



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

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***TOM ARISS
PAT ARNOLD SOUTH
DAVID G. YOUNG***

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

MINUTES: Regular Session – July 15, 2014

The Board met in regular session pursuant to adjournment of the July 8, 2014, meeting.

Pat Arnold South - present

Tom Ariss - present

David G. Young - present

Tina Osborne, Clerk - present

Minutes of the July 8, 2014 meeting were read and approved.

- 14-1082 A resolution was adopted to authorize the posting of the “Sewer system Maintenance Worker I or II” positions, within the Water and Sewer Department, in accordance with Warren County Personnel Policy Manual, Section 2.02(a).
Vote: Unanimous
- 14-1083 A resolution was adopted to Waive Building and Electrical Permit Fees associates with Renovations to the Lower Level of the Lebanon Public Library.
Vote: Unanimous
- 14-1084 A resolution was adopted to Waive all Fees associated with the installation of Three Tornado Sirens on behalf of the Harlan Township Trustees.
Vote: Unanimous
- 14-1085 A resolution was adopted to Waive Permit Fees associated with the St. Margaret of York annual festival. Vote: Unanimous
- 14-1086 A resolution was adopted to approve and authorize the President of the Board to sign Waiver relative to Conflict of Interest as it pertains to the Representation of Warren County as Bond Counsel in dealing with L.B. International, LLC.
Vote: Unanimous

- 14-1087 A resolution was adopted to advertise for Bids for the FY2013 Harveysburg Parking Lot, Sidewalk and Fire Sign Safety Project. Vote: Unanimous
- 14-1088 A resolution was adopted to transfer equipment no longer being utilized by Warren County Emergency Services/Emergency Management to Clinton County, Ohio Emergency Management. Vote: Unanimous
- 14-1089 A resolution was adopted to transfer the following listed equipment to the Erie County Sheriff's Office. Vote: Unanimous
- 14-1090 A resolution was adopted to transfer the following listed equipment to the Hocking County Sheriff's Office. Vote: Unanimous
- 14-1091 A resolution was adopted to approve and authorize the President of the Board to enter into Memorandum of Understanding with various entities relative to MARCS in Schools Emergency Radio Program. Vote: Unanimous
- 14-1092 A resolution was adopted to enter into Contract with Barrett Paving Materials, Inc. for the 2014 Resurfacing Phase II Project. Vote: Unanimous
- 14-1093 A resolution was adopted to authorize the President of the Board to sign an OPWC Project Agreement CJZ12 for the Greentree Road Improvements Project. Vote: Unanimous
- 14-1094 A resolution was adopted to approve various Refunds. Vote: Unanimous
- 14-1095 A resolution was adopted to acknowledge payment of Bills. Vote: Unanimous
- 14-1096 A resolution was adopted to affirm "Then and Now" requests pursuant to Ohio Revised Code 5705.41(d) (1). Vote: Unanimous
- 14-1097 A resolution was adopted to approve the following Record Plats. Vote: Unanimous
- 14-1098 A resolution was adopted to approve an Expense Adjustment from Water Revenue Fund #510 and Purchase Order #91843 to Sewer Revenue Fund #580. Vote: Unanimous
- 14-1099 A resolution was adopted to approve an Operational Transfer from Commissioners Fund #101 into Human Services Fund #203. Vote: Unanimous
- 14-1100 A resolution was adopted to approve Supplemental Appropriation into Sheriff's Office Fund #286. Vote: Unanimous

- 14-1101 A resolution was adopted to approve Appropriation Adjustments within Juvenile Court Fund #101-1240, Probate Court Fund #101-1250, Juvenile Probation Fund #101-2500, Juvenile Detention Fund #101-2600 and Mary Haven Fund #270-1240 and a Supplemental Appropriation within Juvenile Court Title IV-E Fund #243. Vote: Unanimous
- 14-1102 –
14-1110 Due to Clerical Error, this block of numbers were inadvertently omitted.
- 14-1111 A resolution was adopted to approve Appropriation Adjustments within Sewer Revenue Fund #580. Vote: Unanimous
- 14-1112 A resolution was adopted to approve an Appropriation Adjustment within Treasurer's Office Fund #249. Vote: Unanimous
- 14-1113 A resolution was adopted to authorize payment of Bills. Vote: Unanimous
- 14-1114 A resolution was adopted to authorize the President and/or Vice President of this Board to sign a Satisfaction of Mortgage for Carolyn J. Hall. Vote: Unanimous
- 14-1115 A resolution was adopted to approve Appropriation Adjustment within Emergency Services / Emergency Service / EMA Fund #264. Vote: Unanimous
- 14-1116 A resolution was adopted to accept Amended Certificate, Supplemental Appropriation and create a New Fund #455 for the 2014 Warren County Resurfacing Project, Phase II. Vote: Unanimous
- 14-1117 A resolution was adopted to approve Supplemental Appropriation into Sheriff's Office Fund #285. Vote: Unanimous
- 14-1118 A resolution was adopted to approve an Appropriation Adjustment within Prosecutor Fund #101-1150. Vote: Unanimous
- 14-1119 A resolution was adopted to designate Extended Illness Leave to Patricia Baker, Clerical Specialist I, within the Job and Family Services, Children Services Department. Vote: Unanimous
- 14-1120 A resolution was adopted to Cancel Regularly Scheduled Commissioners' Meeting of Thursday, July 17, 2014. Vote: Unanimous
- 14-1121 A resolution was adopted to Adopt Warren County Tax Budget for year 2015. Vote: Unanimous

- 14-1122 A resolution was adopted to authorize Director of Emergency Services to sign Local Support Agency Memorandum of Understanding with Lebanon Correctional Institution. Vote: Unanimous
- 14-1123 A resolution was adopted to authorize the issuance of not to exceed \$2,000,000 Road Improvement Bond Anticipation Notes. Vote: Unanimous

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

On motion, bids were closed at 9:05 a.m. this 15th day of July and the following bids were received, opened and read aloud for the Greentree Road Roadway Phase II Project for the Warren County Engineer's Office:

Ford Development Cincinnati, Ohio	\$ 1,313,027.55
Barrett Paving Middletown, Ohio	\$ 1,266,460.68
Mt. Pleasant Blacktopping Fairfield, Ohio	\$ 1,312,906.00
WG Stang LLC Hamilton, Ohio	\$ 1,232,338.00
Sunesis Construction West Chester, Ohio	\$ 1,555,277.90

Neil Tunison, Warren County Engineer will review bids for a recommendation at a later date.

PUBLIC HEARING
2015 TAX BUDGET

The public hearing to consider the 2014 tax budget was convened this 15th day of June 2014, in the Commissioners' Meeting Room.

Tiffany Zindel, Deputy County Administrator, opened the public hearing by stating that the overall request within the tax budget is a 2.84% increase over 2014 appropriation and includes a total general fund request of \$69,025,191.00.

Mrs. Zindel stated that the 2015 tax budget includes the following breakdown:

Criminal Justice/Public Safety	\$34,458,726
General Operating	\$29,428,655
Social Services	\$ 3,311,917
Miscellaneous Items	\$ 929,264
Debt Service	\$ 896,629

There was additional discussion relative to the increase in cost associated with the placement of children due to the increase in heroin use and crimes associated with drug abuse.

Upon further discussion, the Board closed the public hearing and resolved (Resolution #14-1121) to adopt the 2015 Tax Budget.

Mark Schriml, Gene Yankowsky and Todd Steward, Advocate Consulting Group, were present for a work session along with representatives from Telecommunications, Emergency Services, Facilities Management and Data Processing for a work session to provide an infrastructure assessment & VoIP readiness recommendations.

Mr. Schriml stated that the recommendations being provided today Phase I of the agreement and additional presentations will be made at a later date and will be dependent upon decision made by the Board of Commissioners today.

Mr. Schriml presented a PowerPoint presentation (attached) providing the following information:

1. The Analysis and Approach used to make recommendations
2. Technical recommendations as follows:
 - a. Converge voice and data traffic on the Date Processing group's network infrastructure

- b. Securely connect the Data Processing and Telecom networks to allow for pass-through of voice and related application traffic only
 - c. Allow for the secure connection of external customers (non Commissioner funded agencies) for voice and related traffic only to either the Data Processing or Telecom network
 - d. If required/desired, allow for the limited integration of active directories and email systems within Data Processing and Telecom networks
3. Operational recommendations

Mr. Schriml stated that he plans to come back mid-August to present deliverable 2 and 3.

There was discussion relative to the ability to “connect” the Telecom network to the Data Processing network.

Ben Clift, Data Processing, stated that the core system needed to provide telephone service is already in place and he believes that the Warren County Data Board will allow its use for telephone services.

Paul Kindel, Telecommunications Director, stated that the interconnection will take some work but it is definitely possible to accomplish.

There was discussion relative to the economic benefits of utilizing the same network rather than having a duplicate system.

There was also discussion relative to the ability for telephone to take precedence over data if there was some time of problem in the system

Mr. Schriml stated that the telephone would not be disrupted as the system would have duplicate connections in the event that a main connection was lost.

Upon further discussion, the Board directed staff to work towards the merging of the telecommunications network with the data processing network.

Chris Brausch, Sanitary Engineer, was present for a work session with property owners along Zoar Road in Hamilton Township to request the Board consider a modification to the Lower Little Miami Sewer Improvement Area to include their property.

Mr. Brausch stated that there are two properties being requested to be services with sanitary sewers. He stated that the Water and Sewer Department is interested in providing the services to in order help pay the bonds that were used to finance the expansion of the sewer treatment plant. He stated that this property could be considered to utilize the excess capacity left from Sumitomo when the plant on Grandin Road closed. He also stated that if sewer services were provided,

there would need to be improvements to the system in order to alleviate any "bottle necks" within the lines.

Bruce McGary, Assistant Prosecutor, provided an update on the history of how the current sewer boundary lines were establish and why the Board took the action back in 2005. He stated that the decision is 2005 was based upon circumstances where the number of platted lots and future developments outnumbered the capacity at the treatment plant. He then stated that, due to the completion of the expansion of the plant, a change in circumstances would exist should the Board like to consider the request.

There was discussion relative to the amount of capacity at the treatment plant vs. the number of vacant platted lots to date.

There was discussion relative to the current zoning of the properties within the Lower Little Miami Treatment Plant drainage area and what the impact would be on the remaining capacity if it were developed.

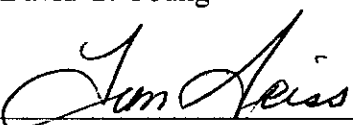
There was also discussion relative to the prohibition of "buying up" sanitary sewer taps and how the capacity is based upon a "first come, first serve" policy.

Upon discussion, the Board requested Mr. Bausch to research the information requested and schedule a time on the agenda to continue the discussion.

Upon motion the meeting was adjourned.

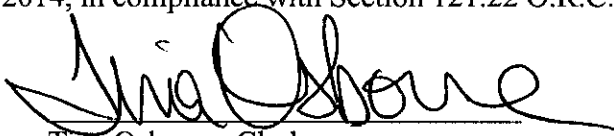


Pat Arnold South, President

David G. Young


Tom Ariss

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on July 15, 2014, in compliance with Section 121.22 O.R.C.



Tina Osborne, Clerk
Board of County Commissioners
Warren County, Ohio

**WARREN COUNTY
BOARD OF COMMISSIONERS**

**INFRASTRUCTURE ASSESSMENT & VOIP
READINESS RECOMMENDATIONS**

JULY 15, 2014



AGENDA

- Introductions
- Deliverable 1: Analysis / Approach
- Course of Action: Technical Recommendations
- Course of Action: Operational Recommendations
- Project Update
- Open Discussion / Q&A

INTRODUCTIONS

- Warren County Team
- ACG Presentation Team
 - Mark Schriml
 - Gene Yankovsky
 - Todd Stewart

DELIVERABLE 1

ANALYSIS / APPROACH

- ACG conducted several meetings with representatives of:
 - Board of Commissioners
 - Facilities
 - Telecom
 - Data Processing
- ACG VoIP / network engineers reviewed Warren County's existing and planned infrastructure
- Considered industry best practices
- Developed set of recommendations to meet telephony and network needs of Warren County
- Facilitated agreement on potential course of action

COURSE OF ACTION: TECHNICAL RECOMMENDATIONS

May Require Board of Commissioners and / or Data Board Consideration and Approval:

- Converge voice and data traffic on the Data Processing group's network infrastructure
- Securely connect the Data Processing and Telecom networks to allow for pass-through of voice and related application traffic only
- Allow for the secure connection of external customers (non Commissioner funded agencies) for voice and related traffic only to either the Data Processing or Telecom networks
- If required / desired, allow for the limited integration of active directories and email systems within Data Processing and Telecom networks

COURSE OF ACTION: OPERATIONAL RECOMMENDATIONS

- Ensure that Data Processing staff are properly trained and capable of implementing and supporting VoIP voice applications on their data network
- While any potential new VoIP phone system components and connections to the telecom carriers would live on the Data Processing network, the Telecom Department should manage the VoIP phone system from deployment, functionality, user support and billing perspectives
- Establish clear and definitive support level agreements (SLAs) between Data Processing and the Telecom Department to ensure accountability and timely completion of service / support requests between the two groups
- Develop a strategic deployment plan to include a pilot phase to test network, phone system functionality (standard business and call center functions) prior to production rollout to new facilities or external customers

PROJECT UPDATE

Remaining Project Deliverables:

- Deliverable 2: Telephony business requirements definition & evaluation of submitted Telecom RFP responses
 - Draft expected 7/30
- Deliverable 3: Cost modeling and analysis of current / future costs
 - Draft expected early August
- Deliverable 4: Deployment / phasing approach to new systems (on-premise / hosted)
 - Draft expected early August
- Deliverable 5: Final presentation to Board of Commissioners
 - Late august or next best Board of Commissioners meeting

OPEN DISCUSSION

- Q / A
- Next Steps



**ADVOCATE
CONSULTING
GROUP, LTD.**

WARREN COUNTY NETWORK INFRASTRUCTURE ASSESSMENT & VOIP READINESS RECOMMENDATIONS

Executive Summary of Telephony / Network Recommendations

June 18, 2014





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Executive Summary

ACG has created this document as an executive summary of recommendations from the first deliverable of our engagement with Warren County. The intent of this summary is to enable the Warren County Board of Commissioners and Data Processing Board to consider and decide on a course of action for implementing a next generation voice over IP (VoIP) telephony solution.

Since the publication of ACG's first deliverable for this project, ACG has met with the County's project team and also conducted a follow-up deep dive discussion with representatives of the Data Processing and Telecom Department groups to review their respective ideas and concerns for how a new VoIP phone system should be implemented. Based on these discussions and review of multiple options, there appears to be a potential path to a successful VoIP phone system implementation that both parties can potentially agree with. However, there are several critical items / concerns which must first be resolved and decided upon by the Commissioners and Data Board.

In order to properly implement an on premise VoIP phone system for Warren County, ACG suggests the following technical approach for the Board's consideration:

- Converge voice and data traffic on the Data Processing group's network infrastructure. Utilizing a converged voice and data network is in line with best practices and is cost effective by avoiding duplicate spend to install a separate network infrastructure dedicated to voice or upgrading the Telecom Department network's core components.
- Securely connect the Data Processing and Telecom networks to allow for pass-through of voice and related application traffic only. This will allow staff on both networks, or external entities connected to either, to utilize the VoIP phone system, and if properly configured, will eliminate security concerns of the two networks connecting.
- Allow for the secure connection of external customers (non Commissioner funded agencies) for voice and related traffic only to either the Data Processing or Telecom networks. This decision should be based on which group has the technical skills and resource capacity to support. This will allow for Warren County to provide VoIP phone services to external entities as they become ready for VoIP.
- If required / desired, allow for the limited integration of active directories and email systems within Data Processing and Telecom networks. This will allow the use of certain next generation features such as 'click to call', receipt of voicemail in emails, etc.

Once these items are approved and decided upon, the following operational recommendations should be considered to ensure a successful deployment and ongoing support of a new VoIP phone system:

- Ensure that Data Processing staff are properly trained and capable of implementing and supporting VoIP voice applications on their data network. If there are any issues identified, this is an area the Commissioners may want to consider procuring additional services from a network vendor / integrator to provide supplemental assistance for supporting a converged voice and data network infrastructure. Over time, as the internal team is brought up to speed, the vendor assistance can be reduced or eliminated.
- While any potential new VoIP phone system components and connections to the telecom carriers would live on the Data Processing network, the Telecom Department should manage the VoIP phone system from deployment, functionality, user support and billing perspectives, as they do with the existing system. The Telecom Department would also continue to be the county's 'face' to all internal and external customers. A decision as to on-premise versus a hosted system is still pending completion of a future deliverable.
- Establish clear and definitive support level agreements (SLAs) between Data Processing and the Telecom Department to ensure accountability and timely completion of service / support requests



between the two groups. Under the new VoIP phone system model, the Telecom Department essentially becomes a customer of Data Processing and should be supported accordingly.

- Develop a strategic deployment plan to include a pilot phase to test network, phone system functionality (standard business and call center functions) prior to production rollout to new facilities or external customers.

Through review and approval of the suggestions and recommendation summarized in this document, Warren County will be well positioned for a positive and effective implementation of a new VoIP phone system.