

THE CITY OF SOUTH EUCLID  
SCHEDULE OF MEETING  
JANUARY 11, 2021  
8:00 PM

*Meeting Conducted Via WebEx Meeting Platform*

**PUBLIC ACCESS FOR RESIDENTS:**

Please go to the City's Homepage at [www.cityofsoutheuclid.com](http://www.cityofsoutheuclid.com)  
and click the "Join City Council Meeting Link"  
at the top of the webpage.

The Password to Join the Meeting is:

**Dm5WJ4nJnk8 (36595465 from phones and video systems)**

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **REPORT OF MAYOR**
4. **REPORT OF LAW DIRECTOR & DEPARTMENTAL HEADS**
5. **REPORT OF SCHOOL DISTRICT**
6. **PUBLIC HEARINGS (OPEN MEETING) RELATED TO AGENDA ITEMS**
7. **REPORT OF COUNCIL COMMITTEES**
8. **LEGISLATION REQUESTED BY THE MAYOR & ADMINISTRATION**
  1. Resolution 01-21                      Setting the dates for the City of South Euclid's regularly scheduled Council Meetings in 2021. First Reading.
  2. Resolution 02-21                      A Resolution authorizing the Mayor to enter into an agreement with James G. Zupka, C.P.A, Inc. for Audit Services for Fiscal Periods January 1, 2020 through December 31, 2024; and declaring an emergency. First Reading.
9. **PUBLIC HEARINGS (OPEN MEETING) RELATED TO OPEN BUSINESS**
10. **COMMUNICATIONS OF CITY COUNCIL**
11. **ADJOURN**

RESOLUTION NO.: 01-21  
INTRODUCED BY: Frank  
REQUESTED BY: Mayor

January 11, 2021

A RESOLUTION

SETTING THE DATES FOR THE CITY OF SOUTH EUCLID’S REGULARLY SCHEDULED COUNCIL MEETINGS IN 2021.

WHEREAS, Section 4 of Article II of the Charter of the City of South Euclid, Ohio directs the Council of the City to prescribe by ordinance the number of regular meetings of Council per month as well as the time and place of such meetings; and

WHEREAS, Section 111.01 of the Codified Ordinances of the City of South Euclid states that regular meetings of Council shall take place on the second and fourth Monday of each month, excluding the month of August, at 8:00 p.m. in the Council Chambers or to be held virtually as permitted by the Ohio Open Meetings Act extension authorized by Ohio House Bill 404 and signed into law by Ohio Governor DeWine; and

WHEREAS, the Council of the City of South Euclid wishes to reschedule the regularly scheduled City Council meetings if and when a City Council meeting falls on an observed holiday and provide the public with an advance schedule of regularly scheduled City Council meetings, adjusted for observed holidays and other provisions during 2021.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of South Euclid, Ohio:

Section 1: That the dates for the regularly scheduled City Council meetings for the year of 2021, for the City of South Euclid, Ohio, shall be as follows:

- January 11, 2021
- January 25, 2021
- February 8, 2021
- February 22, 2021
- March 8, 2021
- March 22, 2021
- April 12, 2021
- April 26, 2021
- May 10, 2021
- May 24, 2021
- June 14, 2021
- June 28, 2021
- July 12, 2021
- July 26, 2021
- September 13, 2021
- September 27, 2021
- October 11, 2021 (*Columbus Day/Indigenous People’s Day*)
- October 25, 2021
- November 8, 2021
- November 22, 2021
- December 13, 2021 (*one meeting in December*).

Section 2: That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees on or after November 25, 1975, that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3: That this Resolution is deemed to be an emergency measure necessary for the immediate preservation for the public peace, health, and safety and for further reason that a vital function of the municipal government is effected hereby. Wherefore, this Resolution shall take effect and be in force from and after the earliest period allowed by law and upon signature of the Mayor.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Joseph Frank, President of Council

Attest:

Approved:

\_\_\_\_\_  
Keith A. Benjamin, Clerk of Council

\_\_\_\_\_  
Georgine Welo, Mayor

Approved as to form:

\_\_\_\_\_  
Michael P. Lograsso, Director of Law

# OHIO AUDITOR OF STATE KEITH FABER



Lausche Building, 12<sup>th</sup> Floor  
615 Superior Avenue, NW  
Cleveland, Ohio 44113-1801  
(216) 787-3665 or (800) 626-2297  
NortheastRegion@ohioauditor.gov

December 22, 2020

James G. Zupka, Inc.  
Attn: James Zupka  
5240 E. 98<sup>th</sup> St.  
Garfield Heights, OH 44125

Dear Mr. Zupka:

On behalf of Auditor of State Keith Faber, I am pleased to inform you that the contract to audit the City of South Euclid, Cuyahoga County, for the fiscal period(s) January 1, 2020 through December 31, 2024, in accordance with the items and conditions set forth in the Request for Proposals dated November 19, 2020, has been awarded to James G. Zupka, Inc.

Attached you will find a PDF document of the Memorandum of Agreement (MOA) form. This document is to be executed by an authorized representative of your firm and forwarded to the City of South Euclid. Electronic signatures are acceptable.

The public office will then sign the MOA and a Certification of Compliance (also attached) and **return all signed documents to this office**. When fully approved by the Auditor of State, a fully executed document will be sent to you and to the public office. No audit work may be performed or payments lawfully made regarding this contract until such approval is obtained.

Should you have any questions, please contact me at 330-471-0000 or [Northeast\\_IPA@ohioauditor.gov](mailto:Northeast_IPA@ohioauditor.gov). We look forward to working with you and, in advance of your cooperation, please accept my appreciation.

Sincerely,

KEITH FABER  
Auditor of State

A handwritten signature in black ink that reads "William J. Ward".

William J. Ward  
Assistant Chief Auditor

Encls.

C: Brenda Wendt, Director of Finance

CITY OF SOUTH EUCLID, OHIO

RESOLUTION NO: 02-21  
INTRODUCED BY: Frank  
REQUESTED BY: Mayor

January 11, 2021

A RESOLUTION

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH JAMES G. ZUPKA, C.P.A., INC. FOR AUDIT SERVICES FOR FISCAL PERIODS JANUARY 1, 2020 THROUGH DECEMBER 31, 2024; AND DECLARING AN EMERGENCY.**

WHEREAS, the Auditor of State has determined it is in the best interest of both the City of South Euclid and the office of the auditor of State that the audits of the fiscal years 2020 through 2025 be conducted by an independent certified public accountant (IPA), and

WHEREAS, Sections 117, (B) of the Ohio Revised Code provides that the Auditor of State may authorize the engagement of an independent certified public accountant to perform certain audits; and

WHEREAS, proposals for the audit of the City of South Euclid have been obtained by qualified independent certified public accountants and said proposals have been evaluated by the Auditor of State; and

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

WHEREAS, the audit procurement was made in accordance with applicable federal, state and local laws; now, therefore,

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of South Euclid, Ohio:

Section 1: That the contract for audit services for the City of South Euclid for the fiscal periods ending 2020, 2021, 2022, 2023 & 2024 shall be awarded to James G. Zupka, C.P.A., Inc. to assist the City in preparation of its basic financial statements (BPFS) in accordance pursuant to Sections 117.11 and 115.56 of the Ohio Revised Code as approved by the Auditor of the State of Ohio.

Section 2: That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees on or after November 25, 1975, that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Joseph Frank, President of Council

Attest:

Approved:

\_\_\_\_\_  
Keith A. Benjamin, Clerk of Council

\_\_\_\_\_  
Georgine Welo, Mayor

Approved as to form:

\_\_\_\_\_  
Michael P. Lograsso, Director of Law

# OHIO AUDITOR OF STATE KEITH FABER



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

## MEMORANDUM OF AGREEMENT

This agreement is entered into as of the 22nd day of December, 2020, by and between James G. Zupka, CPA, Inc. an independent public accountant (IPA), **KEITH FABER**, Auditor of State of Ohio (Auditor) and the City of South Euclid, Cuyahoga County (Public Office) WITNESSETH:

Whereas, the Auditor of State on November 19, 2020, issued a Request for Proposals for an engagement related to the City of South Euclid, including any components and other requirements stated in the Request for Proposal, pursuant to Sections 117.11 and 115.56, Revised Code, for fiscal periods January 1, 2020 through December 31, 2024.

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

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

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

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

Subcontractor Name NA

Address NA

Number of Hours	Rate Per Hour	Total Subcontract
0	\$0.00	\$0.00

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



12/28/20

Legislative Authority or Designee for  
the City of South Euclid

Date

James G. Zupka, CPA,  
President

Digitally signed by James G. Zupka, CPA, President  
DN: cn=James G. Zupka, CPA, President, o=James G. Zupka,  
CPA, Inc., ou=Accounting, email=jgz@jgzcpa.com, c=US  
Date: 2020.12.28 10:39:08 -05'00'

December 28, 2020

James G. Zupka, CPA, Inc.

Date

APPROVAL:

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

Date

# OHIO AUDITOR OF STATE KEITH FABER



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

## Certification of Compliance with Procurement Requirements

This is to certify that, to the best of my knowledge and belief as the appropriate official of the  
City of South Euclid, Cuyahoga County, we have complied with all applicable  
federal, state and local procurement requirements in the selection of the firm  
James G. Zupka, CPA, Inc. to perform the audit of the  
City of South Euclid, Cuyahoga County, which is the subject of the  
accompanying contract.

City of South Euclid, Cuyahoga County

Please type/print Name and Title:

12/18/20

Date