 Pick-up Trucks – Water Dept.

3/11/24

**REQUEST FOR COUNCIL ACTION**

No. RCA 24-061-3/11

**FROM:** Keith H. Dirham  
**DATE:** Thursday, February 22, 2024  
**SUBJECT:** 2023 GAAP Conversion

**Committee:** Finance

**SUMMARY AND BACKGROUND:**

Council approved a three-year contract with Rea and Associates to conduct the City of Medina's CAFR Preparation for 2022 through 2024 as Ordinance 80-23 (attached). This is for the second year of that contract at the \$26,000 annual rate specified in the contract.

**Estimated Cost:**

**Suggested Funding:**

- sufficient funds in Account No. 001-0707-52226
- transfer needed from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_
- NEW APPROPRIATION needed in Account No. \_\_\_\_\_

**Emergency Clause Requested:** No

**Reason:** n/a

**COUNCIL USE ONLY:**

**Committee Action/Recommendation:**

**Council Action Taken:**

**Ord./Res.**

**Date:**

**ORDINANCE NO. 80-23**

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A THREE-YEAR CONTRACT WITH REA & ASSOCIATES, INC. FOR THE PREPARATION OF THE CITY'S CAFR IN ACCORDANCE WITH ACCOUNTING PRINCIPLES GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA (GAAP) FOR THE YEARS ENDING DECEMBER 31, 2022, DECEMBER 31, 2023, AND DECEMBER 31, 2024.**

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

- SEC. 1:** That the Mayor is hereby authorized and directed to enter into a three-year contract with Rea & Associates, Inc. for the preparation of the City's CAFR in accordance with accounting principles generally accepted in the United States of America (GAAP) for the years ending December 31, 2022, December 31, 2023, and December 31, 2024.
- SEC. 2:** That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.
- SEC. 3:** That the fees for these services shall not exceed \$26,000 for the year ending December 31, 2022, \$26,000 for the year ending December 31, 2023; and \$26,000 for the year ending December 31, 2024 and will be available in Account No. 001-0707-52226.
- SEC. 4:** That fees for additional accounting services, up to an estimated \$2,500 annually may be charged for events such as debt refundings, audit changes to the financial statements due to inaccurate or incomplete information provided by the City, restatements of prior year financial statements, or other non-routine events.
- SEC. 5:** That a copy of the contract is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 6:** 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. 7: That this Ordinance shall be in full force and effect at the earliest period allowed by law. = 5/24/23

PASSED: April 24, 2023

SIGNED: John M. Coyne, III  
President of Council

ATTEST: Kathy Patton  
Clerk of Council

APPROVED: April 25, 2023

SIGNED: Dennis Hanwell  
Mayor



Rea & associates *a brighter way*

ORD. 80-23  
Exh. A

November 11, 2022

Keith Dirham, Treasurer  
City of Medina  
132 N. Elmwood  
Medina, OH 44256

Dear Mr. Dirham:

First and foremost I would like to thank you for the opportunity to submit to you and the City of Medina, Ohio (City) a proposal to prepare the City's Annual Comprehensive Financial Report. Based on our many years of experience in this industry, I would hope you would agree that Rea & Associates, Inc. can provide you with the most efficient and effective service in the industry.

**The Objective and Scope of the Preparation of the Financial Statements**

You have requested that we prepare the annual Annual Comprehensive Financial Report of City of Medina for the years ending December 31, 2022, 2023 and 2024 on a continuous basis. The basic financial statements will include the related notes to the financial statements and be accompanied by a management discussion and analysis and pension/OPEB related schedules, which are considered required supplemental information to the basic financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP). We are pleased to confirm our acceptance and our understanding of this engagement to prepare the financial statements of the City by means of this letter.

**Our Responsibilities**

The objective of our engagement is to prepare financial statements in accordance with generally accepted accounting principles based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

**Management Responsibilities**

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with generally accepted accounting principles. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1. The selection of generally accepted accounting principles as the financial reporting framework to be applied in the preparation of the financial statements;
2. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. The prevention and detection of fraud;
4. To ensure that the entity complies with the laws and regulations applicable to its activities;
5. The accuracy and completeness of the records, documents, explanations and other information, including significant judgments, you provide to us for the engagement to prepare financial statements; and
6. To provide us with:
  - a. Documentation and other related information that is relevant to the preparation and presentation of the financial statements;
  - b. Additional information that may be requested for the purpose of the preparation of the financial statements; and
  - c. Unrestricted access to persons within the City with whom we determine it necessary to communicate.

Keith Dirham, Finance Director, will be responsible for overseeing such services, evaluating the adequacy and accepting the results of these services, and accept responsibility for the results of the services. Rea and Associates, Inc. will not perform management functions or make management decisions on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its functions and making decisions.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

**Records and Assistance**

If circumstances relating to the conditions of your records were to arise during the course of our work which in our professional judgment prevent us from completing the engagement, we will notify you promptly. In such a situation, we retain the unilateral right to take any course of action permitted by professional standards, including withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the City's books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

**Other Relevant Information**

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

**Fees, Costs, and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from City personnel;
2. Timely responses to our inquiries;
3. Timely completion and delivery of client assistance requests;
4. Timely communication of all significant accounting and financial reporting matters; and
5. The assumption that unexpected circumstances will not be encountered during the engagement.

If any of the aforementioned criteria are not met, then fees may increase. Our fees for the foregoing services will be based on the time we incur in performing these services, the degree of responsibility we assume, and the value of the services performed. We estimate the fee to be \$23,600 for the year ending December 31, 2022, \$24,800 for the year ending December 31, 2023 and \$26,000 for the year ending December 31, 2024.

In addition, fees may be increased for events such as:

1. Implementation of a new accounting system;
2. Implementation of any new Accounting Standards, to include GASB 87 *Leases*

Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

In the event we are requested or authorized by the City or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the City, the City will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The City agrees that it will not make reference to us in any public or private securities or debt offering.

**Termination**

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Arrangement Letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.



We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Arrangement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Arrangement Letter.

When an engagement has been suspended at the request of management [or those charged with governance] and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Arrangement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Arrangement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Arrangement Letter will no longer apply. In order for us to recommence work, the execution of a new Arrangement Letter will be required.

We may terminate this Arrangement Letter upon written notice if: (i) we determine that our continued performance would result in a violation of law, regulatory requirements, applicable professional or ethical standards, or our client acceptance or retention standards; or (ii) you are placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, you or any of your affiliates is placed on a verified sanctioned person list, in each case, including, but not limited to, lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union, or any other relevant sanctioning authority.

#### **Information Security - Miscellaneous Terms**

Rea & Associates, Inc. is committed to the safe and confidential treatment of City of Medina proprietary information. Rea & Associates, Inc. is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. City of Medina agrees that it will not provide Rea & Associates, Inc. with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of City of Medina information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Rea & Associates, Inc. may terminate this relationship immediately in its sole discretion if Rea & Associates, Inc. determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Rea & Associates, Inc. client acceptance or retention standards.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

#### **Our Agreement**

This letter constitutes the complete and exclusive statement of agreement between Rea & Associates, Inc. and the City, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

#### **Electronic Signatures and Counterparts**

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof,

"electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and our respective responsibilities.

Rea & Associates, Inc.



\_\_\_\_\_  
Chad Welty, CPA

11/11/2022

\_\_\_\_\_  
Date

Confirmed on behalf of City of Medina:

  
\_\_\_\_\_  
Name and Title Dennis Hanwell, Mayor

April 25, 2023  
Date

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**REQUEST FOR COUNCIL ACTION**

No. RCA 23-084-4/10

**FROM:** Keith H. Dirham  
**DATE:** Tuesday, March 28, 2023  
**SUBJECT:** Approve expenditure of up to \$26,000 to REA and Assoc for Preparation of Financial Statements

**Committee:** Finance

**SUMMARY AND BACKGROUND:**

Pursuant to Ordinance 36-22 the City of Medina has a contract with REA and Associates for the City's 2021 through 2025 Audits. We are asking to also utilize the services of REA and Associates for preparation of the City's financial statements as we have done in the past. The contract amount is \$23,600 and the excess is to cover any minor increases due to circumstances.

**Estimated Cost:** \$26,000

**Suggested Funding:**

- sufficient funds in Account No. 001-0707-52221
- transfer needed from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_
- **NEW APPROPRIATION** needed in Account No. \_\_\_\_\_

**Emergency Clause Requested:** No.

**Reason:**

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**COUNCIL USE ONLY:**

**Committee Action/Recommendation:**

**Council Action Taken:**

**Ord./Res.  
Date:**



Rea & associates a *brighter* way

November 11, 2022

Keith Dirham, Treasurer  
City of Medina  
132 N. Elmwood  
Medina, OH 44256

Dear Mr. Dirham:

First and foremost I would like to thank you for the opportunity to submit to you and the City of Medina, Ohio (City) a proposal to prepare the City's Annual Comprehensive Financial Report. Based on our many years of experience in this industry, I would hope you would agree that Rea & Associates, Inc. can provide you with the most efficient and effective service in the industry.

**The Objective and Scope of the Preparation of the Financial Statements**

You have requested that we prepare the annual Annual Comprehensive Financial Report of City of Medina for the years ending December 31, 2022, 2023 and 2024 on a continuous basis. The basic financial statements will include the related notes to the financial statements and be accompanied by a management discussion and analysis and pension/OPEB related schedules, which are considered required supplemental information to the basic financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP). We are pleased to confirm our acceptance and our understanding of this engagement to prepare the financial statements of the City by means of this letter.

**Our Responsibilities**

The objective of our engagement is to prepare financial statements in accordance with generally accepted accounting principles based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

#### **Management Responsibilities**

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with generally accepted accounting principles. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1. The selection of generally accepted accounting principles as the financial reporting framework to be applied in the preparation of the financial statements;
2. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. The prevention and detection of fraud;
4. To ensure that the entity complies with the laws and regulations applicable to its activities;
5. The accuracy and completeness of the records, documents, explanations and other information, including significant judgments, you provide to us for the engagement to prepare financial statements; and
6. To provide us with:
  - a. Documentation and other related information that is relevant to the preparation and presentation of the financial statements;
  - b. Additional information that may be requested for the purpose of the preparation of the financial statements; and
  - c. Unrestricted access to persons within the City with whom we determine it necessary to communicate.

Keith Dirham, Finance Director, will be responsible for overseeing such services, evaluating the adequacy and accepting the results of these services, and accept responsibility for the results of the services. Rea and Associates, Inc. will not perform management functions or make management decisions on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its functions and making decisions.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

#### **Records and Assistance**

If circumstances relating to the conditions of your records were to arise during the course of our work which in our professional judgment prevent us from completing the engagement, we will notify you promptly. In such a situation, we retain the unilateral right to take any course of action permitted by professional standards, including withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the City's books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

**Other Relevant Information**

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

**Fees, Costs, and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from City personnel;
2. Timely responses to our inquiries;
3. Timely completion and delivery of client assistance requests;
4. Timely communication of all significant accounting and financial reporting matters; and
5. The assumption that unexpected circumstances will not be encountered during the engagement.

If any of the aforementioned criteria are not met, then fees may increase. Our fees for the foregoing services will be based on the time we incur in performing these services, the degree of responsibility we assume, and the value of the services performed. We estimate the fee to be \$23,600 for the year ending December 31, 2022, \$24,800 for the year ending December 31, 2023 and \$26,000 for the year ending December 31, 2024.

In addition, fees may be increased for events such as:

1. Implementation of a new accounting system;
2. Implementation of any new Accounting Standards, to include GASB 87 *Leases*

Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

In the event we are requested or authorized by the City or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the City, the City will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The City agrees that it will not make reference to us in any public or private securities or debt offering.

**Termination**

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Arrangement Letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Arrangement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Arrangement Letter.

When an engagement has been suspended at the request of management [or those charged with governance] and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Arrangement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Arrangement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Arrangement Letter will no longer apply. In order for us to recommence work, the execution of a new Arrangement Letter will be required.

We may terminate this Arrangement Letter upon written notice if: (i) we determine that our continued performance would result in a violation of law, regulatory requirements, applicable professional or ethical standards, or our client acceptance or retention standards; or (ii) you are placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, you or any of your affiliates is placed on a verified sanctioned person list, in each case, including, but not limited to, lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union, or any other relevant sanctioning authority.

#### **Information Security - Miscellaneous Terms**

Rea & Associates, Inc. is committed to the safe and confidential treatment of City of Medina proprietary information. Rea & Associates, Inc. is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. City of Medina agrees that it will not provide Rea & Associates, Inc. with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of City of Medina information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Rea & Associates, Inc. may terminate this relationship immediately in its sole discretion if Rea & Associates, Inc. determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Rea & Associates, Inc. client acceptance or retention standards.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

#### **Our Agreement**

This letter constitutes the complete and exclusive statement of agreement between Rea & Associates, Inc. and the City, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

#### **Electronic Signatures and Counterparts**

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof,

"electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and our respective responsibilities.

Rea & Associates, Inc.



\_\_\_\_\_  
Chad Welty, CPA

11/11/2022  
\_\_\_\_\_  
Date

Confirmed on behalf of City of Medina:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date



# REQUEST FOR COUNCIL ACTION

No. RCA 24-062-3/11

FROM: Keith H. Dirham  
DATE: Thursday, February 22, 2024  
SUBJECT: 2023 Audit

Committee: Finance

## SUMMARY AND BACKGROUND:

Council approved a contract with REA and Associates to conduct audits of the City of Medina for 2021 through 2025 with Ordinance 36-22 (attached). In accordance with that contract the rate for 2023 is \$37,380 but I am asking for up to \$42,500 because the State (AOS) makes allowances for additional audit costs for things such as implementation of new GASB Statements and there are new GASB Statements to be implemented this year as usual.

Estimated Cost: \$42,500

### Suggested Funding:

- sufficient funds in Account No. 001-0707-52221
- transfer needed from Account No.  
to Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: No

Reason: n/a

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## COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.  
Date:

ORDINANCE NO. 36-22

AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN THE CERTIFICATE OF COMPLIANCE WITH PROCUREMENT REQUIREMENTS AND THE MEMORANDUM OF AGREEMENT BETWEEN THE AUDITOR OF STATE KEITH FABER, THE CITY OF MEDINA, AND REA & ASSOCIATES, INC. FOR THE PREPARATION OF THE 2021, 2022, 2023, 2024 AND 2025 FINANCIAL AUDITS, AND DECLARING AN EMERGENCY.

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

SEC. 1: That the Mayor is hereby authorized and directed sign the Certificate of Compliance with Procurement Requirements and the Memorandum of Agreement between the Auditor of State Keith Faber, the City of Medina, and Rea & Associates, Inc. for the preparation of the 2021, 2022, 2023, 2024 and 2025 financial audits.

SEC. 2: That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.

SEC. 3: That the funds to cover this service shall not exceed \$40,000.00 and are available in Account No. 001-0707-52221.

SEC. 4: That a copy of the Certificate of Compliance with Procurement Requirements and the Memorandum of Agreement is marked Exhibit A, attached hereto, and incorporated herein.

SEC. 5: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason work cannot begin until forms are submitted; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: February 28, 2022

SIGNED: John M. Coyne, III  
President of Council

ATTEST: Kathy Patton  
Clerk of Council

APPROVED: March 1, 2022

SIGNED: Dennis Hanwell  
Mayor

OHIO AUDITOR OF STATE  
KEITH FABER



ORD 26-22  
Fkh. A

88 East Broad Street  
Columbus, Ohio 43215  
IPACorrespondence@ohioauditor.gov  
(800) 282-0370

MEMORANDUM OF AGREEMENT

This agreement is entered into as of the 16th day of December, 2021, by and between Rea & Associates, Inc. an independent public accountant (IPA), KEITH FABER, Auditor of State of Ohio (Auditor) and the City of Medina, Medina County (Public Office) WITNESSETH:

Whereas, the Auditor of State on November 9, 2021, issued a Request for Proposals for an engagement related to the City of Medina, including any components and other requirements stated in the Request for Proposal, pursuant to Sections 117.11 and 115.56, Revised Code, for fiscal periods January 1, 2021 through December 31, 2025.

Whereas, IPA responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the engagement related to the Public Office in accordance with the items and conditions set forth in the Request for Proposals; and

Whereas, the Auditor of State, in consultation with the Public Office, has determined the IPA has submitted the proposal most advantageous to the Auditor and Public Office;

NOW, THEREFORE, IPA and Public Office do mutually agree as follows:

1. This Memorandum of Agreement, the Request for Proposals, the Proposal of the IPA and any written documents supplementing, amending, or incorporating the Request for Proposal; the Proposal of the IPA, and the Memorandum of Agreement constitute the integrated written agreement of the parties, to be known as the "Contract";
2. The IPA shall, in consideration of the payments specified in the Proposal, and subject to the requirements of the Contract, perform the specified engagement related to the Public Office;
3. Public Office will provide the IPA with such payments, services, and support as are specified in the Request for Proposals; and
4. The Auditor will provide the IPA with such services and support as are specified in the Request for Proposals; and
5. If applicable, pursuant to the agreement of the parties a subcontractor with respect to the Contract will be as stated below. Further, pursuant to the RFP Terms of Engagement and this Contract, the IPA shall be and remain solely responsible to the Public Office and Auditor for the acts the IPA performs or faults of any subcontractor and of any subcontractor's officers, agents or employees, who are deemed to be agents or employees of the IPA to the extent of the subcontract. Each subcontractor shall jointly and severally agree that neither the Public Office nor the Auditor is obligated to pay or to be liable for the payment of any sums due the subcontractor.

Subcontractor Name N/A

Address N/A

Number of Hours	Rate Per Hour	Total Subcontract
N/A		\$0.00

IN WITNESS WHEREOF, Auditor, Public Office and IPA have executed this agreement.

Dennis Hanwell March 1, 2022  
Legislative Authority or Designee for Dennis Hanwell, Mayor Date  
the City of Medina

Chad Welty Digitally signed by Chad Welty  
Date: 2021.12.16 09:32:39 -05'00' December 16, 2021  
Rea & Associates, Inc. Date

APPROVAL:

\_\_\_\_\_  
Compliance, Auditor of State Date  
Office of KEITH FABER, Auditor of State of Ohio  
In Accordance with Sections 117.11 & 115.56 Revised Code  
(Not valid unless approved by Legal Division)

OHIO AUDITOR OF STATE  
KEITH FABER



88 East Broad Street  
Columbus, Ohio 43215  
IPA\_Correspondence@ohioauditor.gov  
(800) 282-0370

Certification of Compliance with Procurement Requirements

This is to certify that, to the best of my knowledge and belief as the appropriate official of the  
City of Medina, Medina County, we have complied with all applicable  
federal, state and local procurement requirements in the selection of the firm  
Rea & Associates, Inc. to perform the audit of the  
City of Medina, Medina County, which is the subject of the  
accompanying contract.

*D Hanwell*

City of Medina, Medina County

Please type/print Name and Title:

Dennis Hanwell, Mayor

March 1, 2022

Date

**Sealed Dollar Cost Bid**  
for  
**City of Medina**

*Technical proposal for professional auditing services  
for January 1, 2021 through December 31, 2025*

Contract Number: 26A07-806CF (Tier 2)

November 23, 2021

Submitted by:

Rea & Associates, Inc.  
Chad Welty, CPA – Principal  
694 E Washington Street  
Medina, OH 44256  
[chad.welty@reacpa.com](mailto:chad.welty@reacpa.com)  
(330) 722-8222



**Rea & associates**  
*a brighter way*

**Name of Firm:** Rea & Associates, Inc.  
Certified Public Accountants  
694 E Washington Street  
Medina, OH 44256  
Ph: (330) 722-8222

**Certification:**

I, **Chad Welty, CPA**, certify that I am entitled to represent the firm empowered to submit the bid and authorized to sign a contract with the City of Medina.

---

Chad Welty, CPA, Principal  
of Rea & Associates, Inc.

Fees: Our fixed fees for the audit of the City of Medina are as follows.

<u>Year End</u>	
2021	\$34,710
2022	\$36,045
2023	\$37,380
2024	\$38,715
2025	\$40,050
<b>Total</b>	<b><u>\$186,900</u></b>

**EXHIBIT A**

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES  
TO SUPPORT THE TOTAL ALL-INCLUSIVE MAXIMUM FIXED FEE  
FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF**

**City of Medina**

	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
Principals	38	\$ 78.00	\$ 2,964
Manager/Supervisor	134	\$ 78.00	10,452
Staff	273	\$ 78.00	21,294
Other (specify): Typist and Proofreader Out-of-Pocket Expenses			
<b>Total fixed fee bid for the year ended 2021</b>	<u>445</u>	<u>\$ 78.00</u>	<u>\$ 34,710</u>

<b>Contract Pricing:</b>	<u>Hours</u>	<u>Rate</u>	<u>Fixed Fee</u>
Year end 2021	445	\$ 78.00	\$ 34,710
Year end 2022	445	\$ 81.00	\$ 36,045
Year end 2023	445	\$ 84.00	\$ 37,380
Year end 2024	445	\$ 87.00	\$ 38,715
Year end 2025	445	\$ 90.00	\$ 40,050
<b>Grand Total: All Years</b>			<u>\$ 186,900</u>





**City of Medina**  
 132 North Elmwood Ave  
 P.O. Box 703  
 Medina, OH 44258

**PURCHASE ORDER**

Page: 1  
 P.O. Number: 2022000957  
 P.O. Date: 02/28/2022  
 Req. Number: ORD 36-22

**Deliver To** FINANCE DEPARTMENT  
 CITY OF MEDINA  
 132 N ELMWOOD AVE  
 MEDINA OH 44256

**Requested By:** Lilly Selva  
**Blanket Type:**  
**Ship Via:**  
**Terms:**

**Vendor** R00115  
 REA AND ASSOCIATES INC  
 122 FOURTH ST NW  
 NEW PHILADELPHIA, OH 44663-5120

**TERMS:**  
 1. City of Medina is exempt from excise or sales tax.  
 2. Purchase order number must appear on all invoices, packages, packing slips, shipping papers and all other correspondence.  
 3. Delivery must be prepaid to destination shown above or billed to same.  
 4. No change may be made in this order without consent of the Director of Finance.  
 DO NOT DUPLICATE THIS ORDER

FID# 34-6001856

Line	Description	Account	Qty	Unit	Price/Unit	Amount
ORD 36-22; PASSED 2/28/22; EMERGENCY EFFECTIVE IMMEDIATELY						
Accounting						
001	2021 AUDIT	001-0707-52221				\$40,000.00

Purchase Order Total: \$40,000.00

CORRECT VENDR NAME; INCORRECTLY ENTERED O00576 TREASURER STATE OF OHIO; CLERICAL ENTRY ERROR BY LS

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

Director of Finance

3/3/2022

Date



\*\*\* Notification of Approved IPA Contract Invoice \*\*\*

Keith Dirham, Finance Director
City of Medina
132 N. Elmwood
Medina, OH 44256

The following represents the billing information submitted to the Auditor of State IPA Portal for the engagement services of City of Medina for the period 01/01/2022 through 12/31/2022. This IPA contract invoice is approved by the Auditor of State and can be processed for payment to the IPA listed below.

This represents our 1st invoice for services in connection with the examination of the City of Medina for the period 01/01/2022 through 12/31/2022.

IPA Contract Invoice Information

Firm FEIN: 34-1310124
Project Number: 06B90MEDI-F1122
IPA Invoice Number: 5856-1328744

Table with 2 columns: Description and Amount. Rows include Engagement Services for the period of 3/1/2023 to 3/28/2023, Current Invoice Amount \$2,025.00, Cumulative Billed \$2,025.00, Fixed Fee Contract Amount \$36,045.00, and Percent Complete 5.62%.

Rea & Associates, Inc. hereby certifies that all amounts set forth in this invoice are properly due and payable for work performed by either Rea & Associates, Inc. or a qualified subcontractor.

Submitted by: Morgan Helmick on 3/28/2023

Please remit payment to:

Invoice Amount: \$2,025.00

Rea & Associates, Inc.
694 East Washington Street
PO Box 485
Medina, OH 44256

Email: morgan.helmick@reacpa.com

PO # \_\_\_\_\_ Line # \_\_\_\_\_
Partial \_\_\_\_\_ Complete \_\_\_\_\_
Date: \_\_\_\_\_
Approved: [Signature]

\*\*\* Please do not send payments to Auditor of State \*\*\*

# REQUEST FOR COUNCIL ACTION

RCA  
No. 24-063-3/11

FROM: Keith H. Dirham  
DATE: Monday, February 26, 2024  
SUBJECT: Engagement of McDonald Hopkins LLC

Committee: Finance

## SUMMARY AND BACKGROUND:

I respectfully request that Council approve the attached contract with McDonald Hopkins, LLC as bond counsel for the Courthouse Project.

As discussed previously, this is not to actually issue bonds for the project, it is to preserve the ability to issue bonds for the project at a future time IF Council chooses to do so.

What is being requested here is only approval for the agreement. It is anticipated that approval for the expenditure will be within the amount that can be authorized by Board of Control.

## 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:

Direct Dial: 1.216.348.5708  
Email: [agordon@mcdonaldhopkins.com](mailto:agordon@mcdonaldhopkins.com)

February 26, 2024

Direct Dial: 216.348.5708  
Email: [agordon@mcdonaldhopkins.com](mailto:agordon@mcdonaldhopkins.com)

VIA Electronic Mail: [kdirham@medinaoh.org](mailto:kdirham@medinaoh.org)  
Name: Keith Dirham, Director of Finance  
City of Medina, Ohio

**Re: Engagement of McDonald Hopkins LLC**

Dear Keith:

McDonald Hopkins LLC (“MH”) is very excited to assist the City of Medina (“City”) as bond counsel with respect to financing and general related matters in connection with its courthouse improvement project. MH believes that an effective and successful attorney-client relationship is built on a mutual understanding of how we will work together with you to accomplish your objectives. MH customarily prepares an engagement letter using this format to memorialize our agreement concerning the identity of the client and the terms, scope, and nature of services MH will provide.

If you have any questions concerning this letter now or at any time during the engagement, do not hesitate to contact me. MH endeavors to provide quality services and we view quality communications as a key ingredient.

**Identity of Client and Scope of Representation**

MH’s client for purposes of this letter will be the City. The City is retaining MH to provide legal services pertaining to bond counsel matters including financing matters for its courthouse improvement project and advice and proceedings related thereto as requested from time to time. (collectively, the “Engagement”).

**Legal Fees and Staffing**

Amanda E. Gordon will be the lead attorney and contact for the Engagement. If necessary for a particular project, we form a team of attorneys to provide efficient, cost-effective services by involving attorneys and legal assistants with the experience appropriate to the task at hand.

MH will charge fees based typically on an agreed-upon, flat-fee basis payable upon completion of each financing matter. For advice and services outside the financing itself and not otherwise included within the financing, we will charge fees at the hourly rates of the attorneys involved (not to exceed \$450/hour) which will be billed on a monthly basis, all as mutually agreed to by the parties prior to the commencement of those legal services. Out of pocket charges and expenses that MH

incurs on your behalf will be passed on to you, and for flat-fee financings, will be included in the flat-fee figure. These charges may include messenger and delivery charges, filing fees, and the like. Travel expenses and copy charges will not be included.

### **Electronic Communication**

MH communicates with clients by electronic and other means that are not completely secure against unauthorized access. There is some risk of disclosure and loss of attorney-client privilege in using these forms of communication because they do not ensure the confidentiality of their contents. If you are concerned about our use of any one or more of these forms of communication, please let me know immediately.

### **Billing**

MH will bill upon completion of each financing matter or at another mutually agreeable interval as described above. MH often sends a monthly statement of account, itemizing amounts outstanding as of the date the statement is prepared.

### **Payment**

All invoices are due upon receipt, unless you make other arrangements with MH. MH reserves the right to withdraw as counsel if you fail to pay invoices in a timely manner.

### **Client Responsibilities**

By agreeing to the Engagement, you agree to cooperate fully with MH and to promptly provide all information known or available to you relevant to the Engagement. You will make available appropriate officials to attend meetings, conferences, hearings, and other proceedings on reasonable notice, and will stay fully informed on all developments relating to the Engagement.

### **Term of Engagement**

You or MH may terminate the Engagement at any time for any reason by written notice, subject to applicable Rules of Professional Conduct (the "RPC"). If MH terminates the Engagement, it will take such steps as are reasonably practical to protect your interests and, if you request, MH will suggest possible successor counsel and provide such counsel with whatever papers you have provided to us, upon payment of all outstanding invoices. If a court requires permission for withdrawal, MH will apply promptly for such permission and assist you as you desire to engage successor counsel.

Unless previously terminated, the Engagement will terminate when MH sends you the final invoice for services. During the Engagement and thereafter, MH will keep confidential any otherwise nonpublic information you have supplied in accordance with the RPC. At your request, MH will return your papers and property upon payment of all outstanding invoices. MH will retain its own files, including lawyer work product. MH will transfer any documents it retains to the person responsible for administering its records retention program. In order to minimize unnecessary storage costs, MH reserves the right to destroy or otherwise dispose of any such documents or other materials in accordance with MH's retention policy or as we otherwise agree.

After the Engagement ends, applicable laws or regulations may change in a manner that could impact your future rights and liabilities. Unless you actually engage MH to provide additional advice, MH has no continuing obligation to advise you with respect to future legal or other developments.

**Conflicts**

Before preparing this engagement letter, MH conducted an internal check of our records to determine whether a conflict might exist with one or more existing clients. Under the RPC, MH must have undivided loyalty to its clients. This requirement means that a lawyer must refuse to accept or continue employment if the interests of another client may impair the lawyer's independent professional judgment. In this regard, MH represents many other entities, companies and individuals. It is possible that during the Engagement, some of our present or future clients may have disputes or transactions with you. As a result of these disputes or transactions, conflicts of interest may arise, and when they do, MH will address them with you in a manner consistent with the RPC.

When MH is not permitted to represent another client in a matter under the RPC, MH will not do so. When MH is permitted by the RPC to seek a waiver from you, MH may do so. For circumstances in which MH is granted the waiver, MH may represent the other client. MH will protect, however, your confidential information or documents entrusted to MH as required by the RPC.

**Identification Number**

MH's tax identification number is 34-1059058.

**In Closing**

If you are in agreement with the above terms of our engagement, please print this letter, sign and date this letter on its last page, and return it to me. We sincerely appreciate the opportunity to work with you and we welcome any questions you may have now, or throughout the engagement. As we noted at the outset, we view communications as a key ingredient to a successful attorney client relationship.

Thank you for this opportunity to work with you.  
Sincerely,

MCDONALD HOPKINS LLC

Amanda E. Gordon

**ENGAGEMENT LETTER AGREED TO AND ACCEPTED:**

THE CITY OF MEDINA, OHIO

By: \_\_\_\_\_  
Name

RCA 24-064-3/11

Finance  
Only

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

- Department Heads can authorize expenditures up to \$2,000.00 (requisition)
- Board of Control authorizes expenditures from \$2,000.01 to \$20,000.00 (BOC form).
- Finance Committee authorizes expenditures from \$20,000.01 to \$35,000.00 (BOC form).
- Council authorizes expenditures/bids over \$35,000.00 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 3/5/2024

Department: Grants

Amount: \$25,750.00

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

Account Number: 138-0462-52215

Vendor: Pioneer Basement Waterproofing

Department Head/Authorized Signature: 

**Item/Description:**

A purchase order request to Pioneer Basement Waterproofing for a PY22 CHIP Private Home  
Repair project at 110 S. Harmony Street in Medina. The project includes the installation of a new  
gutters, downspouts, gutter guard, and basement waterproofing

Project Number AC-22-03

-----  
**FINANCE COMMITTEE APPROVAL: (expenditures from \$20,000.01 to \$35,000.00)**

Date Approved/Denied by Finance Committee: \_\_\_\_\_

\_\_\_\_\_  
Clerk of council

Date to Finance: \_\_\_\_\_

- 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.



March 5, 2024

Mr. Andrew Dutton  
Community Development Director  
City of Medina  
132 North Elmwood Avenue  
Medina, Ohio 44256  
[adutton@medinaoh.org](mailto:adutton@medinaoh.org)

Re: City of Medina PY2022 CHIP  
Kleinfelder Project No.: 20233423.002A-6036

Dear Mr. Dutton:

The following project has been put out to bid and we are hereby ready to begin construction with your concurrence.

**Applicant**

Tammy M. Miller  
110 South Harmony Street  
Medina, Ohio 44256  
**(Home Repair)**

**Bid Amount**

**\$25,750.00  
(CHIP CDBG Funds)**

**Contractor**

Pioneer Basement Waterproofing  
4221 16<sup>th</sup> Street SW  
Canton, Ohio 44710-2300  
**Federal Tax ID#: 34-17551**

**The project is using CHIP CDBG funds for Home Repair in the amount of \$25,750 for hard cost and \$6,437 for soft cost. The total project cost is estimated at \$32,187.**

Should you have any questions or concerns, please do not hesitate to contact me directly at (567) 331-2679.

Sincerely,

**KLEINFELDER**

*Brandi Cowell*

Brandi Cowell  
Housing Specialist  
Representative for the City of Medina CHIP



(Finance use only)

RCA Number RCA 24-065-3/11  
(Council use only) Finance

### REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT  
(CHECK ONE)

ADMINISTRATIVE  
FINANCE COMMITTEE  
COUNCIL

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
\_\_\_\_\_  
X

NO. 2024-14

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS
		104-0301-53315	Parks Maint. - Tools and Minor	\$2,000.00		x

EXPLANATION:

Accept check #1955254 in the amount of \$2,000.00 donation for improvements to new dog park.

DEPARTMENT HEAD: [Signature]

DATE: 2/26/24

MAYOR'S APPROVAL:  
(WHEN NECESSARY) [Signature] 2/26/24

COUNCIL/COMMITTEE ACTION:

APPROVED: \_\_\_\_\_  
DENIED: \_\_\_\_\_  
RETURNED FOR EXPLANATION: \_\_\_\_\_  
RETURNED TO USE EXISTING ACCOUNT FUNDS: \_\_\_\_\_

ORD. NO. 62-24

CLERK OF COUNCIL/DATE

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

\_\_\_\_\_



Batch Number   
 (Finance use only)  
 Batch Posted?

RCA Number RCA 24-065-3/4  
 (Council use only) Finance

**REQUEST FOR APPROPRIATION ADJUSTMENT**

TYPE OF ADJUSTMENT  
 (CHECK ONE)

ADMINISTRATIVE  
 FINANCE COMMITTEE  
 COUNCIL

NO. 2024-013  
 (Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		001-0707-52215	General Fund - Contractual Svcs	1,000.00		X	donation for eclipse fireworks - Medina county Visitors bureau
		109-0631-53315	CH Workout room- tools/minor	45,717.76		x	Lincoln foundation donation- City Hall workout room
		821-0230-52214	Cemeteray - advert exp	500.00		x	advertising for new columbarium project
		001-0410-52215	P&Z-Contractual	22,500.00		x	new appropriation for lost encumbrance from prior year po correction for PY23 CDBG allocatlon grant
			Total Increases to fund:	69,717.76			
			Total reductions to fund:				
			Total transfers within fund:				

EXPLANATION:

DEPARTMENT HEAD: Keith Dirham / Lori Bowers DATE: 3/6/2024  
 MAYOR'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (WHEN NECESSARY)

COUNCIL/COMMITTEE ACTION:  
 APPROVED: \_\_\_\_\_  
 DENIED: \_\_\_\_\_  
 RETURNED FOR EXPLANATION: \_\_\_\_\_  
 RETURNED TO USE EXISTING ACCOUNT FUNDS: \_\_\_\_\_

ORD. NO. 62-24

CLERK OF COUNCIL/DATE  
 \_\_\_\_\_

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

OK  
Donna  
3-6-24

# REQUEST FOR COUNCIL ACTION

No. RCA 24-066-3/11

FROM: Nino Piccoli  
Water Department  
DATE: March 1, 2024

SUBJECT: Purchase of (2) 2024 F-150 4X4 Pickup trucks

## SUMMARY AND BACKGROUND:

Respectfully request Council's authorization for the purchase of (1) 2024 F-150 Four Wheel Drive pickup truck with a Regular Cab and (1) 2024 F-150 Four Wheel Drive pickup truck with an Extended Cab.

The cost of the Regular Cab vehicle is \$37,056.30 and the cost of the Extended Cab truck is \$43,704.05. Rust Proofing the vehicles will cost an additional \$1050.00. The purchases upon approval will be made utilizing the (CUE) Community University Education Purchasing Contract from Montrose Ford.

Estimated Cost: \$83,000.00

### Suggested Funding:

- sufficient funds in Account No. 513-0533-54417
- transfer needed from Account No.  
To Account No.
- NEW APPROPRIATION needed in Account No.

Emergency Clause Requested: No  
Reason:

Council Action Taken:

Ord./Res.  
Date:

**FORD VEHICLE C.U.E. QUOTE CONFIRMATION**

MEDINA CITY

Dealer: F44209

2024 F150 EXTENDED CAB

Page: 1

Order No:	<input type="text"/>	Priority:	FIN: QH807	Order Type:	Price Level:		
		RETAIL	DLR INV		RETAIL	DLR INV	
X1L	F150 4X4 S/C	\$44980	\$42956.00	18B	BLK PLAT BDS	\$250	\$228.00
	145" WHEELBASE			425	50 STATE EMISS	NC	NC
E4	VERMILLION RED	660	600.00		EXT RANGE TANK		
A	VINYL 40/20/40	NC	NC	96W	SPRAY-IN LINER	595	542.00
S	MED DARK SLATE				SP DLR ACCT ADJ		(930.00)
101A	EQUIP GRP				SP FLT ACCT CR		(1278.00)
	.XL SERIES				FUEL CHARGE		11.88
	.17"SILVER STEEL			B4A	NET INV FLT OPT	NC	7.00
99P	2.7L V6 ECOBST				DEST	1995	1995.00
44G	ELEC 10-SPDAUTO						
	.265/70R-17						
X19	3.55 REG AXLE	NC	NC				
	6550# GVWR						
	JOB #2 ORDER				TOTAL BASE AND OPTIONS	48480	43526.88
	FLEET SPCL ADJ	NC	(605.00)		TOTAL BASE AND OPTIONS	48480	43526.88

YOUR C.U.E. COST	\$	43,669.05
Title & Tag	\$	35.00
	\$	<b>43,704.05</b>

**DELIVERY IS NOT INCLUDED IN THE ABOVE PRICE. IF MONTROSE DELIVERS, THE COST IS \$2.50 PER MILE**

MEDINA CITY  
Attn: NINO PICCOLI

**\*\*NOTE\*\* Extra keys cost \$375.00 each (comes with 2)**

**\*\*NOTE\*\* ZIEBART Rustproofing is \$550.00 extra per vehicle.**

**\*\*PLEASE LET ME KNOW IF REQUIRE THESE ITEMS OR ANY OTHER ITEM\*\***

Derek Powers  
Fleet/Gvmt. Sales Mgr.  
Montrose Ford  
QUOTED 3/6/2024

FORD VEHICLE QUOTE CONFIRMATION

VILLAGE OF RICHFIELD

Dealer: F44209

		2023 F150				Page:	1
Order No:	<b>G676</b>	Priority:	FIN: QJ466	Order Type:	Price Level:		
		RETAIL	DLR INV		RETAIL	DLR INV	
F1E	F150 4X4 R/C	\$39900	\$38105.00	425	50 STATE EMISS	NC	NC
	141" WHEELBASE			53B	CLASS IV HITCH	315	286.00
PQ	RACE RED			794	PRICE CONCESSN		
A	VINYL 40/20/40	NC	NC		REMARKS TRAILER		
S	MED DARK SLATE			96W	SPRAY-IN LINER	595	542.00
101A	EQUIP GRP				SP DLR ACCT ADJ		(827.00)
	.XL SERIES				SP FLT ACCT CR		(1136.00)
	.17"SILVER STEEL				FUEL CHARGE		14.32
99P	2.7L V6 ECOBST	1285	1170.00	B4A	NET INV FLT OPT	NC	7.00
44G	ELEC 10-SPDAUTO				DEST AND DELIV	1995	1995.00
	.265/70R-17						
X19	3.55 REG AXLE	NC	NC				
	6435# GVWR				TOTAL BASE AND OPTIONS	44090	39576.32
	JOB #2 ORDER				XLT DISCOUNT	-750	-683
	FLEET SPCL ADJ	NC	(580.00)		TOTAL	43340	38893.32

YOUR Cost	\$ 37,021.30
Title & Tag	\$ 35.00
	<b>\$ 37,056.30</b>

VILLAGE OF RICHFIELD  
Attn: CHUCK SOULEK

**\*\*NOTE\*\* Extra keys cost \$375.00 each.**

**\*\*NOTE\*\* Rustproofing is \$500.00 extra per vehicle.**

**RUNNING BOARDS NOT INCLUDED**

**Model Yr: 23 Body: F1E Beg Ord: G676 No Units: 001 End Ord:**

Ord Type: 0 Series/PEP: 101A Engine: 99 P Trans: 44 G Whlbase: 141

Priority: J3 Paint: PQ Trim: AS Accent: \_\_ Roof: \_\_

Options: B4A X19 20J 425 53B 794 96W

Init: \_ Cust/Flt Name: RICHFIELD\_\_ Ord FIN: QJ466 User FIN: QJ466

PO Number: \_\_\_\_\_ Ship-to Code: \_\_\_\_\_ Additional Trailers (Y/N): \_

Derek Powers  
Fleet/Gvmt. Sales Mgr.  
Montrose Ford  
QUOTED 8/18/2023

**STATUS: CLEAN UNSCHEDULED ORDER STATUS DATE: 08/18/23**