



Ravenna City Council
Information Systems Committee Meeting Minutes
April 12, 2021

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=iLJ_zfzaeA8

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; 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 6:37 P.M. by Committee member, Christina West.

The first discussion item was downtown Wi-Fi.

Mr. Kluge stated that the current Wi-Fi system has a subscription for \$2,000 that will renew in January 2022. The current discussion is for a one-time installation of replacement hardware that will cost approximately \$1,900. Wi-Fi repeaters would cover the entire downtown area. The current Wi-Fi equipment is unable to be edited because the former IT Director did not leave the access information. With the new equipment the City will be able to have access regardless of who will be managing the IT.

Mr. Kairis stated that there are positive aspects with the downtown Wi-Fi which can also help to study visitor traffic and allow businesses to promote themselves.

Mr. Calfee inquired about user capacity, and Mr. Kluge stated that he will look into that.

- The item was for discussion only

The second discussion item was the Jabber App for Council Accounts.

Mr. Kluge stated that he spoke to Quality IP and the City currently has accounts available that would relay phone calls to Council members. Council members would receive a phone number which would then route phone calls to their cellphones, and then a voicemail could be left on their cellphones and emails. He stated it is an option for Council members if anyone is interested.

- The item was for discussion only

The third discussion item was a last-minute addition to talk about the City website.

Ms. West stated that she looked at the website and said that there are items that she would like to see on there, such as the Spring Clean-up dates, the 2021 paving schedule and information on Covid relief funds. She stated how important it is that residents can look up information on the City's website.

Mr. Kluge stated that he is able to do some small edits to the website. Most of the website edits are bundled to be updated once a month, but it was stated that it should be updated more often.

- The item was for discussion only

Management Update

Mayor Seman stated that the City will be having a meeting with Quality IP the following day. Katie has been assigned to work with the City and spend a good portion of her time with City IT issues. He stated that she is concerned about logged on computers and secure passwords. New password guidelines would include that passwords must be changed every 180 days and that City employees cannot reuse the last 12 passwords. It is a work in progress, but it will be helpful in maintaining security.

There being no further business for discussion, the meeting adjourned at 6:56 P.M.

ATTEST:

Clerk of Council

**Christina West, Chairperson
Information Systems Committee**