



Doug Joseph, President
Caleb Skinner, Ward 1
Brett Luzader, Ward 2
Marshall Spalding, Ward 3
Mel Clemens, Ward 4
Barth Cotner, At-Large
Stacie A. Baker, At-Large
Kristin J. Bryant, At-Large

CITY COUNCIL
Committee Meeting

7232 East Main Street
Reynoldsburg, OH 43068
www.ci.reynoldsburg.oh.us

Mollie Prasher, Clerk of Council
614-322-6836

Barth R. Cotner, Committee Chairman

Monday, October 28, 2019

Council Chambers

FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. CALL TO ORDER - ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. Finance and Administration Committee – Committee Meeting – October 14, 2019

4. NEW LEGISLATION/DISCUSSION ITEMS

A. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE DISTRICT ADVISORY COUNCIL OF THE FRANKLIN COUNTY GENERAL HEALTH DISTRICT AND FRANKLIN COUNTY PUBLIC HEALTH FOR HEALTH SERVICES FROM JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

B. AN ORDINANCE UNAPPROPRIATING FUNDS FROM AN ACCOUNT IN THE HUMAN RESOURCES DEPARTMENT AND APPROPRIATING FUNDS TO ANOTHER ACCOUNTS IN THE HUMAN RESOURCES DEPARTMENT, AND DECLARING AN EMERGENCY

5. LEGISLATION FOR EMERGENCY ADOPTION

- A. AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH EQUIVANT FOR COURTVIEW SOFTWARE, TO WAIVE COMPETITIVE BIDDING, APPROPRIATE FUNDS, AND DECLARING AN EMERGENCY (FIRST READING 10/14/2019).

**MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
October 14, 2019**

Chairman Barth R. Cotner called the meeting to order at 8:29 PM

Call to Order - Roll Call

PRESENT: Cotner, Luzader, Spalding, Bryant
ABSENT: Clemens

Approval of Agenda

Agenda was approved as presented.

Approval of Minutes

- a. Finance and Administration Committee – Committee Meeting – September 23, 2019

RESULT: ACCEPTED

NEW LEGISLATION/DISCUSSION ITEMS

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH EQUIVANT FOR COURTVIEW SOFTWARE, TO WAIVE COMPETITIVE BIDDING, APPROPRIATE FUNDS, AND DECLARING AND EMERGENCY --- Cotner. Finance and Administration Committee.

Clerk of Court Clark: I am advising Council that the department's Equivant Courtview Software is out-of-date. Equivant needs to update the software program by January 1, 2020. The current software will no longer be supported and will be unable to be used. There has not been an update since 2009. This update is mandatory for the Court to continue to operate properly.

Councilmember Cotner: The software has not been updated since 2009?

Clerk of Court Clark: We have received an internal update, but this particular software is no longer being supported. We have been using this software since 2010. The software still works, but will no longer be supported. The new computers being installed will also not support this current version.

Councilmember Cotner: That is a long time for a software program. Surprised that you were not kicked out of the software before now in order for the company to make more money. Any questions?

Councilmember Bryant: Is this the same Courtview software that is used by municipal court and various other Mayors Courts in the area?

Minutes Acceptance: Minutes of Oct 14, 2019 7:33 PM (Approval of Minutes)

**MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
October 14, 2019**

Clerk of Court Clark: Yes. It is modified for each municipal court depending on the need. The Courtview system, that is used downtown, was modified for the volume of cases they have. We are more in line with Westerville and Upper Arlington, who just moved to this software.

Councilmember Bryant: A number of Mayor's Courts allow me to go online, put in someone's name, and find when they have court and the case number. We cannot do that. Will this change?

Clerk of Court Clark: No, not unless we want to spend a lot of money. It's more costly. We looked into it and discussed it with our previous IT person and the current IT company. As it stands now, when people call, they will ask us their case number, the docket, or when they have court. Those are generally the questions we get. We weighed the cost effectiveness with the volume of calls we receive, and it is not that big of difference. We decided to avoid paying another \$10,000 to \$15,000. The current system is not causing us any issues.

Councilmember Bryant: I just wanted to find out if there is anything new about the software that people can use.

Clerk of Court Clark: The options are open so we can tailor the software to include public access at any point. As it stands now, we just want to see that the Court remains operating properly.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 10/28/2019 7:30 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Cotner, Luzader, Spalding, Bryant	

LEGISLATION FOR THIRD READING

109-19

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A 36-MONTH CONTRACT FOR AUTOMATION OF PAYROLL TIME KEEPING AND ATTENDANCE WITH NOVATIME TECHNOLOGY, INC. --- Cotner. Finance and Administration Committee.

Councilmember Bryant: Auditor Cicak, is the payroll time keeping something that your office does by hand now? Can you explain the benefit to your office?

Auditor Cicak: This process is all done by hand now.

Councilmember Bryant: Will this software cover all City employees?

Auditor Cicak: It is not going to cover the police department.

Minutes Acceptance: Minutes of Oct 14, 2019 7:33 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
October 14, 2019

Councilmember Bryant: It will cover Parks & Rec, Street Department, . . . That's strictly done by you now - the payroll and time keeping?

Auditor Cicak: That's correct. The individual sheets go through many hands and then tabulated in our office. We hope to bring the police department on at the beginning of their next contract.

Councilmember Bryant: About how much of your office's time is spent on this process?

Auditor Cicak: Quite a lot. That's the reason behind it. Brenda Browning is our Payroll Specialist. She probably spends two to three days doing this process.

Councilmember Bryant: A week?

Auditor Cicak: Every two weeks.

Councilmember Cotner: Any one else with questions?

Councilmember Luzader: Not really a question, but I know, from my experience, this has been an ongoing problem for years. I think it is something that really needs to be done to help streamline the time keeping and the auditor's time.

Councilmember Bryant: And this is a time clock system?

Auditor Cicak: It is online. There will be a couple of time clocks at the street department, water department . . . salaried people it won't matter to. It will keep track of vacation time and sick time. Employees will be able to go in and look at it. It will be very user friendly. The biggest part is that 69% of our budget is spent on payroll. If we spend just a little bit of money to save a little bit or keep a closer eye on it, I think it will really pay for itself in the future.

Councilmember Bryant: Do you have numbers for that?

Auditor Cicak: Not with me tonight. I could definitely present them to you.

**MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
October 14, 2019**

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 10/28/2019 7:30 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Cotner, Luzader, Spalding, Bryant	

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A RENEWAL CONTRACT WITH MUTUAL OF OMAHA FOR EMPLOYEE LIFE, ACCIDENTAL DEATH & DISMEMBERMENT, SHORT TERM DISABILITY AND LONG TERM DISABILITY INSURANCE FOR THE PERIOD OF JANUARY 1, 2020 THROUGH JANUARY 1, 2022 --- Cotner. .

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 10/28/2019 7:30 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Cotner, Luzader, Spalding, Bryant	

Minutes Acceptance: Minutes of Oct 14, 2019 7:33 PM (Approval of Minutes)

Mayor's Office
Brad McCloud
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE: **October 28, 2019**

TO: **Finance and Administration Committee**

RE: Authorization for the Mayor to enter into a contract with the District Advisory Council of the Franklin County General Health District and Franklin County Public Health for Health Services from January 1, 2020 to December 31, 2020. The cost of services is based upon per capita rate of \$8.87 for a population of 37,571 totaling \$333,254.77.
 See Attached.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT
 WITH THE DISTRICT ADVISORY COUNCIL OF THE FRANKLIN COUNTY
 GENERAL HEALTH DISTRICT AND FRANKLIN COUNTY PUBLIC HEALTH FOR
 HEALTH SERVICES**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized and directed to enter into contract with the District Advisory Council of the Franklin County General Health District, and Franklin County Public Health for health services to the City of Reynoldsburg from January 1, 2020 to December 31, 2020.

The agreement and all associated exhibits are attached as Exhibit "A" and shall be incorporated by reference herein.

Mayor's Office**Brad McCloud****7232 E. Main Street****Reynoldsburg OHIO 43068****Phone**

SECTION 2. That the cost of services is based upon per capita rate of \$8.87 for a population of 37,571 totaling \$333,254.77.

SECTION 3. That upon adoption by Council, this ordinance shall be in effect thirty days following the signature by the Mayor.

CONTRACT
Between
FRANKLIN COUNTY BOARD OF HEALTH
And
CITY OF REYNOLDSBURG

This contract entered into by and between the City of Reynoldsburg (hereafter referred to as "City"), with its principal address being 7232 East Main Street, Reynoldsburg, Ohio 43068, and the Board of Health of the Franklin County General Health District (hereafter referred to as "Board" or "Franklin County Public Health") for 2020 Public Health Services under the approval of Resolution No. 19-096, dated September 10, 2019.

The Board is a general health district as defined under Ohio Revised Code (ORC) Section 3709.01.

ORC Section 3709.08 authorizes cities in Franklin County to contract with the Board to provide public health services to and within the City.

The District Advisory Council (hereafter referred to as "Council") of the Franklin County General Health District, created by ORC 3709.03, after giving due notice by publication as required by law, held a public meeting on March 21, 2019, at which by a majority vote of members representing the Council voted affirmatively to provide public health services to the cities in Franklin County, and did authorize the Chairman of the Council to enter into a contract with the Mayor of each city to provide public health services therein.

The Board is engaged in the governance of providing public health services as described in this contract and the Scope of Work, attached hereto and incorporated herein as Exhibit A, and has the knowledge, skills and resources to provide such services in accordance with the terms and conditions of Ohio law and this contract.

Pursuant to Revised Code 3709.08(C), the contract was submitted to the State of Ohio's director of health. The Board is organized and equipped to provide the services and shall have the powers and shall perform all the duties required of the board of health or the authority having the duties of a board of health within the City.

The City is willing to contract with the Board for such services in accordance with the terms and condition of Ohio law and this Contract.

SECTION 1 – SERVICES

The Board shall, for the consideration hereinafter stated, furnish to the City, and inhabitants thereof, all such public health services as are furnished to all villages and townships and the inhabitants thereof, of Franklin County, Ohio. Said services shall include all services as allowed by law according to the most current version of the Ohio Revised Code and as listed in Exhibit A. Said services shall include the minimum standards and optimal achievable standards for boards of health and local health departments pursuant to Ohio Revised Code Section 3701.342. Said services shall include enforcement

of all rules and regulations as allowed by law according to the most current version of the Ohio Administrative Code and the enforcement of the following Franklin County Public Health Regulations:

- (100) Definitions
- (101) Collection Vehicle Registration, Inspection and Operation for Prevention of Nuisances
- (102) Property Health and Sanitation
- (103) Plumbing for Commercial, Public and Residential Buildings and Places
- (104) Rabies Control
- (105) Approval of Building Plans
- (106) Sewage Treatment Systems
- (199) Administration and Enforcement

And, the current version of the above-described regulations of Franklin County Public Health shall apply to and be enforceable within the jurisdiction of the Franklin County General Health District and the City.

The City Attorney shall be responsible for any litigation involving enforcement of Health Regulations within the corporate limits of said political subdivision.

This contract and any claims arising in any way out of this contract shall be governed by the laws of the State of Ohio. Any litigation arising out of or relating in any way to this contract or the performance hereunder shall be brought only in an Ohio court of competent jurisdiction in Franklin County, Ohio, and the City hereby irrevocably consents to such jurisdiction.

SECTION 2 – TERM

Said public health services shall be furnished beginning January 1, 2020 and ending December 31, 2020 provided, however, that either party to this agreement shall have the right to cancel the same upon four (4) months written notice and the parties hereto may, by mutual written agreement, modify the terms of this agreement.

SECTION 3 – COMMUNICATION

The Board will provide ongoing communication with the Mayor/City Manager and his or her designees through notification at least quarterly. This communication will provide information on timely public health topics, upcoming events and featured services. Reports and other information about direct services that are being provided to the City will be provided upon request.

SECTION 4 – PUBLIC HEALTH PAYMENT, FEES & CHARGES

The City, Ohio shall pay the Board for said public health services furnished to the City and the inhabitants thereof, such sum or sums of money based on a per capita rate as would be charged against municipal corporations composing the Franklin County General Health District at a per capita rate of \$8.87.

Said sums of money shall be paid to the Board in installments of 50% of the total contract amount in January 2020 and 50% of the total contract amount in June 2020 through the

process of withholding the installment amounts from the semi-annual real estate tax settlement distribution to be received by the City and transferred to the Board by the Settlement Officer of the Franklin County Auditor. The sum for 2020 shall not exceed \$333,254.77, notwithstanding any fee established pursuant to the sections set forth below.

In any instance where the Board expends funds to abate a nuisance pursuant to Section 1, above, within the City, the Board may invoice the City for the costs of such nuisance abatement. Further, the City shall pay, in addition to those sums set forth in Section 5, above, to the Board the cost to abate the nuisance.

The Board agrees to certify such nuisance abatement costs to the Franklin County Auditor to be recorded as a lien upon the property and shall reimburse all funds recovered under such a lien to the City.

SECTION 5 - PLUMBING INSPECTION SERVICES AND FEES

The Board shall, for the consideration hereinafter stated, furnish to the City, all plumbing and medical gas inspections as are furnished to all inhabitants within the general health district of Franklin County. Inspectors are to be state certified by the Ohio Department of Commerce.

The City, through its Building Department, shall issue permits and collect fees for such plumbing inspections. The fee to be charged shall be the most current fee charged by the Board. The City shall forward sixty (60) percent of all plumbing inspection fees collected by them to the Board upon receiving monthly statements of the amount due from the Board. The City shall pay said amount, within thirty (30) days after receipt of said statement.

SECTION 6 – APPROVAL

This contract is approved by a majority of the members of the legislative authority of the City, pursuant to the provisions of Ordinance _____ dated _____.

The City has determined that Franklin County Public Health is organized and equipped to adequately provide the service that is the subject of this contract.

IN WITNESS WHEREOF, the parties to this agreement have hereunto set their hands and seals and have executed this agreement the day and year written below.

DISTRICT ADVISORY COUNCIL OF THE
FRANKLIN COUNTY GENERAL HEALTH DISTRICT

Chairperson Date

FRANKLIN COUNTY PUBLIC HEALTH

Joe Mazzola, MPA Date
Health Commissioner

THE CITY OF REYNOLDSBURG, OHIO

Mayor Brad McCloud Date

APPROVED AS TO FORM:

Ron O'Brien
Prosecuting Attorney
Franklin County, Ohio

Assistant Prosecuting Attorney Date
Attorney for the District Advisory
Council of the Franklin County General Health District

City Attorney Date
City of Reynoldsburg, Ohio

Attachment: Franklin County Public Health (Franklin County Public Health and Plumbing Services Contract)

FINANCIAL CERTIFICATE

It is hereby certified that the amount required to meet the contract agreement, obligation, payment of expenditure for the above has been lawfully appropriated, authorized or directed for such purpose and is in the treasury or in the process of collection to the credit of the proper fund and is free from any obligation or certificated now outstanding.

Fiscal Officer
City of Reynoldsburg, Ohio

Date

Attachment: Franklin County Public Health (Franklin County Public Health and Plumbing Services Contract)

**EXHIBIT A
SCOPE OF WORK**

Franklin County Public Health ("Board"), hereby agrees to provide health services for the City for the calendar year 2020 as set forth below ("Services").

- The Board shall have full authority to be and act as the public health authority for the City
- The Services described in the schedule listed below in this Exhibit will be provided by the Board to the City.
- The Services will include all necessary medical, nursing, sanitary, laboratory and such other health services as are required by the Statutes of the State of Ohio.

The followings specific services shall be a part of the Services provided under this Contract:

List of Functions, Programs and Services
Administrative Services:
Administration
Budget, Accounts Payable, Accounts Receivable
Communication & Marketing
Grant Writing & Management
Records Management
Reports - Financial & Statistical
Data Services:
Community Health Assessment
Health Data
Environmental Health:
Food Service Operation Licensing, Inspection & Education
Healthy Homes (Lead, Radon) Inspection & Education
Mosquito Control Services & Education
Nuisance & Vector Control Enforcement & Education
Plumbing & Medical Gas Inspections
Public Swimming Pool & Spa Licensing, Inspection & Education
Rabies Surveillance - Animal bite investigation and follow up
Retail Food Establishment Licensing, Inspection & Education
School Facilities Inspection & Education
Sewage Treatment System Permitting, Inspection & Education
Smoke Free Workplace Enforcement & Education
Solid Waste, Construction and Demolition Facility, Transfer Station Inspection & Enforcement
Tattoo & Body Piercing Permitting, Enforcement & Inspection
Temporary Park Camp Licensing, Enforcement & Inspection
Water Quality Permitting, Testing & Education
Emergency Preparedness:
Community Outreach and Education
Injury Prevention/Opiate Crisis Programs & Education

Attachment: Franklin County Public Health (Franklin County Public Health and Plumbing Services Contract)

Public Health Emergency Preparedness
Planning and Cities' Readiness Initiative activities
Epidemiology, Surveillance, Investigation Services:
Reportable Infectious Disease investigation and follow-up(excluding HIV/AIDS; STD; TB)
Disease Outbreak Management
Health Promotion:
Community Health Action Teams
Farm to School Program
Nutrition & Physical Activity Education Programs
Safe Routes to Schools
Tobacco Use Prevention, Education & Cessation Program
Health Systems & Planning:
Community Health Improvement Plan
Data & Information Technology
Public Health Accreditation
Immunization Services:
Childhood and Adult Vaccine Administration Services
Occupational Health:
Immunizations and screenings - Fee for Service
Maternal & Child Health:
Bureau for Children with Medical Handicaps (BCMH) Public Health Nursing Services
Safe Sleep & Infant Mortality Prevention Initiatives & Education

The Board maintains a range of grant funded programs for citizens throughout the County who are income qualified.

THE BOARD RESERVES THE RIGHT TO AMEND THIS EXHIBIT AT ANYTIME PRIOR TO AUTHORIZATION OF THE CITY COUNCIL AND THE BOARD OF HEALTH ANNUALLY.

RECORD OF PROCEEDINGS

Minutes of

Franklin County Public Health

Meeting

Journalized on:

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROP11

SEP 10 2019

Held

20

RESOLUTION 19-096

September 10, 2019

RESOLUTION AUTHORIZING THE FRANKLIN COUNTY BOARD OF HEALTH TO PROVIDE PUBLIC HEALTH AND PLUMBING SERVICES TO POLITICAL SUBDIVISIONS IN 2020

WHEREAS, pursuant to Ohio Revised Code Section 3709.08, the Franklin County District Advisory Council and/or Franklin County Public Health may contract with political subdivisions located within or adjacent to the general health district of Franklin County, Ohio, for Franklin County Public Health to provide health and plumbing services to said political subdivisions.

Now, therefore, upon motion of Board Member Morgan, second by Board Member Barnewall,

BE IT RESOLVED BY THE FRANKLIN COUNTY BOARD OF HEALTH, BOARD MEMBERS;

- 1. That Franklin County Public Health shall provide such health and plumbing services as set forth in the attached contracts to the following political subdivisions, for the amounts listed below, as executed by the District Advisory Council and political subdivisions for 2020:

Table with 2 columns: City Name and Service Details. Rows include City of Bexley, City of Canal Winchester, City of Dublin, City of Gahanna, and City of Grandview Heights.

Attachment: Franklin County Public Health (Franklin County Public Health and Plumbing Services Contract)

RECORD OF PROCEEDINGS

Minutes of

Meeting

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROP11

Held

20

Resolution 19-096
Page 2

City of Grove City	per capita \$8.87; not to exceed \$376,088.00 and \$100.00 per plumbing inspection and \$150.00 per medical gas inspection as needed
City of Groveport	per capita \$8.87 not to exceed \$52,040.29 and 60% of all plumbing fees collected
City of Hilliard	per capita \$8.87; not to exceed \$338,000.22 and 60% of all plumbing fees collected
City of New Albany	per capita \$8.87; not to exceed \$96,656.39 and 60% of all plumbing fees collected
City of Pickerington	per capita \$8.87; not to exceed \$199,069.41 and 60% of all plumbing fees collected
City of Reynoldsburg	per capita \$8.87; not to exceed \$333,254.77 and 60% of all plumbing fees collected
City of Upper Arlington	per capita \$8.87; not to exceed \$315,372.85 and 60% of all plumbing fees collected
City of Westerville	per capita \$8.87; not to exceed \$354,400.85 and 60% of all plumbing fees collected
City of Whitehall	per capita \$8.87; not to exceed \$164,369.97 and 60% of all plumbing fees collected

2. That the Health Commissioner is authorized to prepare and execute the following plumbing services contracts for 2020:

Village of Minerva Park	60% of all plumbing fees collected
Village of Obetz	60% of all plumbing fees collected
City of Worthington	60% of all plumbing fees collected
Madison County	60% of all plumbing fees collected

Attachment: Franklin County Public Health (Franklin County Public Health and Plumbing Services Contract)

RECORD OF PROCEEDINGS

Minutes of

Meeting

Government Forms and Supplies (844) 224-3338 FORM NO. SHTROP11


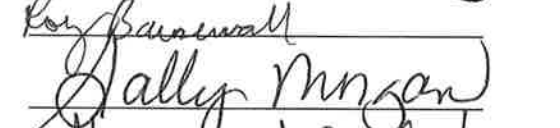
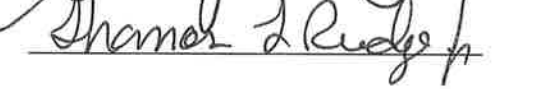
Held

20

Resolution 19-096
Page 3

3. That this resolution shall be in full force and effect from and immediately upon its adoption.

Voting Aye Thereon:


 Roy Basore

 Sally Morgan

 Thomas L. Rudge

Board Members
Franklin County Board of Health

Voting Nay Thereon:

Board Members
Franklin County Board of Health

Attachment: Franklin County Public Health (Franklin County Public Health and Plumbing Services Contract)

Human Resources Dept.

Sandra Boller
7232 E. Main Street
Reynoldsburg OHIO 43068
614-322-6868 Phone

ORDINANCE REQUEST

DATE: **October 28, 2019**

TO: **Finance and Administration Committee**

RE: Human Resources Appropriation

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity for Emergency passage: Financial needs of the City's government - having enough funds to pay for the unexpected expenses of medical exams and increased safety supplies.

AN ORDINANCE UNAPPROPRIATING \$6,000 FROM ACCOUNT 110.582.5104 (HUMAN RESOURCES - WAGES PART-TIME) AND APPROPRIATE \$5,000.00 TO ACCOUNT 110.582.5336 (HUMAN RESOURCES - MEDICAL SERVICES/PHYSICAL EXAMS) AND \$1,000 TO 110.582.5208 (HUMAN RESOURCES - OSHA SUPPLIES), AND DECLARING AN EMERGENCY.

An Ordinance Unappropriating Funds from an Account in the Human Resources Department and Appropriating Funds to Another Accounts in the Human Resources Department, and Declaring an Emergency

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the below amounts be unappropriated from account 110.582.5104 Human

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone**

Resources - Wages Part-Time totaling \$6,000.00 and appropriate to the following accounts:

110.582.5336	Medical Services/Physical Exams	\$5000.00
110.582.5208	OSHA Supplies	\$1000.00

SECTION 2. That this ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government, and further to have enough funds in the OSHA Supplies account to finish out 2019; wherefore upon adoption by Council this ordinance shall be in effect immediately upon signature by the Mayor.

Passed 12th day of November, 2019.

Mayor's Office
Brad McCloud
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE: **October 28, 2019**

TO: **Finance and Administration Committee**

RE: Authorizing the Mayor to enter into a contract with Equivant 4825 Higbee Ave. N. W., Canton OH 44178 for Courtview Software, Software Maintenance and Professional Services for the Clerk of Courts office, waive competitive bidding and declaring it an emergency.

Authorizing the Mayor to enter into a contract with Equivant for Courtview Software, Software Maintenance and Professional Services, waiving competitive bidding and declaring it an emergency.

Requesting \$56,921.18 from the unappropriated Computer Need Funds 211 and appropriate \$56,921.18 to the Other Equipment Account 211-000-5639 and declaring it an emergency

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Reason For Emergency: Financial needs of the City's government

WHEREAS, the Clerk of Court has been advised that Equivant will no longer provide support for the City's existing Courtview Software System; and

WHEREAS, the Clerk of Court has determined that the Courtview software system is the optimum system and recommends that the City upgrade to Equivant's current system and contract for the ongoing support and upgrade of that new system; and

WHEREAS, the cost to convert to the newest version of Courtview software is \$56,921.18;

Mayor's Office
Brad McCloud
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

and

WHEREAS, the Clerk of Court requests that Council waive the competitive bidding process as the software product is efficient and functional for the City that is currently being utilized; and

WHEREAS, the Clerk of Court is requesting this legislation be declared an emergency in order to transfer the system prior to the end of the year when support for the service terminates.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized and directed to enter into a contract with Equivant for an upgrade of the City's existing Courtview Software.

The agreement and all associated exhibits are attached as Exhibit "A" and shall be incorporated by reference herein.

SECTION 2. That \$56,921.18 be unappropriated from the Computerized Needs (Court) Fund and appropriated to Other Equipment account 211-000-5639.

SECTION 3. That Council hereby waive the competitive bidding process as this software is an upgrade of existing software.

SECTION 4. That this ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government, and further to allow the purchase in a timely manner in order for a complete conversion by the end of 2019; wherefore upon adoption by Council this ordinance shall be in effect immediately upon signature by the Mayor.



Attachment A-1

Quote

To: **Leslie Clark, Clerk of Court**
 Reynoldsburg Mayor's Court
 7232 E. Main Street
 Reynoldsburg, Ohio 43068
 (614) 322-6804
lclark@ci.reynoldsburg.oh.us

Quote: REYNOLOH20181031
 Date: October 3, 2019
 Valid through: January 1, 2020

Project: CourtView3 Implementation (Migration from CourtTRAC)

Item	Qty.	Unit Price	Total
SOFTWARE			
1.1 CourtView CMS License (Concurrent Users)	5	\$4,500.00	\$22,500.00
1.2 CourtView CMS License Discount (Credit for GBS licenses previously purchased)	1	100%	(\$22,500.00)
1.3 Crystal Reports Server, OEM Edition Business Objects License	1	\$2,679.00	\$2,679.00
1.4 Crystal Reports Server, OEM Edition Business Objects License Discount	1	30%	(\$803.70)
Net Software			\$1,875.30
SOFTWARE MAINTENANCE			
2.1 Software Maintenance and Support (First year - no uplift from current M&S)	1	\$5,910.00	\$5,910.00
2.2 Crystal Reports Server Maintenance - Software Updates Only (First Year)	1	\$589.38	\$589.38
Net Software Maintenance			\$6,499.38
PROFESSIONAL SERVICES			
4.1 Project Management	1	\$6,240.00	\$6,240.00
4.2 Software Installation	1	\$4,680.00	\$4,680.00
4.3 Software Configuration	1	\$7,800.00	\$7,800.00
4.4 Data Conversion (CourtTRAC to CourtView 3)	1	\$24,375.00	\$24,375.00
4.5 Training	1	\$17,160.00	\$17,160.00
4.6 Go-Live Support	1	\$6,240.00	\$6,240.00
4.7 Services Discount	1	30%	(\$19,948.50)
Subtotal, Professional Services			\$46,546.50
Estimated Travel Costs			\$2,000.00
Net Professional Services			\$48,546.50
Estimated Baseline Project Total, excluding applicable taxes			\$56,921.18

Scope of Work

- equivalent will provide project management services to schedule and coordinate the work to be performed by equivalent.
- equivalent will provide software installation services to install the Software in one none production and one production environment at Customer premise. The installed Software will be pre-configured for the standard Ohio Mayor's Court configuration. This configuration will include the standard Ohio statute codes, equivalent standard Ohio Mayor's Court form templates, and equivalent Ohio Mayor's Court standard order templates.
- equivalent will provide software configuration services to configure the software.
- equivalent will provide data conversion services convert the data from the legacy GBS CourTrac CMS to the CourtView CMS using the standard equivalent conversion methodology.
- equivalent will provide standard CourtView Ohio Mayor's Court training.
- equivalent will provide Go-live support.

Attachment: Courtview Contract (Contract and Appropriation for CourtView Software for Clerk of Courts)

Notes

- 1 A contract, including License, Software Maintenance and Professional Services Agreements must be signed and returned with the signed quote for activation of license(s), maintenance and scheduling of the project work.
- 2 Delivery will be scheduled for the first available date at which equivalent and Customer resources are jointly available. Should rescheduling be necessitated for any reason, the next available date at which equivalent and Customer resources are both available will be scheduled.
- 3 Professional Services are quoted at a firm fixed price, but the level of effort is limited to up to 11 training days, up to 32 hours go-live support. For those items for which the level of effort is limited, actual effort, costs and expenses may be less than or greater than those quoted. Customer shall have no obligation to pay equivalent more than the quoted firm fixed price. equivalent shall have no obligation to provide labor or incur costs or expenses having a combined value more than the quoted firm fixed price, even if the services for which the level of effort is limited have not been completed or the deliverables delivered, or the results expected by the Customer have not been achieved. The parties may by mutual, written agreement, increase the level of effort and quoted price. Changes in scope will require a change order to increase the firm fixed price based upon the additional level of effort required.
- 4 Delays caused by Customer site or configuration issues may require rescheduling and/or Change Order for additional services and related travel costs.
- 5 If project is cancelled prior to completion, all effort and travel-related costs expended through the date of cancellation will be due and payable.
- 6 equivalent will invoice monthly as follows:
 - Project management services will be invoiced at the end of the first month in which project management services are provided.
 - Software Installation will be invoiced at 75% the end of the month in which the CourtView application is installed in the non production environment and 25% at the end of the month in which the CourtView application is installed in the production environment.
 - Software configuration will be invoiced at the end of the month in which the Customer's ordinances are loaded into the hosted environment.
 - Data Conversion services will be invoiced at the end of the month in which the second mock run is completed (50%) and at the end of the month in which the go-live conversion is completed (50%).
 - Training will be invoiced at the end of the month in which the first training day is provided.
 - Go-live Support will be invoiced at the end of the month in which Go-live Support is provided.
- 7 Project management, software installation, and data conversion will be provided remotely. Software configuration will be provided through a combination of remote and on-site work. Training and go-live will be provided on-site.
- 8 Payment for Software License and Software Maintenance is due as follows:
 - License Fee will be invoiced and due upon quotation execution.
 - Support and Maintenance for CourtView Software will be invoiced upon go-live and will transition the current maintenance year for the GBS legacy application to CourtView at the current maintenance year fee.
- 9 For CourtView Software, Support and Maintenance begins upon go-live. For Crystal Report Software, Support and Maintenance begins upon quote execution and is for software updates only.
- 10 The license(s) are limited for use during the term of, and coterminate with, the Customer's active CourtView support agreement.
- 11 Payment term is net 30 days from invoice date.
- 12 Customer will make available all resources requested by equivalent for assistance.
- 13 Delays caused by client site or configuration issues may require rescheduling and/or Change Order for additional services and related travel costs.
- 14 equivalent will perform an initial configuration of the CourtView application in the Customer's environment. The baseline configuration will be the equivalent standard Ohio Mayor's court configuration. This will include the standard Ohio; statutes, forms, orders and reports. Customized configuration, other than the entry of the Customer's ordinances will require additional effort and will require a change order.
- 15 For the purposes of quotation equivalent has assumed that training will be provided on consecutive days. Should Customer request that training be provided on non consecutive days the Estimated Travel Cost, for labor and travel expenses, may exceed the estimate provided.
- 16 A training day is eight (8) hours or less training provided on a single day. Unless expressly stated all training will be provided during normal business hours (8 am to 5 pm local time).
- 17 equivalent will provide training utilizing the CourtView Release installed in the Customer's training environment.
- 18 Training sessions are limited to a maximum of ten (10) students per training session.
- 19 On-site Training Services Include:
 - Case Initiation
 - Parties
 - Docketing
 - Forms and Notice Usage and Creation
 - Supreme Court/BMV Reporting
 - Case/Party Charge Disposition
 - Scheduling
 - Receipting
 - Calendars
 - Report Generation
 - Financial
 - Accounts Receivable with Collections
 - Journal Entry/Sentencing Order Setup and Processing

- 20 Travel costs are estimated and actual cost incurred by equivalent will be charged. Travel costs will include travel time and actual / direct expenses. For on-site work of less than four consecutive days, travel time is invoiced at \$75 per hour, not to exceed five (5) hours per round trip.
- 21 Customer will make available all resources requested by equivalent for assistance with and approval of all project milestones and deliverables.
- 22 Customer is responsible for the local host environment including all required licenses, SSL certificates, hardware and third party software components and configuration.
- 23 The local environment and any peripheral equipment must meet minimum requirements as specified by equivalent.
- 24 Customer will provide equivalent direct remote access to the host environment.
- 25 Customer is responsible for providing a suitable training environment that includes a personal computer for each student.
- 26 equivalent assumes that Customer will use Microsoft Internet Explorer 11 on the local work stations.
- 27 equivalent will provide standard conversion services including one mock conversion run and one production conversion run. Customer will be responsible for data cleanup in the legacy application.
- 28 The scope of work does not include any work related to the migration, integration of any Ticket import functionality.
- 29 The scope of work does not include any work related to the migration, integration of any imaging system, or conversion of any imaging related data.
- 30 The scope of work does not include any work related to the integration or related data extraction with labels.

Recommended Technical Environment

CJS recommends the following hardware configuration and specifications for your CourtView3 production environment, based on assumptions of 200 or fewer concurrent users.

Database Server

The requirements for a database server depend primarily on the size of the CourtView database and the maximum number of concurrent users. Memory on the database server is a major factor affecting CourtView performance; CJS recommends always allowing for future expandability. For a database server dedicated to CourtView, CJS recommends machines that meet or exceed the following specifications:

Processors: 4 cores or vCPUs
 Hard Drives: RAID 1/5/10
 Size: >100 GB
 RAM: 8 GB

CJS recommends the latest patch release of Oracle 12cR1 or Microsoft SQL Server 2014 or 2016 as the Relational Database Management System (RDBMS). Drive space requirements depend upon the caseload and modules used. Optionally, a replicated database can be configured for public access, reporting, and/or disaster recovery. This server should be sized similarly to the production database server.

Application Server

The requirements for the application server(s) depend primarily on the maximum number of concurrent CourtView users in each office location. CJS recommends one or more machines that meet or exceed the following specifications:

Processors: 4 cores or vCPUs
 Hard Drives: RAID 1/5/10
 Size: >100 GB each
 RAM: 8 GB

CJS supports WildFly 9.0.2 or Oracle WebLogic 12c as the Application Server Software. Application Servers can be scaled horizontally to accommodate load and provide high availability with the use of a network load balancer, such as Barracuda Networks load balancer switch.

Reporting Server

The requirements for a reporting server depend primarily on the maximum number of concurrent users. Disk space is not a major consideration. CJS recommends machines that meet or exceed the following specifications:

Processors: 4 cores or vCPU's, 2.5+ GHz
 Hard Drives: RAID 1/5/10
 Size: >100 GB each
 RAM: 8 GB

CJS supports SAP Business Objects Enterprise and SAP Crystal Reports Server, OEM Edition.

Web Server (for eServices)

The requirements for a web server depend primarily on the maximum number of concurrent users utilizing eServices. CJS recommends machines that meet or exceed the following specifications:

Processors:	2 cores or vCPUs
Hard Drives:	RAID 1/5/10
Size:	>50 GB
RAM:	4 GB

Disk space requirements are dependent upon customer's log retention policies.

Web Application Server (for eServices)

The requirements for a web application server depend primarily on the maximum number of concurrent users utilizing eServices. Disk space is not a major consideration unless JusticeFiling is being installed and the filings are stored on this server. Additional disk space may be necessary depending upon the volume of filings and the retention policies desired by the customer. CJS recommends machines that meet or exceed the following specifications:

Processors:	4 cores or vCPUs
Hard Drives:	RAID 1/5/10
Size:	>50 GB
RAM:	8 GB

Depending upon factors such as your network security policy, the web server and the web application server can be the same machine. However, CJS recommends configuring two servers which allows the web application server to reside on the internal network. Communication with the database server (optionally replicated) then occurs entirely within the internal network, and it is not necessary to allow traffic to the database server from the web server located within the DMZ.

Imaging Server

This server supports the imaging application and stores the electronic images. The requirements for the imaging server depend primarily on the maximum number of concurrent CourtView users accessing images, as well as the desired quality of the images (color or higher resolution images require more disk space and more network bandwidth). CJS recommends machines that meet or exceed the following specifications:

Processors:	4 cores or vCPUs
Hard Drives:	RAID 1/5/10
Size:	>100 GB
RAM:	8 GB

A number of options exist for configuring image storage depending on volume considerations and internal retention policies. Some customers may prefer a storage solution contained within the server itself; others may choose an externally connected disk array supporting larger data retention.

Integration Server

The requirements for the integration server(s) depend primarily on the load created by the interfaces or exchanges. CJS recommends one or more machines that meet or exceed the following specifications.

Processors: 8 cores or vCPU's
 Hard Drives: RAID 1/5/10
 Size: >50 GB
 RAM: 8-16 GB

Integration server requirements may change based on definitions during the Interface BPR. Server requirements are derived from the methods of delivery specified with the list of project interfaces.

Workstation Specifications

For all configurations, client workstations should be at least running Windows 7 Professional, Windows 8.1 Professional or Windows 10 Professional. We recommend Internet Explorer 11 32 bit for the browser. We recommend at least 4 GB of RAM. CourtView requires a minimum display resolution of 1024 x 768 for proper viewing. CJS recommends machines that meet or exceed the following specifications:

4 GB RAM; 128GB HDD
 Windows 10 Professional (32 or 64-bit)
 Internet Explorer 11 32 bit
 Mouse and Keyboard; 17" Monitor (19" or larger monitors recommended)
 100/1000 Ethernet NIC

Additional Requirements For Any Configuration

In addition to the above, CJS also recommends the following:

- An appropriate number of printers and other peripheral devices
- Standby power supply to protect the servers from power problems
- VPN and Remote Management software to support remote diagnostic communications
- Provision for disaster recovery

CJS will not be responsible for any site preparation or construction or communications or cabling infrastructure. CJS will not install any servers at any site. CJS will not provide any operating system or Relational Database Management System (RDBMS) software for the servers.

Other Environments

CJS recommends separate environments be used for Development, Test, Training, Data Warehouse, and/or failover (DR) purposes. These environments should be sized appropriately for the need.

CourtView 3 Compatibility Matrix August 12, 2019	WebLogic		JBoss 1, 2, 6		WildFly 1, 2	
	12c	12.2	4.2.3	9.0.2	14.0.1	
The CourtView 3 release listed, or a later CourtView 3 release, is compatible with the listed software and operating system versions.						
Databases						
Microsoft SQL Server 2012	3.8	3.24	3.9	3.15	3.23	3.23
Microsoft SQL Server 2014	3.13	3.24	3.13	3.15	3.23	3.23
Microsoft SQL Server 2016	3.16	3.24	3.16	3.16	3.23	3.23
Microsoft SQL Server 2017	3.24	3.24	3.24	3.24	3.24	3.24
Oracle 11g R2	3.8	3.24	3.9	3.15	3.23	3.23
Oracle 12c R1	3.13	3.24	3.13	3.15	3.23	3.23
Oracle 12c R2	3.24	3.24	3.24	3.24	3.24	3.24
Browser³						
Internet Explorer 11	3.9	3.24	3.9	3.15	3.23	3.23
Edge ⁵	3.21	3.24	3.21	3.21	3.23	3.23
Office Suites						
Adobe	3.8	3.24	3.9	3.15	3.23	3.23
Aspose	3.8	3.24	3.9	3.15	3.23	3.23
Microsoft Word / Excel 2010	3.8	3.24	3.9	3.15	3.23	3.23
Microsoft Word / Excel 2013	3.8	3.24	3.9	3.15	3.23	3.23
Microsoft Word / Excel 2016	3.14	3.24	3.14	3.15	3.23	3.23
Report Writers						
Crystal Reports XI	3.8	3.24	3.9	3.15	3.23	3.23
Crystal Reports 2008	3.8	3.24	3.9	3.15	3.23	3.23
BOE	3.8	3.24	3.9	3.15	3.23	3.23
Imaging Systems⁴						
VistaSG netDMS	3.8	3.24	3.9	3.15	3.23	3.23
Hyland OnBase (Version 15 or a later version)	3.14	3.24	3.14	3.15	3.23	3.23
ShowCase IDMS ⁷	3.11	3.24	3.11	3.11	3.23	3.23
Notes						
¹ Windows and Linux are currently the only supported platforms for our application servers.						
² Java is required; the version required is the version compatible with the application server installed.						
³ While the Mozilla Firefox and Google Chrome browsers will run the majority of our application, we do not officially support them.						
⁴ Both imaging systems (netDMS and OnBase) require installation on a Windows server.						
⁵ The following features do not function in Edge: Legacy POS printers and document execution method Local Word Processor. In addition, neither OnBase nor NetDMS is currently supported under Edge. Customers using these features/products will need to continue using Internet Explorer 11.						
⁶ With version 3.15, JBoss 4.2.3 has been updated to WildFly 9.0.2.						
⁷ ShowCase IDMS requires Microsoft SQL Server 2008 or later.						