



Public Works Committee of Council Agenda
March 29, 2023 - 6:00 PM
233 South Main Street, Monroe, Ohio

1. Cemetery Software
2. Redesign of Driveway at Fire Station 61 (South Main Street)
3. Gateway Meter Reading Devices
4. Discussion, questions, and requests for future meetings.
5. Adjournment

City of Monroe

City Council Communication

Meeting Date: March 28, 2023 **Submitted By:** Gary Morton, Director of Public Works

Agenda Item: Action Item

Emergency Action Needed: No
If yes, explain in
Background/Description

Synopsis:

Software up-grade for the Public Works Division of Cemeteries.

Financial Impact (Amount of Funds and Relevant Fund Account Information):

The total cost of this purchase is \$39,330.00.

The software setup, mapping, data import, scanning, linking and training and website creation is \$34,914.00

The annual fee for hosting and support is \$4,416.00.

Staff Recommendation:

To approve the purchase of this much needed upgrade to our cemetery's administrative process.

Background/Description:

The Public Works Division of Cemeteries is asking for up-graded software. Our current software is twelve years old and is only supported minimally by its developer. The current software also does not meet the ever demanding needs of the cemeteries as we continue to see an upward trend in burials since the pandemic began in 2020. The current software is not even part of the City's secure server. The current software is hosted on an old desktop computer located within the Public Works Administrative offices. There is a high risk that we could lose all of the current data of this computer. The new software will be hosted in the cloud on an Amazon cloud server that is very secure. Our Public Works staff, which included the Assistant Director Brian Perkins, Administrative Assistant Donna Campbell, Street, Parks and Cemeteries Superintendent Jason Holbrook, and Kelly Wright, GIS Analyst, along with IT staff, spent many hours researching and viewing different options for this software replacement. One of the great benefits of web-hosted software is that staff can view the software while in the Cemeteries via an app on their phone or tablet, making it much simpler as well as more accurate when showing customers available grave sites for purchase. There are many state laws and regulations that must be followed when owning and operating cemeteries. This up-graded software will allow us to create and maintain many of these documents in a safer, faster and more secure way.

Below are ten points provided by staff. These points are what made this software stand out to them and why they chose this product over the current software as well as the other software which was

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reviewed. I relied on this group to choose the best fit for our Department's needs. This is an area of expertise that is handled solely by the staff previously mentioned and it is important that they choose the option which best suits the needs of the Centery Division.

1. webCemeteries is a single-source solution with everything in-house vs outsourcing mapping services to a third party, which requires licenses per user.
2. webCemeteries contract solution resides in the software. Pontem requires you to buy a third-party software platform that has partial integration with their system.
3. Cloud vs Desktop. With webCemeteries, you'll be hosted on the Amazon cloud with the highest level of security and multiple backup features. You can work from anywhere, anytime on their platform. webCemeteries is responsible for the maintenance of the software and integrity of the data. It is not using hardware resources onsite at the City that are required to be maintained, supported, and upgraded/replaced. Pontem resides on a computer in Public Works and the backend is on a server at the City building.
4. webCemeteries offers an online help center with hundreds of training articles and videos. Their Account Managers are Cemeterians and understand the business.
5. webCemeteries offers complete scanning and data entry services for scanning your historical records on-site at your office and entering them into your software. This is not outsourced.
6. webCemeteries' Dynamic Forms feature allows you to create any number of auto-generated printable documents and forms out of your account so that you do not need to manually create documents like deeds, internet forms, etc. (Pontem does not allow you to upload your own forms).
7. Working with webCemeteries integrated payment processing, you can automatically process credit cards and ACH transactions through the software, even emailing or texting secure payment links to customers along with electronic and printed receipts. (Pontem does not offer payment processing).
8. webCemeteries online burial search includes not only map locations for burials with walk-to-grave GPS navigation but also allows you to highlight points of interest, available property, and famous burials on tours of your cemetery to drive customer engagement. Visitors can also submit photos and stories of their loved ones to preserve their memories and publish their life stories. (Pontem only allows burial lookup, no tours or memorial pages).
9. webCemeteries is always kept up to date, with new features and enhancements published throughout the year. Software will always be current. (Pontem's software is still a desktop application with few updates being added).
10. webCemeteries has ease of use and the capability to scan several documents at a time. (Pontem only has the capability of scanning into the system one page at a time.)

It is time to replace this current software and Public Works will appreciate the council's support in the purchase of this new up-to-date software that will meet our growing needs for several years into the future. Budget was included within the Department for the replacement of this software in the 2023 appropriations..

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Bidding:

Other software systems were evaluated for this purpose, but this software stood out and met all of our requirements and needs.

Exhibits Attached: Yes



Software Proposal

Created by:

Trisha Clark
webCemeteries
277 Fair Street
Suite 1
Kutztown, PA 19530

Prepared for:

Brian Perkins
City of Monroe, OH
1000 Holman Avenue Monroe, OH 45050
Proposal 157
Sep 8, 2022

Executive Summary

For cemeteries to thrive in an increasingly online economy, simply having a paper record system and static website is not enough. Families want to see what a cemetery has to offer before visiting the grounds or even picking up the phone. What types of properties are available? What does the area look like? City of Monroe, OH's leaders recognize this desire, and seek to improve the cemetery's sales and customer engagement process as well as internal records management process.

We recommend a set of interactive tools that will allow website visitors to browse an interactive map of tours and landmarks, search for loved ones, and share memories and photos to connect with their past and with your cemetery. Your updated website will continually prompt visitors to contact your staff for pre-need planning. These tools are proven to increase conversion of online leads into actionable sales. Behind the scenes, the webCemeteries Records Management System and Enterprise Sales App will transform how your staff collaboratively accesses and manages your cemetery's inventory and records with real-time access from anywhere.

Over 400 cemeteries across the United States and Canada have benefited from our award winning technology solutions, and that number continues to grow. We are excited to bring these solutions to City of Monroe, OH and help you achieve your sales and service goals.

Services

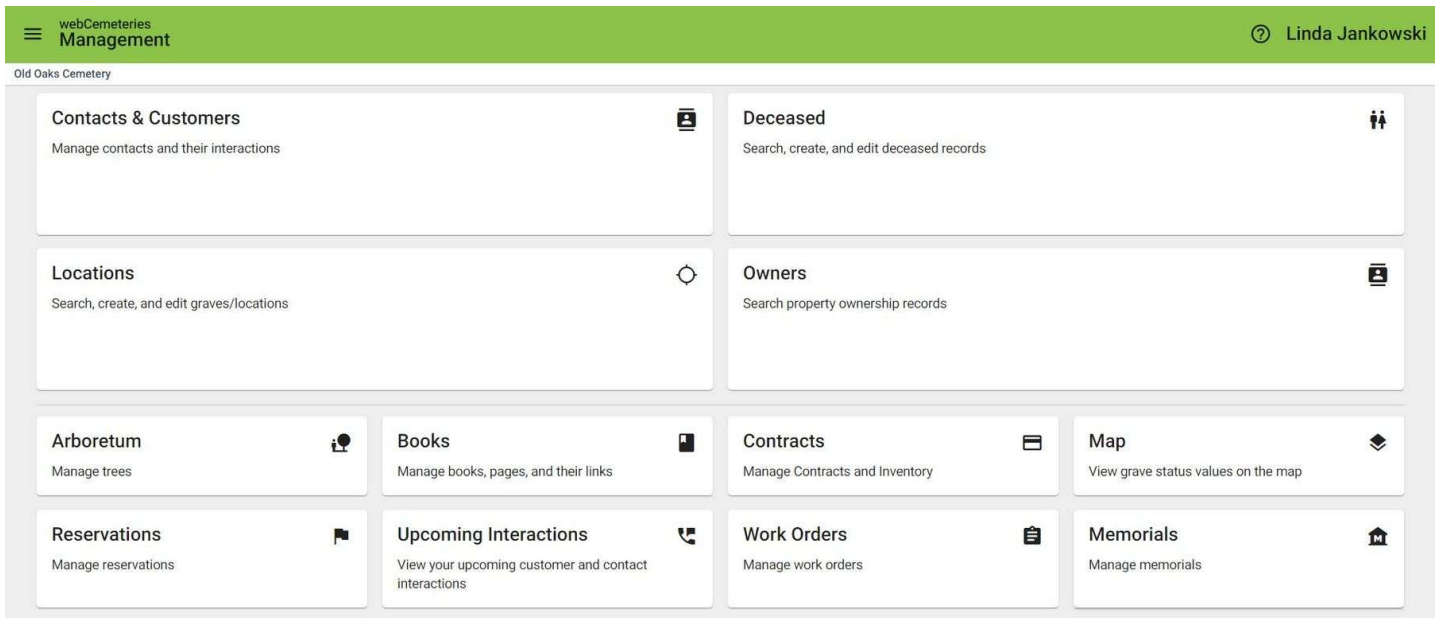
Setup webCemeteries Management Account and Training

webCemeteries will setup the accounts for:

- North Monroe
- Mound Cemetery

The Cemetery staff will have full use of webCemeteries' products to create sales contracts, manage inventory, enter and track owners, burials, memorials, next of kin, work orders, scanned documents and more. If mapping is elected the cemetery will also have access to digital maps, displaying the inventory on an aerial image and color coding the property based on availability.

After the delivery of the software, webCemeteries will provide up to 8 hours of live training via webinar and the cemetery will also have access to phone and email support and our online Service Center with help articles. Additional training beyond this point can be purchased.



Electronic Data Import

The cemetery will provide webCemeteries an export of their electronic data in Excel & Pontem. If the cemetery provides the data in the format template provided by webCemeteries then the data will be imported for the price quoted in the schedule below. This proposal includes 75 hours of time to import the data and review the import with the client. Data from the Source fields will be imported to the webCemeteries account in the Target fields listed below. **If the data requires refinement prior to data import**, i.e., separate out name fields, location fields or address fields to reflect the table below, than a data refinement fee will be assessed in addition to the data import fee. If during review with the client the data requires further adjustment, webCemeteries will charge an additional \$135/hour for this work. **webCemeteries is making the assumption that the data to be imported is limited to the fields listed in the table below. Any additional fields would require an adjustment to this quote.**

Conversion List	
Source	Target
LEVEL2	Location 1
LEVEL3	Location 2
LEVEL4	Location 3
OCCLEVEL	Grave
CM_NOTES	Grave Notes
DEEDNBR	Deed Number
Price Paid	Price
PURCHASE DATE	Date Purchased
OWNER NAMES_DN	CRM Person Name
	CRM Person Address
CM_CONTACTS	CRM Person Phone
	CRM Person Email
	Grave Ownership Link
OCCFNAME	Deceased First Name
OCCLNAME	Deceased Last Name
OCCDOB	Date of Birth
OCCDOD	Date of Death
OCCDATEOFBURIAL	Date of Interment
AGE	Age
SEX	Gender
OCCFORMERADDR1, OCCFORMERADDR2, OCCFORMERCITY, OCCFC	Deceased Address
CM_NOTES, CEMBRCH	Deceased Notes
BURIALTYPE	Burial Type
OCCPLACEOFDEATH	Place of Death
OCCCAUSEOFDEATH	Cause of Death
CVTYPE	Vault
CEMFAITH	Church
	GraveStatus (Values: Do Not Use, Empty, For Sale, Unknown)
STATUSNAME	
CEMFNRL NAME	FuneralHome
Document Importation	

Satellite Inventory Mapping

webCemeteries will use the section and lot maps provided by the cemetery to approximate the longitude and latitude of each location on a satellite image of the cemeteries. Locations will be drawn and represented outlining groups of graves (ie: lots, plots, or whichever group designation the cemetery uses above the individual space level) so that each polygon on the map represents that group of graves. Selecting that polygon will display the details about that location including the list of graves. The visual layout of the graves within that group will not be viewed on the map, but can be displayed on the Location screen. In cases where graves are not grouped together they will be drawn at the grave level on the satellite map. The cemetery will be able to view the cemetery by section to identify inventory, showing the representative shape of each location on the satellite map. Because these coordinates are approximated there may be some gaps or overlaps between boundaries, or slight shifting of the boundaries over the satellite image. The mapping will be considered complete when the largest overlap, gap or shift is less than ten feet.

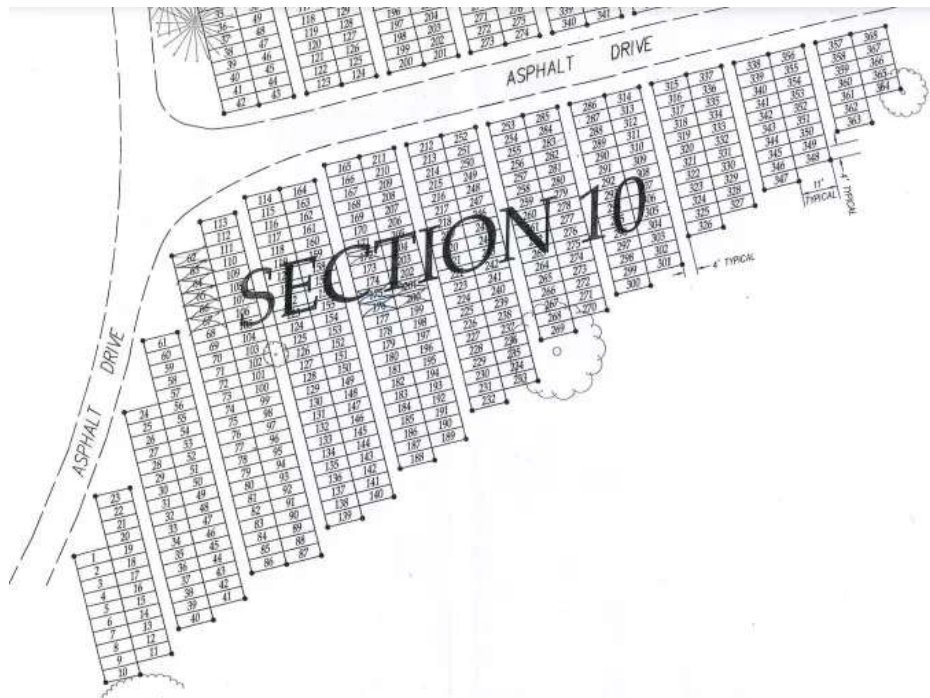
Records where the provided map does not match the electronic property inventory structure in the database will be flagged for review and possible entry by the cemetery, or can be quoted separately as exceptions for data cleanup. These records or spaces will not be mapped as part of this project.

The following areas will be mapped as part of this contract:

Area	Quantity
Hours of GIS mapping	0
Acres of in ground mapping	19
Community mausoleum spaces	0
Community columbaria spaces	0



Sample of Cemetery's source maps:



North Monroe Cemetery

Section 18

10	9	8	7	6	5	4	3	2	1				
		144		126	106		90		72	54		36	18
179	161	143		125	107		89		71	53		35	17
178	160	142		124	106		88		70	52		34	16
177	159	141		123	105		87		69	51		33	15
176	158	140		122	104		86		68	50		32	14
175	157	139		121	103		85		67	49		31	13
174	156	138		120	102		84		66	48		30	12
173	155	137		119	101		83		65	47		29	11
172	154	136		118	100		82		64	46		28	10
171	153	135		117	99		81		63	45		27	9
170	152	134		116	98		80		62	44		26	8
169	151	133		115	97		79		61	43		25	7
168	150	132		114	96		78		60	42		24	6
167	149	131		113	95		77		59	41		23	5
166	148	130		112	94		76		58	40		22	4
165	147	129		111	93		75		57	39		21	3
164	146	128		110	92		74		56	38		20	2
163	145	127		109	91		73		55	37		19	1
	Sold				Hold				Available			Walk	
		8.4.09 See note per Brian only one lot available between 2 & 5											

On-site Imaging

webCemeteries will work on-site to capture the cemetery's records detailed in the table below. Note that the estimated number of documents is provided by the cemetery and if the actual number is greater then the cost of the imaging will increase. The cemetery will ensure that if any staples or paperclips do exist that they are removed prior to webCemeteries' arrival for imaging. The cemetery will provide a six foot table and access to a power outlet, with room to walk around the table, as well as access to a wireless internet connection. The documents will be captured in a black and white format.

Images will be captured and made available for 30 days to the cemetery for download off of a Google Drive link.

Record Type	Quantity
Lot Cards and Interment Cards	1500

Data Entry Process

A. Identify cemetery contact, key fields to capture and keep records up to date

The Cemetery's contact for this project is:

The goal of this process is to link the images of the documents to the inventory that was Imported. Fields or notes not listed in the table will not be entered into the system. The scanned image of the document will be linked to the record and available for viewing these additional fields. Note that the estimated number of documents or records has been provided by the cemetery and if the actual number of documents or records is greater then the cost for the data entry will increase.

In order to ensure that the webCemeteries database is complete, the cemetery will keep track of new sales and burials during the course of the project so that the cemetery staff can enter these records directly into the webCemeteries program once the project is complete.

The table below identifies what action will be taken with each record type beyond data entry.

Record Type	Quantity	Record Purpose
Lot Cards and Interment Cards	1500	Linking Only

Sample documents:

Name		Dorothy Ruth Eileen (last)		Permit No.	
Address		322 Madras Ave		Date of Death	
Age		103		10-15-1980	
Sex		F		Place of Death	
Race		W		FRENCH	
Crem. Burial		CASE OF Dudley Concord			
Address					
Care of Death		ROR #1			
Funeral Home				Registration Dist. No.	
Section		9		Year	
Lot Owner		Thomas Lerch		Monthly Rent	
Address				Fund Book	
				192	
				Lot Card	
				Lot Owner Cl	
				C. or O.	
INTERMENT CARD MONROE CEMETERY					

1	John W. Eppeler
2	Emil G. Eppeler
3	Anna K. Eppeler
4	Anna Sophie Eppeler
	Amelia P. Eppeler
	John Adam Eppeler
7	John Eppeler

B. Create rules for interpreting the documents

Because the format of cemetery documents change over the course of the organization's life, because there are stylistic differences in how different generations document the records, and because there is a level of human error involved in paper record keeping, it is necessary to have a certain level of analyzation and interpretation when entering the records. webCemeteries' Data Project Manager works with the cemetery staff to understand the nuances of the records and establish rules for interpreting the documents. During the course of the data entry, if a record does not comply with one of the rules it is flagged for review by the Data Project Manager and/or cemetery staff. In some cases, this results in the creation of a new rule to be applied to other similar documents. The quoted price assumes that fewer than 5% of the records will need to be flagged and reviewed in this manner and should a greater number of records require this review the project price will be adjusted.

C. Test the rules and entry process

Prior to going into full production, the Data Project Manager will customize the data entry software to conform to the paper records, and will enter a set of records to ensure that the rules for interpreting the documents are clear and comprehensive. The webCemeteries Data Project Manager will review these sample records with the cemetery, and collaborate to determine if any further rules are needed prior to going into full production.

D. Full production and continual review

When the rules and data entry software have been tested, the team will enter full production. webCemeteries will work remotely to link the images of the documents to the property inventory and enter the fields listed in the table above.

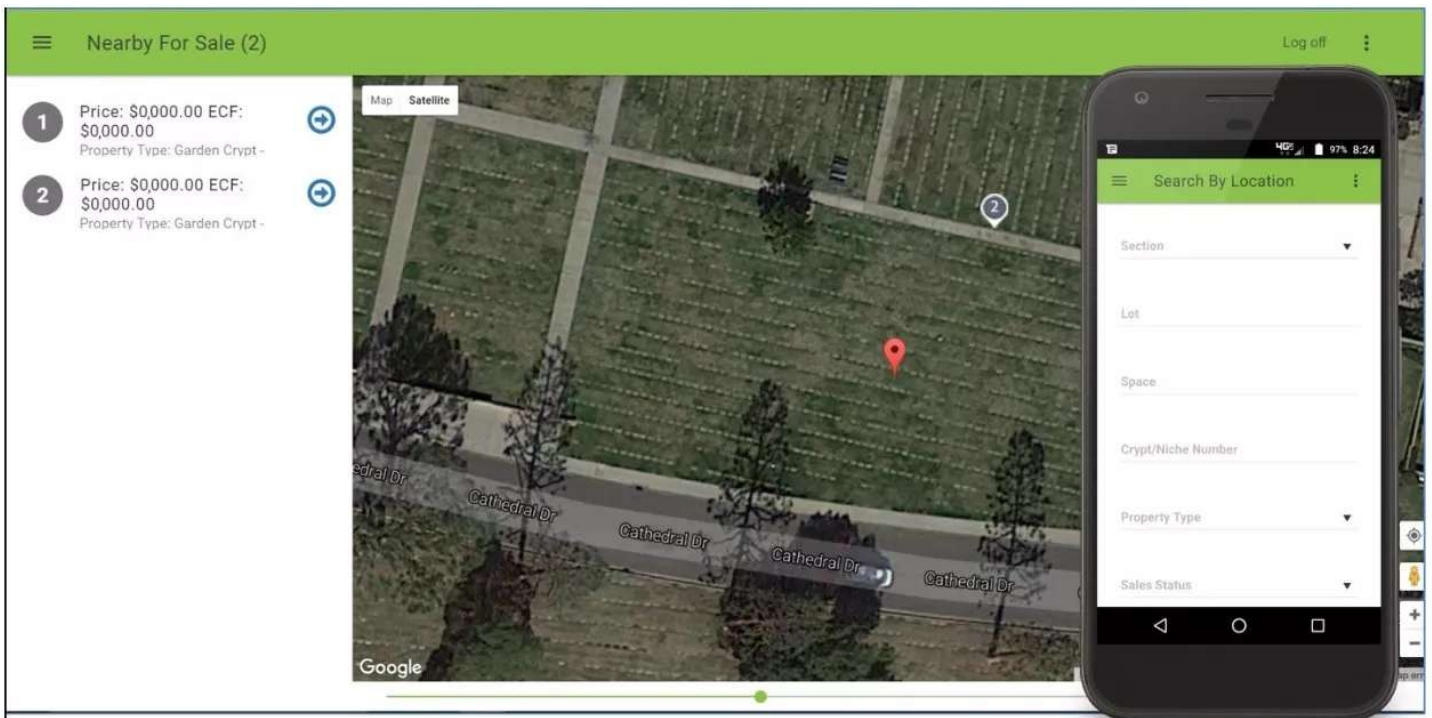
Each team member is trained and tested on the rules for entering the cemetery's records. As they are entering the records, we perform parallel quality control procedures. Because this is a manual process involving the cross-referencing and capturing of old and complicated data sets, while our procedures are designed to maximize accuracy, it is impossible to completely eliminate clerical errors. In order to ensure that the data interpretation rules are comprehensive and that the cemetery is involved during the course of the data entry project, we provide the cemetery staff with a portal to view the records as they are entered. This enables us to identify and correct exceptions to the established rules. It is the cemetery's responsibility to review the records during the course of the project and report any issues discovered.

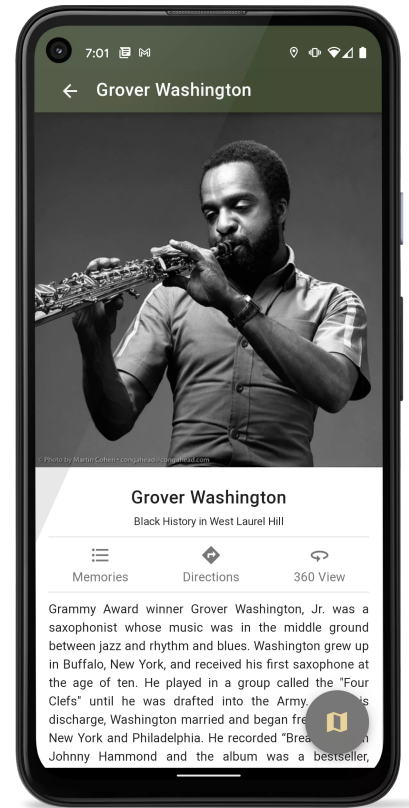
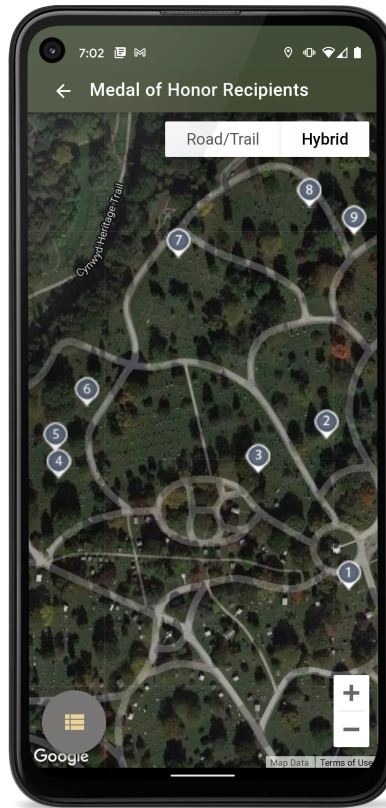
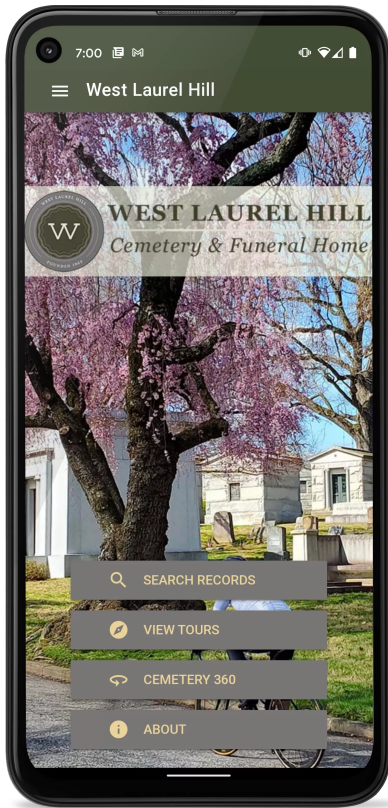
E. Final review

Upon completion of the data entry work, the webCemeteries data project manager will conduct a final review of the data, run reports on the consistency and accuracy of the data, and also facilitate a final review with the cemetery staff. During the course of the project, the cemetery is involved in the continual review process of the records as outlined above. At the conclusion of data entry, the cemetery will have ten business days to review the final set of data and either report any issues or sign off on the delivery of the data. After the cemetery's sign off on the data any errors or changes are the responsibility of the cemetery and can be made through the software.

Sales App

This private app will allow staff to search the records by owner name, burial name or location (section/lot) to find the record that they are looking for. When the record is found, they will be able to view the location details, owner name, burial name, date of birth, date of death, date of burial, and sales status of the space. For mapped locations, the staff will have the option of having GPS navigation to the area and searching for available “for sale” property around the space that is being viewed.





Tour Information

Back to Tour

Next

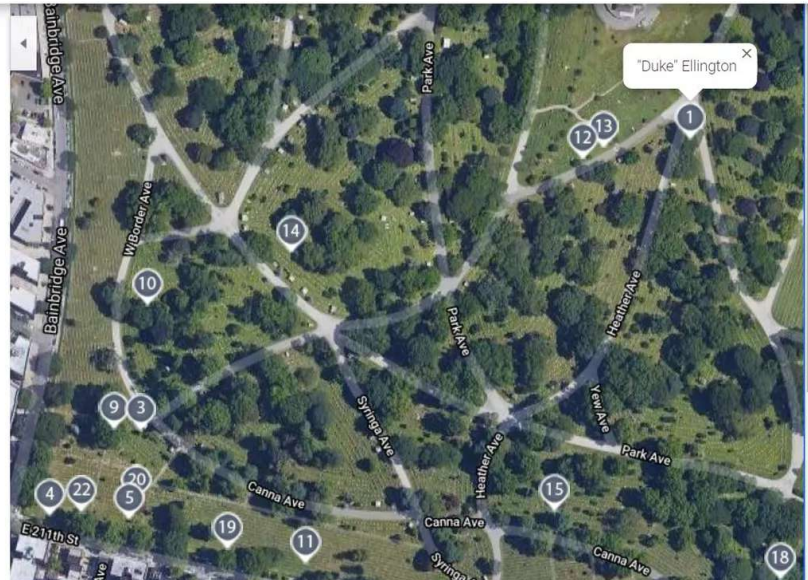
"Duke" Ellington

Black History



- Youtube Link
- External Link
- Get Directions
- 360 Ground View

"Duke" Ellington



Testimonials & Case Studies

Arlington Cemetery, Drexel Hill, PA - Mapping and Data Analysis

Arlington Cemetery is one of the leading cemeteries in the Philadelphia area. The cemetery is comprised of 130 acres, with around 100,000 burial records across the cemetery.

Prior to working with webCemeteries, Arlington maintained a partial database as well as a paper system of cards, books and paper maps. webCemeteries converted the data and maps into one central cloud based system for the cemetery. At the completion of this project, Arlington stopped using the paper records, and their entire organization is working off of the webCemeteries system.

In the words of Gary Buss, President of Arlington Cemetery, “we have been using webCemeteries for six years and feel that the program gets better and better each year. They work with us to understand our needs and challenges and then provide a technology solution that works. Converting our files was simple and cost less than I had expected. I would recommend that any cemetery considering a solid record-management program call webCemeteries for a proposal.”

Forest Lawn, LA - Enterprise Sales Application

webCemeteries was the first company in the industry to offer mobile app technology to cemeteries. In 2019, webCemeteries rebuild its Enterprise Sales App which is used to streamline the property selection and sales process.

The Sales App provides flexible options for finding property near loved ones, features or through an inventory map and helps families visualize the property. The upgraded app also includes a new Reservation system that allows staff to place varying types of holds on property including automated followup reminders.

Forest Lawn Memorial Parks and Mortuaries has been a primary stakeholder providing feedback on the evolution of this platform, first going live in 2017 with nearly 300 users. In the first day of testing from the field one of their managers made three property sales. The app enables them to bring Forest Lawn to their families and has shortened their sales cycle. Years later, the executive team reports that the app remains integral to their sales process across the organization.

Your Investment

Proposal is valid for 90 days. 50% deposit due upon signing, 30% upon completion of the mapping and 20% upon delivery. The client will provide access when requested to the necessary data and map materials. It is advised that the client will provide next business day answers to questions and complete the data and/or map reviews within 10 business days.

Selected Products					
Management System	<input checked="" type="checkbox"/>	Public Toolset (Adv)	<input checked="" type="checkbox"/>	Public Toolset (Basic)	<input type="checkbox"/>
Mapping	<input checked="" type="checkbox"/>	Imaging	<input checked="" type="checkbox"/>	Data Import	<input checked="" type="checkbox"/>
Data Entry	<input checked="" type="checkbox"/>	Website	<input checked="" type="checkbox"/>	Training	<input checked="" type="checkbox"/>

Product Pricing	Price	QTY	Subtotal
Software Setup, Mapping, Data Import, Scanning, Linking and Training, Website Creation	\$34,914.00	1	\$34,914.00
Total			\$34,914.00

Name	Price	QTY	Subtotal
Software as a Service (SaaS), monthly license, hosting and support for the software	\$319.00	12	\$3,828.00
Monthly Website Hosting	\$49.00	12	\$588.00
Total			\$4,416.00

Software as a Service Overview

webCemeteries is a cloud based records management and customer service platform that helps cemeteries safely and securely manage internal records and serve customers more efficiently. As a cloud based system webCemeteries software is considered “Software as a Service” rather than software that is locally installed and maintained on the cemetery’s local computer network. This comes with many benefits, including:

- Automatic upgrades to the software: You receive automatic upgrades to the management system and do not need to worry about installs or migrating to newer versions.
- Automatic off-site backup of your data: Your data is automatically backed up off-site following industry standards for security.
- Off-site accessibility: Your staff can access your records and software from anywhere with an internet connection.
- Software security: Your software and system is kept up to date from a security standpoint, and as a cloud based system if your local computer or network is compromised your software is still safe.
- Hardware savings: Your only requirement to use the software is having access to the internet. This saves you the cost of servers, networking and other local infrastructure.
- Access to a growing number of modules: The system currently allows you to track and manage inventory, owners, deceased, sales contracts, electronic payments, documents, tree inventory, and work orders, and more modules and features are regularly added at no additional cost.
- Unlimited number of user licenses: Where many systems charge for each person using the software, your webCemeteries license allows you as many users as you need.
- Customer support: You have access to our live support team by phone, email and video call, and you also have access to our knowledge center where you can access training documents and videos.

Project Contingency

Our project quote is an estimate based on the specifications detailed in this document. With any project, there is always risk and uncertainty. Unknown complications can arise, leading to schedule delays or deviations from the scope of the project. To mitigate this, we have included a basic contingency budget. This will reduce the likelihood of cost overruns.

As this contingency budget is not intended to cover major changes in project scope, we have determined that a contingency budget of 15% separate from the project cost outlined in this table will be enough to cover the potential need for additional design time, labor, and materials.

This budget will only be accessed through a structured management process, with input from both parties. A detailed cost estimate will be written, and project scope changes must be agreed upon prior to any contingency utilization.

Client Terms and Conditions

1. Services; Grant of License. In consideration of the fees stated in the Order Form and subject to the terms, conditions and restrictions set forth herein (together with the Order Form, this "Agreement"), Vast Data Concepts, LLC dba webCemeteries.com ("webCemeteries.com") shall make the Services available to Client during the Term (as defined herein). Client agrees that its purchase(s) hereunder are neither contingent on the delivery of any future functionality or features nor dependent on any oral or written public comments made by webCemeteries.com regarding future functionality or features. Subject to the terms of this Agreement, webCemeteries.com hereby grants, and Client hereby accepts, a non-exclusive, non-transferable, non-sublicensable, limited term license, during the Term, for Client to access and use, solely for its internal business purposes, the Services identified on the Order Form, on a hosted basis.

2. Term; Renewal; Termination. This Agreement is effective as of the Order Form Effective Date and will continue until the Services have been completed, expired or terminated. The term described in an Order Form will commence upon the Order Form Effective Date and continue for a period of three (3) years unless a different time period is set forth in the Order Form (the "Initial Term"). After the Initial Term, unless stated otherwise in the Order Form, the Agreement will automatically renew for successive one (1)-year renewal terms (each a "Renewal Term" and together with the Initial Term the "Term"). This Agreement and any Services may be terminated (a) by the non-breaching party if one party materially breaches this Agreement and fails to cure such breach within thirty (30) days of receiving notice thereof or (b) by either party at the end of the then-current term upon not less than ninety (90) days' prior written notice to the other party.

3. webCemeteries.com Responsibilities. During the Term, webCemeteries.com will be responsible for the following:

- a. Initial account set-up and Client onboarding;
- b. Using commercially reasonable efforts to make the Services available twenty-four (24) hours a day, seven (7) days a week, except for downtime related to the performance of system maintenance and upgrades or Force Majeure Events;
- c. Providing timely (i.e., within two (2) business days) responses to questions or concerns from Client regarding the Services; and
- d. Any other Services expressly described in the Order Form, if any.

4. Fees; Payment Terms. In consideration of the Services to be provided by webCemeteries.com as specified in the applicable Order Form, Client shall pay all fees specified therein in accordance with the payment terms provided in this Agreement. Except as otherwise specified herein or in an Order Form, (a) fees are quoted and payable in United States dollars, (b) fees are based on Services purchased, and (c) payment obligations are non-cancelable and fees paid are non-refundable. webCemeteries.com will invoice Client as provided in the applicable Order Form, with the first invoice to be issued upon execution of the Order Form. Unless otherwise stated in the Order Form, invoices are due and payable within thirty (30) days after receipt thereof by check, wire transfer or other form of electronic payment accepted by webCemeteries.com. Client is responsible for maintaining complete and accurate billing and contact information with webCemeteries.com. If any fees or charges under any Order Form are not received when due, then at webCemeteries.com's discretion, (y) such amounts may accrue interest at the rate of 1.5% of the outstanding balance per month or the maximum

rate permitted by law, whichever is lower and/or (z) Client shall pay on demand all out-of-pocket costs (including attorney fees) reasonably incurred by webCemeteries.com to collect such fees or charges. If any amount owing by Client under this Agreement is ten (10) or more days overdue, webCemeteries.com may, without limiting its other rights and remedies, suspend Services to Client until such amounts are paid in full. Fees are exclusive of legally applicable taxes, levies, duties or similar governmental assessments, including goods and services, value-added and sales taxes (collectively, "Taxes"). Client shall be responsible for all taxes on fees, except for taxes on webCemeteries.com's income. Where webCemeteries.com is legally obligated to pay or collect Taxes for which Client is responsible, Client will be invoiced, and shall pay all applicable Taxes, unless Client provides a valid tax exemption certificate by the appropriate taxing authority. Following the Initial Term, webCemeteries.com may increase the fees for any Renewal Term upon written notice to Client, in which case Client shall have the option to terminate this Agreement by written notice delivered to webCemeteries.com during the thirty (30)-day period immediately following Client's receipt of the notice of price increase.

5. Restrictions; Ownership; Feedback.

- a. Restrictions. Client shall not: (i) decompile, disassemble, reverse engineer or attempt to identify, reconstruct or discover any source code, object code, underlying ideas, user interface techniques or algorithms of the Services or disclose any of the foregoing; (ii) transfer, encumber, disclose, distribute, sell, sublicense, assign or otherwise use, except as expressly provided herein, the Services; (iii) copy, modify, adapt, translate, incorporate into or with other software, or create a derivative work of any part of the Services; (iv) circumvent, violate or exceed any user limits (in terms of quantities, named users or otherwise) or other use restrictions that are set forth in this Agreement or that are built into the Services; (v) use the Services for a purpose not intended by this Agreement or violate the license restrictions set forth in this Agreement; or (vi) use the Services in a manner that damages, disables, degrades the performance of or overburdens webCemeteries.com's platform for use by others.
- b. Ownership. The Services are the proprietary intellectual property of webCemeteries.com, which contain trade secrets and are protected by copyright law. Subject to the license granted hereunder, webCemeteries.com retains sole and exclusive ownership of all right, title, and interest in and to the Services and any other technology used to provide the Services. Any and all enhancements, modifications, corrections and/or derivative works that are made to the Services will be considered part of the Services for the purposes of this Agreement and will be owned by webCemeteries.com.
- c. Use of Aggregated Non-Identifiable Data. As between Client and webCemeteries.com, Client is and will remain the sole and exclusive owner of all right, title and interest in and to Client's data, including all intellectual property rights thereto. Notwithstanding the foregoing, webCemeteries.com shall have the right to use any aggregated non-identifiable data collected by it in connection with this Agreement at any time and for any legitimate business purpose.
- d. Feedback. webCemeteries.com may, without restriction, use, reproduce, copy, sell, license, distribute, publicly display or perform, incorporate into its platform or otherwise exploit any suggestions, enhancement requests, recommendations or other feedback provided by Client relating to the operation of the Services.

6. Suspension/Termination of Access to Services. webCemeteries.com reserves the right to suspend or terminate access to the Services at any time with or without notice. Unless suspension or termination is a result of a violation of this Agreement or in the case of a suspension necessary for risk-mitigation purposes, Client will be entitled to a pro-rata refund of any pre-paid fees for the suspended or terminated Services.

7. Publicity. Client agrees to (a) participate in a press release following the execution of this Agreement naming Client as an enterprise user of the Services, (b) allow its name and logo(s) to be used in webCemeteries.com's platform, sales materials and user literature, and (c) the use of its name and logo(s) in a listing of webCemeteries.com's other enterprise users. Client shall also make reasonable efforts, upon webCemeteries.com's request from time to time, to serve as a reference and participate in case studies and other promotional activity.

8. Confidentiality. Each party will maintain as confidential and not disclose (except to its employees, accountants, attorneys, advisors, affiliates, and third party service providers of the receiving party with a need to know in connection with the

receiving party's performance under this Agreement, and who have been advised of the obligation of confidentiality hereunder), copy or use for purposes other than the performance of this Agreement, any information which relates to the other party's business affairs, trade secrets, technology, research, development, pricing or terms of this Agreement ("Confidential Information"). Confidential Information does not include any information that is (a) already known to the receiving party prior to disclosure by the disclosing party; (b) or becomes publicly known through no breach of this Agreement; (c) proven to have been independently developed without the use of the disclosing party's Confidential Information; (d) obtained from a third party that is not, in good faith belief to the receiving party, under any legal obligation of confidentiality; or (e) permitted, in writing, to be disclosed by the disclosing party. Each party agrees to protect the disclosing party's Confidential Information with the same degree of care that it would use with its own Confidential Information and to prevent unauthorized use, disclosure or publication thereof. Breach of this Section may cause irreparable harm and damage. Thus, in addition to all other remedies available at law or in equity, the disclosing party has the right to seek equitable and injunctive relief, and to recover the amount of damages (including reasonable attorney fees) incurred in connection with such unauthorized use. The receiving party is liable to the disclosing party for any use or disclosure in violation of this Section. Notwithstanding anything to the contrary set forth herein, the receiving party may disclose Confidential Information pursuant to any applicable statutory or regulatory authority requirement or court order; provided that the disclosing party is promptly given written notice (unless prohibited by law) of such requirement so that the disclosing party may object to such disclosure, and provided further that the scope of such disclosure is limited to the extent reasonably possible.

9. Warranties and Disclaimers.

- a. Each party represents and warrants to the other that it has the legal power and authority to enter into this Agreement.
- b. Except as expressly provided in this Agreement, neither party makes any warranties of any kind, express or implied. Each party specifically disclaims all implied warranties, including, without limitation, any warranties of merchantability, non-infringement or fitness for a particular purpose to the maximum extent permitted by law. webCemeteries.com makes no warranties regarding any content or data provided by webCemeteries.com or through the Services, including, without limitation, the type, quantity or quality of content or data. webCemeteries.com cannot guarantee that the Services will not contain any objectionable content.
- c. Except as expressly provided in this Agreement, webCemeteries.com will not be liable if for any reason all or any part of the Services are unavailable at any time or for any period. webCemeteries.com has no obligation to provide Client with any technical support in connection with Client's use or attempted use of the Services.

10. Indemnification. webCemeteries.com shall indemnify, defend and hold harmless Client, its officers, directors, employees, agents and other advisors and representatives, and successors and assigns, from and against any and all claims, actions, damages, obligations, losses, liabilities, costs and expenses (including reasonable attorney fees and other costs of defense) of a third party ("Claims") regarding or relating to copyright, trademark, patent or other infringement pertaining to the Services. Client shall indemnify, defend and hold harmless webCemeteries.com and any of its officers, directors, employees, agents and other advisors and representatives, and successors and assigns, from and against any and all Claims arising from Client's breach of this Agreement.

11. Limitation of Liability. NEITHER PARTY NOR ANY OF ITS MEMBERS, STOCKHOLDERS, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS SHALL BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, EXEMPLARY, PUNITIVE, INDIRECT OR SPECIAL DAMAGES OF ANY NATURE ARISING FROM BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE OR ANY OTHER LEGAL THEORY, WHETHER IN TORT OR CONTRACT, EVEN IF SUCH PARTY HAS BEEN APPRISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING, INCLUDING DAMAGES FROM INTERRUPTION OF BUSINESS, LOSS OF INCOME OR OPPORTUNITIES, LOSS OF USE OF THE SERVICES, LOSS OF DATA, COST OF RECREATING DATA OR COST OF CAPITAL. IN NO EVENT SHALL EITHER PARTY OR ANY OF ITS MEMBERS, STOCKHOLDERS, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS BE LIABLE FOR ANY DIRECT DAMAGES IN EXCESS OF THE TOTAL FEES PAID BY THE CLIENT UNDER THIS AGREEMENT FOR THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE CLAIM. THE FOREGOING LIMITATIONS OF LIABILITY SHALL NOT APPLY TO (I) THE CLIENT'S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT, (II) THE CLIENT'S INDEMNIFICATION OBLIGATIONS, OR (III) TO THE EXTENT PROHIBITED BY APPLICABLE LAW.

12. Miscellaneous.

- a. Non-Exclusive Services. Nothing in this Agreement will be construed as to create an exclusive relationship between Client and webCemeteries.com beyond those terms and conditions explicitly agreed to in this Agreement. Client acknowledges that webCemeteries.com solicits (or may solicit) and performs (or may perform) similar services on behalf of other clients.
- b. Entire Agreement. This Agreement is the complete and exclusive statement of the parties' agreement and supersedes all proposals or prior agreements, oral or written, and all other communications between the parties relating to the subject matter hereof.
- c. Waiver and Amendment. Except as provided below, this Agreement may be amended, modified, superseded, canceled, renewed or extended, and the terms and conditions hereof may be waived, only by a written agreement between the parties. The waiver by any party of a breach of any provision of this Agreement must be in writing and shall not operate or be construed as a waiver of any subsequent breach. Each party agrees that this Agreement shall be amended as necessary to comply with applicable law.
- d. Independent Contractor. webCemeteries.com is an independent contractor and not an employee of Client. At no time shall either party make any commitments or incur any charges or expenses for or in the name of the other party, or be considered the agent, partner, joint venturer, employer or employee of the other party.
- e. Notices. All notices or other communications required to be given hereunder shall be in writing and delivered either by US mail, certified, return receipt requested, postage prepaid, by e-mail, or by pre-paid overnight courier. Notices shall be effective upon their receipt by the party to whom they are addressed.
- f. Assignment. This Agreement may not be assigned by Client without webCemeteries.com's prior written consent, which consent will not be unreasonably withheld.
- g. Compliance with Laws. Each party will be responsible for compliance with all legal requirements related to its performance under this Agreement, including all applicable laws related to the protection, privacy and disclosure of personal information.
- h. Force Majeure. Neither party will be responsible for any failure to perform due to causes beyond its reasonable control, including, but not limited to, terrorism, acts of God, war, civil unrest or strikes (a "Force Majeure Event") provided that the affected party gives prompt written notice to the other party of the Force Majeure Event. The time for performance will be extended for a period equal to the duration of the Force Majeure Event.
- i. Equitable Remedies. In addition to any other available rights and remedies, any breach of this Agreement by Client may be enforced by webCemeteries.com by means of equitable relief (including injunctive relief) and Client hereby waives any objection that Client may have to webCemeteries.com's application to a court of competent jurisdiction for equitable remedies.
- j. Governing Law and Disputes. This Agreement and any dispute arising hereunder is to be governed by and interpreted and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to conflict of law principles, and is subject to the exclusive jurisdiction of the federal and state courts located in the County of Philadelphia in the Commonwealth of Pennsylvania, and each party consents to the exclusive personal jurisdiction and venue of such courts.
- k. Compliance with Google Maps/Google Earth Terms. By using the Services, Client acknowledges and agrees to comply with the Google Maps/Google Earth Additional Terms of Service available at https://maps.google.com/help/terms_maps.html and the Google Privacy Policy available at <https://www.google.com/policies/privacy/>. Client further acknowledges and agrees that webCemeteries.com (i) does not charge Client any fees for the use of Google Maps/Google Earth in connection with the Services, and (ii) has no obligation to use Google Maps/Google Earth data and may use different sources of mapping data from time to time during the Term.

Acceptance

This webCemeteries Order Form (this "Order Form") is entered into as of the Effective Date by and between Vast Data Concepts, LLC dba webCemeteries ("webCemeteries") and the client identified below ("Client"). Any capitalized terms used but not defined in this Order Form will have the meanings ascribed to such terms in the Client Terms and Conditions attached to this Order Form.

This Order Form is subject to, and incorporates by this reference, the Client Terms and Conditions attached to this Order Form, the most recent version of which can be found at the webCemeteries.com website.

Acknowledged and agreed by the parties hereto as of the Effective Date, _____.

Signatures

Purchaser Signature:

_____ Name: _____ Title: _____

Billing Contact:

Phone:

Billing Address:

City, State, Zip:

Billing Email:

webCemeteries Signature:

_____ Name: _____ Title: _____

APPENDIX: WEBSITE CREATION PROCESS

Summary

This SOW is for webCemeteries to perform the tasks necessary to develop a new website for the Cemetery. For this project, the requirements to be met are:

- Develop a new design for the Cemetery's website.
- Implement the new design.
- Populate the new design with content.
- Incorporate specific, advanced features within the site design.
- Train the Cemetery on the new site, including basic maintenance.
- Deploy the site to webCemeteries' production server.

For each of these goals, webCemeteries will perform the tasks necessary to complete the goal and will work closely with the Cemetery's point of contact to communicate status, make progress, and resolve issues.

Milestones

The goals defined in the Engagement Summary will be broken into milestones. These milestones exist to allow both the Cemetery and webCemeteries to ensure satisfaction throughout the development process, provide opportunity for more regular feedback, and provide a natural point for delivering and invoicing on specific pieces of work. For each milestone, webCemeteries will perform the tasks necessary to complete the milestone.

Milestone 1: Initial Design Selection

Work with the Cemetery contact to iterate on possible designs. These designs will be provided via way of screenshots.

- The designs will include: front-page example and child-page example.
- The designs will work on mobile and desktop.
- Work with the Cemetery to make a final selection of a design.
- The initial design examples will be populated with filler content.

In this milestone, the basic website structure is assumed to have between 5 - 7 pages. This design phase will vet specifics.

Materials Needed from Cemetery at the Start of the Project

- 1 High resolution .JPG or vector copy of the Cemetery logo.
- 2 Colors to be used in the design.
- 3 A minimum of 10 high resolution images to use in the initial site design.
- 4 Confirmation of pages to be included in the website, as defined by the site map.

Milestone 2: Page Mockups and Functional/Shell Prototype

Upon selection of the design by the Cemetery, webCemeteries will build and develop the external shell of the design. This includes: layout, formatting, integration of plugins, etc.

This step will provide a demonstration of the shell layout, which will include placeholder content (image stubs, “Lorem Ipsum” text, etc.)

Specific pages typically recommended include:

- Front Page
- Locate a Loved One
- Available Property Options
- Memorial Options
- Cremation Options
- Pre-Planning
- About Us
- Resources
- Gallery
- FAQs
- Contact

Milestone 3: Content Population

Laying out the website content:

- webCemeteries will work with the Cemetery to integrate content into the website. It is the responsibility of the Cemetery to provide all content in a ready to use fashion, meaning that webCemeteries will not be required to perform copy editing on the text or photo manipulation on the images. The Cemetery will provide all of the content to webCemeteries using the Template for Submitting Content document.
- The Cemetery will be able to review the content.
- webCemeteries will provide up to 1 hour of adjustments to the content after initial review. Adjustments beyond 1 hour will be quoted separately and may impact the delivery timeline.

Materials Needed from Cemetery Within 4 Weeks of Project Start

- 1 Text for each page of the site that will be going live upon Deployment.
- 2 High resolution photos for each page that will be going live upon Deployment.

The Cemetery will provide all of the content to webCemeteries using the Template for Submitting Content document.

Milestone 4: Advanced Features and Integration

webCemeteries will integrate the Cemetery's site with the following tools and functionality (Check all that apply. If unchecked, these services can be quoted separately.):

- Remember My Journey Search and Memorials (if requested, additional quote required)
 - Visitors will be able to search by name for a loved one and view and submit memories to create a timeline of their life journey.
- eCommerce (starting at \$1,000 setup, \$279/year support, and cemetery pays credit card processing fees)
 - Online store to sell flowers and other merchandise. webCemeteries exclusively supports use of Square, Stripe and Paypal as credit card processors.

- Advanced Calendar/Upcoming Events (starting at \$100/year)
 - This will allow the cemetery staff to enter the name, description and dates of upcoming events to be displayed through a feed on the website and can include recurring events, RSVP and custom design.
- Advanced Contact Form (starting at \$100 setup)
 - This can include a custom layout and collection of additional information from the visitor.
- Live Chat - starting at \$30/month. Can vary greatly based on number of Customer Service Reps and desired features.
- Landing Pages - starting at \$100/page
- Marking Mail Service Integrations (e.g. Constant Contact, MailChimp, etc.) - starting at \$90/year
- Mutli-Language Websites - starting at \$60/year. Will quote based on level of integration.
- Social Media Feed Integration - \$25 per feed set up
- SEO/User Tracking: Google Analytics
 - The Cemetery will provide webCemeteries with the code needed from the Cemetery's Google account to activate the Google Analytics tracking.

Materials Needed from Cemetery Within 8 Weeks of Project Start

- 2 Google Analytics Code from Cemetery's Google Account.

Milestone 5: Testing, Training, Deployment and Updates

Deploying the website:

- webCemeteries will create a management account for the Cemetery.
- webCemeteries will provide one hour of training to the Cemetery on the use of the website.
- webCemeteries will deploy the site to the hosting servers into a production environment.
- The Cemetery is responsible for pointing DNS entries to the new servers. webCemeteries will provide support as needed.

- During training, the Cemetery can be trained on how to make changes to the content of certain pages, such as Events and eCommerce (where applicable). Changes to other pages will be made by webCemeteries. The monthly hosting fee includes one content change per month (ie: replacing a photo or updating a section of text on the website). Additional changes can be made at the current hourly rate.

webCemeteries is not responsible for any issues created from edits made to the site by the Cemetery. If webCemeteries must make fixes, the Cemetery will be billed at webCemeteries' hourly rate.

Deliverables

- **New Website**, Fully Deployed. This includes the items described above.
- **Training**. Training for one employee, including accounts.

System Requirements

At the time of this contract signing, webCemeteries will support the latest version of the following web browsers: Chrome, Firefox, Safari, and Edge. We will provide on-going support for new versions of these browsers while your system is under our management, but reserve the right to modify this list based on ongoing internet trends and technical judgement.

Schedule

The following is an approximate high-level schedule for the completion of the above milestones. Note that the actual start date and schedule of the project will be determined by webCemeteries after approval of the project.

Milestone	Expected Completion Time
Milestone 1 (Design and Wireframe)	Week 2
Milestone 2 (Deploy Prototype)	Week 4
Milestone 3 (Content Population)	Week 8
Milestone 4 (Advanced Features)	Week 12
Milestone 5 (Deployment)	Initial release after 4 weeks (Milestone 2), final release after 12 weeks.

Note that the Cemetery's provision of content materials (text and images) as well as timely review, feedback and approval of the milestones is critical to the schedule of the project. In the event that content materials or review, feedback and approval are not available from the Cemetery after the 16th week of the project, the monthly hosting fee will begin in order to cover additional project management costs.

Resources

webCemeteries will provide one Project Manager to manage any and all work necessary to achieve the Milestones. This person will have authority to make decisions on the website design and content.

The Cemetery will provide one individual who is responsible for primary communication on the project, responsible for providing all content for the site, available for clarification of details, and who will provide approval and receipt of all milestones.

ADA Website Compliance

If this option is elected, the website will be updated to implement at minimum WCAG 2.1 Level AA regulations as determined by Lighthouse Accessibility Audit. webCemeteries currently uses Lighthouse Accessibility Audit to test compliance but reserves the right to use other testing tools in the future. Elect option, additional cost will apply on price table:

Costs

This price includes a total of three hours of change requests of which the Cemetery may make requested changes to the site without incurring any additional costs at the current hourly rate. The amount of time a particular request takes is at the discretion and expertise of webCemeteries and all time for these requests will be communicated to the Cemetery. Any requests made beyond these three hours are addressed in Assumptions and Risks, Item 1.

Note that the Cemetery's provision of content materials (text and images) as well as timely review, feedback and approval of the milestones is critical to the schedule of the project. In the event that content materials or review, feedback and approval are not available from the Cemetery after the 12th week of the project, the monthly hosting fee will begin in order to cover additional project management costs.

Assumption/Risk

- 1 In the event of change requests that are beyond the scope of this work, all change requests will be clearly identified and tracked. For each prioritized change request, scope and effort will be estimated and the impact on schedule and cost will be evaluated.
- 2 The Cemetery will be available and will respond in a timely fashion for questions regarding the design and content details should webCemeteries have questions. Delays in response time or delays in decision making by the Cemetery will subsequently delay webCemeteries' ability to deliver on the Milestone schedule described earlier in the document and/or will result in a price increase in order to meet the Milestones.
- 3 The monthly hosting fee includes one content change per month for up to 15 minutes of time (ie: replacing a photo or updating a section of text on the website). Additional changes can be made at the current hourly rate.
- 4 The Cemetery will provide all content including images and copy.

City of Monroe City Council Communication

Meeting Date: March 28, 2023 **Submitted By:** Gary Morton, Director of Public Works

Agenda Item: Action Item

Emergency Action Needed: No
If yes, explain in
Background/Description

Synopsis:

This is to approve the City Manager to enter a contract with Jones-Warner Inc. for engineering services for the redesign of the driveway from the street to the bay doors at Station 61. It includes replacing the drive apron at the employee entrance to the parking lot. The current driveway has failed due to age and damage sustained from snow and ice control.

Financial Impact (Amount of Funds and Relevant Fund Account Information):

\$100,000.00 was requested for this project within the 2023 budget, but funding was not included until further information was provided. If this recommendation is accepted, the Council will need to appropriate additional funds for this work. The cost of engineering services is \$16,000.00. We are asking that this amount be appropriated so we can move forward with the engineering of the driveway. Once engineering is complete, we will come back to council for a request to appropriate enough funds to cover the estimated price of the driveway installation.

Staff Recommendation:

Approve engineering services for the design of a new concrete drive apron at Station 61.

Background/Description:

We feel the engineering is needed so we can correct some original design issues with the driveway. Trench drains will be installed in front of each of the three bay doors to prevent water from reaching the building. An existing catch basin will be modified to allow for better drainage across the driveway slope. A concrete pour schedule will be developed so that each bidder will understand the time necessary to complete this project. We can only pour one lane at a time so the fire personnel can still get equipment out when needed and each section will need to sit for 7 days to properly, cure.

Bidding:

Jones-Warner was chosen for this job because of other similar jobs they have done for the City in the past. Based on ORC, engineering services are not required to use the lowest and/or best price.

Exhibits Attached: Yes

Corporate Headquarters

8401 Claude Thomas Road, Suite 51
Franklin, OH 45005

P: 937.704.9868

F: 937.704.9949



JONES-WARNER CONSULTANTS, INC.
CIVIL ENGINEERING, SURVEYING, AND CONSULTING SERVICES

Toll-Free: 1-855-704-5924

JWCI@JonesWarner.com

JonesWarner.com

December 7, 2022

City of Monroe
1000 Holman Ave.
Monroe, Ohio 45050
Attention: Gary Morton, Public Works Director

Re: Main Street Fire Station Concrete Approach with Drainage Design

Dear Mr. Morton

Jones Warner Consultants, Inc. (JWCI) is happy to provide you with this fee proposal for requested improvements located at 3 South Main Street within the City of Monroe. You and I visited the project site and have discussed the scope of services to be provided.

Scope of Services-

We understand the scope to include the necessary survey, design, and specification development for the replacement of the four (4) existing concrete truck bay approaches, located at the Main Street Fire house. We will rest the grade of the existing drainage structure and evaluate if an additional structure is needed. A bid book document for bidding with plans and specifications will be developed using the City of Monroe provided template and/or documents.

Deliverables-

Deliverables will include one full set of construction plans with necessary cross sections, drainage design, specifications, including the appropriate forms for bidding, in a bid book format all in coordination with new forms currently being developed by the city. Paper copies will be provided as necessary during review and for bidding.

Fee-

Our lump sum fee for the above outlined services is \$16,000.00. The fees provided do not include any fees that may be required by permitting agencies (if required) or any geotechnical investigations authorized by the City of Monroe. The design will be completed within approximately 120 days of your notice to proceed.

JWCI is prepared to begin immediately upon your acceptance of this proposal. We appreciate this opportunity and look forward to working with you on this project. Should you have any questions, please feel free to call.

Sincerely,

A handwritten signature in blue ink that reads 'T. Shawn Campbell'.

T. Shawn Campbell, President
Jones Warner Consultants, Inc.

City of Monroe

City Council Communication

Meeting Date: March 28, 2023 **Submitted By:** Gary Morton, Director of Public Works

Agenda Item: Action Item

Emergency Action Needed: No
If yes, explain in
Background/Description

Synopsis:

Re-locate two gateway devices.

Financial Impact (Amount of Funds and Relevant Fund Account Information):

Staff Recommendation:

Approve the re-location of two Gateway meter reading devices.

Background/Description:

What is a Gateway?

A Gateway is a device that is a part of the city's water meter reading system. Gateways are placed strategically around the city to collect water meter readings. The gateways collect several readings per day. At a pre-determined time, the Gateways sends all the collected data back to the main server at the City Building where it is then exported into the water billing software. This is what prevents us from having to manually collect or drive around the city to collect meter readings.

There is a Gateway located at each of our three water tower locations. They are located here because the height of the towers allows us to gain longer range from the Gateway antenna, collecting information from a larger area. The towers located on Britton Lane and Mound Cemetery have the entire Gateway system located on the top of each respective tank. The North Main Street tank has only the antenna mounted on the top of the tank with the remainder of the equipment being located within the storage area at the base of the tower. This is the ideal situation. This request is for re-locating all the equipment except the antenna from the tops of Britton Lane and Mound tanks to a controlled environment like the North Main Street tank.

Being located at the top of a tower exposes these electronic devices to harsh weather conditions. Multiple gateways have been replaced due to lightning strikes, even with lightning arrestors installed. We are currently seeing a replacement rate of one Gateway every two (2) years. This is a very gracious replacement rate as there have been times we have replaced gateways as soon as six months from an install date. It is also recommended that the gateways not be installed near any RF transmitters. The Mound water tower currently has cellular RF antennas mounted on top that occupies the same space as the Gateway. Relocating the Gateway would allow us to move the antennas so that we have recommended vertical separation of ten feet between our remotely located

City of Monroe City Council Communication

antennas and any cellular RF antennas.

The cost of a replacement Gateway unit is currently \$8,113.60 plus \$1,500 for installation. We are looking to achieve an 8-year life expectancy with each Gateway. Using a replacement rate of (1 unit / every 2 years) x 8 years = \$38,454(Gateway cost + installation). Relocating the units can save the department \$18,454 over the life expectancy of the Gateway. This will also reduce the downtime we currently experience when a Gateway needs to be replaced. We will no longer have to schedule an installation with a third-party contractor if a unit fails.

There is a Gateway currently installed inside the North Main tower. This is a remotely located Gateway that is not mounted on top of the tower. We have achieved a 6-year life span on this unit located in the tower. Even if the calculations are adjusted to achieve a 6-year life expectancy for the Gateway relocating project, we still have an estimated savings of \$10,000 over six years.

Alternatively, we have the option to leave the gateways installed where they are. There is no indication as to when a Gateway will fail or how it will fail. This is a risk that we cannot fairly calculate but only base on experience we have had with Gateway failures.

Moving the gateways into a climate-protected area is in the best interest of the city. This would minimize the downtime we currently experience when a Gateway fails as well as save on replacement costs over the life of the unit. We also believe that we will get better performance out of these two gateways due to no longer having RF interference from cell phone antennas and police radio antennas.

Bidding:

Mobilcomm currently handles other communication system repairs for the City of Monroe. Due to their expertise in this field, we feel they are the best choice for completing this job. Mobilcomm's employees are Tower Safety and Rescue certified annually and very experienced working on water towers.

Exhibits Attached: Yes
