INFORMATION SYSTEMS COMMITTEE MEETING MINUTES
July 15, 2019

The Information Systems Committee meeting was called to order by Chairperson, Amy Michael at 6:39 P.M. Present were: Rob Kairis, Andrew Kluge, Matt Harper, and Paul Moskun. Also attending the meeting were Mayor Frank Seman; Finance Director, Kimble Cecora; Director of Public Service, Kay Dubinsky; Fire Chief, Geoffrey Cleveland; Police Chief, Jeff Wallis; Utility Billing Supervisor, Mike Reynolds; Larry Silenius of 123 North Walnut Street, Ravenna, Ohio; Clifford Soudil of 434 Woodland Street, Ravenna, Ohio; Deena Tannert of 784 East Main Street, Ravenna, Ohio; Tim Calfee of 910 Murray Avenue, Ravenna, Ohio and Christina West of 732 Eastland Avenue, Ravenna, Ohio.

Ms. Michael said the first item on the agenda is a copier/printer/scanner for the Fire Department.

Chief Cleveland this is a copier/printer/scanner for the Captains' office. They often make attachments to their reports and correspond with the hospital, etc. This is to replace a printer. Now this will give them more capability to scan and fax, etc. The cost is $1,500.00.

There being no questions or comments, it was decided by those present that the issue would be forwarded to Committee of the Whole Meeting for further action.

Ms. Michael said the next item on the agenda is cloud based utility payment processing.

Mr. Reynolds said this is to authorize the mayor to enter into a contract with Invoice Cloud for utility payment processing. Utility Cloud will replace the current service for phone-in and online payments. Some of the big advantages are that right now there is a $3.00 transaction fee for a customer to pay online or over the phone. This new company will reduce it slightly, to $2.95. It will save money in support fees. Right now they are paying upwards of $6,000.00 a year for special payments and support. This will save the City $2,341.00 a year. Another advantage there will be a dedicated 1-800 number rather than someone calling in and choose the options. The customer can also find out if there is a balance, last time paid, etc. Currently customers can do get their balance, etc. There is a paperless payment options also saving money. There will be an increased functionality so the customers can pay by text. Another big advantage is real time debt in the accounting software. If someone pays online, it shows up immediately for them to see it. There are only initial setup fees which do not need to be appropriated. The only thing they are asking for is to authorize the mayor to enter into a contract. There is currently a 60 day out clause for the current provider.

There being no questions or comments, it was decided by those present that the issue would be forwarded to Committee of the Whole Meeting for further action.

There being no further discussion, the meeting adjourned at 6:45 PM.

ATTEST:

_____   _____
Clerk of Council   Amy Michael, Chairperson
                                                         Information Systems Committee