

**FINANCE COMMITTEE AGENDA**  
**Monday, September 11, 2023**  
**Council Rotunda**

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

1. Assignment of Requests for Council Action
2. 23-156-8/28 – Amend Code, Ch. 917 – Water Service
3. 23-167-9/11 – Amend S&B Code, Part-time Judicial Aid – Municipal Court
4. 23-168-9/11 – Expenditure – Central Square Technologies – Police CAD/RMS
5. 23-169-9/11 – Budget Amendments
  - a. #2023-040 – Advances – New Columbarium
6. 23-170-9/11 – Fund Advance Request – Columbarium Project
7. 23-171-9/11 – Increase P.O. – Artistic Holiday Designs – Holiday Lights
8. 23-172-9/11 – Application Grant Funds – Design Services – Prospect Street Bridge
9. 23-173-9/11 – Increase P.O. – Technology Engineering Group – Courthouse Parking Garage Lighting Project

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

### **Finance Committee**

- 23-167-9/11 – Part-time Judicial Aid – Municipal Court
- 23-168-9/11 – CAD/RMS Annual Maintenance & Service – Police
- 23-169-9/11 – Budget Amendments
- 23-170-9/11 – Fund Advance Request
- 23-171-9/11 – Increase P.O. – Artistic Holiday Designs – Holiday Lights
- 23-172-9/11 – Application Grant Funds - Design Services – Prospect Street Bridge
- 23-173-9/11 – Increase P.O. #2023001429 – Courthouse Parking Garage Lighting Project

9/11/23

# REQUEST FOR COUNCIL ACTION

No. RCA 23-156-8/28  
Committee: Finance

FROM: John Coyne, President of Council  
DATE: August 1, 2023  
SUBJECT: Amend Ch. 917-Water Service

## SUMMARY AND BACKGROUND:

To modify Chapter 917 of the codified ordinances of the City of Medina as follows:

- 1) Add a provision to the section stating that everyone who opens a new water account with the City of Medina shall agree to pay any outstanding water bills, penalties, interest or other charges if the prior owner fails to do so within the time period set forth for payment.
- 2) Provide that no water account shall be open with a new user until all amounts due and owing the City of Medina with respect to the property have been paid in full.
- 3) Require the individual or entity opening the account to deposit an amount equal to any outstanding balance due under any unpaid water bills related to the property, which amount shall be due at the time the account is opened.

These are suggestions, other modification or options could be considered.

Current Chapter 917 attached.  
*Veneta Bassman - procedure w/in department - suggestions (for everyone)*  
*① increase water deposit - currently \$100 - suggest \$200*  
*② 2 mos of billing*  
*Greg - if Fin Director certifies, will eliminate most of ~~the~~ issue.*  
*Make part of budget process? Paul. Can request Auditors Audit it.*

Estimated Cost: N/A

Suggested Funding:

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

Emergency Clause Requested: No

Reason:

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COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken: *8/28/23*  
*Deposit \$200*  
*HOLD - next mtg*

Ord./Res.

Date:

## Kathy Patton

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**From:** Veneta Bassman  
**Sent:** Thursday, August 31, 2023 3:30 PM  
**To:** Kathy Patton; Greg Huber  
**Cc:** Utility Billing  
**Subject:** CODIFIED ORDINANCE CHAPTER 917 - REVISIONS FOR CITY COUNCIL  
**Attachments:** CODIFIED ORD 917.docx

**Importance:** High

Kathy,  
Please see the attached four page document. Each page reflects a section of the city's Chapter 917 ordinance for Water Service which has been revised with changes highlighted :

Chapter 917.01 – page 1

Chapter 917.03 – page 2-3

Chapter 917.05 – page 4

I met with Greg Huber, Law Director, this afternoon (8/31/23). We discussed the revisions which met with his approval.

Should you have questions, please let me know.

Kindly,

Veneta Bassman

Utility Billing - City of Medina

330-722-9054

CURRENT

**917.01 DEFINITION.**

"Water service" means the supplying of water through a three-fourths inch pipe to a one-family residence and appurtenances, including only water supply for one family's use and for livestock that is kept on such premises, but does not include the filling of cisterns, wells or temporary containers, irrigation, sprinkling, cooling or for transportation from such premises by vehicles, pipe lines or otherwise by any person including the person to whom a water service license is granted by an ordinance.

(Ord. 62-57. Passed 10-28-57.)

**917.03 DISCONNECTION FOR NONPAYMENT OR VIOLATION; RECONNECTION CHARGES; DEPOSITS.****(a) Establishing Utility Service.**

- (1) Where service is being established for a new utility user who utilizes water and rubbish service, a deposit of one hundred dollars (\$100.00) shall be collected by the Director of Finance. As an alternative to a deposit, the owner of the property may take responsibility for the City utilities by signing a form prescribed by the City.
- (2) Where service is being established for a new utility user who utilizes rubbish only, a deposit equal to a three-month bill shall be estimated and collected by the Director of Finance. The deposit shall be held in trust until such time as the account is finalized. (Ord. 91-03. Passed 7-14-03.)

**(b) Disconnection; Reconnection Charges; Deposits.**

- (1) Water service shall be discontinued temporarily by order of the Director of Public Service or his authorized agent for failure to pay for water service or for any suspected violation of rules, regulations, rulings or authorizations hereinabove set forth. Council may permanently revoke a water service license, by resolution, upon a showing to its satisfaction that any rule, regulation or order as hereinabove set forth or as may hereafter be adopted has been or is being violated by any person using water service with or without consent of the owner of the real property being served.
- (2) Water service disconnections shall be suspended from March 15, 2020 to July 31, 2020 due to economic disruptions resulting from the COVID-19 pandemic that has caused the Governor of the State of Ohio to declare an emergency. Water users will continue to be billed at the normal rate for water usage during the time period named hereinafter, which shall include charges for interest and penalties.
- (3) A fee of fifty dollars (\$50.00) shall be charged to users who have been certified for temporary disconnection.
- (4) Where service has been certified for temporary discontinuation on a residential account for failure to pay utility services, a one hundred dollar (\$100.00) deposit shall be collected by the Director of Finance before service shall be restored. The deposit shall be held in trust until such time as the discontinued account is finalized.  
Where service has been certified for temporary discontinuation on a commercial account for failure to pay for utility services, a deposit equal to a three-month bill shall be estimated and collected by the Director of Finance before service shall be restored. The deposit shall be held in trust until such time as the discontinued account is finalized.
- (5) When two or more meters have been provided to a property which has a single service line and one or more of the users has been certified for temporary discontinuation of service, the City shall offer the owner one of the following four options:
  - A. The landowner may receive the bill for the single service, including the current delinquency, in his or her name.
  - B. The landowner may provide a service line to each one of the meters at the property, thus providing separate billings and separate collection on each.
  - C. The landowner may take responsibility for the tenant's bill in the event of nonpayment.
  - D. The City shall discontinue utility services.

(Ord. 62-20. Passed 3-18-20; Ord. 132-20. Passed 7-13-20.)

CURRENT

**917.05 CHARGES A LIEN; SERVICE DISCONNECTION.**

(a) Each water charge levied pursuant to this chapter is hereby made a lien upon the premises charged therewith and if the same is not paid within thirty days after it becomes due and payable it shall be certified to the County Auditor, who shall place the sum on the tax duplicate with interest and penalties allowed by law, and be collected as other municipal taxes are collected. The City shall have the right in the event of nonpayment as aforesaid to discontinue water service to the premises until the unpaid water charges have been fully paid.

(b) If the holder of the delinquent account has more than one account with the City of Medina, the delinquent accounts may be consolidated and the full amount owed billed to the current account. (Ord. 39-10. Passed 2-22-10.)

917.01 DEFINITION.

PROPOSED

"Water service" means the supplying of water through a three-fourths inch or larger pipe to a one-family residence and appurtenances, including only water supply for one family's use and for livestock that is kept on such premises, but does not include the filling of cisterns, wells or temporary containers, irrigation, sprinkling, cooling or for transportation from such premises by vehicles, pipe lines or otherwise by any person including the person to whom a water services license is granted by an ordinance. Ord. 62-57. Passed 10-28-57.)



**917.03 DISCONNECTION FOR NONPAYMENT OR VIOLATION; RECONNECTION CHARGES; DEPOSIT.**

(a) Establishing Utility Service.

(1) Where service is being established for a new utility user who utilizes water and rubbish service, a deposit of two hundred dollars (\$200.00) shall be collected by the Director of Finance. The deposit shall be held in trust until such time as the account is finalized.

As an alternative to a deposit, the owner of the property may take responsibility for the City utilities by signing a form prescribed by the City. **REMOVE THIS.**

(2) Where service is being established for a new utility user who utilizes rubbish only, a deposit equal to a three-month bill, not less than \$200, shall be collected by the Director of Finance. The deposit shall be held in trust until such time as the account is finalized.

(a) Disconnection; Reconnection Charges; Deposit.

(1) Water service shall be discontinued temporarily by order of the Director of Finance or an authorized agent for failure to pay for water service or for any suspected violation of rules, regulations, rulings or authorizations hereinabove set forth.

Council may.....

(4) Where service has been certified for temporary discontinuation on a residential utility account for failure to pay utility services, a deposit equal but not more than two hundred dollars (\$200.00) shall be collected by the Director of Finance before service shall be restored. The deposit shall be held in trust until such time as the discontinued account is finalized.

Where service has been certified for temporary discontinuation on a commercial account for failure to pay for utility services, a deposit equal to a three-month bill and no less than \$200, shall be estimated and collected by the Director of Finance before service shall be restored. The deposit shall be held in trust until such time as the discontinued account is finalized.

**917.05 CHARGES A LIEN; SERVICE DISCONNECTION**

(a) Any unpaid final water utility bill will be certified to the property through the Medina County Auditor's office who shall place the sum on the tax duplicate with interest and penalties allowed by law and be collected as other municipal taxes are collected.

Annually, the Finance Director shall qualify the previous calendar year's delinquent accounts to be submitted to the County Auditor prior to the end of the following calendar year as per the County Auditor's timetable.

The City shall have the right in the event of nonpayment as aforesaid to discontinue water service to the premises until the unpaid water charges have been fully paid.

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

**REQUEST FOR COUNCIL ACTION**

No. RCA 23-102-9/11

**FROM:** Medina Municipal Court  
**DATE:** August 24, 2023  
**SUBJECT:** Judicial Aid

**Committee:** Finance

**SUMMARY AND BACKGROUND:**

*Amend Sr/B  
3.02 (B) (5)*

The Medina Municipal Court respectfully requests City Council to approve hiring for a part-time Judicial Aid under O.R.C 1901.33 at \$18.00 per hour.

This part-time position will be funded through general fund 001-0705 and will not exceed 1508 hours per year. Judicial Aid will be under the direction of Judge, Gary F. Werner and report directly to Court Manager, Cindy Lastuka.

**Estimated Cost:**

**Suggested Funding:**

- sufficient funds in Account No. 001-0705-50111
- 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:**

**REQUEST FOR COUNCIL ACTION**

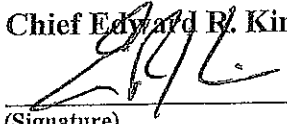
No. RCA 23-168-9/11

Committee Finance

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

Mayor's Initials:

AK

  
(Signature)

Guidelines: See information on back of form

**Date:** 8/24/23

**Subject:** 2023 Central Square CAD/RMS Annual Maintenance & Service

**Summary and Background:** Central Square Technologies

Medina Police Department's CAD/RMS system annual fees.

Estimated Cost: \$36860.04

Suggested Funding: Contractual Services Account

Sufficient Funds in Account: Yes

Transfer Needed From: To:

New Appropriation Needed: N/A

Account No: 106-0102-52215

Emergency Clause Requested:

No  Yes If yes, reason: Due Date of Invoice is 8/12/23

**Council Use Only:**

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Committee Recommendation:

Council Action Taken:

Ord./Res.No:

Date:



# Invoice

<b>Invoice No (1 of 1)</b>	<b>Date</b>	<b>Page</b>
384848	6/14/2023	1 of 6

Tritech Software Systems, a CentralSquare Company  
 1000 Business Center Drive  
 Lake Mary, FL 32746

Billing Inquiries: [Accounts.Receivable@centralsquare.com](mailto:Accounts.Receivable@centralsquare.com)

**Bill To**  
 Medina Police, OH  
 Ed Kinney  
 150 W. Friendship Street  
 Medina OH 44256  
 United States

**Ship To**  
 Medina Police, OH  
 Ed Kinney  
 150 W. Friendship Street  
 Medina OH 44256  
 United States

<b>Customer No</b>	<b>Customer Name</b>	<b>Customer PO #</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
15031	Medina Police, OH		USD	Net 30	8/12/2023

	<b>Description</b>	<b>Units</b>	<b>Rate</b>	<b>Extended</b>
Contract No. Q-137602				
1	Mobile AVL Annual Maintenance Fee - Annual Maintenance Fee Mobile AVL Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	15	\$34.73	\$520.94
2	Mobile Core Annual Maintenance Fee - Annual Maintenance Fee Mobile Core Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$868.22	\$868.22
3	Mobile AVL Annual Maintenance Fee - Annual Maintenance Fee Mobile AVL Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	6	\$34.73	\$208.37
4	Mobile CAD Annual Maintenance Fee - Annual Maintenance Fee Mobile CAD Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	15	\$78.14	\$1,172.10
5	Mobile CAD Annual Maintenance Fee - Annual Maintenance Fee Mobile CAD Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	5	\$78.14	\$390.71
6	Mobile CAD Annual Maintenance Fee - Annual Maintenance Fee Mobile CAD Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	6	\$78.14	\$468.81
7	Mobile eCitations Annual Maintenance Fee - Annual Maintenance Fee Mobile eCitations Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	15	\$60.78	\$911.63
8	Mobile Mapping Annual Maintenance Fee - Annual Maintenance Fee Mobile Mapping Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	15	\$191.01	\$2,865.12
9	Mobile Mapping Annual Maintenance Fee - Annual Maintenance Fee Mobile Mapping Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	5	\$191.01	\$955.04



# Invoice

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	Description	Units	Rate	Extended
10	Mobile Mapping Annual Maintenance Fee - Annual Maintenance Fee Mobile Mapping Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	6	\$191.01	\$1,146.05
11	Mobile Records Annual Maintenance Fee - Annual Maintenance Fee Mobile Records Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	15	\$164.96	\$2,474.43
12	Mobile NCIC Annual Maintenance Fee - Annual Maintenance Fee Mobile NCIC Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	15	\$0.00	\$0.00
13	Mapping AVL (Agency Site License): Full-Time CAD Workstation - Annual Maintenance Fee Mapping AVL (Agency Site License): Full-Time CAD Workstations Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$1,302.33	\$1,302.33
14	Mapping Core (Agency Site License) for Full-Time CAD Worksta - Annual Maintenance Fee Mapping Core (Agency Site License) for Full-Time CAD Workstations Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$1,562.80	\$1,562.80
15	Mapping Core Annual Maintenance Fee - Annual Maintenance Fee Mapping Core Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$2,083.73	\$2,083.73
16	Esri Server License (Esri ArcGIS for Server Workgroup Standa - Annual Maintenance Fee Esri Server License (Esri ArcGIS for Server Workgroup Standard) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$1,447.04	\$1,447.04



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Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
15031	Medina Police, OH		USD	Net 30	8/12/2023

	Description	Units	Rate	Extended
17	Records - OH Crime Reporting (OIBRS) Interface Annual Maintenance - Annual Maintenance Fee Records - OH Crime Reporting (OIBRS) Interface Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$0.00	\$0.00
18	Records Accident Reporting State-Specific Form Annual Maintenance - Annual Maintenance Fee Records Accident Reporting State-Specific Form Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$1,302.33	\$1,302.33
19	Records Advanced (Agency Site License) Annual Maintenance Fee - Annual Maintenance Fee Records Advanced (Agency Site License) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$885.58	\$885.58
20	Records Core (Agency Site License) Annual Maintenance Fee - Annual Maintenance Fee Records Core (Agency Site License) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$2,656.75	\$2,656.75
21	Records eCitations Annual Maintenance Fee - Annual Maintenance Fee Records eCitations Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$1,302.33	\$1,302.33
22	Records eCitations State-Specific Form Annual Maintenance Fee - Annual Maintenance Fee Records eCitations State-Specific Form Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$1,302.33	\$1,302.33
23	Records - N-DEx Adapter (IA IEPD) Annual Maintenance Fee - Annual Maintenance Fee Records - N-DEx Adapter (IA IEPD) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$0.00	\$0.00





# Invoice

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Tritech Software Systems, a CentralSquare Company  
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15031	Medina Police, OH		USD	Net 30	8/12/2023

	<b>Description</b>	<b>Units</b>	<b>Rate</b>	<b>Extended</b>
24	Records - Custom Interface Placeholder Annual Maintenance Fee - Annual Maintenance Fee Records - Custom Interface Placeholder Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$2,083.73	\$2,083.73
25	Administration Core (Agency Site License) Annual Maintenance - Annual Maintenance Fee Administration Core (Agency Site License) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$309.96	\$309.96
26	ZSuite - Additional Agency IL LEADS/NCIC Interface Annual Maintenance Fee - Annual Maintenance Fee ZSuite - Additional Agency IL LEADS/NCIC Interface Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$506.47	\$506.47
27	Reporting Core Annual Maintenance Fee - Annual Maintenance Fee Reporting Core Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$0.00	\$0.00
28	Reporting Universal Interface Engine Annual Maintenance Fee - Annual Maintenance Fee Reporting Universal Interface Engine Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$0.00	\$0.00
29	ZSuite Warm Standby GIS Server - Annual Maintenance Fee ZSuite Warm Standby GIS Server Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$0.00	\$0.00
30	ZSuite Warm Standby NCIC Server - Annual Maintenance Fee ZSuite Warm Standby NCIC Server Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$0.00	\$0.00
31	ZSuite Warm Standby Server - Annual Maintenance Fee ZSuite Warm Standby Server Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$5,690.88	\$5,690.88



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Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
15031	Medina Police, OH		USD	Net 30	8/12/2023

	Description	Units	Rate	Extended
32	Personnel Advanced (Agency Site License) Annual Maintenance - Annual Maintenance Fee Personnel Advanced (Agency Site License) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$391.22	\$391.22
33	Personnel Core (Agency Site License) Annual Maintenance Fee - Annual Maintenance Fee Personnel Core (Agency Site License) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$0.00	\$0.00
34	Personnel Core (Agency Site License) Annual Maintenance Fee - Annual Maintenance Fee Personnel Core (Agency Site License) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$0.00	\$0.00
35	Personnel Core (Agency Site License) Annual Maintenance Fee - Annual Maintenance Fee Personnel Core (Agency Site License) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$0.00	\$0.00
36	Records-eCitations (ZU) Interface (Export) Annual Maintenance - Annual Maintenance Fee Records-eCitations (ZU) Interface (Export) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$1,128.69	\$1,128.69
37	CAD Advanced (Agency Site License) Annual Maintenance Fee - Annual Maintenance Fee CAD Advanced (Agency Site License) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$976.75	\$976.75
38	CAD Core (Agency Site License) Annual Maintenance Fee - Annual Maintenance Fee CAD Core (Agency Site License) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$2,930.24	\$2,930.24
39	CAD - emsCharts Interface (Export) Annual Maintenance Fee - Annual Maintenance Fee CAD - emsCharts Interface (Export) Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$955.04	\$955.04



**CENTRAL SQUARE**  
TECHNOLOGIES

# Invoice

<i>Invoice No (1 of 1)</i>	<i>Date</i>	<i>Page</i>
384848	6/14/2023	6 of 6

Tritech Software Systems, a CentralSquare Company  
 1000 Business Center Drive  
 Lake Mary, FL 32746

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<i>Customer No</i>	<i>Customer Name</i>	<i>Customer PO #</i>	<i>Currency</i>	<i>Terms</i>	<i>Due Date</i>
15031	Medina Police, OH		USD	Net 30	8/12/2023

	<i>Description</i>	<i>Units</i>	<i>Rate</i>	<i>Extended</i>
40	Portal - Remote CFS View Pack Annual Maintenance Fee - Annual Maintenance Fee Portal - Remote CFS View Pack Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	1	\$1,011.53	\$1,011.53
41	Mobile AVL Annual Maintenance Fee - Annual Maintenance Fee Mobile AVL Annual Maintenance Fee Maintenance: Start:8/13/2023, End: 8/12/2024	5	\$34.73	\$173.65

Please include invoice number(s) on your remittance advice, made payable to Tritech Software Systems

**Subtotal** \$41,984.80

**Tax** \$0.00

**ACH:**  
 Routing Number 121000358  
 Account Number 1416612641  
 E-mail payment details to: Accounts.Receivable@CentralSquare.com

**Invoice Total** \$41,984.80

**Payments Applied** \$5,124.76

**Check:**  
 12709 Collection Center Drive  
 Chicago, IL 60693

**Balance Due** **\$36,860.04**

Batch Number  
(Finance use only)  
Batch Posted?

[ ]  
[ ]

RCA Number  
(Council use only)

RCA 23-169-9/11.  
Finance/Council

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT  
(CHECK ONE)

ADMINISTRATIVE  
FINANCE COMMITTEE  
COUNCIL

[ ]  
[ X ]  
[ X ]

NO. 2023-040  
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		001-0707-56615	Gen admin - adv out	100,000.00		X	Adv to #821
		821-0230-54412	Cem Mausoleum - Bldg & Structures	120,000.00		X	\$100,000 adv from #001 and \$20,000 from #821 for new columbarium
			Total increases to fund:				
			Total reductions to fund:				
			Total transfers within fund:				

EXPLANATION:

[ ]

DEPARTMENT HEAD: Keith Dirham / Lori Bowers

DATE: 9/5/2023

MAYOR'S APPROVAL:  
(WHEN NECESSARY)

DATE:

COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 147-23

CLERK OF COUNCIL/DATE

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

# REQUEST FOR COUNCIL ACTION

No. RCA 23-170-9/11  
Committee: Finance/Council

FROM: Keith Dirham, Finance Director  
Lori Bowers, Deputy Finance Director  
DATE: September 5, 2023  
SUBJECT: Advance Request

## SUMMARY AND BACKGROUND:

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

Advance From:	Advance To:	Amount	Purpose
General Fund (#001)	Cemetery Improvement Fund (#821)	\$100,000	Columbarium project

These advances (loans) are necessary to cover expenditures until the City receives reimbursement from the grantor agency and / or when the fund has enough to repay.

Estimated Cost: \$100,000 from the General Fund. General Fund to be reimbursed from #821.

Suggested Funding: See above.

Sufficient funds in Account No.:

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

NEW APPROPRIATION needed in Account No.: 001-0707-56615

refer to app:2023-040

Emergency Clause Requested: No

Reason:

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### COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date:

REQUEST FOR COUNCIL ACTION

From: George Sam, Director MSM

No. 23-171-9/11

Date: September 6, 2023

Committee: Finance

Subject: Increase Expenditure – Artistic Holiday Designs, LLC

**Summary and background:**

Requesting Council authorize the increase of Purchase Order No. 2023001576 for additional lighting for the Candlelight Walk.

*Reference  
RCA 23-144-8/28*

Estimated Cost: TBD - Current P.O. is \$27,500

Suggested Funding: 141-0310-52215

Sufficient Funds in Account:

Transfer Needed From:

To:

New Appropriation Needed into Account:

Emergency Clause Requested: Yes  No

Reason:

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**COUNCIL USE ONLY:**

Committee Recommendation:

Ord./Res.:

Date:



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

**PURCHASE ORDER**

Page: 1  
 P.O. Number: 2023001576  
 P.O. Date: 08/28/2023  
 Req. Number: 2023-CNCL-0012  
 Requested By: Lilly Selva  
 Blanket Type:  
 Ship Via:  
 Terms:

**Deliver To** THE OFFICE OF COUNCIL  
 CITY OF MEDINA  
 132 N ELMWOOD AVENUE  
 MEDINA, OHIO 44256

**Vendor** A01394  
 ARTISTIC HOLIDAY DESIGNS LLC  
 4417 SE 16TH PL #13  
 CAPE CORAL, FL 33904

**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
NEW VENDOR & EXPENDITURE FINANCE COMMITTEE APPROVED 8/28/23						
Accounting						
001	'23 CANDLELIGHT WALK-LIGHTING/DECORATIONS	141-0310-52215				\$27,500.00

Purchase Order Total: \$27,500.00

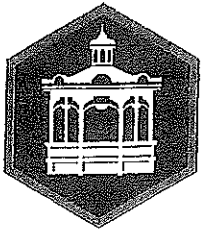
This amount has been lawfully appropriated for such purpose and is in the treasury or in the process of collection.

*Keith A. Driban*

9/6/2023

Director of Finance

Date



MAIN STREET  
MEDINA

39 Public Square, Suite 305  
Medina, Ohio 44256  
Phone: 330-722-6186  
Email: [info@MainStreetMedina.com](mailto:info@MainStreetMedina.com)  
Website: [www.MainStreetMedina.com](http://www.MainStreetMedina.com)  
Facebook.com/MainStreetMedina

September 6, 2023

City of Medina Finance Committee,

Thank you for your vote on August 28 to fund the purchase of holiday lighting from Artistic Holiday Designs totaling \$27,500. The order has been placed and the shipment is pending. The request for 33 tree wraps with hanging spritzers was not approved pending viewing of a demonstration tree.

On August 29, Kyle, the installer from LightsUp Holiday Lighting provided a demonstration tree wrapped in warm white mini lights at the base with three "spritzer" ornaments hanging from the limbs. The sample tree has been lit each night since the installation on Aug. 29. Councilpersons Coyne, Hazeltine, and Rose attended. All were pleased with the demo understanding that the spritzers would be affixed higher than shown, but the installer could only reach so high from a 12' ladder.

Mr. Coyne commented that we should consider lighting the selected 33 trees from the base and into the lower main branches without the spritzers, and to only hang spritzers from the four corners of the Square to receive feedback from the community before adding more spritzers in 2024. He also commented that we should price and test various color lights as well.

The cost to install and remove tree wraps on the trunks and lower canopies is \$17,000. The purchase of 1,000 strands of 50-light mini warm lights for the trees is \$12,000 ... totaling \$29,000. The purchase of 16 spritzers to hang in the four trees total about \$1,520 (\$880 for the 16 items and \$640 in labor). The cost of various color options is about the same. Total cost for the 2023 tree lighting project is \$30,520 (see attached quote). If we choose to only wrap the 33 tree trunks, the labor cost is \$11,475 and the lights would be less than quoted based on the number of strands at \$15.

Main Street Medina is requesting approval of \$30,520 additional funds for this project.

Sincerely,

George Sam  
Executive Director  
Main Street Medina



ACCEPT

REQUIRE

Date: Aug 22,  
2023  
No. 5936

Please note: bid subject to  
chance once we perform an  
onsite estimate if  
corrections need to be  
made.

**Lightsup Holiday Lighting**

Po Box 38445  
Olmsted falls, OH 44138  
440-557-4343 Office  
www.Getlightsup.com  
sales@getlightsup.com

**Lightsup**

**Presented To:**

City of Medina  
George Sam  
132 North Elmwood Avenue  
Medina, OH 44256  
330-590-3417 George Sam

Description of Service	Amount
<b>Installation of trunk and lower canopy: 33 Tree wraps Install and removal:</b> Includes purchase and installation of mini lights quoted per light. Storage for the offseason is a separate change and may be decided after installation is done. Storage of lights in a temperature-controlled, moisture-free environment would be an upcharge of \$1200 per year	\$17,000.00
All pricing is contingent on purchase, removal and installation. Pricing will change if rental option is requested, removal is not included, or purchase is not included.	
<b>Installation price per strand:10</b>	
<b>Removal Price per strand:7</b>	
<b>Hanging of spritzers, sale by artistic (quoting for 100, can place up to 250):</b> Installation and removal of hanging spritzers. Priced per item	\$4,000.00
<b>Purchase of 1000 strands of 6 inch spaced 50 light mini conical warm white light strands:</b> Includes purchase and installation of mini lights quoted per light. Storage for the offseason is a separate change and may be decided after installation is done. Storage of lights in a temperature-controlled, moisture-free environment would be an upcharge of \$1200 per year	\$12,000.00

All pricing is contingent on purchase, removal, and installation. Pricing will change if a rental option is requested, removal is not included, or purchase is not included.

The purchase price for lights with no installation: \$15.00 per strand

**Installation of trunk only: 33 Tree wraps Install and removal:** Includes purchase and installation of mini lights quoted per light. Storage for the offseason is a separate charge and may be decided after installation is done. Storage of lights in a temperature-controlled, moisture-free environment would be an upcharge of \$1200 per year \$11,475.00

All pricing is contingent on purchase, removal and installation. Pricing will change if rental option is requested, removal is not included, or purchase is not included.

**Installation price per strand:10**

**Removal Price per strand:7**

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<b>Total</b>	\$44,475.00
<b>Deposit Due (25%)</b>	\$11,118.75

**Thank you for allowing us the opportunity to present our service to you!**

OK - Handled  
23-9-7-2023

RCA  
NO. 23-172 - 9/11

**REQUEST FOR COUNCIL ACTION**

FROM: Patrick Patton

DATE: September 7, 2023

COMMITTEE  
REFERRAL: Engineering

SUBJECT: Application for grant funds for design services for the Prospect Street Bridge Replacement

This request is for Council's authorization to submit a request for grant funding for design services for the replacement of the Prospect Street bridge through the Ohio Department of Transportation's (ODOT's) Municipal Bridge Program. Previously ODOT awarded the City \$1.809 million for the construction of this bridge (see attached).

This program provides Federal funding of 95% for eligible projects.

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 (amount TBD)

SUGGESTED FUNDING:

Sufficient Funds in Account Number:

Transfer Needed From:  
To:

New Appropriation:

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

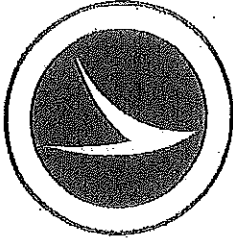
COMMITTEE RECOMMENDATION:

Council Action Taken:

Ord./Res. Number:

Date:

Job # 1062



OHIO DEPARTMENT OF TRANSPORTATION  
Mike DeWine, Governor

Jack Marchbanks, Ph.D., Director

1980 W. Broad Street, Columbus, OH 43223  
614-466-7170  
transportation.ohio.gov

May 31, 2023

Mr. Pat Patton  
City of Medina  
132 N. Elmwood Avenue  
Medina, Ohio 44256

Dear Mr. Patton:

The Ohio Department of Transportation (ODOT) is pleased to inform you that the Prospect Street Bridge Replacement project (SPN 5265398) has been selected for funding in the Municipal Bridge Program. The project selections are contingent upon the availability of future federal funds.

With the Bridge Formula Program funding through the most recent Federal Transportation Bill, off-system bridges must be funded at 100% for construction and construction engineering. Therefore, the program will provide 100% of the eligible costs, up to a maximum of \$1,809,000 in Federal funds through the Municipal Bridge Program, in State Fiscal Year (SFY) 2026. Please note, if contingencies were included in the requested amount, they were removed prior to awarding funds per the program guidance.

Please provide written acceptance of the awarded Municipal Bridge funds by **Friday, July 14, 2023** via email to [Nichole.Lawhorn@dot.ohio.gov](mailto:Nichole.Lawhorn@dot.ohio.gov). If acceptance is not received by this date, the funds will be rescinded and awarded to another project in order to ensure a fully funded program.

Please contact Steve Shepherd, in the ODOT District 3 office at (419) 207-7176, to schedule a project scope meeting and to start the process of programming your project. It is very important to establish solid commitment dates for your project. Failure to meet the agreed upon dates could result in funding being withdrawn.

If you have any questions, please feel free to contact me at (614) 752-6581 or at the email address provided above.

Respectfully,

Nichole Lawhorn  
Program Manager  
Office of Local Programs

c: Steve Shepherd, ODOT District 3  
Jeff Rogers, ODOT District 3

# REQUEST FOR COUNCIL ACTION

No. RCOA · 173 · 23

FROM: Sgt. Darin Zaremba  
DATE: September 7, 2023  
SUBJECT: Amend Ord. 116-23 - Courthouse Parking Garage Lighting Project

Committee: IT

## SUMMARY AND BACKGROUND:

Requesting Council's authorization to increase the expenditure to Technology Engineering Group LLC for the Courthouse Parking Garage Lighting Project.

Quote attached.

\*Note: The County is to reimburse the City half of all costs of this project.

Estimated Cost: \$3,254.00 Total (County to reimburse half)

### Suggested Funding:

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

Emergency Clause Requested: Yes

Reason:

P.O. # 2023001429

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### COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.

Date: ORD 116-23

Technology Engineering Group LLC  
3593 Medina Rd, #239  
Medina, OH 44256  
(330) 974-1249  
info@tegoh.com  
www.tegoh.com



**ADDRESS**  
Mr. Darin Zaremba  
City of Medina  
150 W. Friendship  
Medina, OH 44256

**SHIP TO**  
Mr. Darin Zaremba  
City of Medina  
150 W. Friendship  
Medina, OH 44256

**Estimate 1669**

**DATE 08/26/2023**

**SHIP VIA**  
Ground

**SALES REP**  
JStrong

ITEM	QTY	RATE	AMOUNT
MV72X-HW Cisco Meraki MV72 - network surveillance camera - dome - GSA	2	1,096.00	2,192.00
LIC-MV-3YR CISCO MERAKI 3YR MV ENTERPRISE LICENSE - open market	2	351.00	702.00
INST-SVCS Hardware Installation Services	2	180.00	360.00

Please add the following to the PO:  
GSA QUOTE - GSA contract #GS-35F-303DA

**TOTAL**

**\$3,254.00**

Accepted By

Accepted Date

ORD. 116-23



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

**PURCHASE ORDER**

Page: 1  
 P.O. Number: **2023001429**  
 P.O. Date: 07/10/2023  
 Req. Number: **ORD 116-23**

**Deliver To** IT/TECHNOLOGY FUND  
 CITY OF MEDINA  
 132 N ELMWOOD AVE  
 MEDINA OH 44256

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

**Vendor** T00211  
 TECHNOLOGY ENGINEERING GROUP  
 3593 MEDINA RD #239  
 MEDINA, OH 44256

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 116-23; PASSED 7/10/23; EMERGENCY EFFECTIVE IMMEDIATELY						
Accounting						
001	CAMERA PROJECT-COURTHOUSE PARKING GARAGE	388-0714-53315				\$60,909.20

Purchase Order Total: \$60,909.20

GSA CONTRACT #: GS-35F-303DA TO PURCHASE AGAINST QUOTE #1647

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

*Keith A. Oviatt*

7/12/2023

Director of Finance

Date

**ORDINANCE NO. 116-23**

**AN ORDINANCE AUTHORIZING THE EXPENDITURE TO TECHNOLOGY ENGINEERING GROUP, LLC FOR THE COURTHOUSE PARKING GARAGE CAMERA PROJECT, AND DECLARING AN EMERGENCY.**

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

- SEC. 1:** That the expenditure to Technology Engineering Group, LLC for the Courthouse Parking Garage Camera Project is hereby authorized.
- SEC. 2:** That the funds to cover this expenditure, in the amount of \$60,909.20 (\$30,454.60 City share / \$30,454.60 County share) are available in Account No. 388-0714-53315.
- SEC. 3:** 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. 4:** 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. 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 the project is underway; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

**PASSED:** July 10, 2023      **SIGNED:** James A. Shields  
President of Council Pro-Tem

**ATTEST:** Kathy Patton      **APPROVED:** July 11, 2023  
Clerk of Council

**SIGNED:** Dennis Hanwell  
Mayor