

**PUBLIC WORKS AND ECONOMIC DEVELOPMENT COMMITTEE**  
**MEETING MINUTES**  
**MONDAY, October 9, 2017**

*The Public Works and Economic Development Committee met Monday, October 9, 2017 at 7:00 PM in the Council Chambers at the Knisely Centre. The purpose of the meeting is to discuss the use of computers and tablets by City Council.*

*In attendance were Public Works and Economic Development Committee persons:*

*Committee Chairperson: Mr. Dean Holland  
Committee Members John Zucal and Cheryl Ramos  
Committee Alternate Kelly Ricklic*

*Guests were:*

*Mayor Joel Day,  
Law Director Marvin Fete,  
Service Director Ron McAbier,  
Safety Director Greg Popham  
President of Council Sam Hitchcock  
Council Clerk Julie Courtright  
Councilperson Mrs. Aimee May  
Councilperson Mr. Darrin Lautenschleger  
Audience Members in attendance Information Specialist for the City of New Philadelphia Jeff Erb*

***Public Works and Economic Development Committee Chairperson, Dean Holland called the meeting to order at 7:00 PM.***

*We've talked about this for some time now and the Mayor requested that we look into costs being programmed into the budget. I sent everyone a copy of the quote that Pioneer 360 provided the Mayor. I just looked up online through Amazon the same unit and provided you a copy of the cost and specifications online from Amazon. I also contacted Mr. Erb and asked him to come in and be here to answer any questions that you might have. The specification is pretty much laid out on either item that you looked at, whether it be Pioneer 360 or Amazon. I don't know what is the most appropriate capacity and capabilities but I'm sure that Mr. Erb has an idea concerning that. One of the questions that I asked was what type of unit he might recommend. He recommended that we go with some form of notebook because of its versatility and familiarity that people might have with that operating system.*

***Mr. Erb made the following statement:***

*As far as the specs that were on the tablets, they're more than adequate for documents and shuffling documents around and stuff like that, and spreadsheets. The reason why I said a tablet, although my work is with Apple, I know that the majority of businesses use the Windows suite, and everybody's familiar with the Windows suite and compatibility issues. They're not as great as they were 5 years ago between Apple and Microsoft but some still exist, plus I think the price point is a little cheaper too. The functionality, the amount of memory that's on that is probably more than sufficient for what they were used for.*

***Mr. Zucal had the following question for Mr. Erb:***

*Where would backup take place, would we cut back to the City server?*

***Mr. Erb had the following response:***

*I'm guessing the backup would be onto the City's onsite server. We're also looking into a document sharing program. All the document sharing would be online, and I'm not sure that there would be any document backup.*

***Mrs. Ramos had the following question:***

*You had noted that the Microsoft Office Suite was not on here. So how much does it cost? We'll need that*

for spreadsheets and stuff.

**Chairman Holland had the following reply:**

*Based on a current quote that I happen to have for the Teen Center, it's approximately \$140.00 per unit, and I'm assuming through the Mayor's office that Mr. Erb would be loading the equipment, and/or that in the specification when we go to bid, that would be provided through the company providing the quotes.*

**Mr. Zucal had the following response:**

*So, you're thinking that would be preloaded at the time.*

**Mr. Erb had the following response:**

*The Microsoft Suite is already preloaded on most laptops and they give you an opportunity of three months to six months free use and after that you have to either purchase it as a stand alone or you can buy office 365. This is like a normal subscription. Most of the software companies right now are offering subscription services.*

**Chairman Holland made the following statement:**

*One of the concerns that I had expressed previously was the use of personal computers. My computer at home, that had recently had operating problems. My concern was someone getting into my personal computer because I don't have the firewalls and so forth that the City would have and someone then being able to get in to the City system. As I had said before I understand we're not quite the military, but there are sensitive bits of information that are on our computer that we would not want going out to John Q. Public and perhaps could be used to somehow hurt the City. I wouldn't want to see that happen.*

**Mr. Zucal had the following question:**

*The Microsoft, that's the Office service, right? What's the compatibility with Google Office?*

**Mr. Erb had the following reply:**

*Google Doc will open up an Office product. There will be no problem converting a Google Doc to Office.*

**Chairman Holland made the following statement:**

*Some of the capability of a Microsoft Service pro was a keyboard that could be removed from the unit. We would also need to provide portable protection and we're looking at another \$120.00 plus for a carrying case and some way to transport it around. I have talked with a number of cities who have gone to either I pads or notebooks. I haven't talked to anyone yet who has provided desktops. The Mayor was recommending the Microsoft Surface pro and you can see the difference in the pricing, and I'm sure there are a whole myriad of other prices out there. This will probably go to bid.*

**Mayor Day had the following response:**

*Yes, it could go to bid. I didn't necessarily recommend the Surface pro. I just asked Pioneer 360 to spec this out for us. It's what they recommended. There's compatibility issues with Apple products and with our system.*

**Mrs. May had the following question:**

*With Pioneer's quote are they offering anything extra?*

**Chairman Holland had the following reply:**

*In the research that I did, the retail price is \$999.00. I'm certain that their number in a bidding situation would be something different than that. I just can't believe that they'd be quoting retail, but I have not discussed this with Pioneer 360 and felt like it was inappropriate at this moment to do so, but this was an opportunity for us to talk about what we would like to see in the composition, the make up of portable units. A number of Cities have gone with an I pad, some have had good reports and some bad reports with an I pad, the same thing with a notebook. They get damaged, things happen, but at least it's an opportunity for us to operate on a unit that is contained within the City system.*

**Mrs. Ramos had the following question:**

*How would you print the stuff that's on the notebook?*

**Chairman Holland had the following reply:**

*If you wanted to print it can be done wirelessly or with an Ethernet cable.*

**Mr. Erb had the following reply:**

*Basically the online documentation, if we decided to go with the online documents, it will be accessible to anything that can access the internet. It's available on your phone, a laptop, a desktop. You would just go to that website, hit the documents you want, and tell it to print if there's a printer available.*

**Chairman Holland had the following reply:**

*There's the issue of the software too. Ms. Courtright has talked to a firm that actually had software that was designed for a City Council function where you could look at Legislation, the status of it, look at the other aspects of what the Council is working on.*

**Ms. Courtright had the following comment:**

*It was all connected. The name of the company was Granicus. Mr. Erb was with me at that meeting.*

**Mr. Erb had the following comment:**

*It follows through the workflow of Council from Committee, you're able to go on and see what was sent to Committee, where it's at in the Committee, what was voted on.*

**Mr. Zucal had the following question for Mr. Erb:**

*What web browser would you be thinking of using?*

**Mr. Erb had the following response:**

*I don't think there's any one particular browser. The Health Department, they're all based on I.E. There are some programs in the City that almost need Internet Explorer.*

**Mr. Ricklic had the following question:**

*For not being over 25,000 we would just get quotes we wouldn't go out to official bid, correct?*

**Mayor Day had the following response:**

*Yes. We need to know what all do you want? What do you expect? If this is a good specification. If not, what is the good specification? I will tell you I doubt if we can get them this year because of the budget. We can get a couple of quotes.*

**Mr. Zucal had the following question:**

*So in addition to City Council will we be looking at all those who are around these tables having the same?*

**Chairman Holland had the following response:**

*In the quote that Pioneer 360 provided that was for 16 units.*

**Mr. Erb had the following response:**

*I have another option too. They have hardware and software as services. You pay a monthly fee for three years. After three years they trade them out for a newer model if it's broken, if you drop it or something like that they give you a new one. If there's something wrong with the software you call them. Then there's layers on top of that, there's the virus end of it. They can put a virus program on there and monitor for viruses. As soon as a virus is detected on your system they get an alert and they log in and take care of it, a lot of times you don't even know what's going on.*

**Chairman Holland had the following comment:**

*I suggest we draft a specification that incorporates everything with some basic pricing that we can provide the Mayor and Council President for budgetary purposes. I volunteer to put that together and bring it back to the Committee and then at that point we can move forward with a firm view toward what we would like to have.*

**Mrs. May had the following question:**

*With this antivirus these are essentially computers, right? So this antivirus and this firewall since these are City computers, would be hooked up to what we have now?*

**Mr. Erb had the following response:**

*I doubt you'd be constantly hooked up. When you go on the website that won't be housed on our servers. It will be sent over from our servers to their servers. Each computer will have to have its own virus protection.*

**Mr. Lautenschleger had the following question:**

*My biggest concern is that I still think we need more of a global based program that looks at the City in general and builds a Council into it as well as all the other departments. I don't think we're the highest priority. Most times when you start with a true document and information management system in a government entity you start in finance and build the program out from there because you need almost every department and every entity to have access to finance documents and to be able to upload information and so on. So you can build your budget from something like that. You can have staff on the field that's out working. Perhaps it's our service department and they're called to a certain address to pick up extra garbage. They get there for that and determine that they've got more of a problem than that. They've got a tree problem, junk vehicles, and we found out from our document management that they owe back taxes and they haven't paid their water and garbage and sewer bill in three months.*

**Mr. Holland made the following statement:**

*Mr. Erb, I'll sit down with you and we can develop a spec that we can bring back to Council.*

**Mr. Zucal made a motion to adjourn at 7:24pm.**