Ravenna City Council
Information Systems Committee Meeting Minutes
August 10th, 2020

The public meeting was held via Zoom and live streamed via YouTube. A video recording of the meeting can be found at: https://www.youtube.com/watch?v=2Q8jGZfJLfY

Council present via Zoom: Council President Andrew Kluge, Amy Michael, Rob Kairis, Paul Moskun, Cheryl Wood, Tim Calfee, Christina West, and Matt Harper.

Also attending the meeting via Zoom: Mayor Frank Seman; Police Chief, Jeff Wallis; Acting Fire Chief, Mark Chapple; Finance Director, Brian Huff; City Engineer, Bob Finney; Service Director, Kay Dubinsky; and Council Clerk, Chelsea Gregor

The Information Systems Committee Meeting was called to order at 6:40 P.M. by Chairperson, Cheryl Wood.

The only discussion item was $1,500 for the purchase of a new program to track Capital Assets.
Mr. Huff stated that the item was discussed with the former Finance Director, Kimble Cecora, before he left and that it is a definite need. The total cost is $2,500, but there is already $1,000 set aside in a Software Development Line. The company is Industrial Appraisals which, Mr. Huff stated, services a lot of cities and school districts throughout the State of Ohio. He stated that he has a separate computer system in his office that is very old, adding that if it crashes there is no way to retrieve the data and it has not been supported for many years. When he first gave his list of items out to the company, he was given a $10,000 quote. After filtering and condensing the list they were able to do the project for $2,500. He stated that every year the City will have to give a list of assets that are over $5,000 to the company and the company will re-run reports for the City which will be used for the Audit Reports.
Mr. Moskun asked how many years the software would be adequate for, and Mr. Huff stated that the City would be using the companies reports and not a software system. There will be a $500.00 update fee every year to add on items. Mr. Huff stated that the alternative would be to use another accounting system which will cost a lot more money, along with a lot more manual input.
- The item was moved forward

The second discussion item was Council recording maintenance equipment.
Ms. Wood stated that the former Council Clerk used the recording equipment quite a bit and wanted to hear what the current Council Clerk thought. Ms. Gregor stated that she has not been using the recording equipment program since meetings have gone virtual and that a new recording program, called Audacity, was installed by Quality IP. She is indifferent to the recording equipment program and is open to other options, adding that she has been using the Zoom recordings for her references. Mr. Kluge stated that the USB mixer stays regardless if the VIQ software is not renewed, adding that is what the meeting recording is hooked up to. He also stated that the Council meetings will continue to be recorded using Audacity since it is a free program unless Quality IP brings up another option. Mr. Kluge stated that in relation to the new living streaming equipment that has arrived, the council computer has been having issues. Council members agreed that it was not worth renewing the recording software given the new equipment that will be installed, adding that the saved money could go towards a new computer.
- The item was not moved forward

There being no further business for discussion, the meeting adjourned at 6:49 P.M.

ATTEST:

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Clerk of Council   **Cheryl Wood, Chairperson**
                                                                        Information Systems Committee