

MINUTES COMMUNITY DEVELOPMENT COMMITTEE MEETING

Reynoldsburg City Council

October 15, 2012

Members of Community Development Committee present: Leslie Kelly, Scott A. Barrett, Nathan Burd, Cornelius McGrady III.

Other members of Council present: Mel Clemens, Barth R. Cotner, Chris Long, Council President Doug Joseph.

Mrs. Kelly called the meeting to order at 7:30 p.m.

The agenda was approved.

Minutes of the Community Development Committee meeting held July 2, 2012 were approved without objection.

Discussion: Authorization of advertisement for bids for maintenance of landscaping beds and plants - Main Street Corridor Revitalization - for 2013 and 2014- - -Street Supt. Dave Metzger said the request was pretty straight forward; that it was for authorization to bid for upkeep and repairs needed on the Streetscape program. Mr. McGrady asked if Mr. Metzger could provide something that would show a cross-comparison - what it would cost the city to perform the tasks as opposed to a sub-contractor. Mr. Metzger said he would do so. Mr. McGrady asked that the area also be included; Mr. Metzger said he would do so. Mrs. Kelly moved to send a Motion to Council with recommendation for adoption; Mr. Barrett seconded; all voted "Aye". Mr. McGrady said he had just asked for some documentation (prior to legislation); Mrs. Kelly said Mr. Metzger would bring the information to Council; Mr. Barrett said bids would be obtained and then those would be compared to what the internal costs would be. Mr. McGrady thanked members for the clarification.

Meeting adjourned at 7:33 p.m.

Community Development

- - -Nancy C. Frazier, Clerk of Council

October 15, 2012

MINUTES SAFETY COMMITTEE MEETING

REYNOLDSBURG CITY COUNCIL

October 15, 2012

Members of Safety Committee present: Mel Clemens, Cornelius McGrady III, Nathan Burd, Scott A. Barrett.

Other members of Council present: Leslie Kelly, Barth R. Cotner, Chris Long, Council President Doug Joseph.

Mr. Clemens called the meeting to order at 7:33 p.m.

The agenda was approved.

Minutes of the Safety Committee meeting held September 17, 2012 were approved without objection. Minutes of the special Safety Committee meeting held September 24, 2012 were approved without objection.

Discussion: Liquor Permit Request - New - Captain Abe, Inc., dba Sunoco, 6201 E. Livingston Av, Reynoldsburg, OH 43068- - -Chief O'Neill said an investigation had been conducted, and they had found no reason to request a hearing. Mr. Clemens said the liquor permit request would be returned without a request for a hearing.

Discussion: Liquor Permit Request - New - NZR Retail of Toledo, Inc., dba Stop & Shop, 7616 E. Main St., Reynoldsburg, OH 43068- - -Chief O'Neill said an investigation had been conducted, and no reason for a hearing had been found. Mr. Clemens said the liquor permit request would be returned without a request for a hearing.

Meeting adjourned at 7:35 p.m.

Safety Committee

- - -Nancy C. Frazier, Clerk of Council

October 15, 2012

MINUTES SERVICE COMMITTEE MEETING

Reynoldsburg City Council
October 15, 2012

Members of Council present: Barth R. Cotner, Scott A. Barrett, Leslie Kelly, Cornelius McGrady III.

Other members of Council present: Mel Clemens, Chris Long, Nathan Burd, Council President Doug Joseph.

Mr. Cotner called the meeting to order at 7:35 p.m.

The agenda was approved.

Minutes of the Service Committee meeting held October 1, 2012 were approved without objection.

ORDINANCE TRANSFERRING FUNDS WITHIN THE STORM WATER DIVISION TO PURCHASE SUPPLIES FOR REPAIR OR REPLACEMENT OF STORM WATER OUTLETS- -first reading 10-8-2012- - -Mr. Cotner asked for any questions. (No response) Mr. Cotner moved to send ordinance to Council with a recommendation for adoption as an emergency. Mr. Barrett seconded. All voted "Aye".

ORDINANCE AUTHORIZING PURCHASE OF ONE 2013 FORD TRANSIT CONNECT 4x2 FOR WATER/WASTE WATER DEPARTMENT- -first reading 10-8-2012- - -Mr. Cotner Mr. Cotner asked if there were any questions. (No response) Mr. Cotner moved to send ordinance to Council for the second reading. Mr. Barrett seconded. All voted "Aye".

Meeting adjourned at 7:37 p.m.

Service Committee
- - -Nancy C. Frazier, Clerk of Council
October 15, 2012

MINUTES FINANCE COMMITTEE MEETING

Reynoldsburg City Council

October 15, 2012

Members of Finance Committee present: Chris Long, Nathan Burd, Barth R. Cotner, Mel Clemens, Leslie Kelly.

Other members of Council present: Cornelius McGrady III, Scott A. Barrett, Council President Doug Joseph.

Mr. Long called the meeting to order at 7:38 p.m.

The agenda was approved.

Minutes of the Finance Committee meeting held October 1, 2012 were approved without objection.

Discussion: Transfer of funds within Development Department accounts for contracted services- -Mayor McCloud said, "The request you have before you is to merely re-appropriate, a transfer of an appropriation of existing monies that were budgeted earlier in the year, to pay our outside vendor. These funds are being transferred from a salary account for which we have no employee currently." Mr. Long asked if there were any questions. (No response) Mr. Long moved to send legislation to Council with recommendation for adoption as an emergency. Mr. Burd seconded; all voted "Aye".

Discussion: Authorization of Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to support the Big Walnut Watershed Coordinator Program, etc. and appropriation of funds.- -Mayor McCloud said, "Mr. Keljo from Franklin County Soil and Water was here a few weeks ago to talk about the numerous things that they do within this watershed and simply he asked if we would be willing to partner with them again as we did previously, to the extent of \$15,000 so that's what I'm asking your authorization to do."

Mr. Long: I believe that was the same amount that we did last year as well, right?

Mayor McCloud: That is correct.

Mr. Long asked if there were any questions. (No response)

Mr. Long: And you're not asking for an emergency on this; I'm assuming he is still completing his current contract?

Mayor McCloud: Correct.

Mr. Long moved to send legislation to Council for the first reading. Mrs. Kelly seconded; all voted "Aye".

Discussion: Disposal of fixed assets- - -Mr. Long said, "I see we don't have the Auditor here this evening, but it appears that we're going to be disposing of a couple of very old salt spreaders and a John Deere Gator, which I believe the Gator blew up this summer when they were working with it. Are there any questions on the disposal of these assets? (No response) Members of Council? Hearing none, I'll make a motion that we send this on to Council for its first reading." Mr. Clemens seconded the motion; all voted "Aye".

Discussion: Appropriation from Service Department account to Parks and Recreation Department account to purchase a 2011 XRT 1550- - -Mayor McCloud said, "Thank you Chairman Long. As you alluded to just a moment ago, the Gator that the Parks and Recreation uses, almost daily, met its demise. The department identified another one, and we are simply asking that funds be transferred from one account to another; these are not new monies we're requesting; it's simply a transfer of existing appropriation within the budget." Mr. Long asked if there were any questions. (No response) Mr. Long moved to send legislation to Council for the first reading. Mr. McGrady asked for the record, if that was the \$9200; the Mayor said yes. Mr. Burd seconded the motion; all voted "Aye".

Discussion: Authorization of contract for city web site and appropriation of funds- - -Mayor McCloud said, "A few months ago we the city put out an RFP for vendors to take a look at our web site, which is a chronic and constant source of frustration and dysfunction. A recommendation has been made; the recommendation was AFS; you should have the proposed contract in front of you. Mr. Teeters, the IT Director, is here this evening as well as a representative from AFS, who would be happy to answer any technical questions that you may have."

Mr. Long: I'm just curious as to how long it's gonna take us to get it up.

Computer Director Teeters: According to the time line, it should take about three to four months to go live from contract signing.

Mr. Long: Yeah, I know, Mayor, you and I had a discussion earlier - the service contract for this web site - the price is included for a two-year contract.

Mr. Teeters: That was a mis-reading on my part; it is...the service contract starts as of the date, the live date.

Mr. Long: And our annual cost on that is going to be?

Mr. Teeters: That would be the 560 a month for the service contract.

Mr. Long: Any questions from members of Committee? (No response) Council? Councilman Barrett.

Mr. Barrett: How much are we paying now to maintain the web site?

Mr. Teeters: Currently the web site is costing about \$70 per month.

Mr. Barrett: Okay. Are we going to be in any better position with this new site to maintain it ourselves?

Mr. Teeters: We will be in much better position. Not only is the web site going to be provided by a local company, but the bandwidth and the ____ is going to be much greater than what we've got now, and the company providing the service, AFS, is going to be there for full support; that's part of what that monthly support package is for. But the city itself, each department will be maintained, or maintain their own areas. AFS web will not be doing our updates.

Mr. Barrett: They will not?

Mr. Teeters: They will not be doing the city's content updates, let's put it that way.

Mr. Barrett: So, we'll be responsible for doing our own updates.

Mr. Teeters: That is correct. Each department will be responsible for their own...

Mr. Barrett: So what's the service contract, just, cause that's a pretty big jump from seventy bucks to 560?

Christina Blenk, President & CEO, AFS Web: Right. Actually, there are a number of things that are included in that monthly cost. When we put together a web site on this scale, we actually host it on two different servers, not just one; and what we're doing is, the software that we're going to run your web site - it will run on one server; we run Microsoft Sequel Server Database on a separate server so that we have good scalability for the sites. A site like yours will receive a lot of traffic; when we took the City of Gahanna live, they actually received a 40% increase in site traffic from before, to the new one, so we expect something similar to yours, for yours as well. So we have all of the hosting, all of the server maintenance, the upgrades to the Sequel Server Database, upgrades to your software are also included, so unlike what happened with your current site, which is, the current software was never upgraded, which is why it no longer functions today - part of that cost is incremental upgrades of the software. In addition, we're including the support contract, which is so many hours per year; that is for additional training time, additional service time. If you do actually have an update, we will actually do it for you for that, if need be. But typically, most clients will do their own updates, because the system is built, it's very user-friendly, and it's part of training to let everybody know how

to do it correctly.

Mr. Barrett: All right. So it sounds like we put the, the web site we have now, we probably haven't maintained a whole lot from a, okay, and that's kinda how we got the disparity right now.

Ms. Blenk: Right.

Mr. Barrett: Okay. Thank you very..

Ms. Blenk: What you end up with, with web technology since it evolves at such a quick pace, you really do need to upgrade it, the software, on a regular basis, and that's what we ____ will do.

Mr. Barrett: Excellent. Thank you very much. I'm not very computer literate, but, so are we budgeted for this? I mean...

Mayor McCloud: We did budget for this, Mr. Barrett, and I sat down with the City Auditor and he earmarked specific funds that we would be taking these funds from; some of these are Enterprise Funds because the Enterprise departments do use them. So not all of this is from the General Revenue budget.

Mr. Barrett: So moving forward, will this become a budget item...

Mayor McCloud: The only thing that I see moving forward would be the...

Mr. Barrett: The cost of the service.

Mayor McCloud: Yes. Exactly.

Mr. Barrett: Gotcha. That makes sense.

Mayor McCloud: And, correct me if I'm wrong, I think that's all we would, after the initial outlay, that would be it.

Mr. Barrett: Okay. Thank you. Great job!

Mr. Long: There were also, from what I understand in discussions, and one of the reasons that this, the dollar amounts are spread out through different Enterprise Funds within the different departments that if eventually additional functionality will be incorporated into the web site: water payments; sewer payments; the ability to go ahead and pay taxes and things of that sort, plus there will be an interactive communications tool for us to be to actually communicate now with a web site that works, with the community. So...any other questions from members of the committee? Councilman Kelly.

Mrs. Kelly: Will our residents be able to go online and pay their water bill, and do things like that on this site?

Mayor McCloud: That is the goal, yes. Ultimately, yes.

Mrs. Kelly: Now, will that be available in three months when it goes live? Or will that take a little bit longer?

Mr. Teeters: The functionality of getting the water payments, being able to pay the water bills online, is running parallel, so, hopefully that will be able to happen at the same time, but it is not part of the web design.

Mrs. Kelly: Okay.

Mr. Teeters: It runs parallel. We're working on that software right now.

Mrs. Kelly: And the same thing, and I'm assuming, ultimately the goal is to as well, the Parks and Rec, the programs, things like that, people can sign up.

Mayor McCloud: Absolutely. Yes. And they're actually testing now, internally, water bill payments, so, as he said, it's a parallel process; it's not part and parcel, but this will facilitate, or allow those kinds of payments, including Parks, traffic tickets, and some of the things Mr. Long just mentioned.

Mrs. Kelly: Okay.

Mr. Long: Scott, when we installed the accounting software here, I believe there was an additional module that would need to be purchased for that system to be able to handle the online payments. Is that correct?

Mr. Teeters: That is correct.

Mr. Long: Okay. So, Councilwoman Kelly, that kind of answers your question there as while the functionality is contained in both systems, until that piece of software is purchased for the accounting department to hook the two of them together, that's when it will become available.

Mrs. Kelly: Okay.

Mr. Long: Any other questions? Councilman Clemens.

Mr. Clemens: I know on the web site - will residents be able to draw up, or pick up all of our zoning

codes, and our building codes?

Mr. Teeters: Yes, they will be able to do that.

Mr. Clemens: Everything that works through the Building Department.

Mr. Teeters: That's correct. With the new web site, the reason that, that has not been updated on the old web site, the current web site, is because the current web site has not been functioning properly and our Building Department has not been able to keep those updated. With our new web site, they will be able to have all of that information at their fingertips.

Mr. Clemens: Even material that's copyrighted by other, you know..

Mayor McCloud: Yes, we are entitled to use, what I think what's referred to as the fair use of intellectual property, because I know that issue came up with the, in terms of the Building Maintenance Code, or the International ..

Mr. Clemens: Right. That's what I mean.

Mayor McCloud: Yes. Yes. We can put...yeah, absolutely.

Mr. Clemens: I've been questioned on that quite a bit, because they've been turned down and not able to get that, and not able to get it through the Building Department even, you know, because they said it was copyrighted. But they will be able to do this?

Mayor McCloud: Yes, we will have it there, yes. Absolutely.

Mr. Clemens: Okay. Thank you.

Mr. Long: Councilwoman Kelly.

Mrs. Kelly: Who is, I see on the page 22, it's under Core Elements, it's CMS training, initial eight hours, two training sessions, email, phone support - who, it's a two-part question, who's going to get trained, and what is that training going to look like, so that our people here, it is something that they can be used, because if we do this beautiful site, but people don't use it, it's kinda like why do it?

Mayor McCloud: If I can give the dumb answer before the technical answer - people want to maintain the web site, believe me! My staff is bonkers over the inability to update just routine things. We want this to be a living, breathing document where we can post, and/or email flash - water boil alerts, or whatever, but from my end, before they get technical, my staff wants to be able to update this, believe me.

Mr. Teeters: And, the technical answer to that is fairly short as well. Each department, as I was mentioning, is going to be responsible for updating their own portion. In each department, there will be a lead person responsible for that update. There will be a lead person who will then be trained to make those updates. It will be their responsibility to make sure that all of the content within their department section of the web site is correct and current.

Mrs. Kelly: Okay. Now will they be trained, I guess what I'm saying is, because I've been through trainings with webinars, and if somebody's not used to doing it, sometimes a webinar is very difficult to get trained on. Is it going to be a face-to-face training, is it going to be webinar training, is it trainer training...

Ms. Blenk: I actually do them. I come onsite....

Mrs. Kelly: Okay, that's what I was looking for.

Ms. Blenk: ...and we would use a training room of your choice, and actually do it in person ____

Mr. McGrady: Then accessibility for the individual that has a glitch, you're available to assist that individual, that lead person, if they have an issue that they can't upload?

Ms. Blenk: Correct. We have, I have staff that's available any time (inaudible).

Mr. McGrady: Okay.

Mr. Long: Any other questions from the committee? Members of Council? Councilman Burd.

Mr. Burd: Did I hear that you do Gahanna's web site?

Ms. Blenk: That's correct.

Mr. Burd: I would just encourage my fellow Council members to pull up two browsers; look at Gahanna's site and look at ours, and I think that we'll be very excited about the capabilities, because this is desperately needed, and I appreciate you all working on this and doing this, and it's not just going to be good, as we've said over and over again, this is going to really change the way residents do business with the city; it's not just a web site, and so, I've been looking at what you do at Gahanna. It's very impressive. So I'm glad you're here.

Ms. Blenk: Thank you.

Mr. Long: Any further comments? Hearing none, I'll make a motion that we send this on to Council for its first reading. Can I get a second? Second by Councilman Clemens. All in favor, say "Aye". (All voted "Aye") All opposed. (No response) Thank you.

Discussion: Authorization of 2013 Franklin County Public Health Services Contract- - -Mayor McCloud said, "This is, I guess, maybe almost a housecleaning item, Mr. Long. This is something I ask Council for authorization to enter into each and every year. They provide a number of services to us, and it is simply that time of year to make this request again." Mr. Long asked if there were any questions. (No response) Mr. Long moved to send legislation to Council for the first reading. Mr. Clemens seconded. All voted "Aye".

Meeting adjourned at 7:56 p.m.

Finance Committee

- - -Nancy C. Frazier, Clerk of Council

October 15, 2012