

MINUTES OF COMMITTEE OF THE WHOLE MEETING
September 23, 2019

The September 23, 2019 Ravenna City Committee of the Whole meeting was called to order at 7:00 P.M. by Council President Pro Tem, Scott Rainone. The following Council members were present: Andrew Kluge, Bruce Ribelin, Paul Moskun, Robert Kairis, Amy Michael, and Matt Harper. Also attending the meeting were: Also attending the meeting were Mayor Frank Seman; Finance Director, Kimble Cecora; Director of Public Service, Kay Dubinsky; City Engineer, Bob Finney; Police Chief, Jeff Wallis; Larry Silenius of 123 North Walnut Street, Ravenna, Ohio; Clifford Soudil of 464 Woodland Avenue, Ravenna, Ohio; Christina West of 732 Eastland Avenue, Ravenna, Ohio; Greg Francis of 558 Coolman Avenue, Ravenna, Ohio and Ben Gardener representing Quality IP.

President Pro Tem Rainone said the first item on the agenda is the approval of the Committee of the Whole meeting of August 19, 2019. There being no corrections, additions or changes to the minutes, a motion was made by Mr. Kairis moved to approve the minutes as submitted. The motion as seconded by Mr. Kluge. **Voice Vote: All Ayes.**

President Pro Tem Rainone said Item No. 2 is a discussion of Microsoft Office 365.

Mr. Gardener said there are three options. Currently the City is paying for just the mail portion of that which comes out to about \$9700 to \$9800 annually. All of the box products for Microsoft Office 365 or subscribe to the whole element of Office. What that would do is give them all of the base programs such as Excel and Word, all of the desktop features included into what is already being paid. That allows a person to go from computer to computer and log in. Your license virtually goes into your sign-in and follows you wherever you go. This is a monthly subscription rather than buying a box product up front. You spent the \$300.00 and have that box and that's all you have until you buy the next one. The subscription keeps them up to date with the latest version. When 2022 comes out, they will have it without having another meeting; without anything else, you are already subscribed and will have the update automatically. It also gives you all of the security updates that come out that aren't applied to the box ones. Since they would be on a cloud based office subscription, they would be getting every single security update that continuously comes through. When they buy the box product, they aren't getting that because it's not on an online basis. Those security updates are done twice a year. This also takes away a giant buy, which is what they are looking at now. They are looking at \$300.00 per user and then at 95 PCs they are looking to purchase.

Ms. Michael asked if they are talking about two different options.

Mr. Cecora said that to subscribe to the whole program, it is \$24,624.00 per year. That's an updated perpetual Microsoft 365 and we don't owe anything else subscription.

Mr. Gardener explained that the \$24,624.00 is subject to go up and down. What you're doing is paying per user per month. If you drop three users, it's not going to be that \$24,000.00, it's going to be \$1,250.00 x 3 less per month because it's a live subscription. You can cut everything and you're paying it right then and there. You aren't obligated to contract or anything else.

Mr. Cecora said the next option is that they would need to buy the box product. The box product would cost \$27,900.00 to outfit the City. That \$27,900.00 has a shelf life of about three years, which does not include \$9,700.00 a year in Office subscription for email. It would be an approximate \$19,000.00 a year if they want to break it down on a yearly basis. However, Microsoft will not let them pay

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Mr. Kairis said that they are basically two different products. One is cloud based.

Mr. Gardener responded that they are basically already cloud based because that's where the mail is at. If a hard drive crashes, that license is on the machine and they have no way of getting it back. Then they are purchasing another license. The cloud based license, all they have to do is sign in and everything comes back on.

Mr. Ribelin said he thought this was going to be a no-brainer but it really isn't that simple.

Mr. Gardener said it's going to cost more for a cloud based product but it's a better product and that will update and it's more secure, it's less of a headache when you have to enter every single one of those on the computers. Where they are now, people are all on different levels of Microsoft. What this does it keeps everybody on the newest level. Everybody is looking at the same format when they go from computer to computer.

Mr. Ribelin asked what the computer people think.

President Pro Tem Rainone said he didn't know they could even buy the box any more. His business has been on the cloud for three or four years.

Mr. Kairis said he has it installed at his computer at Kent State but he's sure they get a break in the price due to the vast number of users.

President Pro Tem Rainone said he thinks the cloud based is the way to go.

Ms. Michael concurred.

Mr. Gardener said Option C is you have some people on subscription; some on the box and they don't know that's the best option but they wanted to give them every single possible avenue.

President Pro Tem Rainone said he thinks on the con side, it really sucks to have this monthly subscription and that was his biggest hang up, but on the pro, especially in a diverse group like this and the different sites, etc., it's easy to deploy it. You know it's being updated. There won't be someone working on 2012 and another person working on 2015 versions. Then they send a file to someone and it doesn't work, etc.

Mr. Kairis said that it's unfortunate it costs so much money but he does think it's time to do this. He asked where they are with the operating system? Is everybody in the City on Windows 10?

Mr. Gardener said he's not positive about it.

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Mr. Cecora said that they will be. They are doing a full hardware reinstall. There will be all new work stations. They have traditional PCs laptops or inclines.

Mr. Gardener said that the RAM is a major thing and in order to run Windows 10, it runs about double than previous operating systems.

Mr. Kairis asked how many people are on Windows 7.

Mr. Cecora responded that there are a few.

President Pro Tem Rainone said that the users will then have access to the mobile versions of Office, too, which is really nice.

Mr. Gardener said he believes they have that right now. That won't change. All they are doing is adding more to the cloud base rather than taking anything away.

Mr. Cecora asked if Quality IP recommends to its clients to go in this direction.

Mr. Gardener responded in the affirmative noting that it is the way of the future. There is no real advantage to buying the box product other than saving money. If they are on a smaller scale, it would make more sense but not with this many at once.

Mr. Cecora explained there are over 95 stations that need to be outfitted. This is completely flexible and there is no contract. What will happen is once they make the commitment, as new hardware is added, they will subscribe on behalf of the City. It's not going to hit all at once. As far as getting the ball rolling, they will put the order in for the PCs, laptops, etc. He put a few thousand dollars in software licensing for the September cleanup, just to keep them covered. That would be for the whole City for a full month. He just wanted to get a place holder in there figuring if they did go with the subscription base, there would be some on there. He'd like to leave it as such at this point in time. He didn't want to make a decision on his own but there is no legislation needed for this.

It was the consensus of those present that the subscription and cloud based software would be the preferred way to go and orders will be placed accordingly.

President Pro Tem Rainone said that Items 3, 5, 6, 8 and 9; if the committee is agreeable and they want to move forward with those items, they can be placed in the cleanup ordinance for September since they are all requests for appropriations, rather than writing individual ordinances for each item.

President Pro Tem Rainone said Item No. 3 is a request to appropriate \$854.00 for the installation of new signage at the RAC.

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There being no further discussion, it was decided by those present that the issue would be addressed in the September mop up legislation.

President Pro Tem Rainone said Item No. 4 is a request for the preliminary consent legislation for ODOT to inspect the Prospect Street Bridge.

Mr. Harper said the current inspection program with ODOT is ending in December of this year. This will renew the program for three more years through 2022. There is no cost to the City and the State will assume all costs for the inspections.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Pro Tem said Item No. 5 is a request to appropriate \$9,000.00 from the Capital Improvement Fund (65-74) to make repairs and paint the front of the Fire Department building.

Mr. Kluge said this is similar to what the Police Department is doing. There is an itemized list as to what is being proposed.

Ms. Michael said the Fire Department and the Police Department both did a great job at the Balloon A Fair and thanked them for all of their hard work.

There being no further discussion, it was decided by those present that the issue would be addressed in the September mop up legislation.

President Pro Tem said Item No. 6 is a request to appropriate \$2,326.00 to purchase total response software package for the dispatch computers.

Mr. Kluge said this is the medical dispatch is a renewal of what they've been doing for 15 years. He just saw that this is a new requirement for all dispatch centers by April, 2020. The cost is \$2,300.00.

There being no further discussion, it was decided by those present that the issue would be addressed in the September mop up legislation.

President Pro Tem Rainone said Item No. 7 is a request to authorize the mayor to apply for an OPWC grant for the Lawrence Street Waterline Project.

Mr. Moskun said this would be a grant for \$250,000.00; a loan for \$50,000.00 and the remainder will be paid for by the City which is not exact.

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Mr. Finney said the estimated construction costs are somewhere between \$500,000.00 and \$550,000.00. The City will probably need to pay about 40% of the total cost. OPWC you are given the grant amount whether the construction cost comes in less than anticipated. OPWC gives you a set amount and then you have to make up the difference.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Pro Tem Rainone said Item No. 8 is a request to appropriate \$30,000.00 from the Water Fund to purchase water meters in the Utility Billing Department.

Mr. Moskun said Mr. Reynolds presented this at the last meeting. There is a list of various sized meters that he will need to restock. Some of them are in demand anywhere up to 6" and the smallest is 5/8th inch. The various sizes and breakdown of cost for the amount sized for this. Some of them just needs to be on hand in case it just decides it wants to quit and the commercial location is an example and those are the ones that are quite costly. The reason he needs some on hand is they don't know what if there is new construction. If there is, these things will be on hand ready to go.

There being no further discussion, it was decided by those present that the issue would be addressed in the September mop up legislation.

President Pro Tem Rainone said Item No. 9 is a request to authorize the mayor to enter into a contract with Chagrin Valley Paving to pave the parking lot at the Wastewater Treatment Plant.

Mr. Moskun said he spoke with Bill Bregant who gave him the exact date to start the project as October 8, depending on the weather.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Pro Tem Rainone said Item No. 10 is a request to accept the proposal from Love Insurance for property, casualty and professional liability insurance for September, 2019 through September, 2020.

Mr. Cecora said this is the 2019-2020 property and casualty insurance. All the coverage remains the same. It did go up because there were a few vehicles added this year. It was a nominal cost. They stayed with the traditional plan. They aren't part of a pool and it's not broke so they're not going to fix it.

There being no further discussion, it was decided by those present that legislation would be prepared.

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President Pro Tem Rainone said Item No. 11 is a request for the adjustments of estimated revenues and appropriations through August 31, 2019.

Mr. Cecora said this is the September Cleanup. As discussed earlier, the items that were approved for appropriations this evening will be added to the exhibit.

There being no further discussion, it was decided by those present that legislation would be prepared.

President Pro Tem Rainone said Item No. 12 is a request for the approval of the August, 2019 accounting transactions.

Mr. Cecora said there was one advance, fronting some money to EMS grant.

There being no further discussion, it was decided by those present that legislation would be prepared.

There being no further business before the Committee of the Whole meeting adjourned at 7:26 P.M.

ATTEST:

Council Clerk

Council President