

City of Bay Village

Council Minutes, Committee Session
Council Chambers

February 25, 2013
7:30 p.m.

Dwight Clark, Councilman-at-large, presiding

Present: Clark, Lee, Lieske, Miller, Tadych, Mayor Sutherland

Absent: Mr. Koomar, Mr. Young

Others

Present: Law Director Ebert, Finance Director Mahoney, Police Chief Wright,
Community Services Director Bock, Service Director Galli, Operations
Manager Landers, Recreation Director Enovitch.

Councilman-at-large Dwight Clark called the meeting to order at 7:30 p.m. in the Council Chambers of Bay Village City Hall, and the meeting was open to the public.

On behalf of the administration and City Council, Mr. Clark expressed condolences to the family of Paul Koomar on the passing away of Mr. Koomar's sister this past weekend, after enduring a long illness. A moment of silence was observed.

AUDIENCE

The following members of the audience signed in this evening: Jerrie Barnett, Denny and Tara Wendell, Dick Majewski, Russell Thompson, Barb Harrell

ANNOUNCEMENTS

Destination: VFP Girls Presentation

Mr. Clark advised that the Village Food Project Girls attended the Citizen of the Year/Project of the Year Celebration on February 24, 2013 which was attended by Mayor Sutherland and Mr. Clark. Andrea Sheppa received the award for the 2013 Citizen of the Year, primarily for the work she did on the new band uniforms. The Project of the Year was the Village Food Project, represented this evening by Barb Harrell who has put so much time and energy into this wonderful undertaking that has been ongoing for two years now.

Barb Harrell stated that 55 families have benefited from the Village Food Project since its inception. The entire family of a cancer patient receives meals delivered to their home. Presently 72 meals a week are being sent out. Mr. Clark noted that this program has been the template for others who have come to Bay Village to learn about the program, because of the success of what has been done.

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Mr. Tadych asked if any of the original benefiterers of the program are still in the program. Mrs. Harrell stated that none of the original benefiterers are still being served, but they do have one person that came back to deliver meals who had been a recipient at one time.

The Council, administration, and audience enjoyed the presentation of the VFP Girls, Westerly School: Laura McCarty, Rachael Rankin, Alison Hartzell, Alison Reitz, Jennie Koomar, Chaeli Ziebarth, and Anna Saccany. These third-grade girls visited with Barb Harrell at the Village Food Project, and received an overview of the work of the Village Food Project. They then met and discussed what they would like to do to help. They learned that people make cards to include in the meals. The girls asked the Westerly School students and the Girl Scouts to help with making the cards, and held a competition at school to promote the endeavor, with the winning class receiving a breakfast buffet. They collected over 2000 cards, with their final goal to make others' lives brighter with their cards. With the help of their team managers, Cheryl McCarty, Laura Rankin, and Jennie Hartzell, the girls filmed a documentary of their project, which will be presented at a Destination Imagination Regional Competition in Chagrin Falls on March 9, 2013.

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE

Office of Criminal Justice Services Grant Application

Mrs. Lieske advised that Council has received information from Police Chief Wright regarding the Office of Criminal Justice Services Grant Application. Mrs. Lieske will introduce a resolution at the special meeting of Council this evening to authorize the application for the grant for a \$28,000 Ford Utility Police Interceptor vehicle, and \$2,000 to be used for police training. No matching funds are required.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE

Mr. Miller had no report this evening.

FINANCE & CLAIMS COMMITTEE

Temporary Appropriation Ordinance for the month of March, 2013

Mr. Tadych will introduce an ordinance this evening providing temporary appropriations for the month of March, 2013, pending adoption of the 2013 Budget.

Monthly Transfers of Funds

A resolution approving monthly fund transfers for the month of March will be introduced by Mr. Tadych at this evening's Council meeting.

City Buildings Roofs Insurance Claim

Law Director Ebert advised that the appraisals of the insurance company and the City of Bay Village were far apart requiring an application to the Common Pleas Court for an “umpire”. That report has been received and is in the hands of Service Director Dan Galli.

Mr. Galli stated that he received the 150 page report late Friday, February 22, 2013. The insurance company has agreed to pay \$489,273.24 towards the roof claims. Mr. Galli will build a spreadsheet applying dollar amounts to the particular buildings and submit that to Council this week. Council will be asked, at the March 4 meeting of Council, to authorize Mr. Galli to advertise for bids for the roof repairs. Mr. Tadych noted that this has been an ongoing process since 2010.

Salt Storage Building Insurance Claim

Service Director Galli stated that information has been received from Travelers Insurance Company that their adjustment amount is \$317,415.00. City Council has authorized Mr. Galli to request quotations for a replacement building. Now that the dollar amount is known, work will progress by the Service Department to determine replacement.

Mr. Tadych stated that there was some question of whether that money could be used in a variety of ways, or whether it was just going to be used on the salt building.

Mayor Sutherland stated that this is one of the things Mr. Galli and his team are going to look at. They were hoping they would be able to incorporate the truck dewatering station that is required by the Ohio Environmental Protection Agency. That will not work at this location. They will do something different with that and rebuild the salt barn, but maybe not in the same way as it was before.

Mr. Tadych asked if there is an urgency to rebuild the salt building immediately.

The Mayor responded that they do have a temporary facility that has worked well. There are some other storage needs that they have at the Service Garage. They need to rebuild the building, but do not necessarily need to use it for the same purpose. They have other ideas as to what they could utilize the building for and Mr. Galli’s team will work out the details. Mayor Sutherland stated that she is very proud of the team for staying on top of this. It was a very difficult negotiation, going back and forth with the insurance company. Finally, after three years all of this has been finalized and there is over \$800,000 of insurance proceeds. That would include the sifting and screening of salt and all of those incremental costs that the insurance company has assisted with. Mayor Sutherland gave kudos to Mr. Galli, Mr. Ebert, and former Finance Director Presley for staying on top of this and getting it done.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lee

Mr. Lee had no report this evening.

RECREATION & PARK IMPROVEMENT COMMITTEE

Mrs. Lieske reported that a meeting of the Recreation and Parks Improvement Committee was held earlier this evening. An information session on Fitness Trails was presented to the Committee, and will be reflected in the minutes of the meeting. There was also a discussion about program participation, revenue, and expenses that Recreation Director Enovitch shared with the Committee. Going forward, the Bay Village Summer Recreation Activities Bulletin is ready to be printed. The Committee followed up on the status of the Disc Golf proposal. Mrs. Lieske and Mr. Tadych walked the suggested course of the Disc Golf program recently and expressed concern about the stability of the steps up from the valley.

SERVICES, UTILITIES & EQUIPMENT COMMITTEE

Nixle Dialing Option for Emergency Notifications

Mr. Tadych stated that documents have been received from the Mayor indicating a cost of \$5,125.00 per year to provide the dial-up option for 14,561 residents. Mr. Tadych expressed favor with the idea. He has spoken to County Councilman Dave Greenspan regarding the county offering for a service. Their offering is so far distant as a county effort it is not worth discussing.

Mayor Sutherland expressed agreement with Mr. Tadych. She stated that as they were doing the research on this project they found that Nixle was actually half the cost of some of the other programs. They do provide free service for the city for the safety forces. If we send out email communications from the Mayor's office with the heading of the Fire Department on the notice, those text messages and email alerts are free to the city. During Superstorm Sandy, it was found that the city really needed to pick up a Reverse 9-1-1 System. Nixle is half the cost and the city would not maintain it. They contract with the landline carriers in the area. They are updated on a monthly basis as far as any phone number changes. The Mayor stated that she was holding off on the idea because of hearing that the county was going to have a system in place by 2012. That did not happen. They were then going out for requests for proposals. It took a month to get the document and at the end of the communication from the Deputy Chief of Staff it says "While the primary user of the system would be Cuyahoga County it is the goal of the office of Emergency Management to make all or some of the services available to municipalities. At this time until the proposals are received and costs are assessed, we cannot specifically identify what individual services will be offered at the municipal level." Mayor Sutherland conversed with Council President Koomar that she would like to get this going prior to tornado season. This is something that, if in the future – six, nine, twelve months down the road that the county gets it up and running we can always switch over. But it would not be prudent to wait for them. The recommendation of the Mayor and the Police and Fire Chief would be to go ahead and pick up the Nixle Dial. This is not in the budget, but it is felt that this is a key component of communications in an emergency situation.

Mr. Clark asked the implementation time line of this system.

Mayor Sutherland stated that she thinks they can get this up and running fairly quickly because all it requires is for them to upload a file from AT&T.

Mr. Tadych asked if the residents feed in the phone numbers.

Mayor Sutherland stated that the residents do not feed in the phone numbers. Nixle is working on that as the next stage so that people can add additional numbers. Right now, this is focused strictly on the land line because it is assumed that if they can get the emails or the texts they have the technology available.

Mr. Miller asked how this collates with what the Emergency Communications Task Force might be working on.

Mayor Sutherland said she is sure it will dovetail because this is something that has been identified as a need that needs to be filled. The Emergency Communications Task Force is also working on some additional ways of notifying people. During Superstorm Sandy everything went out, including land lines. The Task Force is working on additional ways of getting the word out.

Mrs. Lieske commented that the Emergency Communications Task Force has also been looking at vulnerable groups. This would tap into providing a service to one of the groups that would be most vulnerable, and the people that might not have the technology to get email or text information. It fits well with what they were talking about.

Mr. Tadych commented that it is a very necessary expense.

Mr. Lee asked the Mayor if her office would be able to record a message that would be sent out. The Mayor responded affirmatively.

Mr. Lee asked if the Mayor would have a place to record that message and send it out if the power is interrupted at city hall. The Mayor stated that the last time around she had to be very creative. Panera's Restaurant was very helpful. If there is some reason they cannot do it from city hall, they will figure something out. That is one of the things the Emergency Task Force can also be working on.

Mrs. Lieske stated that she has talked to the Co-Chairs of the Emergency Task Force about giving a short presentation to City Council on what they are doing. Hopefully, in the next month they can visit Council and give a general overview to let everyone hear what they have been working on.

Mayor Sutherland stated that an ordinance for this contract will be prepared and presented as soon as possible. Tornado season starts April 1.

Columbia Gas Line Project – Osborn and Wolf

Mr. Tadych stated that the Columbia Gas Line Project started in Ward 1 and Ward 2 last year. Columbia Gas is replacing gas service lines to homes. They will now move down to Ward 2 and Ward 3, and service about 700 homes in that area and a cost of approximately \$3.5 million. They will work between Osborn Road and Wolf Road, in the Long Beach area, and smaller areas in between. They replace the ground after they place the line in and replant grass. They accomplished this very well in Ward 1 and Ward 2 last year.

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Mayor Sutherland stated that they have been great to work with. There was an issue with a gas line and a sewer line in Ward 2. Some residents are still waiting for Columbia Gas to come back and do their tree lawn repair, which they will do when the planting season begins.

Mr. Tadych stated that last year Columbia Gas sprayed the sidewalks where they were already cracked so they are marked to indicate that Columbia Gas did not cause the cracks and the residents can be assured that the cracks were there before they began their work.

Mr. Miller stated that he attended the public information meeting for the gas line replacement program. The presentation this time was much improved. The previous year there was a lot of rain; last year there was very little rain. One of the challenges was to bring back the tree lawns. Mr. Miller wanted to make it clear to those in attendance at the meeting that once the seed starts to come back the homeowner really is responsible for maintaining the tree lawn. Columbia Gas will not return to mow. Once the seed starts and the grass comes back up, the homeowner is responsible for watering and mowing. If there are ruts and other things that don't appear to be the natural condition, they will come back. There were a couple of places on Glen Park last year where Columbia Gas Company leveled the ground and worked out the ruts.

Mayor Sutherland stated that this is a huge benefit to the residents. For the past couple of years they have invested millions of dollars in the infrastructure in Bay Village.

Mr. Miller noted that they will also do the upgrade to the businesses at Dover Junction. They have done a survey of those regulators and will do their best to not disrupt the commercial operations during their work.

MISCELLANEOUS

Law Director Ebert discussed the situation with a home under construction on Red Oak Lane. He noted the lengthy Court Docket that started in June of 2009. The case has been through several judges, several attorneys, and as of today, the homeowner filed bankruptcy. The Bankruptcy Court has been asked about a time frame, to which they responded that they are unable to give a timetable as this is classified as a mega-case, there are so many parties involved. The parties have been cited again, but since the case is stayed, enforcement will not happen. The mortgage company asked to come in and do some work and they were prohibited by the homeowner. Mr. Ebert noted that he reviews the case weekly.

COMMITTEE OF THE WHOLE

Cleveland Water Department Presentation

Mayor Sutherland introduced Margaret Jackson, Manager of the Public Outreach/Legislative Affairs Division of Water, City of Cleveland, and Alex Margevicius, P.E., Interim Commissioner, Department of Public Utilities, City of Cleveland, Division of Water. Commissioner Margevicius gave a presentation to City Council, the administration, and the audience of the Water Agreement between the City of Cleveland and the City of Bay Village to

provide water for the citizens of Bay Village. A copy of the handout provided by the presenters is attached to the original copy of the minutes of this meeting.

Mr. Margevicius explained that the City of Cleveland is a full service water provider, from beginning at the lake to the end at the tap. It is owned and operated by the City of Cleveland since 1856, serving 1.4 million customers in the region, 420,000 accounts in five counties. They are the 9th largest water system in the United States by number of service connections, supported by water rates coming in to support their function. Their annual budget is \$260 million with 1,100 employees in their division.

The primary reason for the visit to the Council has to do with local water mains under 1980's Water Service Agreements. A nationwide issue is that no one has been reinvesting to a large extent in a long time in the local distribution water mains in the ground. The Division of Water owns the Crown Water Treatment Plant, and the three other treatment plants, the pump stations in the system, the storage tanks, and the large 20 inch and larger transmission mains. The local communities, per the 1980's agreement, own the small distribution mains, 16 inches and smaller, that run down every single street and feed the fire hydrants and the individual connections to homes. When one of these mains breaks, the City of Cleveland will repair it and will pay the City of Bay Village to restore the pavement. If a main is breaking excessively and needs replacement, that is a capital reinvestment and is the responsibility of the City of Bay Village. It has been very difficult for most communities to find funding to do a lot of main replacement work.

Seven years ago the Division of Water started to engage the Suburban Water Council of Governments. The 1980's agreement contemplated an entity that the Division of Water would interact with and represent the suburban interests, called the Suburban Council of Governments. Since the 1980's it was dormant. Seven years ago the group became invigorated and the Cleveland Division of Water has been meeting with them since. Discussions have focused on cost of service, and water rates since then have gone up more in the City of Cleveland than they have in the suburbs. The Suburban Rate Multiplier has been reduced and a fixed charge of \$18.00 per bill has been implemented.

Mr. Margevicius related that the two largest issues in these discussions have been the ownership of the suburban lines coupled with regional economical development concepts. A new Water Service Agreement has been crafted that several communities have signed. Essential elements of the agreement are that the existing Water Service Agreement gets amended with new terms, there is a companion Economic Development Agreement that the communities sign, there is an Asset Transfer Agreement, transferring ownership of the local lines to the Division of Water, the Suburban Distribution Main Renewal Program, and a Reimbursement Agreement.

The Amended Water Service Agreement is signed for a period of twenty years, automatically staying in effect year-to-year thereafter if neither party takes any action to do anything otherwise. Cancellation of the agreement and return to the previous agreement requires five years advance notice and cannot be executed until year fifteen of the agreement. Reimbursement language and dollar values on floors and ceilings have been worked through with attorneys from the Council

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of Governments and a new version of the Agreement, Version 2-A is now in place, and is the version that the City of Fairview Park is executing.

There is a Joint Economic Development Zone Agreement (JEDZ) that goes along with the agreement, hand in hand with the Water Service Agreement for a 20-year period. It requires that the City of Cleveland and the participating community promote economic development, encourage regional cooperation, and agree to limit the pursuit of other's businesses. The agreement is strictly bi-lateral, between the participating community and the City of Cleveland, and includes limitations on tax abatements and incentives. Income tax sharing for moves within the zone applies to larger businesses with payrolls of \$500 thousand or more.

Whether the City of Bay Village signs the new Water Service Agreement or not, the City of Cleveland will continue to do repairs. In order for the Division of Water to do capital reinvestment, it is a legal obligation that they own the asset. Any water main replaced by the city that is still under a debt obligation would remain with Bay Village until the debt is cleared. If the city would choose to cancel the amended agreement and go back to the original agreement, the ownership of the water mains would return to the city with the proviso that any investment by the City of Cleveland would have to be repaid, with depreciated value.

Bay Village has 68 miles of pipe, with 47% of those pipes installed before 1930. A preliminary study of streets in Bay Village that would be candidates for water main replacement was indicated by a small map included on Page 9 in the attached handout. The purpose of the program is to replace old, existing pipe, and not install new pipe in undeveloped areas. The City of Cleveland will still continue to perform hydrant replacements, with the City of Bay Village continuing routine hydrant maintenance. The selection process of main renewal involves communities proposing projects of a problematic water main, or a forthcoming road project, and nominations by the Division of Water of known problem mains. A technical review committee scores projects based on evaluation criteria.

Twenty-eight communities have signed the Amended Water Service Agreement to date. Contracting for water main replacement can be done by either the Cleveland Water Department performing the design and construction, or the participating community performing the design and construction and being reimbursed by the Cleveland Water Department. Contractual obligation of the City of Cleveland is \$10 million per year with the program, but there are plans to increase that obligation to \$15 million by year 2017.

Mayor Sutherland stated that the City of Bay Village is getting ready to do a sewer replacement project on Cahoon Road. Mr. Margevicius stated that they would score that project and if it qualifies the water lines would be replaced.

The Mayor noted that the economic development piece of the agreement is very familiar to her because she, along with three of her colleagues, actually wrote the model that Mayor Jackson absorbed into the Water Agreement. It is not every single business in the community that might move around, it is the ones you cannot go after and try to recruit a company out of Cleveland to come to Bay Village, and if you did the revenue share would go into effect. The City of Bay Village, being three percent commercial, the probability of ever having to utilize that section is

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small. When first talking about this five years ago there was a law firm in Bay Village that built a new building in Cleveland, and the City of Bay Village could have gotten \$50,000 per year in income tax.

Mr. Clark asked what percentage of the water mains would the City of Cleveland, Division of Water, own in Bay Village now. Mr. Margevicius stated that there are no transmission mains that pass through Bay Village. The key point of the agreement is the 68 miles of the smaller mains that are in Bay Village. Mr. Margevicius encouraged the Mayor and Council to speak to some of the neighboring communities, such as Rocky River, that have signed the agreement. Shaker Heights and Euclid have been in the program for six years and have had many water mains replaced in their community.

Mr. Tadych asked the age of the five replacement areas identified in the map, and how long they have been identified. Mr. Margevicius stated that the exercise to identify those mains was done last October. They are also systematically looking at the entire water system. It is their intent to give a report to the City of Bay Village with an over-all assessment of the condition of the distribution mains. This report should be coming relatively soon.

Mr. Lee asked if the twenty year agreement provides any clarification on rate changes over that time period. Mr. Margevicius stated that the current language in the Water Service Agreement is unchanged. The same terms that are in the existing agreement continue and are unmodified by the new agreement. The agreement says that for every dollar they raise in the City of Cleveland residents proper, they can raise so much in the suburbs. They used to max it out; they do not anymore. They are less than what they are legally allowed to as far as rates in the suburban communities.

Mr. Clark asked if the new electronic meter reading system is a success in Bay Village. "How much has been done and what kind of feedback has been heard?" Mr. Margevicius stated that it is going well; Bay was one of the very first communities that they have been in. They have 420,000 total water meters to get through and are at about 45,000 so far. They are doing about 500 per day now with the schedule to complete everything by the end of 2014. They must coordinate the installations with the meter-reading cycles, which causes them to have to leave the community at some point and return at a later time.

Mr. Ebert noted the difficulty for the Service Department workers with the antennae attached to the manhole covers. Mr. Margevicius noted that care must be taken when removing the covers.

Mr. Clark thanked Ms. Jackson and Mr. Margevicius for their presentation this evening. Mayor Sutherland stated that any questions can be sent to her which she will forward to Ms. Jackson and Mr. Margevicius.

Mr. Tadych stated that Law Director Ebert and he have had some discussion regarding the high water bills being experienced in some instances after the new electronic meters are installed. He asked Mr. Margevicius if the Division of Water is working with the residents to try to make it easier for them to pay the high water bills that are caused by some other reason than the unit itself.

Mr. Margevicius stated that when the installer comes he is removing the old meter. Typically the meter reader, for years, only reads the remote meter on the outside of the house. It is possible that the remote on the outside of the house and the actual meter with the dial inside the house may have gotten out of sync. They have taken the position, through this project, to make it easier on everybody that they will use the lower of those two readings to generate the last bill on the old meter. They are replacing meters that are ten years old and older. If the meter itself is less than ten years old, they just put the new compliant register on top of the meter. There is a small percent of the meters that are ten years old and older that were not registering enough water. The brand new meters are picking up every drop that goes through the meter. There have been a few people that have called as a result. One of the advantages of the automatic reading is that they get meter readings every hour, instead of once a quarter. This helps diagnose usage on the accounts. There are payment plan options for customers if they have issues.

Mr. Tadych stated that he knows several people who have gotten very high water bills after the meters went in, some over \$1,000. The Law Director has been working with the Division of Water for these cases. Mr. Margevicius reiterated that this is a catch-up on the old meter that sometimes causes this problem. It is not the new meter. The part of the bill that is on the old meter could have been causing the problem as being underestimated for a long time. The installers are finally getting a more accurate read. The number of complaints on the automatic meter reading project is relatively small.

Warwick Communications Presentation

Mr. Jim Auer of Warwick Communications spoke to the City Council and administration regarding the existing telephone system for the Bay Village municipal buildings, and potential improvements for both hardware and software.

Warwick Communications installed the current telephone system for the city about ten years ago. The system at city hall is the hub of the network, with the connection for the main phone service and the connection for the voice mail. The facility that the Recreation Department is in and the facility that the Senior Center is in are connected to the city hall site. Standing separate, but in a unified way to look like one system, the Police, Fire, and Service Department have their own systems. Within each system there is a technology that ten years ago was very popular called digital telephones which is how they communicate with the end-user devices. Between those four systems, a technology that was considered new ten years called Voice Over IP was used to mesh those four systems together so that the residents and the workers think they are all on one giant telephone system. The manufacturer of that system came out with a new system five years ago that was all Voice Over IP, not just between the boxes, but within the boxes. Mr. Auer spoke to the previous Finance Director about the benefits of an upgrade and the current status of the phone system. The point has been reached that the number one component on the system that would be the hardest to replace and is the most likely to break is the voice-mail system, because it truly is a PC and is based on a hardware design that the PC industry had discontinued many years ago. The manufacturer does not support the software for the phone system, but they still do make refurbished hardware for everything but the voice-mail PC.

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The up-grade proposed to Bay Village allows the city to migrate the telephones forward where it makes sense, or buy new telephones as determined. In a competitive situation, it allows their price to be less than starting all over from scratch. Another benefit is the programming of the current system also gets migrated into the new data base so hand-entering will not have to be redone, reducing the labor costs. The cables are already in place and will not need adjustment. These benefits allow the city to buy the upgrade at a less price than starting from scratch. The core way of using the system is something the employees of the city already know, so the learning curve is negligible.

The design of the new system is less reliant on hardware and more reliant on software. It will be more reliable and easier to upgrade going forward. Last fall, a building by building survey was done under the request of the former Finance Director. After that survey, he was given a two-page synopsis of the survey. Mr. Presley was furnished with the quotation that is in front of Council at this time. The Service Department and Fire Department will continue to use the phones they have, with the control box being replaced with additional features. For the Police Department and the city hall, the instruments on the desks will be replaced with newer Voice Over IP phones. New features are those that many businesses find popular, such as getting voice mails tied into emails so someone could hear them through their Smartphone when travelling and the ability to set up a conference to collaborate with four or five people by calling a number and entering a pin code.

In anticipation of making an upgrade, the former Finance Director did make some changes to the city services, carving out some areas that were overpriced from the local telephone company. At this point, there is no additional phone company savings that would be generated. Because this is more of a software product, it is more reliable and easier to upgrade. The system gets five years of software upgrades, and five years of hardware warranty from the manufacturer on any of these new components included in the proposal.

Mr. Miller asked if devices such as the fax machines or postage meters will need to remain on a digital line. Mr. Auer stated that the concept of Voice Over IP can be unfriendly to a modem or fax machine. There aren't a lot of modems in use in the city and in terms of faxing, this has been covered in the solution. There will not be a need to add phone lines to cover existing devices.

Mr. Tadych asked if the city has any T1 lines. Mr. Auer stated that the city has a T1 line for their primary phone of dial tone which comes into the city hall building. Of the connections to three remote buildings, one is T1, which is the Service Building. The T1 between city hall and the Service Building is used so the computers can talk to each other, and is used so the phone systems can talk to each other. The Police and Fire are underground fiber that is owned by the city.

Mr. Miller stated that it has taken ten years for the phone system to become obsolete. He asked the projection for the new system to become obsolete. Mr. Auer stated that for the next five years he is comfortable that this will be taken care of with the software upgrades and with the technology that would come. Beyond that it could be another ten years, or one day. Manufacturers need to stay current with the times and with what other people have to offer.

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Mr. Miller asked the name of the manufacturer that Warwick Communications is proposing. The name of the manufacturer is MYtel, the same one that is currently in use.

The quotation is for four new systems for the four buildings. Two buildings will get new phones and two buildings will re-use the phones that they have or draw from the old phones for their spares. It is possible that the city could go on the high side and give everybody a new phone. All of the phones that will not be changed out amount to a value of \$7,000.

Mr. Tadych asked the number of phones servicing city departments.

The Service Department has 12 phones, the Fire Department has 12 phones, the Police Station has 35 phones, the Dwyer Memorial Center has 6 phones, the Bayway Cabin has three phones for the Recreation Department, and there are 22 phones in the city hall building.

Mr. Miller asked if the city is obligated to upgrade the phone service for the Bayway Cabin. Mr. Auer stated that the city does not provide phones for the child care center; only for the three phones for the Recreation Department.

Mr. Tadych asked if there are any lines going to the youth center that are paid for by the city. Mr. Auer stated that there is none that he is aware of.

Mr. Clark asked if going with the phones that are proposed now prohibits the city from adding more phones over the next five years. Mr. Auer stated that it does not prohibit adding more phones. Finance Director Mahoney was given references of other cities that have done this upgrade. Many organizations get very few new phones. There is one feature that requires a new phone: the integration of the phone to the Outlook contacts so that they can click on a contact in Outlook to make a call. There are organizations that feel their phones are in still in good shape and plan to push that to a future budget year. With no new phones, the proposal is just under \$30,000 for the City of Bay Village.

Mr. Clark asked the city's Achilles Heel from a hardware and software statement at this time. Mr. Auer stated that the voice-mail system is everybody's Achilles Heel that bought a system in 2002 that was using an ISA based PC and in many cases, such as the Rocky River Courts, they were driven by the voice-mail failing. They had already been considering the upgrades and it moved it up on their list of things to do. In the case of North Olmsted schools, their voice-mail crashed two days before school started, was re-built and crashed a week later.

Mr. Miller asked, in regard to implementation, is it seamless to have this done in off-hours? Mr. Auer stated that the four boxes would be brought in and the data base imported into them. The wires, if the phones are being reused, are 100% compatible. The new Voice-Over IP model phones are on the network so they are able to be installed in advance of a cutover. Typically for a city they would come in on a Saturday morning.

Mr. Lee asked about lead time on equipment purchases. Mr. Auer stated that 45 days after a purchase order is issued, installation is scheduled.

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Mr. Tadych asked if there are any unused stations. Mr. Auer stated that there is a phone in the additional Council office that is not used. The Service Department has an unused phone. The Fire Department has one phone that broke and has not been replaced. There has been some movement since the equipment has been installed. The Police Department moved their equipment to their new station on Wolf Road.

Mr. Clark asked if there is a separate maintenance contract that the city signs and pays for each year. Mr. Auer stated that the phone system contract in 2002 includes a one year warranty for hardware, software, and workmanship. They still do the one year labor, but now the software and the hardware are five years from the manufacturer. After year one, if the city wants to pay for free labor they do offer a proposal. The city has not had a maintenance contract on their current phone system with Warwick for at least the last three or four years.

Mr. Clark asked Mr. Auer if the MYtel system is something he knows well. "Is recognition and reputation in the industry provided?" Mr. Auer stated that they have secured United Way of Cleveland with 300 phones and the Rock-and-Roll Hall of Fame with 150 telephones. There are people making major purchases and the business is being won with that product.

Mayor Sutherland stated that the present MYtel system in the city has performed very well over the past ten years.

Mr. Clark stated that the next steps would be receiving some references and looking at a revision of the quotation with Finance Director Mahoney.

Mr. Tadych stated that President of Council Koomar has suggested to him that he would like to see the contracts of whatever was offered initially from other companies. Finance Director Mahoney acknowledged this request.

Mr. Auer was thanked for his presentation and the detail offered.

The Committee Meeting of Council adjourned at 9:10 p.m.

Dwight Clark, Councilman-at-large

Joan Kemper, Clerk of Council