

FINANCE COMMITTEE AGENDA

December 8, 2025

Finance Committee (6:00 p.m.)

1. Executive Session (contract negotiations)
2. Assignment of Requests for Council Action
3. 25-248-12/8 – 2026 Property Tax Advance Request
4. 25-249-12/8 – Budget Amendments
 - a. #2025-050
5. 25-250-12/8 – Expenditure – Vances Law Enforcement – Police
6. 25-251-12/8 – Expenditure – Akron Uniform – Police
7. 25-252-12/8 – Expenditure – Huntington National Bank – Police
8. 25-253-12/8 – Amend S&B Code 31.02, 31.05 & 31.07 – Communications Dept.
9. 25-254-12/8 – Collective Bargaining Agreement – Patrol & Communication Officers
10. 25-255-12/8 – Job Creation Grant for Sandridge Food Corporation
11. 25-256-12/8 – Job Creation Grant Program – Annual Report

REQUESTS FOR COUNCIL ACTION/DISCUSSION

Finance Committee

- 25-248-12/8 – 2026 Tax Advances
- 25-249-12/8 – Budget Amendments
- 25-250-12/8 – Expenditure – Vances Law Enforcement – Police
- 25-251-12/8 – Expenditure – Akron Uniform – Police
- 25-252-12/8 – Expenditure – Huntington National Bank – Police
- 25-253-12/8 – Amend S&B Code 31.02, 31.05, 31.07 – Communications Dept.
- 25-254-12/8 – Collective Bargaining Agreement for Patrol & Communications Officers
- 25-255-12/8 – Job Creation Grant – Sandridge Food Corporation
- 25-256-12/8 – Job Creation Grant – Annual Report

12/8/25

REQUEST FOR COUNCIL ACTION

No. RCA 25-248-12/8
Committee: Finance

FROM: Keith Dirham, Finance Director
Lori Bowers, Deputy Finance Director
DATE: December 2, 2025
SUBJECT: Property Tax Advance Request

SUMMARY AND BACKGROUND:

Please approve the annual resolution requesting that the County Auditor make tax advances during 2026 pursuant to Ohio Rev. Code §321.34.

Estimated Cost:

Suggested Funding:

Sufficient funds in Account No.:

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

NEW APPROPRIATION needed in Account No.:

Emergency Clause Requested: **Yes**

Reason: Request to the County Auditor is due early in January, 2026. (Received from County on 12/ 125)

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

Batch Number
(Finance use only)
Batch Posted?

RCA Number
(Council use only)

RCA 25-249.12/8
Finance

REQUEST FOR APPROPRIATION ADJUSTMENT

TYPE OF ADJUSTMENT
(CHECK ONE)

ADMINISTRATIVE
FINANCE COMMITTEE
COUNCIL

NO. 2025-050
(Finance use only)

FROM ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TO ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER OF EXISTING APPROPRIATION	UNAPPROPRIATED FUNDS	REASON
		001-0210-50111	cem - wages	10,000.00		X	to cover acct thru year end
		001-0704-52225	law - legal svcs	15,000.00		X	to cover acct thru year end
		001-0748-51129	econ dev - pers svcs	267.50		X	for econ dev committee bkfst sponsored by interior design studio
		102-0610-53313	st repair - operating	40,000.00		X	to cover acct thru year end
		102-0610-53321	st repair - maint of eq	20,000.00		X	to cover acct thru year end
		102-0610-53322	st repair - maint of facil	30,000.00		X	to cover acct thru year end
		103-0610-50111	st hwy - wages	20,000.00		X	to cover acct thru year end
		104-0301-53313	parks - operating	62.14		X	mini melts revenue sharing ck 50729
		108-0610-54411	st repair - land improv	225,000.00		X	to cover acct thru year end
		140-0640-53315	parking - tools/minor	3,500.00		X	parking enforcemnt device
		145-0630-52215	rr land improvements	5,000.00		X	to cover acct thru year end
		153-0771-52215	oploid -contractual	50,000.00		X	to cover acct thru year end
		167-0705-50111	ct clerk - wages	2,500.00		X	to cover acct thru year end
		169-0716-54412	muni courthouse	4,130.00		X	to cover acct thru year end
		301-0716-54412	muni courthouse	4,130.00		X	to cover acct thru year end
		389-0610-53322	unanticipated	75,000.00		X	to cover public bldg repairs
		514-0543-53321	san maint of eq	80,000.00		X	to cover acct thru year end
		514-0543-54417	san - vehicles	300,000.00		X	to cover acct thru year end - veh purchase
		546-0530-5551	wtr cap - principal pmt	10,000.00		X	to cover acct thru year end
		574-0356-50111	aquatics wages	60,000.00		X	to cover acct thru year end
			Total increases to fund:	954,589.64			
			Total reductions to fund:				
			Total transfers within fund:				

EXPLANATION:

Ord 220-25
12/8/25

DEPARTMENT HEAD: Keith Dirham, Lori Bowers

DATE: 12/2/2025

MAYOR'S APPROVAL: _____
(WHEN NECESSARY)

DATE: _____

COUNCIL/COMMITTEE ACTION:

APPROVED: _____

ORD. NO. 220-25

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

CLERK OF COUNCIL/DATE

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

RCA 25-250-12/8

City of Medina

Board of Control/Finance Committee Approval

Administrative Code: 141

Finance
Only

- 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 \$35,000.01 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 11/26/2025

Department: POLICE

Amount requested: \$25,000.00
Fill below for increases only

BOC Approval Date: _____
(Finance Use Only)

Increase Amount: n/a

PO Number to increase: n/a

New PO Total with increase: n/a

Account Number: multiple

Vendor: Vances Law Enforcement

Department Head/Authorized Signature: _____

Item/Description:

2026 Blanket PO

Ammunition & Police Equipment

Line 1 Operating Supplies 106-0101-53313 \$24,000 (Ammo)

Line 2 Tools/Minor Equipment 106-0101-53315 \$1,000

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.

RCA 25-251-12/8

City of Medina

Board of Control/Finance Committee Approval

Administrative Code: 141

Finance
Only

- 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 \$35,000.01 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 11/26/2025

Department: POLICE

Amount requested: \$35,000.00

BOC Approval Date: _____

Fill below for increases only

(Finance Use Only)

Increase Amount: n/a

PO Number to increase: n/a

New PO Total with increase: n/a

Account Number: multiple

Vendor: Akron Uniform

Department Head/Authorized Signature: _____

Item/Description:

2026 Blanket PO

Line 1 Uniform/Clothing Bulletproof Vest Officers 106-0101-51131 \$30,000

Line 2 Uniform/Clothing Specials 103-0103-51131 \$5,000

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council _____

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

Thank you.

Revised:

5/7/2025

RCA 25-252-12/8

City of Medina

Board of Control/Finance Committee Approval

Administrative Code: 141

Finance Only

- 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 \$35,000.01 (RCA form). Board of Control awards all bids, unless otherwise specified in authorizing ordinance. (Ord. 77-23)

Date: 11/26/2025

Department: POLICE

Amount requested: \$30,000.00

BOC Approval Date: _____

Fill below for increases only

(Finance Use Only)

Increase Amount: n/a

PO Number to increase: n/a

New PO Total with increase: n/a

Account Number: multiple

Vendor: Huntington National Bank

Department Head/Authorized Signature: _____

Item/Description:

2026 Blanket PO

Line 1 Education/Travel 106-0101-52211 \$5,500 Line 2 Tools/Minor Equip 106-0101-53315 \$5,500

Line 3 Operating Supplies 106-0101-53315 \$1,500 Line 4 Maint of Equip 106-0101-53321 \$2,500

Line 5 Plaques/Novelty 151-0101-53313 \$1,000 Line 6 Police Training 152-0101-52211 \$13,000

Line 7 Professional Services 106-0101-52226 \$500 Line 8 Office Supplies 106-0101-53311 \$500

Line 9 Misc. Personal Services 106-0101-51129 \$500

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

Date Approved/Denied by Finance Committee: _____

Date to Finance: _____

Clerk of council

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

REQUEST FOR COUNCIL ACTION

Reference RCA 25-124-5/27

From: CableTV

No. RCA 25-124-5/27

Date: 11/30/25

Committee: Finance

Subject: This is an RCA to request to amend Section 31.02(9) of the salaries and benefits code of the City of Medina, Ohio relative to the CableTV Department and Section 31.05 regarding the CableTV Department. Also amend Section 31.07 by adopting new job descriptions for Director of Communications, Asst. Director of Communications, Communications Specialist and Production Assistant (P/T). Request approved by Civil Service Commission on November 21, 2025.

Summary and background:

This is to create a name change for this position from:

SECTION 31.02 SCHEDULE OF PAY FOR UNCLASSIFIED EMPLOYEES

(9) CABLE TV

Hourly Rate

2 Cable TV Production Assistant*

Pay Grade 51A

*Each position of Production Assistant may be filled by more than one person, but each person may not individually exceed twenty-nine (29) hours per week.
(Ord. 134-11, 187-14, 54-16, 196-21)

To:

(9) COMMUNICATIONS

Hourly Rate

2 Production Assistant*

Pay Grade 51A

*Each position of Production Assistant may be filled by more than one person, but each person may not individually exceed twenty-nine (29) hours per week.
(Ord. 134-11, 187-14, 54-16, 196-21)

And also changing names of positions from:

SECTION 31.05

CABLE TV	Number Classification	Steps Authorized	Classified Service
	1 - Cable TV Executive Director/General Manager	16 A-F	Classified
	1 - Cable TV Operations Director	12 A-F	Classified
	1 - Technical Operations Director *	14 A-F***	Classified
	2 - Cable TV Production Assistant (part-time)**	Sec. 31.02(B)(9)	Part-time

Note: All Cable TV positions are appointed by and under the direction of the ACCESS Commission. *Jointly funded position with Medina City Schools. See agreement authorized by Ord. 246-06, 101-17 **The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined. *** Technical Operations

Director Position to be paid at pay grade 14 A-F - effective July 1, 2021. Ord. 54-04, 246-06, 187-14, 54-16, 101-17, 105-21

To:

SECTION 31.05 COMMUNICATIONS

Communications Dept. Number	Classification	Steps Authorized	Classified Service
1 - Director of Communications		16 A-F	Classified
1 - Communications Specialist		12 A-F	Classified
1 - Assistant Director of Communications *		14 A-F***	Classified
2 - Production Assistant (part-time)**		Sec. 31.02(B)(9)	Part-time

Note: All Communications Department positions are appointed by and under the direction of the ACCESS Commission. *Jointly funded position with Medina City Schools. See agreement authorized by Ord. 246-06, 101-17 ** The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined.

*** Assistant Director of Communications Position to be paid at pay grade 14 A-F - effective July 1, 2021. Ord. 54-04, 246-06, 187-14, 54-16, 101-17, 105-21

This would also request Council to allow the newly created Communications Department to absorb the current CableTV Department, Medina Cable Access, and MedinaTV into this new Communications Department. All previous ordinances and resolutions referencing the Cable Department, Medina Cable Access, and MedinaTV would now fall under the Communications Department. Job descriptions have been updated to reflect changes in job responsibilities.

Estimated Cost:

Suggested Funding:

Sufficient Funds in Account:

Transfer Needed From:

To:

New Appropriation Needed into Account:

Emergency Clause Requested: Yes X No

Reason: To have the Salary and Benefits changes be effective as of January 1, 2026. Also any salary adjustments would be retroactive to January 1, 2026.

COUNCIL USE ONLY:

Committee Recommendation:

Ord./Res.:

Date:

NEW

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Director of Communications

REPORTS TO: Advisory Commission on Communication Enhancement Support Services for work performed and Mayor for day to day supervision

DEPARTMENT/DIVISION: Communications

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Exempt

CLASSIFICATION FEATURES: The individual in this classification will generally be responsible for the development, growth and delivery of MedinaTV Services for the residents of the City of Medina. The individual is also responsible for developing and executing a comprehensive communications strategy that enhances the public image, transparency, and community engagement of the city. Work performed will be overseen by the Advisory Commission on Communication Enhancement Support Services (ACCESS), but reports to Mayor for day to day supervision. Director of Communications supervises the work of the Communications Specialist, Assistant Director of Communications, the part-time TV Production Assistant positions, and any future positions in the Department of Communications.

ESSENTIAL JOB FUNCTIONS:

Oversees the operation of the MedinaTV facility, maintaining high production and ethical standards.

Disseminates rules and regulations governing use of the facility, equipment access, equipment maintenance and other personnel policies and procedures.

Oversees annual budget to determine needs of the Department while maintaining costs within budget constraints.

Works with the Mayor and other City officials on contract negotiations for MedinaTV services.

Develop and implement a multi-channel communications strategy aligned with the organization's mission, goals, and priorities.

Assures maintenance and minor equipment repair.

Maintains current records or inventory of purchased equipment.

Works with City, school, county and community representatives to ensure communication materials reflect the organization's voice, values, and strategic direction.

Supervises work of Department personnel.

Handles production of studio and remote location tapings for broadcast on MedinaTV.

Writes, edits, and distributes press releases, speeches, newsletters, talking points, reports, and official statements.

Creates photos, videos and programs for use by the City on all media platforms.

Supports and promotes events, initiatives, and programs that increase public awareness and engagement and Coordinates internal communications to ensure staff are informed and aligned with strategic goals.

Serves as the primary spokesperson (PIO) and media contact; responds to press inquiries and manages crisis communications.

Works with city, school, county and community representatives to ensure appropriate and useful information for various media outlets.

Develops the overall look and content of MedinaTV.

Attends meetings of ACCESS to provide input at meetings relative to the operation of the production facilities.

Maintains regular and consistent attendance.

Designs or oversees the production of promotional materials, videos, graphics, podcasts, and other outreach tools.

Builds strong relationships with community groups, media partners, elected officials, and key stakeholders.

Maintains wiring and equipment installation at facility and remote location.

Oversees the development, design, and continuous improvement of the organization's website, ensuring usability, accessibility (ADA compliance), and visual appeal.

Manages website content strategy, ensuring timely updates and consistent information architecture.

Recruits and trains volunteer producers, student producers and production personnel, including use, care and maintenance of all production equipment.

Provides guidance and expertise for use of new technologies in day-to-day operations of the City, as well as, stays up to date with evolving and new technologies to maximize their use to communicate with residents.

Oversees social media presence, ensuring messaging is consistent, timely, and aligned with branding guidelines.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing, walking, and transporting, handling video equipment. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Minimum 5 years of progressively responsible experience in public communications, including strategic planning, media relations, and website management.

Proven track record of successful media campaigns, crisis communications, and stakeholder engagement.

Possession of a Bachelor's degree in communications or related field.

Master's degree preferred.

Have or will obtain FEMA certification as a Public Information Officer within 6 months of accepting position.

License:

Valid driver's license issued by the State of Ohio and remain insurable under the City of Medina's vehicle insurance plan.

FAA Part 107 drone license preferred

QUALIFICATIONS:

Knowledge of:

- Familiarity with graphic design tools (e.g., Adobe Creative Suite), video editing, and social media management platforms.
- Field production techniques and principles;
- The City ACCESS philosophy; and
- Working in government, public sector, nonprofit, or similar environments preferred.
- Experience with broadcast equipment, video cameras, audio, and lighting techniques.

Skilled in:

- Detail-oriented with a strong sense of design, branding, and digital best practices.
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals; and
- Developing Department budgets.

Ability to:

- Understand and follow complex oral and written instructions;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Maintain good taste and judgment in all activities;

- Be collaborative and diplomatic leader who works well with cross-functional teams.
- Be able to handle sensitive or high-pressure situations with professionalism and discretion.
- Work independently and supervise the work of others; and
- Provide administrative and professional leadership and direction to Department personnel.
- Operate various camera systems and non-linear editing systems.
- Design sets and lighting for various field and studio shoots.

ENVIRONMENTAL ELEMENTS:

This position works mostly indoors but at times works outside in various weather conditions.

WORKING CONDITIONS:

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

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

NEW

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Assistant Director of Communications

REPORTS TO: Director of Communications

DEPARTMENT/DIVISION: Communications

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the Director of Communications. The position requires the ability to accept a production project from inception to completion with no additional training or guidance, as well as the ability to assist in the supervision and training of volunteers in production situations. The individual will also oversee and manage the usage of the Medina Performing Arts Center (PAC) in all technical aspects and operations for school, community and professional events that take place at PAC.

ESSENTIAL JOB FUNCTIONS:

Works with city, school, county and community representatives to ensure appropriate and useful information for MedinaTV and use of the Medina Performing Arts Center.

Creates and develops set or scene designs for productions at MedinaTV or Performing Arts Center.

Handles production of studio and remote location tapings for broadcast on MedinaTV.

Drafts and edits press releases, media advisories, talking points, and official communications.

Assists in responding to media inquiries and preparing leadership for public speaking engagements.

Acts as liaison among the city, schools and community on behalf of MedinaTV and the Performing Arts Center

Assists with the management and content updates of the organization's website, ensuring accuracy, accessibility, and alignment with brand standards.

Supports multimedia content creation, including photos, videos, and graphics, for digital and print use.

Box Office Operations: Manages the ticketing system, oversees ticket sales, and operates the box office during events.

Marketing & Communications: Promotes PAC events and services via social media, websites, and traditional media outlets.

Facility Management: Oversees the daily operations and maintenance of the PAC and Middle Stage. Ensures the venues are safe, clean, and performance-ready.

Ensures the efficient operation of the PAC and related functions.

Maintains regular and consistent attendance.

Assists in developing/maintaining the website for City of Medina, MedinaTV and the PAC, and explores avenues for use of the Internet.

Updates and uses Social Media to promote the City of Medina, PAC and Medina TV.

Informs residents of news and information regarding, City of Medina, MedinaTV and the PAC using Social Media and various websites.

Able to search and explore grant opportunities for MedinaTV and the Performing Arts Center.

Collaboration & Community Engagement: Works with schools, City departments, and community organizations to support programming and shared use of the facility.

Maintains wiring and equipment installation at facility and remote locations for both MedinaTV and the PAC.

Equipment Oversight: Maintains all technical equipment and infrastructure. Recommends and coordinates purchases and upgrades.

Staff Supervision: Hires, trains, and manages theater staff and volunteers. Schedules crews for events and manages timekeeping and payroll submissions.

Works with maintenance and custodial of MCS to keep the PAC operating at its fullest potential.

Emergency Response: Serves as on-call contact for emergencies during events and facility operations.

Supports multimedia content creation, including photos, videos, and graphics, for digital and print use.

Serves as PIO and Director of Communications when Director is unavailable.

Is the first Contact for renters of the PAC to schedule and assign staff to ensure all needs are met for their rental request.

Responsible for training and certifying all support staff with facility operations.

Serves as Operations Director when working in the PAC.

Ensures that the policies and procedures of PAC are followed at all times.

Collaborates with departments and stakeholders to gather content and ensure consistent messaging across channels.

Oversees facility management and handles scheduling of PAC events including scheduling conflicts.

Must work hand in hand with information technology to meet the needs of renters of the PAC and Middle Stage.

Creates and schedules engaging content for social media platforms and email newsletters.

Works with the local news outlets to provide information to the media that will assist in program design and production.

Handles all marketing aspects of the PAC for events and the facility.

Attends meetings of the Advisory Commission on Communication Enhancement Support Services (ACCESS) to provide input at meetings relative to the operation of the production facilities and the Performing Arts Center.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing and walking and transporting/ handling equipment up to 100 pounds with the ability to push and pull equipment up to 200 pounds. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in Communications, Public Relations, Journalism, Marketing, Digital Media, Theater Management, Performing Arts or related field.

3+ years of experience in theater or venue management, including technical production.

3+ years of professional experience in public relations, communications, journalism, marketing, or related roles.

- Strong leadership, organizational, and communication skills.
- Have or will obtain FEMA certification as a Public Information Officer within 6 months of accepting position.

Some supervisor or teaching experience and experience in public speaking as well as experience in lighting for studio and remote locations.

QUALIFICATIONS:

Knowledge of:

- Field production techniques and principles.

Skilled in:

- Working in a cooperative and encouraging manner with community members, City, county, school employees and students;
- Representing the City, county, school system and community in a favorable light;

- Operating a variety of theatre equipment including a DMX lighting control console, lighting instruments, sound control console, audio processing equipment, wireless microphones, acoustic concert shell, fly system and computerized box office software; and
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals.

Ability to:

- Maintain good taste and judgment in all production activities;
- Update and maintain websites;
- Handle a wide range of professional video equipment;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Ability to manage multiple projects and meet deadlines.
- Understand and follow oral and written instructions.

License: Valid driver's license issued by the State of Ohio and remain insurable under the City of Medina's vehicle insurance plan.

FAA Part 107 Drone license preferred

ENVIRONMENTAL ELEMENTS:

The majority of the time is spent working indoors but at times the work performed may involve working outside in various weather conditions. The position includes a high incidence of interaction with county, school and City employees, students and citizens.

WORKING CONDITIONS:

This position requires working various hours including weekends. May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting. A DMX lighting control console, lighting instruments, sound control console, audio processing equipment, wireless microphones, acoustic concert shell, fly system and computerized box office software.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to

contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

NEW

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Communications Specialist

REPORTS TO: Director of Communications

DEPARTMENT/DIVISION:-Communications

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the Director of Communications. This role works collaboratively across departments to manage video, digital, and print communications, enhance public relations, and maintain consistent branding and messaging. The position requires the ability to accept a wide range of duties and tasks from inception to completion without supervision. This individual is also responsible for assisting in training and supervising volunteers and students.

ESSENTIAL JOB FUNCTIONS:

Works with City, school, county and community representatives to ensure appropriate and useful information for MedinaTV

Creates and develops set or scene designs for productions.

Handles production of studio and remote location tapings for broadcast on MedinaTV

Edits Public Service Announcements, promotions and programs for broadcast.

Develops relationships and good communications with various departments and agencies for programming on MedinaTV

Acts as liaison among the City, county, schools and community.

Promotes the development, delivery and growth of Communications in the city, county, and schools as well as other contracted entities.

Maintains regular and consistent attendance.

Assists in developing website for television services and explores avenues for use of Internet.

Coordinates communication efforts with other departments to ensure timely distribution of information.

Works on video special projects and photographs and videos special events in Medina.

Schedules and conducts orientation and training sessions for students and volunteers, including use, care and maintenance of all production equipment.

Recruits and trains volunteer and student producers and production personnel.

Works with the local news outlets to provide information to the media that will assist in program design and production.

Attends meetings of the ACCESS Committee to provide input at meetings relative to the operation of the production facilities.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing, walking, and transporting, handling video equipment. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in Communications, Journalism, Public Relations, Marketing, English, or a related field (preferred).

1–3 years of experience in communications, media, public relations, or related fields.

Experience in a nonprofit, government, education, or corporate setting is preferred.

QUALIFICATIONS:

Knowledge of:

- Familiarity with graphic design tools (e.g., Adobe Creative Suite), video editing, and social media management platforms.
- The City of Medina ACCESS philosophy;
- Field production techniques and principles;
- Ability to work collaboratively, manage multiple projects, and meet deadlines.
- Knowledge of photography and video equipment.

Skilled in:

- Handling a wide range of professional video equipment;
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals; and

- Communicating effectively in writing or orally with co-workers, supervisors and the general public, including public speaking ability.

Ability to:

- Work independently and supervise the work of others;
- Maintain good taste and judgment in all production activities;
- Work in a cooperative and encouraging manner with community members, the City, county, and school employees and students; and
- Understand and follow complex oral and written instructions.
- Operate various camera systems and non-linear editing systems.
- Design sets and lighting for various field and studio shoots.

License: Valid driver's license issued by the State of Ohio and remain insurable under the City of Medina's vehicle insurance plan.

FAA Part 107 Drone license preferred

ENVIRONMENTAL ELEMENTS:

This position works mostly indoors but at times works outside in various weather conditions.

WORKING CONDITIONS:

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

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

**THE CITY OF MEDINA
JOB DESCRIPTION**

NEW

TITLE: Production Assistant

REPORTS TO: Director of Communications

DEPARTMENT/DIVISION: Communications

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a variety of pre-production, production and post-production duties under the direct supervision of the Director of Communications. This position will require the ability to follow through a production project, from inception to completion, with little or no additional training. The position will require the ability to assist in the supervision of volunteers in production situations.

ESSENTIAL JOB FUNCTIONS:

Record, in the field, program segments for Medina TV programming,

Edit recorded materials into complete programs,

Serves as on-camera talent for programming,

Assist in all aspects of studio and remote production,

Create graphics for production and the bulletin board.

Maintains regular and consistent attendance.

Assists in developing website for television services and explores avenues for use of Internet.

Able to perform the physical demands that include but are not limited to having the strength and agility sufficient to lift and maneuver video equipment and television design sets throughout the day, along with the ability to spend a large part of each working day standing, walking, and transporting, handling video equipment. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Documented hours of hands-on experience with broadcast equipment or other experience deemed appropriate by the Director of Communications.

Some experience in public speaking.

Experience in lighting for studio and remote locations.

License: If expected to drive off-site, a valid driver's license issued by the State of Ohio is required and must remain insurable under the City of Medina's vehicle insurance plan.

QUALIFICATIONS:

Knowledge of:

- General knowledge and understanding of the aesthetics of television;
- The City of Medina ACCESS philosophy;
- Field production techniques and principles;
- Operation of basic cable and public access channels; and
- Video switchers and audio mixers.

Skilled in:

- Handling a wide range of professional video equipment;
- Operating a variety of professional video production equipment, including video cameras, video switching equipment, lighting equipment, microphones and audio control devices, editing systems, computer graphic systems and other related peripherals;
- Videotape editing and equipment operation;
- Computer graphics operation, and implementation.
- Communicating effectively in writing or orally with co-workers, supervisors and the general public, including public speaking ability.

Ability to:

- Work independently and supervise the work of others;
- Maintain good taste and judgment in all production activities;
- Work in a cooperative and encouraging manner with community members, the City and school employees and students; and
- Understand and follow complex oral and written instructions.

- Operate various camera systems and non-linear editing systems.
- Design sets and lighting for various field and studio shoots.
- Direct or produce remote productions.
- Edit and assemble programs from written and verbal instructions.
- Write for the visual media.

ENVIRONMENTAL ELEMENTS:

This position works mostly indoors but at times works outside in various weather conditions.

WORKING CONDITIONS:

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

EQUIPMENT USED:

Various camera systems and non-linear editing systems, video switchers, audio mixers and lighting.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

SECTION 31.05 DEPARTMENTAL ASSIGNMENTS

There shall be the following number of positions, officers, and employees of the various departments hereinafter set forth and they shall receive compensation within the respective classification and pay grades established in Section 31.03; and the salaries and compensation shall be paid to such officers and the employees of the City from the various funds for which the services are performed, unless otherwise hereinafter designated, as follows:

CABLE TV

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Cable TV Executive Director/General Manager	16 A-F	Classified
1	Cable TV Operations Director	12 A-F	Classified
2	Cable TV Production Assistant (part-time)**	Sec. 31.02(B)(9)	Part-time
1	Technical Operations Director *	14 A-F***	Classified

Note: All Cable TV positions are appointed by and under the direction of the ACCESS Commission.

* Jointly funded position with Medina City Schools. See agreement authorized by Ord. 246-06, 101-17

** The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined.

*** Technical Operations Director Position to be paid at pay grade 14 A-F - effective July 1, 2021.

Ord. 54-04, 246-06, 187-14, 54-16, 101-17, 105-21

CIVIL SERVICE COMMISSION

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Secretary to Civil Service Commission	11 A-F	Classified/appointed by Civil Service Commission

CITY COUNCIL

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	President of Council	Sec. 31.01	Elected
6	Council members	Sec. 31.01	Elected
1	Clerk of Council/Certified Clerk of Council	Pay Grade 103/104 (annual salary paid bi-weekly)	Unclassified/appointed by Council

CURRENT SUB CODE
31.05

Sec. 31.05
9/10/24

CURRENT 3
S+B CODE
31.02

(7) POLICE DEPARTMENT

		<u>Hourly Rate</u>
1	Administrative Asst. – part time	Pay Grade 8A
2	Communication Operators	Step A of Contract
4	Records Clerk	Pay Grade 5A
2	Stationary Load Limit Inspector*	Pay Grade 5A
1	Parking Meter Attendant**	Pay Grade 58A
1	Parking Violations Hearing Examiner	\$50.00/hr.
1	Patrol Officer****	per contract

*Two (2) Stationary Load Limit Inspectors not to exceed forty (40) hours per week combined.

**Parking Meter Attendant may be filled with more than one person not to exceed thirty-five (35) hours.

****Patrol Officer not to exceed thirty (30) hours per week.

(Ord. 159-02, 163-03, 164-04, 238-05, 185-06, 138-07, 147-07, 161-08, 43-09, 111-09, 168-09, 98-10, 86-10, 55-11, 134-11, 29-12, 210-12, 137-14, 178-16, 24-24, 124-24)

(8) SANITATION DEPARTMENT

* This Section (Sanitation) removed per Ordinance No. 157-24, passed September 9, 2024.

(9) CABLE TV

Hourly Rate

2	Cable TV Production Assistant*	Pay Grade 51A
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*Each position of Production Assistant may be filled by more than one person, but each person may not individually exceed twenty-nine (29) hours per week.

(Ord. 134-11, 187-14, 54-16, 196-21)

(10) ENGINEERING DEPARTMENT

Hourly Rate

1	Engineering Assistant	Pay Grade 59A
1	Clerical Help	Pay Grade 5A

(Ord. 216-07, 134-11)

(11) COMMUNITY DEVELOPMENT DEPARTMENT

Hourly Rate

1	Code Enforcement Inspector	Pay Grade 8A *
1	Clerical Help	Pay Grade 5A

*The part-time position of Code Enforcement Inspector may not be filled if there is a person filling the full-time position (see Section 31.05).

(Ord. 2-04, 22-11, 25-11, 134-11, 151-11, 130-13, 70-14, 114-15, 41-17, 158-18, 79-21)

(12) LAW DEPARTMENT

Hourly Rate

OK
D. Hanwell
12/2/25

REQUEST FOR COUNCIL ACTION

No. RCA 25-254-12/8

FROM: Dennis Hanwell, Mayor

Committee: Finance

DATE: December 2, 2025

SUBJECT: Collective Bargaining Agreement for Patrol Officers and Communications Officers

SUMMARY AND BACKGROUND:

Respectfully request Council to accept the attached tentative agreement terms dated December 1, 2025, to settle the collective bargaining agreements for both the Patrol Officers and Communications Officers of the Medina Police Department. Further request that the agreement, if accepted, be presented to the Finance Committee on December 8, 2025, and to the full Council at a Special Council Meeting on January 6, 2026, following the Organizational Meeting. This will permit the city to be in compliance with state regulations for tentative agreements to be presented and accepted by the Medina City Council within the required 30 days. These agreements will avoid the city having to resolve the contracts through either fact finding or arbitration, and the related expenses of those processes.

Estimated Cost:

Suggested Funding:

- Sufficient funds in Account No.
- Transfer needed from Account No. _____ to Account No. _____

NEW APPROPRIATION needed in Account No. _____

Emergency Clause Requested: No

Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

**NEGOTIATIONS BETWEEN
CITY OF MEDINA
AND
THE OPBA
(PATROL AND DISPATCHERS)**

**Summary of Tentative Agreements
December 1, 2025**

1. **Wages – Article 26**

• **Wage Increases**

- Effective 1/1/2026 4.0%
- Effective 1/1/2027 4.0%
- Effective 1/1/2028 3.0%

• **Pension Pick-Up**

Effective 1/1/2028, increase by 1% to 11%

• **Detective Pay**

Institute annual payment of \$1500 (or pro-rated where applicable) for officers assigned as Detectives.

• **TAC Officer**

Provide \$500 annual payment for Dispatcher designated as TAC Officer and \$250 annual payment for Assistant TAC Officer (or pro-rated amounts).

• **Training Officers**

Patrol Officers and Dispatchers assigned to train and evaluate probationary employees shall receive a 10% premium for all hours so assigned.

2. **Insurance – Article 25**

- Update language to reflect current premium contributions of 15% (wellness) and 20% (non-wellness).
- Update dates of current language addressing premium-contribution inflator of 1% for 2028 if City's costs increase by 1% or more.

- Add language to allow City to institute employee-optional HSA plan.

3. **OIC Pay and Court Time – Article 16**

- § 2 – Increase premium of Patrol Officers filling in for Sergeant from 5% to 10% of pay for all hours so assigned.
- § 5 – Modify as follows:

Every employee called back after normal daily working hours or on a regular day off, including holidays, for a court appearance shall be paid a minimum of three (3) hours at a rate of one and one-half (1½) times the regular rate of pay, provided the employee is not notified by 7:00 P.M. the **business** day before the court appearance that the court appearance has been cancelled. If the employee is called back to work for more than one (1) court appearance in the same day, he shall be paid a minimum of three (3) hours for the first appearance and the actual time worked for the second appearance, unless there is three (3) hours or more between **the beginning of the first appearance and the beginning of the second appearance**, in which case the employee shall be paid a minimum of three (3) hours for each appearance.

4. **Vacation – Article 18**

NEW SECTION – The City has the discretion to provide new hires, with five or more years of full-time police experience with another police department, credit for that time for the purposes of placement on the accrual table of Section 1 above. For the first year of employment, the City may grant the use of this vacation amount for the first year of employment. A newly hired officer who separates in the first year of having utilized any of this vacation shall reimburse the City of the value thereof.

5. **Sick Leave/Funeral Leave – Article 19**

- § 1 – Add ability to use sick leave for birth or adoption of a child of up to 120 hours.
- § 3 – Allow for employee option to receive cash or compensatory time for current attendance bonus. (Currently comp-time only).
- § 4 – Add language such that utilizing sick leave for funeral leave does not serve as penalty for attendance bonus or holiday pay.
- § 5 – **With two weeks' notice to the employer**, an employee may elect, at the time of retirement from active service **under the Ohio Police and Retirement Pension Fund** and with ten (10) or more years of service with the City, to be paid in cash for 37.5% of the value of his accrued but unused sick leave credit. Such payment shall be based

on the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at the time. Such payment shall be made only once to any employee. The maximum payment which may be made under this section shall be ~~four hundred (400)~~ **four hundred and fifty (450)** hours.

6. **New Article – Gun Purchase**

Allow for retiring employee to purchase their service weapon at its fair market value.

7. **Part-Time MOU**

Update MOU allowing for City to hire part-time officers.

8. **Duration – Article 34**

Three-year Agreement.

OK
R. Hamrell
12-2-25

REQUEST FOR COUNCIL ACTION

No. RCA 25-255-12/8

FROM: Kimberly Marshall

Committee Finance

DATE: December 2, 2025

SUBJECT: Job Creation Grant for Sandridge Food Corporation

SUMMARY AND BACKGROUND:

A request for the Mayor to enter into a Job Creation Grant agreement with Sandridge Food Corporation for the purpose of renovating a newly acquired facility located at 111 Commerce Dr. to allow for expanded sales and marketing departments, an innovation kitchen, conference room and warehouse space.

Sandridge Food Corporation will have a total investment of \$5,333,408.68 for the facility and improvements.

Sandridge Food Corporation has committed to creating 10 new full-time positions and new payroll of \$600,000 to the City of Medina at the following schedule:

- Year 2026 - 3 new FT positions
- Year 2027 - 3 new FT positions
- Year 2028 - 4 new FT positions

The agreement will provide Sandridge Food Corporation with a grant up to 40% of new payroll taxes to the City of Medina for three years.

The agreement is subject to Law Director's review and approval.

As a reminder to council and the public, grant payments are funded through non-income tax generated revenue.

Suggested Funding:

- Sufficient funds in Account No.
- Transfer needed from Account No. _____ to Account No. _____
- NEW APPROPRIATION needed in Account No. 001-0748-56613

Emergency Clause Requested: NO
Reason:

COUNCIL USE ONLY:

Committee Action/Recommendation:

Council Action Taken:

Ord./Res.
Date:

PLEASE REVIEW THE EMPLOYMENT AND PAYROLL NUMBERS FOR CONSISTENCY WITH YOUR APPLICATION FORM. THESE NUMBERS WILL BECOME YOUR COMPANY'S COMMITMENT TO THE CITY OF MEDINA.

EXHIBIT A

GRANT# JCG28-Sandridge

(Administrative Only)

JOB CREATION GRANT AGREEMENT

This Agreement made and entered into by and between the CITY OF MEDINA, OHIO, a municipal corporation, with its main offices located at 132 North Elmwood Avenue, Medina, Ohio 44256 (hereinafter referred to as "Medina") and Sandridge Food Corporation with its main offices located at 133 Commerce Drive (hereinafter referred to as "Company"), and is dated as of _____.

WITNESSETH:

WHEREAS, Medina has encouraged the creation and retention of new job opportunities throughout the City of Medina; and

WHEREAS, Sandridge Food Corporation is desirous to expand their business in the City of Medina located at 111 Commerce Dr., Medina, Ohio to create 10 new full-time employment opportunities (hereinafter sometimes referred to as the "PROJECT") within the boundaries of the City of Medina, provided that the appropriate development incentives are available to support the economic viability of said PROJECT; and

WHEREAS, the Council of the City of Medina, Ohio by Ordinance No. 154-07 adopted September 25, 2007 created the Job Creation Grant Program pursuant to Article XVIII, Section 3 and Article VIII, Section 13 of the Ohio Constitution; and

WHEREAS, the City of Medina, having the appropriate authority for the stated type of program, is desirous of providing Sandridge Food Corporation with incentives available for the development of the PROJECT; and

WHEREAS, Sandridge Food Corporation has submitted a proposed Agreement application (herein attached as Exhibit A1) to the City of Medina (said application hereinafter referred to as "Application"); and

WHEREAS, Sandridge Food Corporation has remitted the required application fee of \$ 500.00 made payable to the City of Medina; and

WHEREAS, the Business Development Committee of the City of Medina has investigated the application of Sandridge Food Corporation and has recommended the same to Medina City Council on the basis that Sandridge Food Corporation is qualified by financial responsibility and business experience to create employment opportunities in the City of Medina and improve the economic climate of Medina; and

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the parties herein agree as follows:

1. Description of the Project.

- A. Sandridge Food Corporation shall renovate a facility located at 111 Commerce Drive, Medina, Ohio

2. Project Investment.

- A. The PROJECT will involve a total investment, plus or minus 10%, by the Property Owner of \$5,333,408.68 (dollars) the PROJECT.

- B. The PROJECT will involve a total investment, plus or minus 10%, by Sandridge Food Corporatoin as follows:

1. Acquisition of Buildings	\$	<u>1,600,000.00</u>
2. Improvements to Existing Building	\$	<u>3,733,408.64</u>
TOTAL	\$	<u>5,333,408.68</u>

- C. Improvements to facility will begin approximately October, 2024 and will be completed approximately October, 2025.

3. Job Creation and Retention.

- A. Sandridge Food Corporation shall create in the City of Medina within a time period not exceeding 36 months after the occupation of the aforesaid facility, the equivalent of 10 new full-time permanent job opportunities in the City of Medina.

- 1) Sandridge Food Corporation schedule for hiring permanent full-time employees is as follows:

<u>Year</u>	<u>Number of Jobs New to Medina</u>
1	3 (2026)
2	3 (2027)
3	4 (2028)

- B. The job creation period begins approximately January, 2026 and all jobs will be in place by December 2028.

- C. The Company currently has 704 employees in the City of Medina. In total, the Company has 704 full-time permanent employees in the State of Ohio.
- D. The increase in the number of employees new to the City of Medina will result in approximately \$600,000 of additional annual payroll in the City if Medina when the projected maximum employment level is achieved.

4. Issuance of Grant.

- A. The City of Medina hereby grants a Job Creation Grant based upon the creation of new payroll and jobs in the City of Medina, and the implementation of the PROJECT, according to the schedules contained herein in Section 4(C).

<u>Years</u>	Amount of Grant as a Percentage
	<u>Payroll Taxes New to Medina</u>
3	40%

Funding for the grant issued herein shall only be from the following non-tax revenue sources: interest income, permit fees, activity fees, service charges, and tax incentive application and monitoring fees.

- B. For purposes of calculating the amount of the grant, the new payroll upon which the grant is based may not exceed 25% above the maximum payroll projected in Section 3(D) above. The grant amount shall be based on the current 1.25% income tax rate. The maximum grant amount in any year shall be **\$3,750.00 (maximum NEW PAYROLL projection x 125% X 1.25% x 40% of grant)**
- C. To receive a grant in any given year, **Sandridge Food Corporation** must retain full time permanent jobs existing in Medina prior to the Agreement.
 - (1) If **Sandridge Food Corporation** does not achieve at least 90% of new payroll and employment projections, **Sandridge Food Corporation** shall receive reduced incentives according to the schedule below:

<u>% of New Payroll Projection Achieved</u>	<u>Amount of Grant as a Percentage of Payroll Taxes New to Medina</u>
90-100%	full grant
85-89%	reduce grant by 5% (Ex.: 40% grant reduced to 35%)
80-84%	reduce grant by 10% (Ex.: 40% grant reduced to 30%)
75-79%	reduce grant by 15%
Less than 75%	no grant for that year; and

- (2) If Sandridge Food Corporation fails to meet 75% of new payroll and new employment projections in any given year, the grant shall not be awarded for that year.
- (3) New payroll is defined as that amount in excess of the amount in Section 3(E) above.

5. Grant Payments.

A. Initial Grant Payment.

- (1) Year 3 projections must be met by December 31, 2028. The initial grant payment shall be made by approximately July 1, 2029 (following year), or Tax Incentive payments will commence upon the fulfillment of job creation and payroll obligations provided that Sandridge Food Corporation files its Reconciliation of City Income Tax Withheld Form S-W3 by February 28, 2026, at the latest or February 28, 2024 at the earliest. Reconciliation is confirmed by the City of Medina Finance Department.
- (2) If the project start date or occupancy of the project facility is delayed, Year 1 may be extended to the following year and the Year 1 projections deadline adjusted accordingly, upon written request by Sandridge Food Corporation to the Economic Development Director, provided that the extension is approved by the Economic Development Director with notice to the Business Development Committee.
- (3) If the project or occupancy of a project facility begins in the third or fourth quarter of the year and Sandridge Food Corporation is not able to meet its Year 1 projections by December 31st of that year, Year 1 will be considered the first full year of occupancy, and the first grant payment will occur in the year following the first full year of the project or occupancy of the project facility.

B. Timing of Annual Grant Payments. Annual grant payments shall be made by June 30th of the following year, provided that Sandridge Food Corporation files its Reconciliation of City Income Tax Withheld Form S-W3 by February 28th and reconciliation is confirmed by the City of Medina Finance Department. If Sandridge Food Corporation requests an extension for filing of its S-W3 form, the City of Medina shall make the grant payment within three months of the extended filing date. It is the responsibility of Sandridge Food Corporation to advise the Economic Development Director of the filing extension.

C. Use of Grant Payments. Grants shall be allocated by Sandridge Food Corporation for land acquisition, building acquisition, purchase of

machinery/equipment, purchase of furniture/fixtures, and/or other non-construction related and non-installation related costs of the project.

6. Payment of Taxes and Filing Reports and Returns. **Sandridge Food Corporation** shall pay all taxes and shall file all tax reports and returns as required by law. If **Sandridge Food Corporation** fails to pay such taxes or file such returns and reports, all incentives granted under this Agreement are terminated beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter.
7. Information for Annual Review. **Sandridge Food Corporation** shall timely provide to the City of Medina any information reasonably required by the City of Medina to evaluate **Sandridge Food Corporation** compliance with the Agreement.
8. Maintenance of Grant.
 - A. Medina shall perform such acts as are reasonably necessary or appropriate to effect, claim, reserve, and maintain incentives granted under this Agreement including, without limitation, joining in the execution of all documentation and providing necessary information to maintain the incentives granted hereunder.
 - B. If for any reason the Job Creation Grant Program is discontinued, entitlements granted under this Agreement shall continue for the number of years specified under this Agreement, unless **Sandridge Food Corporation** materially fails to fulfill its obligations under this Agreement and Medina terminates or modifies the incentives granted under this Agreement.
9. Certification as to Payment of Taxes. **Sandridge Food Corporation** certifies that at the time this Agreement is executed, **Sandridge Food Corporation** does not owe any delinquent real or tangible personal property taxes to any taxing authority of the State of Ohio, and does not owe delinquent taxes for which **Sandridge Food Corporation** is liable under Chapter 5733, 5735, 5739, 5741, 5743, 5747, or 5753 of the Ohio Revised Code, or, if such delinquent taxes are owed, **Sandridge Food Corporation** currently is paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or instrumentality thereof, has filed a petition in bankruptcy under 11 U.S.C.A. 101, et seq., or such a petition has been filed against **Sandridge Food Corporation**. For the purposes of the certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Revised Code governing payment of those taxes.
10. Non-Discrimination Hiring. Medina has developed a policy to ensure recipients of Job Creation Grants practice non-discriminatory hiring in its operations. By executing this Agreement, **Sandridge Food Corporation** is committing to following non-discriminatory hiring practices acknowledging that no individual may be denied employment solely on the basis of race, religion, sex, disability, color, national origin, or ancestry.

11. Transfer and Assignment. This Agreement is not transferable or assignable without the express, written approval of City of Medina. The City of Medina acknowledges that it would be unreasonable to withhold such consent in the event of a proposed transfer or assignment to any parent, subsidiary or affiliate of Sandridge Food Corporation or to any third party so long as with respect to all or any of such proposed transfers or assignments, the proposed transferee or assignee adequately and sufficiently demonstrates to the City of Medina, to the City of Medina's reasonable satisfaction, its financial ability, business experience and intentions to continue its operations of the Facility and Project in a manner similar to that of Sandridge Food Corporation in all pertinent respects.

12. Termination or Modification of Incentives.

- A. If Sandridge Food Corporation fails to meet 75% of new payroll or new employment projections in any given year, the grant shall not be awarded for that year.
- B. If Sandridge Food Corporation fails to meet 75% of new payroll or new employment projections for three consecutive years, this Agreement shall be terminated by the City of Medina.
- C. If the project does not proceed as specified in Section 5(A)(1) of the Agreement or within the approved one-year extension period, the City of Medina may terminate the Agreement upon recommendation of the Business Development Committee.
- D. If Sandridge Food Corporation fails to submit required information and/or reports as set forth in Section 7 above, the City of Medina may terminate or modify this Agreement and deny or modify future grants heretofore granted from the date of Sandridge Food Corporation's breach or default.

In the case as provided in this Subsection D, the City of Medina's termination or modification of this Agreement may be instituted only if Sandridge Food Corporation fails to cure any breach of any term of this Agreement as determined by the City of Medina within ten (10) days of receiving written notice of such failure from the City of Medina or, if cure of the breach cannot be completed within ten (10) days, if Sandridge Food Corporation has not made a good faith start of the cure, and/or not diligently pursued same.

- E. Nothing contained in Sections 12(A), 12(B), 12(C), or 12(D) shall permit the City of Medina to recapture or otherwise deny Sandridge Food Corporation the benefit of a grant in respect of any period prior to the date of such termination or modification by the City of Medina.

F. The City of Medina may terminate or modify this Agreement and may also require the repayment of the full amount of grant payments awarded under this Agreement, upon the occurrence of any of the following:

- 1) the City of Medina determines that the certification as to delinquent taxes required by this Agreement is fraudulent, or
- 2) In the event that **Sandridge Food Corporation** vacates the Facility and/or moves the Project out of the City of Medina or terminates its operations at the Facility altogether during a 10 (numeral) year period beginning on the effective date of this Agreement.

The City of Medina may, absent any legislative action, resolution or court ordered mandate to the contrary, collect any and all grant payments awarded under this Agreement, and **Sandridge Food Corporation** shall pay directly to the City of Medina or its authorized agent any and all grant payments awarded under this Agreement due on the date **Sandridge Food Corporation** moves the Project out of the City of Medina or terminates its operations at the Facility altogether during the 10 year period beginning on the effective date of this Agreement; or within ten (10) days from the date **Sandridge Food Corporation** is notified by the City of Medina that any tax certification is fraudulent.

G. **Sandridge Food Corporation** or successor entity shall promptly notify the City of Medina if any of the following events occur:

- (i) If control of **Sandridge Food Corporation** or substantially all of its assets located at the Project site is obtained by another entity or shareholders or
- (ii) If **Sandridge Food Corporation** merges with another entity or
- (iii) If **Sandridge Food Corporation** substantially restructures itself through an acquisition or divestiture or otherwise

and if any of these events affects the ability of **Sandridge Food Corporation** or its successor entity to perform substantially the obligations of **Sandridge Food Corporation** under this Agreement and to meet the employment and payroll projections anticipated herein. "Control of **Sandridge Food Corporation**" for the purposes of this subsection means that persons and/or entities owning the majority of Company's outstanding voting stock at the date of this Agreement cease to own such or cease to have the unconditional right to elect a majority of **Sandridge Food Corporation**'s board of directors.

H. Each provision for modification or termination hereunder shall not affect **Sandridge Food Corporation**'s obligations or the City of Medina's rights under any other provision of this Agreement.

13. **Fees.** Sandridge Food Corporation shall pay an annual fee of \$ 500 (five hundred dollars) in each year that Sandridge Food Corporation has a grant agreement in effect upon notification that such payment is due. The proceeds will be used to defray costs of program administration and to help fund the program.
14. Any notices, statements, acknowledgements, consent approvals, certificates, or requests required to be given on behalf of either party shall be made in writing addressed as follows:

If to the City to: James Shields, Mayor
Medina City Hall
132 N. Elmwood Avenue
Medina, Ohio 44256

With a copy to: Director of Law– City of Medina
Gregory Huber
Medina City Hall
132 N. Elmwood Avenue
Medina, Ohio 44256

If to _____ to:

Sandridge Food Corporation

Jordan D. Sandridge, Co-President
133 Commerce Drive
Medina, OH 44256

or such other address as may be noticed.

15. Condition Precedent. **Sandridge Food Corporation** and Medina acknowledge that this Agreement must be approved by formal action of the legislative authority of the City of Medina as a condition for the Agreement to take effect.

IN WITNESS WHEREOF, the City of Medina, Ohio, by Dennis Hanwell, its Mayor, and pursuant to Ordinance No. 154-07 and **Sandridge Food Corporation**, by **Jordan Sandridge, Co-President**, have caused this instrument to be executed on the _____ day of _____, 2025.

WITNESSED BY:

CITY OF MEDINA

By: _____

Title: Mayor

WITNESSED BY:

By: _____

Title: _____

The legal form and correctness of the within instrument is hereby approved.

DIRECTOR OF LAW— CITY OF MEDINA

By: _____

Date: _____

OK
26 Hanney
12-2-25

REQUEST FOR COUNCIL ACTION

No. RCA 25-256-12/8
Committee Finance Only

FROM: Kimberly Marshall

DATE: December 2, 2025

SUBJECT: Job Creation Grant Program – Annual Report for Year Ending 2024

SUMMARY AND BACKGROUND:

In 2007 Council established a Job Creation Grant Program to be more competitive when attracting new businesses and retaining existing businesses. The program offers an incentive to eligible companies to establish or expand in the City of Medina and to create and retain jobs. The City offers an eligible company an annual grant payment based upon a percentage of the annual payroll withholding taxes generated from new employees to the City of Medina. (Reference Ordinance 154-07). However, the program is funded from non-income tax generated revenues.

In 2014 Council modified the program to allow for smaller eligible businesses to take advantage of the program (Reference Ordinance 194-14)

In 2024 Council modified eligibility guidelines for employment and payroll. (Reference Ordinance 96-24)

Would like to provide an annual report at Council Finance Committee Meeting.

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:**