

**FINANCE COMMITTEE AGENDA**  
**Immediately followed by Final Budget Approval Hearing**

**November 12, 2024 (TUESDAY)**  
**Council Rotunda**

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

1. Assignment of Requests for Council Action
2. 24-223-11/12 – Repay Advances – TIF Fund
3. 24-224-11/12 – Rollover Outstanding Advances
4. 24-225-11/12 – Budget Amendments
  - a. 2024-054
  - b. 2024-056
  - c. 2024-057
5. 24-226-11/12 – Dispatch & Communications Service Agreement w/ Medina Hospital Life Support Team
6. 24-227-11/12 – Dispatch & Communications Service Agreement w/ Medina Twp.
7. 24-228-11/12 – Dispatch & Communications Service Agreement w/ Montville Twp.
8. 24-229-11/12 – RFP/RFQ – Permitting & Code Enforcement Software – Community Development Dept.

**Final Budget Approval/Hearing (Immediately following Finance Committee)**

1. Final Review of the 2025-2029 5-Year Budget and 2025 Budget Ordinance

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

### **Finance Committee**

- 24-223-11/12 – Repay Advance / Fund Advance
- 24-224-11/12 – Rollover Advances
- 24-225-11/12 – Budget Amendments
- 24-226-11/12 – Dispatch & Communications Agreement w/Medina Hospital Life Support Team
- 24-227-11/12 – Dispatch & Communications Agreement w/ Medina Township
- 24-228-11/12 – Dispatch & Communications Agreement w/ Montville Township
- 24-229-11/12 – RFP/RFQ's Permitting & Code Enforcement Software – Comm. Development

11/12/24

**REQUEST FOR COUNCIL ACTION**

NO RCA 24-223-11/12

Committee: Finance

FROM: Keith Dirham, Finance Director  
Lori Bowers, Deputy Finance Director  
DATE: 11/4/2024  
SUBJECT: Rollover of Outstanding Advances - TIF Fund

**SUMMARY AND BACKGROUND:**

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

Advance From;	Advance To:	Amount	Purpose
(#390) Downtown Redevelopment TIF Fund	General Fund (#001)	\$3,152,900.00	To repay the advances authorized in 2023.

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

Advance From;	Advance To:	Amount	Purpose
General Fund (#001)	(#390)- Downtown Redevelopment TIF Fund	\$3,125,200.00	Advance to the TIF fund needed to cover expenditures until the City receives reimbursement from the TIF district.

These advances (loans) are necessary to cover expenditures until the City receives reimbursement from the TIF district

Estimated Cost: \$3,152,900 from the TIF Fund  
\$3,125,200 from General Fund

Suggested Funding: See above.

Sufficient Funds in Account

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

NEW APPROPRIATION needed in Account No.: refer to appropriation #2024-054

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:  
Committee Action/Recommendation:

Council Action Taken:

Ord/Res.  
Date:

*Ord. 206-24  
11-12-24* ✓

**REQUEST FOR COUNCIL ACTION**

NO. *RC2024-204-1112*

Committee: *Finance*

FROM: Keith Dirham, Finance Director  
Lori Bowers, Deputy Finance Director  
DATE: 11/3/2024  
SUBJECT: Rollover of Outstanding Advances

**SUMMARY AND BACKGROUND:**

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

Advance From:	Advance To:	Amount	Purpose
General Fund (#001)	125-CDBG-Allocation	\$150,000.00	To rollover the advance initially authorized in 2023 for the PY 23 CDBG-Allocation grant (125-0452)
General Fund (#001)	129-OHTF	\$25,000.00	To rollover the advance initially authorized in 2023 for the PY 22 OHTF State Grant (129-0462)
General Fund (#001)	138-CDBG-CHIP Fund	\$245,280.00	To rollover the advance initially authorized in 2021 for the PY 20 CDBG-CHIP grant (138-0460)
General Fund (#001)	138-CDBG-CHIP Fund	\$229,000.00	To rollover the advance initially authorized in 2023 for the PY 22 CDBG-CHIP grant (138-0462)
General Fund (#001)	139-HOME-CHIP Fund	\$454,720.00	To rollover the advance initially authorized in 2021 for the PY 20 HOME-CHIP grant (139-0460)
General Fund (#001)	139-HOME-CHIP Fund	\$446,000.00	To rollover the advance initially authorized in 2023 for the PY 22 HOME-CHIP grant (139-0462)
General Fund (#001)	Grants Fund (#109)	\$9,375	To rollover the advance initially authorized in 2022 for the Airport Narrative / ALP Update project 109-0652
General Fund (#001)	Grants Fund (#109)	\$249,600	To rollover the advance initially authorized in 2023 for the City RR Drainage & Crossing project (109-0630)
General Fund (#001)	Grants Fund (#109)	\$30,000	To rollover the advance initially authorized in 2023 for the Ch EPA Charging stations project (109-0401)
General Fund (#001)	Grants Fund (#110)	\$350,000	To rollover the advance initially authorized in 2023 for the MCRC Fitness room project (110-0316)
General Fund (#001)	Fed Airport Grant Fund(#147)	\$150,000	To rollover the advance initially authorized in 2020 for the Airport Obstruction Removal Study project 147-0659
General Fund (#001)	Fed Airport Grant Fund(#147)	\$168,750	To rollover the advance initially authorized in 2022 for the Airport Narrative / ALP Update project 147-0652
Street/Stormwater (#108)	FHWA (#386)	\$2,046,590	To rollover the advance initially authorized in 2022 and 2023 for the W Smith Ph 4 project - repay \$2,046,500+\$90 - re adv \$2,046,590 (386-0676)
General Fund (#001)	Airport Fund (#547)	\$235,000.00	To rollover the advance initially authorized in 2012 to cover negatives in the Airport Fund 547-0650
General Fund (#001)	Airport Fund (#547)	\$300,000.00	To rollover the advance initially authorized in 2012 to help pay for a jet fuel tank and dispensing system,547-0650
General Fund (#001)	Airport Fund (#547)	\$400,000.00	To rollover the advance initially authorized in 2019,547-0650
General Fund (#001)	Agency (#637)	\$100,000.00	To rollover the advance initially authorized in 2023 to cover shortfalls (#637-0920)
General Fund (#001)	Cemetery Improvement (#821)	\$100,000.00	To rollover the advance initially authorized in 2023 to cover shortfalls (#821-0220)
General Fund (#001)	Bd/Bldg Standards (#939)	\$10,000.00	To rollover the advance initially authorized in 2023 to cover shortfalls (#939-0430)

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

Estimated Cost: \$3,652,725 from General Fund  
\$2,046,590 from Street/Stormwater Fund  
Suggested Funding: See above.

Sufficient Funds in Account

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

NEW APPROPRIATION needed in Account No.: refer to appropriation #2024-054

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:  
Committee Action/Recommendation:

Council Action Taken:

Ord/Res.  
Date:

*Ord. 207-24  
11-12-24*

Batch Number   
 (Finance use only)  
 Batch Posted?

RCA Number *RCA 24-225-11/12*  
 (Council use only) *Finance*

**REQUEST FOR APPROPRIATION ADJUSTMENT**

TYPE OF ADJUSTMENT  
 (CHECK ONE)

ADMINISTRATIVE  
 FINANCE COMMITTEE  
 COUNCIL

X
X

NO.   
 (Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		001-0707-56615	general admin - adv out	6,777,925.00		x	rollovers / advances
		108-0610-56615	St repair - adv out	2,046,590.00		x	rollovers
		001-0210-50111	cem - wages	15,000.00		x	clear negatives
		102-0610-53313	Streets - operating	40,000.00		x	clear negatives
		104-0305-53322	uptown pk/maint of facil	20,000.00		x	Park Foundation donation
		109-0401-56615	Grants fund - Charging stations	30,000.00		x	rollover adv
		109-0652-56615	Grants fund - airport / alp update	9,375.00		x	rollover adv
		109-0630-56615	Grants fund - RR proj	249,600.00		x	rollover adv
		110-0316-56615	MCRC fitness room proj	350,000.00		x	rollover adv
		110-0317-56615	odnr trees	7,500.00		x	repay advance
		125-0452-56615	CDBG-Allocation Adv out	150,000.00		x	rollover adv
		129-0462-56615	OHTF grant Adv out	25,000.00		x	rollover adv
		138-0460-56615	CDBG - CHIP Adv out	245,280.00		x	rollover adv
		138-0462-56615	CDBG - CHIP Adv out	229,000.00		x	rollover adv
		139-0460-56615	Home - Chip adv out	454,720.00		x	rollover adv
		139-0462-56615	Home - Chip adv out	446,000.00		x	rollover adv
		147-0652-56615	airport narrative / alp update	168,750.00		x	rollover adv
		147-0659-56615	Fed Airport grant fund - airport obstruction study	150,000.00		x	rollover adv
		162-0705-53315	Court - Furn / fixtures	8,680.00		x	clear negative
		168-0705-52226	CASE MGT-PROFESSIONAL SVCS	25,000.00		x	clear negative
		168-0705-53315	CASE MGT SYSTEM - TOOLS / MINOR EQUIP	25,000.00		x	clear negative
		169-0705-52213	CT SPEC PROJ-INSURANCE/TAXES	2,500.00		x	clear negative
		169-0716-54412	BLDG-MUNI COURTHOUSE	19,167.50		x	courthouse
		301-0707-52234	GEN PURPOSE CAP - RENTAL OF FACILITIES	10,000.00		x	Courthouse lease
		301-0716-54412	BLDGS-MUNI COURTHOUSE	19,167.50		x	Courthouse
		386-0676-56615	adv out - w smith ph 4	2,046,590.00		x	rollover (108 fund)
		389-0301-54412	unaticipated cap/bldgs	52,221.00		x	cold storage proj
		390-0645-56615	TIF - adv out	3,152,900.00		x	repay /and adv new amount
		428-0201-56615	Special Assessment fund	10,000.00		x	Repay advance
		513-0708-51122	ub-emp Hosp	15,000.00		x	clear negative
		514-0543-53321	san - maint of eq	70,000.00		x	clear negative
		547-0650-53322	Airport - maint of facilities	30,000.00		x	clear negative
		547-0650-56615	Airport - adv out	935,000.00		x	rollover advances
		574-0350-52215	REC CNTR ADM- CONTRACTUAL SERVICES	5,000.00		x	CF - Clear negatives

*ord 208-24*

RCA 24-225-11/12

		637-0920-56615	Agency - advances	100,000.00		x	rollover advances
		821-0220-56615	Cemetery Improvement	100,000.00		x	rollover advances
		938-0940-56612	Bid / perf bonds - refunds	225,000.00		x	clear negative
		939-0430-52213	bd bldg- ins/taxes	3,500.00		x	clear negative
		939-0430-56615	Bd Bldg standards	10,000.00		x	rollover advances
102-0145-52212	traffic control - utilities	102-0145-50111	traf control - wages	4,000.00		x	clear negative
102-0620-50111	Strm Swr - wages	102-0610-53315	streets - tools /minor	25,000.00		x	clear negative
102-0620-52215	strm swr - contractual	102-0610-53313	streets - operating	21,000.00		x	clear negative
102-0620-53321	strm swr - maint of eq	102-0610-53313	streets - operating	10,000.00		x	clear negative
102-0620-53322	storm swr - maint of facil	102-0610-53321	streets - maint of eq	22,000.00		x	clear negative
104-0305-53322	uptown pk - maint of facil	104-0301-54412	pks - bldgs	15,000.00		x	adj for cold storage proj
104-0309-54412	uptown pk - bldgs	104-0301-54412	pks - bldgs	25,753.00		x	adj for cold storage proj
514-0543-50111	san - wages	514-0543-53321	san - maint of eq	15,000.00		x	clear negative
574-0303-53313	muni pool - operating	574-0303-50111	MUNI POOL - SALARIES & WAGES	2,700.00		X	adj accts
574-0303-53313	muni pool - operating	574-0303-51121	MUNI POOL-EMP RETIREMENT	1,000.00		X	adj accts
			Total increases to funds:	18,279,466.00			
			Total reductions to fund:	141,453.00			
			Total transfers within fund:				

EXPLANATION:

Please see Reason column for details. These new appropriations are a mix of new advances for grants, rollovers for grant funds, advance repayments, tif payments and clearing negatives in accounts.

DEPARTMENT HEAD: Keith Dirham / Lori Bowers DATE: 11/3/2024

MAYOR'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
(WHEN NECESSARY)

-----  
COUNCIL/COMMITTEE ACTION:

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

ORD. NO. 208-24 ✓

CLERK OF COUNCIL/DATE

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







**REQUEST FOR COUNCIL ACTION**

No. RCA 24-226-11/12

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

  
\_\_\_\_\_  
(Signature)

Committee Finance  
Mayor's Initials: \_\_\_\_\_

Guidelines: See information on back of form

**Date:** 10/29/24

**Subject:** Agreement with Medina Hospital Life Support Team for dispatch and communications services.

**Summary and Background:** The current agreement between the City of Medina and Medina Hospital Life Support Team expires on December 31, 2024. Presenting updated agreement approved by Medina Hospital/Cleveland Clinic for implementation January 1, 2025.

**Suggested Funding:** N/A

**Sufficient Funds in Account:** n/z

**Transfer Needed From:** n/a      **To:**

**New Appropriation Needed:** No

**Account No:**

**Emergency Clause Requested:**

**No    Yes    If yes, reason:**  
**Council Use Only:**

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**Committee Recommendation:**

**Council Action Taken:**

**Ord./Res.No:**  
**Date:**

# Cleveland Clinic - Law Department

This page needs to be retained with the Agreement at all times.

This page is for information purposes only and not part of the Agreement.

Please return a fully executed copy of the Agreement to [CMSevents@ccf.org](mailto:CMSevents@ccf.org)

## COMPANY INFORMATION

CITY OF MEDINA, OHIO  
132 N. ELMWOOD  
MEDINA, OH 44256

## CONTRACT INFORMATION

Contract ID: 4319244  
Master Agreement Number:  
Dept Reference No.:  
Contract Description: DISPATCH SERVICES AGREEMENT WITH THE CITY OF MEDINA  
Institute: Regional Hospital  
Submitting Dept: MEDINA HOSPITAL  
  
Dept Contact: NICHOLE MALACHIN

## LEGAL TEAM INFORMATION

Attorney: ASHLEY TAYLOR

Paralegal:

Contract approved as to form for: 4319244  
Attorney: TAYLOR, ASHLEY  
By: Taylor, Ashley  
Date: 10/28/2024 10:48:33 AM

# AGREEMENT FOR SERVICE

## I

This Agreement, made and entered into as of the 1<sup>st</sup> day of January 2025, by and between the **CITY OF MEDINA**, hereinafter referred to as “the City” and **Medina Hospital, an Ohio non-profit corporation, for the LIFE SUPPORT TEAM**, hereinafter referred to as “LST”.

## II

The residents and visitors of the City of Medina, Medina Township, and Montville Township require radio, telephone, and 911 communications “Dispatch Services” to summon medical aid. LST does hereby engage and retain the City for the purpose of providing such services on behalf of the residents and visitors. The City agrees to provide these services on a twenty-four-hour per day, seven-day-a-week basis for a period from January 1, 2025 until December 31, 2027. “Dispatch Services” for the purpose of this Agreement, shall be receiving all messages, including but not limited to in-person, telephonic, or written, that are seeking medical or health assistance and by forwarding these messages by means of radio on a pre-assigned frequency or by telephone, or by various paging methods to the personnel on duty for their response and to keep a recording of all incoming and outgoing communications. “Dispatch Services” shall also include Mobile Data Terminals and access to Computer Aided Dispatch “CAD” status screens.

## III

The City agrees to be responsible for the salary and benefits paid to the dispatch personnel.

## IV

The City and LST agree to maintain current radio licenses as required by the Federal Communications Commission and to allow each other access to the frequencies. The City shall be responsible for the maintenance of any and all equipment used by the City in furtherance of providing dispatch services to LST.

## V

It is understood and agreed by and between the parties that this contract is entered, executed, and performed by the City’s personnel in their official capacity and that no City personnel shall be subject to any claim, cause of action, or remedy in their personal capacity for any acts, omissions, or violation of any duty imposed by this contract. No one at the City, in either their official or personal capacity, shall be responsible to LST nor any person and/or entity for any damages for bodily injury, death, or property damage arising out of employment or activities of the City and/or LST employees while engaged in the performance of their duties.

The City and the City’s personnel shall not be responsible to LST for any loss, injury, or damage to equipment or property of LST or to any employee or member of LST.

**VI**

The only duty of the City when rendering dispatch services as set forth in Section II herein is to notify the appropriate department and provide appropriate information as circumstances allow.

**VII**

In consideration of a sum equal to one-third (33%) of the total operational costs of the City's Communications Center payable in quarterly installments, the City agrees to provide emergency medical dispatching services for LST in providing services to the residents and visitors of the City of Medina, Medina Township, and Montville Township. The City further agrees to provide and support the Mobile Data Terminals and access to Computer Aided Dispatch "CAD" status screens.

**VIII**

Quarterly payments are due no later than 30 days after the issuance of an invoice reflecting the one-third amount of the previous quarter's Communication Center costs. Payments shall be payable to the order of the City of Medina, 132 N. Elmwood Avenue, Medina, OH 44256.

**IX**

Any operational change that would have an economic or substantial service impact on LST will be presented and discussed between the City and LST prior to any implementation.


**X**

This Agreement shall be in effect until December 31, 2027. Either party may terminate this Agreement by sending a notice of intent to terminate, in writing, delivered by certified mail ninety (90) days prior to the termination date.

**XI**

This writing encompasses the complete Agreement between the City and LST, there being no other promise, expressed or implied, between the City and LST regarding dispatch services.

THEREFORE, in consideration of the mutual covenants of the City of Medina and the Life Support Team as set forth hereinabove, the City and LST do agree.

  
Medina Hospital 10/29/24

\_\_\_\_\_  
Dennis Hanwell  
Mayor / Public Safety Director  
City of Medina

**REQUEST FOR COUNCIL ACTION**


No. RCA 24-227-11/12

Committee Finance

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

Mayor's Initials:

\_\_\_\_\_

  
\_\_\_\_\_  
(Signature)

Guidelines: See information on back of form

**Date:** 10/29/24

**Subject:** Agreement with Medina Township for dispatch and communications services

**Summary and Background:** The current agreement between the City of Medina and Medina Township expires on December 31, 2024. Presenting updated agreement approved by Medina Township for implementation January 1, 2025.

**Suggested Funding:** N/A

**Sufficient Funds in Account:** n/z

**Transfer Needed From:** n/a      **To:**

**New Appropriation Needed:** No

**Account No:**

**Emergency Clause Requested:**

**No    Yes    If yes, reason:**

**Council Use Only:**

**Committee Recommendation:**

**Council Action Taken:**

**Ord./Res.No:**

**Date:**



**EMERGENCY DISPATCH AND COMMUNICATIONS SERVICES AGREEMENT**

**RESOLUTION # 10242024- 097**

**I WILL MOVE TO ADOPT RESOLUTION NUMBER 10242024- 097 TO APPROVE MEDINA TOWNSHIP ENTERING INTO THE 2025-2027 EMERGENCY DISPATCH AND COMMUNICATIONS SERVICES AGREEMENT WITH THE CITY OF MEDINA AND INCORPORATE THIS THREE (3) PAGE DOCUMENT BY REFERENCE.**

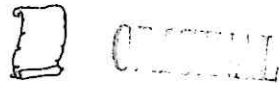
APPROVED BY MEDINA TWP. TRUSTEES

Date 10-24-2024

Trustee Chm. [Signature]


Trustee [Signature]

Trustee [Signature]



Medina Township

OCT 1 8 2024

Received 

**AGREEMENT FOR SERVICE**

**I**

This Agreement, made and entered into as of the 1<sup>st</sup> day of January 2025 by and between the **CITY OF MEDINA**, hereinafter referred to as “the City,” and **MEDINA TOWNSHIP**, hereinafter referred to as “the Township.”

**II**

The Township’s residents require radio, telephone, and 9-1-1 emergency dispatching and communications services. The Township does hereby engage and retain the City for the purpose of providing said emergency dispatch and communications services on behalf of the residents of the Township, and the City agrees to provide such services on a twenty-four-hour-a-day, seven-day-a-week basis for the period beginning January 1, 2025 until December 31, 2027. “Dispatch services” for the purpose of this Agreement shall be receiving all messages, including but not limited to personal, telephonic, or written, seeking assistance and forwarding these messages by means of radio on pre-assigned frequencies, or by telephone, or by various paging methods to the personnel on duty for their response and to maintain a tape recording for a minimum of thirty (30) days of all incoming and outgoing calls.

**III**

The City agrees to be responsible for the salary paid to police dispatch personnel and any benefits to which dispatch personnel are entitled.

**IV**

The City agrees to maintain current radio licenses as required by the Federal Communications Commission and to allow each other access to the frequencies. The City shall be responsible for the maintenance of any and all equipment used by the City in furtherance of providing dispatch services to the Township.

**V**

It is understood and agreed by and between the parties that this contract is entered, executed, and performed by the City’s personnel in their official capacity and that no City personnel shall be subject to any claim, cause of action, or remedy in their personal capacity for any acts, omissions, or violation of any duty imposed by this contract. No one at the City, in either their official or personal capacity, shall be responsible to the Township nor any person and/or entity for any damages for bodily injury, death, or property damage arising out of employment or activities of the City and/or Township employees while engaged in the performance of their duties.

The City and City's personnel shall not be responsible to the Township for any loss, injury, or damage to equipment or property of the Township or to any employee or member of any department of the Township.

## VI

The only duty of the City when rendering dispatch services as set forth in Section II herein is to notify the appropriate department and provide appropriate information as circumstances allow.

## VII

In consideration of the sum of Seventy-Eight Thousand Dollars (\$78,000.00) payable in one annual payment, plus additional monies paid by the Township to LST, the City agrees to provide emergency police, fire, and emergency medical dispatching services to the Township for the benefit of its residents.

Yearly payment shall be due no later than June 30<sup>th</sup> each year the fee is due and shall be payable to the order of the City of Medina, 132 North Elmwood Avenue, Medina, Ohio 44256.

The fee for providing dispatch services to the Township shall increase directly in line with the annual hourly wage increase granted by the Medina Police Communication Union contract in 2026 and 2027, but, in no event, more than ten percent (10%) per year.

## VIII

The Township has assumed responsibility for its own Records Management through services to be provided by a third-party vendor, and the City will no longer provide Records Management Services (RMS) to the Township. However, the city will coordinate with the Township and its vendor to facilitate the Township's capture and management of Township records generated from dispatch services provided by the City under this Agreement.

## IX

Any operational change that would have an economic or substantial service impact on the Township will be presented and discussed between the City and the Township prior to any implementation.

## X

This Agreement shall be in effect until December 31, 2027. Either party may terminate this Agreement by sending a notice of intent to terminate, in writing, delivered by certified mail, ninety (90) days before the termination date.



**XI**

This writing embodies the complete Agreement between the City and the Township, there being no other promise, expressed or implied, between the City and Township regarding police dispatch services.

THEREFORE, in consideration of the mutual covenants of the City of Medina and Medina Township as set forth hereinabove, the City of Medina and Medina Township do agree.

**CITY OF MEDINA**

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

Dated: \_\_\_\_\_

**MEDINA TOWNSHIP**

By: *Raymond W. Montague*

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

By: *Ray Eastwood*

Dated: 10-24-2024

Resolution #: 10.24.20.24-097

Approved as to form

Medina County Prosecutor's Office  
S. Forrest Thompson

\_\_\_\_\_

Assistant Prosecutor

\_\_\_\_\_

**REQUEST FOR COUNCIL ACTION**

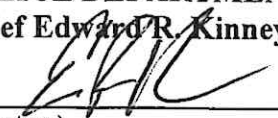
No. RCA 24-228-11/12

Committee Finance

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

Mayor's Initials:

\_\_\_\_\_

  
\_\_\_\_\_  
(Signature)

Guidelines: See information on back of form

**Date:** 10/29/24

**Subject:** Agreement with Montville Township for dispatch and communications services

**Summary and Background:** The current agreement between the City of Medina and Montville Township expires on December 31, 2024. Presenting updated agreement approved by Montville Township for implementation January 1, 2025.

**Suggested Funding:** N/A

**Sufficient Funds in Account:** n/z

**Transfer Needed From:** n/a      **To:**

**New Appropriation Needed:** No

**Account No:**

**Emergency Clause Requested:**

**No    Yes    If yes, reason:**  
**Council Use Only:**

**Committee Recommendation:**

**Council Action Taken:**

**Ord./Res.No:**  
**Date:**

# AGREEMENT FOR SERVICE

## I

This Agreement, made and entered into as of the 1<sup>st</sup> day of January 2025 by and between the **CITY OF MEDINA**, hereinafter referred to as “the City,” and **MONTVILLE TOWNSHIP**, hereinafter referred to as “the Township.”

## II

The Township’s residents require radio, telephone, and 9-1-1 emergency dispatching and communications services. The Township does hereby engage and retain the City for the purpose of providing said emergency dispatch and communications services on behalf of the residents of the Township, and the City agrees to provide such services on a twenty-four-hour-a-day, seven-day-a-week basis for the period beginning January 1, 2025 until December 31, 2027. “Dispatch services” for the purpose of this Agreement shall be receiving all messages, including but not limited to personal, telephonic, or written, seeking assistance and forwarding these messages by means of radio on pre-assigned frequencies, or by telephone, or by various paging methods to the personnel on duty for their response and to maintain a tape recording for a minimum of thirty (30) days of all incoming and outgoing calls.

## III

The City agrees to be responsible for the salary paid to police dispatch personnel and any benefits to which dispatch personnel are entitled.

## IV

The City agrees to maintain current radio licenses as required by the Federal Communications Commission and to allow each other access to the frequencies. The City shall be responsible for the maintenance of any and all equipment used by the City in furtherance of providing dispatch services to the Township.

## V

It is understood and agreed by and between the parties that this contract is entered, executed, and performed by the City’s personnel in their official capacity and that no City personnel shall be subject to any claim, cause of action, or remedy in their personal capacity for any acts, omissions, or violation of any duty imposed by this contract. No one at the City, in either their official or personal capacity, shall be responsible to the Township nor any person and/or entity for any damages for bodily injury, death, or property damage arising out of employment or activities of the City and/or Township employees while engaged in the performance of their duties.

The City and City's personnel shall not be responsible to the Township for any loss, injury, or damage to equipment or property of the Township or to any employee or member of any department of the Township.

## VI

The only duty of the City when rendering dispatch services as set forth in Section II herein is to notify the appropriate department and provide appropriate information as circumstances allow.

## VII

In consideration of the sum of Seventy-Eight Thousand Dollars (\$78,000.00) payable in one annual payment, plus additional monies paid by the Township to LST, the City agrees to provide emergency police, fire, and emergency medical dispatching services to the Township for the benefit of its residents.

Yearly payment shall be due no later than June 30<sup>th</sup> each year the fee is due and shall be payable to the order of the City of Medina, 132 North Elmwood Avenue, Medina, Ohio 44256.

The fee for providing dispatch services to the Township shall increase directly in line with the annual hourly wage increase granted by the Medina Police Communication Union contract in 2026 and 2027, but, in no event, more than ten percent (10%) per year.

## VIII

The Township has assumed responsibility for its own Records Management through services to be provided by a third-party vendor, and the City will no longer provide Records Management Services (RMS) to the Township. However, the city will coordinate with the Township and its vendor to facilitate the Township's capture and management of Township records generated from dispatch services provided by the City under this Agreement.

## IX

Any operational change that would have an economic or substantial service impact on the Township will be presented and discussed between the City and the Township prior to any implementation.

## X

This Agreement shall be in effect until December 31, 2027. Either party may terminate this Agreement by sending a notice of intent to terminate, in writing, delivered by certified mail, ninety (90) days before the termination date.

XI

This writing embodies the complete Agreement between the City and the Township, there being no other promise, expressed or implied, between the City and Township regarding police dispatch services.


THEREFORE, in consideration of the mutual covenants of the City of Medina and Montville Township as set forth hereinabove, the City of Medina and Montville Township do agree.

**CITY OF MEDINA**

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

Dated: \_\_\_\_\_

**MONTVILLE TOWNSHIP**

By:   
Trustee Jeff Brandon

By:   
Trustee Sally Albrecht

By:   
Trustee Allen Biehl

Dated: **September 24, 2024**

Resolution #: **092424.02**

Approved as to form

Medina County Prosecutor's Office  
S. Forrest Thompson

\_\_\_\_\_

Assistant Prosecutor

\_\_\_\_\_

# REQUEST FOR COUNCIL ACTION

No. RCA 24-229-11/12  
Committee: Finance

FROM: Andrew Dutton  
DATE: November 1, 2024

SUBJECT: Development Department Permitting and Code Enforcement Software RFP/RFQ

## SUMMARY AND BACKGROUND:

This is a request to authorize the Mayor to solicit Request for Proposals (RFP's)/Request for Qualifications (RFQ's) for new Development Department permitting and code enforcement software and to award RFP/RFQ to the successful bidder.

New software is proposed to incorporate capabilities not offered in the Department's current software such as online permit submittal, adequate cloud data storage, workflow management, and document generation.

The request for new permitting and code enforcement software was discussed and supported at the Development Department's budget hearing in September. It is the Department's intention to move forward with the project in early 2025 utilizing carryforward to pay for initial setup costs and budgeted Professional Services funds to pay for annual costs.

A draft RFP/RFQ has been included with this request.

**Estimated Cost:** \$50,000 initial setup & \$35,000 annually

**Suggested Funding:**

- sufficient funds in Account No. 001-0410-52226/001-0420-52226
- 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:**



**CITY OF MEDINA**  
Community Development Department  
132 N. Elmwood Ave. Medina, OH 44256  
330-722-9023

**Community Development Department  
Permitting - Code Enforcement Software  
REQUEST FOR PROPOSALS/REQUEST FOR QUALIFICATIONS  
November 26, 2024**

**PURPOSE**

The purpose of this Request for Proposals (RFP)/Request for Qualifications (RFQ) is to obtain competitive proposals from qualified individuals or firms interested in providing permitting and code enforcement software for the City of Medina, Ohio.

**BACKGROUND**

Medina is a city of approximately 26,000 located in northeast Ohio and is the county seat of Medina County. The City of Medina strives to balance economic development with historic and environmental preservation while continuing to be a comfortable and vibrant community for its residents.

Over the past three years, the city has averaged approximately 2,750 records per year for permits, applications, and code enforcement complaints and 3,100 inspections per year.

The Community Development Department currently has seven users of permitting and code enforcement software. Three of the seven users regularly access the software in the field.

**PERMITTING SOFTWARE CAPABILITIES**

Permitting software should incorporate the following necessary functions:

1. Creation, storage, and management of permit, code enforcement, contractor registration, and Board/Commission records, including:
  - General information (address, applicant, type, dates, etc.)
  - Record workflow including process steps for submittals, reviews, fees, and inspections
  - Links to related records, parcels, fees, inspections, contacts, and documents
  - Ability of multiple users in multiple city departments to access the software
  - Ability of city staff to customize records, inspections, fees, etc.
2. An online interface including the ability of applicants to complete the following within the online permitting software:
  - Submittal of applications and associated documents
  - Payment of fees and requesting of inspections
  - Interaction with city staff
  - Viewing of record information and accessing documents
3. Ability of city staff to automate the renewal of records on a temporal basis, such as annual contractor registration

4. Ability of city staff to create, assign, customize, and track inspections
5. Capability to be used by city staff in the field via mobile devices
6. Automatic fee generation based on record information
7. Data storage with a capacity commensurate with the needs of the Community Development Department stored in an off-site or cloud-based format
8. Integration of Medina County Auditor property data, preferably with the ability to automatically update regularly
9. Customizable reporting for records, inspections, and fees exportable to a common format, such as PDF, CSV, or Excel
10. Transfer of all existing data and files/documents from the current permitting software to the proposed permitting software

#### **PROPOSAL SUBMITTAL REQUIREMENTS**

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Three hard copies of the proposal and one electronic copy of the proposal shall be submitted including:

1. Qualifications of the firm/project team
2. Software proposal addressing elements indicated in the above "Permitting Software Capabilities"
3. Indication of any third-party software or service provider(s)
4. Implementation plan with an estimated timeline
5. Support and maintenance provided after implementation
6. References of at least three similar users of the proposed software
7. Detailed cost estimate including:
  - All initial setup costs, which may include software setup, data conversion/transfer from existing software, training, required software or hardware upgrades, etc.
  - All recurring or annual costs and standard rates of increase (if applicable) and an indication of the method of procuring such costs such as individual licenses, per record fees, etc.
  - All other additional or miscellaneous costs which may apply (data storage, maintenance, customer service, upgrades, optional features, etc.)

#### **EVALUATION CRITERIA**

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The following criteria, in no particular order of priority, will be used to evaluate submittals:

- Responsiveness of submittal to the RFP/RFQ
- Qualifications of the firm and references
- Need for third-party software or service provider(s)
- Ability of the software to meet the above "Permitting Software Capabilities"
- Implementation process and timeline
- Support and maintenance
- Cost estimate

The city may request demonstrations of proposed software, interview applicants, and/or ask questions of applicants. The city reserves the right to reject any and all submittals.



**DELIVERABLE PRODUCTS**

At least three hard copies of the proposal and one digital copy of the proposal in Adobe PDF or Microsoft Word format shall be submitted.

**PROPOSAL DEADLINE**

Proposals are due by Tuesday, December 16<sup>th</sup>, 2024 at 4:00 pm to:

City of Medina  
Community Development Department  
132 North Elmwood Avenue  
Medina, OH 44256

Please direct questions regarding proposals to:

Andrew Dutton  
Community Development Director  
adutton@medinaoh.org  
(330) 722-9023