

**NORTH RIDGEVILLE CITY COUNCIL
ADMINISTRATIVE COMMITTEE MEETING MINUTES
COUNCIL CHAMBERS – 6:15 p.m.
MONDAY, OCTOBER 1, 2018**

To Order:

Chairwoman Michelle Hung called the Administrative Committee meeting to order at 6:15 p.m.

Attendance:

Members present: Chairwoman Michelle Hung, Councilman Robert Chapek and Councilman Gregg Westover.

Also present: Mayor David Gillock, City Council President Kevin Corcoran, Assistant Clerk of Council Tara L. Peet, Auditor Jeff Wilcheck, Chief Building Inspector Guy Fursdon, Safety-Service Director Jeff Armbruster, Law Director Brian Moriarty, Councilman Dennis Boose, Councilman Martin DeVries, IT Director Dean Priebe, Building Inspector Joe Voros, Clerk of Council Nancy Linden and Account Executive with BS&A Software, Keegan Nixon.

Discussion regarding T 101-2018:

Chairwoman Hung turned the meeting over to the Administration for explanation.

Mayor Gillock stated the current software, Zone Pro, is at end of life. The company that purchased Zone Pro does not provide what the City needs. They received a few quotes and BS&A was everything the City needed. He noted the Building Department fees will be increased possibly to cover the cost of the new software.

Inspector Voros stated the software will save time in the field and let the homeowner or contractor know via email, immediately, a pass or fail inspection.

Chief Building Inspector Fursdon stated he spoke with Highland Software (Onbase) and the new software is compatible with BS&A. He further noted the new software will assist in electronic plan review.

Mayor Gillock stated all the information is stored in the cloud so it will be there and is secure and backed up. The vendor will be inputting data from the past ten years.

Mr. Nixon teleconferenced into the Committee meeting and provided an overview PowerPoint presentation addressing the company profile and what his company plans to do for North Ridgeville

Councilman Chapek asked Mr. Nixon what the \$8,700 annual fee will cover.

Mr. Nixon stated there would be no fee for the first year, but in year two it will cover support, maintenance and updates. He also noted the support fee raises with inflation.

Councilman Chapek asked if there were additional fees outside of the annual fee.

Mr. Nixon stated only if the City requested a software customization.

Mayor Gillock stated the \$90,000 is a one-time fee that covers the purchase, installation, training and conversion of the project.

Chief Building Inspector Fursdon stated it was the goal of the Building Department to adjust fees to cover the cost of the software.

Safety-Service Director Armbruster stated the actual cost of the software is \$39,000.

Chairwoman Hung asked Chief Building Inspector Fursdon if they take paper out on the field and then input the information in the computer upon return.

Chief Building Inspector Fursdon stated they attempted to take Ipads out into the field, but it was an issue. He noted they will need additional technology to do this in the field.

Councilman DeVries asked if the initial price tag covered additional training needed.

Mr. Nixon stated it would be covered.

Councilman DeVries asked what the response time of fifteen minutes encompassed.

Mr. Nixon stated 8:00 a.m. to 6:00 p.m., Monday through Friday. An email can be sent after hours and it will be put in a queue for the next business day.

Councilman DeVries asked if personnel will have mobile access.

Mr. Nixon stated they will have a field application which is a lighter version of the desktop version. The system can be accessed remotely as it is cloud based.

Councilman DeVries asked if the current equipment will be compatible with the software.

Mr. Nixon stated yes. It works on Windows 7 and he recommends Windows Surface Pro.

Councilman DeVries asked what role his company plays in security.

Mr. Nixon stated BS&A does not provide additional security and further added that would be the function of the City's IT Department.

Councilman Boose asked if the City had the hardware for the mobile service or does it still need purchased.

Building Inspector Voros stated it will need purchased but they have not looked into it yet.

IT Director Priebe stated the devices would probably be \$1,500-\$2,000 apiece and the City probably needs four to five.

Councilman Boose stated he saw this purchase as a way to streamline processes. He asked how much time has been put into the workflow to make things more efficient.

Chief Building Inspector Fursdon stated because demand increases; he doesn't believe the staffing will decrease even if processes are streamlined. He noted the Building Department has scanned many of their drawings and permits to get rid of paper.

Safety-Service Director Armbruster stated the purchase will provide better service to contractors and residents.

John Vrtachnik, 5553 Main Ave.: asked if the company was local.

Building Inspector Voros stated the company is based in Michigan.

Martin Austin, 34897 Shawn Dr. asked if there was a dedicated staff member when the City calls BS&A for support.

Mr. Nixon stated it would go to a community development support team.

Mr. Austin asked if there were any surrounding municipalities using the software.

Mr. Keegan stated they have ten in Ohio, the closest being Sandusky.

Moved by Westover and seconded by Chapek to recommend City Council adopt T 101-2018 as submitted.

A voice vote was taken on the motion and it carried.

Yes – 3

No – 0

Adjournment:

Chairwoman Hung adjourned the meeting at 6:53 p.m.

Date Approved: _____

Tara L. Peet, MMC
Assistant Clerk of Council