

# **City of Gahanna**

*200 South Hamilton Road  
Gahanna, Ohio 43230*



## **Meeting Minutes**

**Tuesday, May 28, 2002**

**Immediately following previous Committees**

**8:00 PM**

**Council Committee Rooms**

## **Finance Committee**

*Debra A. Payne, Chair  
Karen J. Angelou  
L. Nicholas Hogan  
Robert W. Kelley  
John McAlister  
David B. Thom  
Michael O'Brien, ex officio  
W. Jerome Isler, ex officio*

**Members Present:** Debra A. Payne, L. Nicholas Hogan, Michael O'Brien, Karen J. Angelou, Robert W. Kelley, John McAlister and David B. Thom

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**ADDITIONAL ATTENDEES:**

Stinchcomb, Hall, J. Williams, Franey, Davies, White.  
TTG - J. Haver, Brad Hayes  
TIMS - Glen Cummings, Richard Smith.

**ITEMS FROM PREVIOUS COMMITTEES:**

**T.I.M.S.**

J. Haver, TTG, recapped some of what company was hired to do; project scope was to present a benchmark, provide recommendations, authorized us to do an RFP; that has been done and bids were issued; are at the final stage of that process; we are at oversight of the entire implementation; see report attached hereto.

O'Brien asked if a hour 2 battery was sufficient for our emergency management needs. J. Williams stated he felt it was adequate; will hold until the auxiliary power supply could be put in; without a UPS, which is more expensive and complex, this is a better alternative; wouldn't say we don't need a UPS system but it is a much larger expense; need to determine how big your battery bank has to be before you go on a generator; has to be tied into some generator system; for an emergency, 50k or 300k or up to a meg for generator supply might be necessary and you have to find a place to put a generator; also complex wiring issues. O'Brien stated if Williams was comfortable then he was. Williams stated it would be two hours and then we would be on an auxiliary generator at the Police Department.

Angelou questioned if the new technology is secure or is it pie in the sky; does it have some kind of track record. Haver stated it is less than 10% of the entire application; majority of users will be City Hall and Police and that will be tried and true technology; IP will be smaller user group at golf course and fuel facility; have run it through the test; Comdial is the product that T.I.M.S. is providing; they are partnering with a data firm to do router portion so it will be integrated. Angelou asked if Comdial is the backbone of the system rather than the phones; what if Comdial doesn't make it financially; is there a cross over. Richard Smith, TIMS, stated that Comdial is 6.5% of the telecommunications industry; outselling the expectations of their business plan; equipment has been installed since 1984 when we went into business. Angelou asked if in the worst case scenario they would not make it financially, would there be another product for replacements that you could fit into the existing system. Haver stated that unless someone purchased the equipment from Comdial and fitted itself there would be no source; at Fujitsu some executives started their own company and now running different applications; core module won't be built any more but applications will continue to be built.

O'Brien stated this is a first for this kind of project; can you make it work. Haver stated that for the IP phones it is a first; is tried and proven now. Thom stated he used TIMS back in early 1990's; did a fine job for me then; believe it was the Comdial phones back then; of course it was a smaller scale than this but didn't have a problem with them. Hogan stated that Enron was huge but it went under; to go under financially doesn't mean equipment will stop working; if one of the phones goes out do you have a

replacement. Haver stated that if you couldn't buy new then there is a huge used market. Angelou asked about maintenance; at installation and timeline on installation. Haver stated that there is a 1 year warranty; did offer a package to purchase 2, 3, 4 or 5 additional years; suggest holding off at this time; savings isn't that great.;

Angelou asked if the phones would work. Have stated the system will work. O'Brien said the majority of their financial problems are caused by the inability to get product produced and delivered; no good indication this has been solved; my concern would be service related; parts are readily available on used market; but there are things we need to decide. In response to question, Smith stated that availability of the product in July and August should be no problem. Haver continued that should some kind of failure take place, will need to stockpile some parts; IP is new and not a readily available product in the used market; would need to stockpile 10 of them for future growth or something like that; don't think that the right thing for companies to do is do nothing; businesses still have to grow; this is a logical solution; we were hired and brought in to fix an existing problem; can't bring you a manufacturer that will be stellar in all categories; some that are financially stable didn't finance their growth; may not be in debt but they are far behind in technology. O'Brien asked if there could be a recommendation for a suggested spare unit inventory. Hayes stated when it comes time for maintenance often what we recommend instead of expensive contract is a crash kit with a certain number of phones and cards ready to go in case of any failure; then only charge is labor; could get something worked out at time of initial contract; won't have a significant impact.

In response to question, Franey stated that \$130,000 is in this years budget; for base contract and add ons would need a \$6,881 supplemental to be able to buy what they are recommending; was also suggested we have a \$10,000 contingency fund which would push the supplemental to \$16,881.

O'Brien stated his company has worked with a manufacturer who will provide a crash kit for 1 year and delay bill; if we don't use it and don't need it then it goes back; if we use it then they bill us for what we used; if we go forward would like to see them put that crash kit in here so they own it; it is considered on site inventory. Haver stated documents don't specify what the crash kit is; we can work on that.

Kelley stated he felt we needed to go ahead and award the contract with the add ons including the contingency. Hayes stated the contingency helps cover when you add staff so there is no delay in getting service for them.

RECOMMENDATION: 1st reading, no need to come back to committee; 2nd reading, consent agenda.

### Security:

J. Williams stated that earlier this year we spend some of the appropriated money to hire a consultant. (Clerk's Note: see Service Committee report for earlier discussion).

Williams continued that we can go with a relatively low level of security which achieves some of the concerns but still provides accessibility to the public; continue service and access but yet put together a program that provides safeguards for the city; current approach is to protect the hot spots in the system; allows for a proper interface with out card and bagging system to the payroll system; have approached section 2 of that contract and that is the bid vendor selection process; asking Council for permission to bid the system and to determine exactly the cost and prices for the various facilities; provide the system for City Hall, Senior Center, Police Building, Fuel Maintenance

Facility; golf course, streets and water, and perimeter buildings and facilities; park restrooms for single entity that the Parks Department would have to take and determine how many facilities need included and if it would be covered in this first phase or a future phase; right now somebody physically is going in and locking and unlocking every day; these would be computer lock and programmed to unlock themselves; final element is the water tower; intrusion system that is mandated for us to get into; bid package for City Hall basically includes the proximity ID cards that currently are being made by the Police Department and sent over to Netjet; is a rudimentary card that is for ID purposes and does not have the chips or transmitter for readers; proximity reader can be up to 5 or 6 feet away; system of cards and badging system is \$25,000; that's going to be standard; using it now and good cost figure for us; will allow us to regulate and create the cards here and identify the levels of entry for every person in the city system; like to go for actual prices and determine on a priority system what we want to get into; how much of golf course do we want; two issues for them and need to work out with Parks & Recreation; upper level clubhouse is leased out on a recurring basis and they have to sign out the key; this way if Kiwanis meets on a certain date that key would be programmed for that evening every month; if leased for a reception that card could be programmed for that day only; pro shop is different due to money and resources; more comprehensive; all golf course employees could go into accounting system also but that is not a part of this; would have to be added.

Payne stated that we talked about this in service; if bid out all we are talking about \$220,000. Williams stated that it will be bid in a cafeteria plan; priority system may be that we do top 3; not unusual to have a bid that is split out so you can take pieces out of it and not do the whole thing. In response to question from Hogan, Williams stated the ultimate could be \$1.1 million. Franey stated a better way of thinking of it is in prices for a really good system; are different levels of security; this would be the most transparent level; not blocking off entrances and forcing everyone to one hallway which was a part of the really expensive program that is the ultimate security that Williams discarded; more transparent levels are where we are; public would almost not know this was in place. O'Brien asked how user friendly the card reader system is; suppose one person clocks in and they are multiple tasking. Williams stated it could be programmed to do that; if considered a clerical position they come here in the morning and report at a given time and assume a lunch period; then only recognize time out which would be 5:00 p.m.; leaving City Hall or going to other buildings can all be programmed in. Franey noted that Davies would be an example; in her right of way work might need to keep track of projects individually and that could be done through this system; garage would be another function that could be adapted. In response to question from Thom on panic buttons, Williams stated that an alarm would sound in the police department; have one in City Hall and can put others in key facilities; also show where alarm would be coming from. Franey reiterated that permission is being asked to go out for bid; use a cafeteria plan so we can pick and choose; let's do this now and that later; will need a supplemental when it comes back; when we get bid in will take a look at where we are; may roll into budgetary process for 2003.

RECOMMENDATION: Motion resolution to go out for bids.

### **Police Evaluation System:**

Angelou noted this had been discussed in Safety Committee; will be an evaluation system and Rules and Regulation that will be tied together; haven't had that in the past; rules haven't been updated in about 10 years; recommended for 1st reading; coming back to committee with the cost analysis and breakdown of the cost.

### **PENDING LEGISLATION:**

ORD-0101-2002

TO AUTHORIZE THE MAYOR TO ENTER INTO NEGOTIATED LABOR AGREEMENT TITLED "CONTRACT BETWEEN CITY OF GAHANNA AND FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 9, JANUARY 1, 2001- DECEMBER 31, 2003"; TO REPEAL ORDINANCE NO. 980423; AND TO DECLARE AN EMERGENCY.

**Recommended for Adoption, Consent****ISSUES:****GIS**

Stinchcomb stated she had distributed a memo by E-mail withdrawing the request to move forward at this time. Angelou asked about the part in the memo about people hesitating to apply because implementation is controversial, highly political and unlikely to be funded; erroneous information and hope that you had corrected that information; we have appropriated dollars; have authorized hiring of a GIS Director; absolutely have been forthcoming with the fact that GIS will make us the most efficient if done correctly and if employees are willing to work with it; administration has brought forth several issues in October and November; project brought forth was that it was a simple engineering project, which we questioned as we should; that's our job; brought a GIS Team together which has begun assessing the needs of the City; has significantly changed the scope of the initial plan; on April 5 a pilot project came forward at \$226,000 with a 30 minute presentation; two options only in the pilot project were tabulated at \$17,900 but majority of tasks have increased amounts; pointed that out 2 weeks ago; now have digitization project; were here two weeks ago and asked how they arrived at those figures. Stinchcomb stated that after discussions there was a lot of confusion; this started while I was on Council; consultant selection process was how it started; we were not used to that process which has been confusing at best; different than what we have done; we were not picking a consultant based on qualifications; we wanted to try to minimize that and to that end took part of the project on in house; putting together a needs assessment; GIS is an entirely new way of doing business; is every department; is a different type of project; we are years behind; we had set aside a certain amount of money in our minds; didn't want a partial project; wanted to do full implementation was my impression based on Council recommendation at the same dollar amount; bottom line is after last Council meeting and good questions raised felt we need to move forward and hire the GIS Manager and then relook the project; we don't want to limit our new employee. Angelou asked if that information was taken; that Council was doing their job; wanted to know how this particular consultant came up with the amounts of money; should have had that information at their fingertips; that's the controversy; wanted to talk about GASB 34. Angelou questioned contract with Maximus; thought we hired them to fulfill everything we need for GASB 34. Isler stated it will do all the minimum. Stinchcomb agreed saying with what we have discussed it can do the minimum and meet the first GASB deadline; but it would have to be put on a shelf and would not be usable; for us to continue to efficiently meet GASB we need to think ahead; we don't need GIS to meet the 2003 deadline; is the tool we need and used in the top communities to efficiently meet deadlines. Payne stated it is a different approach. In response to question from Kelley, Stinchcomb stated that May 31 is the deadline for the GIS manager applications; hopefully there will be a new manager soon; we are gathering in bits and pieces; digitization is information that can be used; storm water study can extend and get that information another way; yes, did tell these candidates that all of Council was in support of GIS and we would implement it.

O'Brien stated he read that as a perception that people had; professionals that come from that industry - like people at Malcolm Pirnie and EMH&T, know about our process;

applaud the Mayor in cancelling the initial project; almost all of Council has agreed with getting a good GIS manager on board; this is the only way to fix the problem; think this is the right approach; when GIS manager comes on board will be much better prepared. Stinchcomb stated that the formal request to withdraw was originally scoped was done per City Attorney Weber; do have opportunity to start over. Thom agreed with O'Brien that Mayor has done right thing; get GIS manager on board first. Kelley thought that was stated several weeks ago. Hogan thanked both Stinchcomb and Angelou; was a mess from the beginning. McAlister concurred with Hogan.

RECOMMENDATION: Request as originally scoped was withdrawn by the Mayor.

**2001-0043**

Monitor Items:

**ISOBEL L. SHERWOOD, CMC, Clerk of Council, reporting**