CITY OF REYNOLDSBURG

City Council
Tuesday December 16, 2014

Regular Meeting: 9:37 AM

Place: Council Chambers
7232 E. Main St, Reynoldburg, OH 43068

President:	DOUG JOSEPH
Ward Members:	Ward I - Scott A. Barrett Ward II - Leslie Kelly Ward III - Cornelius McGrady III Ward IV - Mel Clemens
Large Members:	Barth R. Cotner Chris Long Daniel J. Skinner, Esq.

COMMITTEES:

Community Development:	Chmn Kelly, McGrady, Clemens, Cotner, Long, Barrett, Skinner
Safety:	Chmn Long, Skinner, Clemens, Kelly, Cotner, Barrett, McGrady
Service:	Chmn Clemens, Barrett, Kelly, Cotner, Long, McGrady, Skinner
Finance:	Chmn Cotner, Long, Clemens, Kelly, Barrett, McGrady, Skinner

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Agenda is subject to amendment by Committee/Council at the time of the meeting.

All meetings of the Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies.

If you wish to speak before City Council concerning a specific topic on the agenda, or about a specific topic not on the agenda, please complete a "Speaker Form" and give to the Clerk of Council. Forms are located in the wooden box on one of the bench seats in the atrium. Copies of the Rules of Discussion are available next to the wooden box.

April Beggerow
Clerk of Council

REYNOLDSBURG City Council

Regular Meeting

Council Chambers, 7323 East Main Street

*December 16, 2014 *** 9:37 AM*

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance
5. Approval of Minutes
6. Approval of Agenda
7. Community Comments and Requests
8. Memorandum to the City Council Informing the Members of a Parade in Reynoldsburg that Will Begin at 9:00 A.M. Tuesday January 27Th
9. Communications
10. Reports
11. Motions

LEGISLATION REQUIRING ONE READING

12. Consideration of the City Council to Vote Favorably on the Purchase of Cars for Power Users by the End of the 2105 Fiscal Year

LEGISLATION FOR FIRST READING

13. Practice Item

LEGISLATION FOR SECOND READING

LEGISLATION FOR THIRD READING

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ADJOURNMENT

Clerk of Council
April Beggerow
614-322-6836 phone
Fax fax

MEMORANDUM

DATE:	**December 16, 2014**
TO:	**Eric Snowden, Planning Administrator**
CC:	**Implementation; Steve Greenberg**
RE:	**1/27/15 Parade in Reynoldsburg sponsored by Target. Practice Change**

The parade will take place on Main Street from 9:00 A.M until 3:00 P.M. There are many reasons we feel having a parade will help the morale of the City.

- People like huge balloons
- There will be three prized for the three best floats created
- We will be giving away a car for the best float (Porche 911)

Webinar Outlines

Basic Information for all classes

Classes should be 30 minutes. This is a 5 minute grace period at the beginning a 15-20 minute class and then 5-10 minutes of questions afterwards. Questioners should use the raise hand function or chat to answer questions otherwise people should be muted. All Classes at the close should be told about the support site and how to access the training videos as well as to watch out for more webinars in the future for more information. Please always be careful to make it as generic as possible because of the customization of our software it will be difficult to keep people on track at times but we need to ensure it will be useful to the maximum amount of people.

Additional Resources

That box to the right will always state the Related videos and Articles in our support site. It is a good idea to bring up where they are and how people can access them as well as the support site in general. It should help cut down on support calls and provide them review material for after the webinar is over. Anytime you see coming soon be aware that those videos or articles will be coming shortly.

Webinar Outlines

Basic Preparer Class

This class should target the very basics of creating an item. It assumes simple mode only if they have other items on their screen let them know those can be covered in a later class or they can put in a request to have an actual training class scheduled. Don't get side tracked too much from the outline below.

- Getting a Basic Form Screen Open
    - New
    - Legislative File Types (Refer to them as Meeting Items or Agenda Items)
    - Templates (Quick overview of what they do for people or why someone would select)
- The Header Information
    - Legislative File Type and Board in Header at top. Point this out and show where to change boards. Enough customers have this to be worth it and it is easy to explain
    - Short Title
    - Status
    - Department
    - Initiator
    - Target Meeting
    - Sponsors – always explain it is optional and specific to agency in its use.
    - Category – Explain how important it is to make sure they pick the right one and ask someone in there agency if they aren't sure
- The Body Information
    - Formal Title (point out that it initially comes from the short title)
    - Formal Body (Type in it. Show spell Check. Show word functionality)
    - Mention other fields could be there and function the same but there use is always agency specific.
- Manipulating the Agenda Item
    - Saving
    - The ID Number
    - Updated Date and Time
    - Recent Documents
    - Quick Find
    - My Pending Documents
    - Print Preview
    - Submitting

Additional Resources

Videos:

- Creating a Simple Meeting Item

How-To's

- Creating Meeting Items(Manual)
- Creating Meeting Documents

Webinar Outlines

Basic Approver Class

This class will target the basics of approving or rejecting an item. Handling the dashboard and waiting for my approval. Viewing a Documents History and also being able to abandon the Item.

- Finding your Approvals
    - Show a basic email
    - Using Waiting for My Approval
    - Using the Dashboard
- Approving an Item
    - Explain highlighted in Blue
    - Approve from button and right click menu on routing
    - Comments not required
    - Sends email to next reviewer
    - Status change to green for step
- Rejecting an Item
    - Right click and drop down menu
    - Show reject to
    - Explain resetting workflow
    - Sends email
    - Cover Routing Status to Rejected and File Status
- Document History
    - Show the item history and explain sections

Additional Resources

Videos:

- Workflow Part 1 Approving and Rejecting

How-To's

- Approve and Reject an Item

Webinar Outlines

What is a Communication?

This webinar should focus on what a communication is and how it can be used to quickly enter information items. Many of our customers may not be aware of how to quickly get items on and have just been creating legislative files for them.

- What is a Communication
  - How they are used
  - No Workflow
  - How they appear on the agenda
  - How they appear on the web
- Creating a Communication
  - Using New
  - Picking a Type
  - Date Received
  - Target Meeting
  - Subject
  - Adding an Attachment
  - The Details Box
- Manipulating Communications
  - Searching for them
  - Creating Types
  - Adding them to an Agenda (how they auto-fill)

Additional Resources

Videos:

- Using Communications (Coming Soon)

How-To's

- Creating Communications (Coming Soon)

Webinar Outlines

Generating and Publishing your Minutes and Agenda

This webinar walks them through the basics of Generating and Publishing. Many times one or two options can easily be forgotten and then generates a panicked support call to try and fix what essentially is a user error quickly before an agenda or minutes has to be posted. As these documents are usually under stringent legal time restraints providing a way for people to do a refresher on this subject can help both the customer and our support staff have much easier times.

- Generating the Agenda and Minutes
  - What is Generating?
  - PDF vs Doc
  - When to use Doc → PDF
  - The 4 Versions of the agenda and what they mean
  - No Appendix vs. Attachments vs. Attachments & Printouts
  - Full Rebuild
  - Save Agenda Outline before Generating
  - Finalize Agenda and Publish to Web Covered Later
  - Save Options without Generating
- Publishing the Agenda and Minutes
  - Finalize Agenda/Minutes covered later
  - Publish to Web and which Versions (Cover the publish date as now a merge field)
  - Explain how they appear on the web and how it can be different for clerks/board/internal user.
  - Distribute Agenda and how you can easily send out distribution lists. (Only briefly this is not a webinar on setting up the Distribution list. Encourage them to sign up for that one should be in January or call for additional support. Also reference support site)
  - Link vs. Attach & Link
  - The Optional Message
- Finalizing the Agenda/Minutes
  - Finalize agenda and what it means
  - Finalize Minutes and Close Meeting (Explain how this is important for auto-filling for minutes approval)

Additional Resources

Videos:

- Generating, Finalizing, Distributing & Publishing the Agenda & Minutes

How-To's

- Generating and Publishing (Coming Soon)
- Using Distribution Lists (Coming Soon)

Webinar Outlines

Using Statements and Motions

In here you should cover the basics on what they are and the common uses for them. Customers use statements for inserting quick items or reference information into the agenda. They are versatile and quick to add plus the fact they can be saved to appear in the default fly out list for statements and motions makes them a great source for those common meeting occurrences. Remember they can also be saved to the default outline.

- Statements and Motions on the Agenda
    - How to quickly add them on the fly
    - How to remove them
    - What the difference are
    - How they can be used on an Agenda
    - Mention them being saved to a default outline
- Statements and Motions on the Minutes
    - Show how similar to adding them
    - How you can switch them back and forth between each other
- Creating Default Statements and Motions
    - Show how to open templates
    - Hitting New
    - What the Template Name is
    - What Usage you need to pick
    - Selecting Visibility
    - Where the main template text goes
    - How to alter in Microsoft Word

Additional Resources

Videos:

- Generating, Finalizing, Distributing & Publishing the Agenda & Minutes

How-To's

- Generating and Publishing (Coming Soon)
- Using Distribution Lists (Coming Soon)

Webinar Outlines

The Ins and Outs of Voting in Minutes Maker

This should be a short webinar although it is scheduled for the same amount of time. This webinar has a simple goal of showing clerks how to vote in the system and how to alter and change the voting when they need too. Although there are lots of options they should be easy to explain but remember this is a slightly more advanced course really only targeting power users in the system.

- Voting in Minutes Maker
  - How the coloring helps
  - Selecting the vote in the drop down
  - Choosing the vote result for each
  - Explaining the Mover/Seconder and how it stays gold
  - Using the Unanimous Vote
- Working with Define Vote Results
  - The Minutes Item Type
  - The Secondary Drop down (Always show where it is coming from)
  - Name Vs. Motion Name
  - What does Final mean?
  - Require Vote
  - Successful and Default how they work together
  - Cancelled and its special use
  - Assigning the Formal Number
  - Controlling do they need to use it?
  - Update Status -- one of the unchangeable drop downs
  - Sort Order
  - Inactive
- Define Vote Terms
  - How to change them and what the description means

Additional Resources

Videos:

- Customizing the Voting in MinuteTraq (Coming Soon)

How-To's

- Defining a New Vote Result
- Changing the Vote Terms

Webinar Outlines

Adding Attachments to Your Meeting Items

The essentials of this webinar are to cover both the Paper Clip method of adding attachments and also the PDF Printer. This webinar will also cover the advanced features under the Options Tab that explain how you can hide attachments or choose where they are located.

- The Paperclip Method
  - When can you add an attachment?
  - File vs. Web Link
  - Selecting the File (Similar to email attachments always mention)
  - Where does the Title come from
  - Using Convert to PDF
  - Ok, Open, and Browse what they mean
- The PDF Printer Method
  - Use Any other program that you can print from (mention AutoCad, Finance Systems and Web Based Systems)
  - Using the Print Method to produce the document (Remember to treat just like a regular printer choosing appropriate settings)
  - Using the ID number to add it.
  - Selecting Process Later Instead
  - The PDF Inbox under the Tools Menu
  - The PDF Inbox in the Meeting Item
- Manipulating Attachments
  - Using the Update Attachment
  - Lock and Edit
  - Deleting Attachments
  - Opening them up for editing
  - Going to the Options Tab
  - Agenda Options what they mean
  - Security

Additional Resources

Videos:

- Working with Attachments (Coming Soon)

How-To's

- How to Create a Meeting Document (Sub Section in there)
- Creating Attachments by Printing to the PDF Printer
- Advanced Attachment

{ACCOUNT NAME, STATE} - IQM2 Project Plan

Start Date: **#/#/####** **Parallel:** **##/##/####** **Live:** **##/##/####**

SCOPE & PROJECT NOTES

Products: MinuteTraq, MediaTraq & E-Boardroom

Customer Name is implementing MinuteTraq & MediaTraq for their County Board. E-Boardroom training will also be performed for the "Clerks" but the actual rollout shall follow independently of this project. Additional meeting groups will also be brought on by County staff after the main board is up and running.

- Boards, Committees, Agenda Size, Complexity of Organization & Workflow
- Training Scope, Board Member Training, Onsite or remote, how many submitters and departments,
- MediaTraq video setup, Existing archive import size, etc.
- Historical data being imported and how it is organized, etc.

Non-Standard Work Items

- Osprey card?
- Conversion for History Import?
- Outstanding power user concerns?

IQM2 INFO

Lead Trainer	Mike Lyons	Mike.Lyons@IQM2.com	**631-619-2021**
Lead Trainer	Nick Vertucci	Nick.Vertucci@IQM2.com	**631-619-2023**
Lead Trainer	Anthony LaGreca	Anthony.LaGreca@IQM2.com	**631-389-3681**

Support Team	Support@IQM2.com	**631-619-2020**
Support Tickets, Forum, Guides	http://Support.IQM2.com	
Training Program & Videos:	http://Support.IQM2.com/entries/21126472	
Your Website:	{Agency Website}	
Your Web Portal:	http://AgencyName.IQM2.com	
Your Agency Name:	AgencyName	(MinuteTraq Login)

CUSTOMER CONTACTS

PU	{Name}	{Title}	{Email}	**{Phone}**
PU	{Name}	{Title}	{Email}	{Phone}

PU – Power Users
WM – Webmaster
SA – Dept Submitters & Approvers
AV – Audio/Video Tech
AC – Agenda Clerks
BM – Board Members
MC – Minutes Clerks

TRAINING ROOM:

All of the training will use the same GoToMeeting Link & Conference number and is included in the meeting invites:

CLICK: https://www3.gotomeeting.com/join/555555555

DIAL: **(555) 555-5555** CODE: **555-555-555**

TIMELINE / TRAINING PROGRAM (<<TIME ZONE>>):

<<< PASTE AS TEXT HERE>>>

PU – Power Users	SA – Dept Submitters & Approvers	AC – Agenda Clerks	MC – Minutes Clerks
WM – Webmaster	AV – Audio/Video Tech	BM – Board Members	

City Council
Doug Joseph
phone
Fax fax

MEMORANDUM

DATE:	**December 16, 2014**
TO:	**Scott Teeters, Computer Director**
CC:	**Billy Joel, Singer-Songwriter**
RE:	**New Cars for MinuteTraq Power Users**

This is a memo finding that the purchase of new cars will help the morale of our people three different ways

- Get rid of their old cars
- Make their friends jealous
- Something else

Cost	Benefit
500,000	More productivity at work

Webinar Outlines

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- Creating Attachments by Printing to the PDF Printer
- Advanced Attachment

<u>City Council</u>
IQM2 Admin
phone
Fax fax

MEMORANDUM

DATE:	**December 16, 2014**
TO:	**Barth Cotner, At Large**
CC:	**Billy Joel, Singer**
RE:	<Insert Subject/RE Here>

itle First Last" format. If there are two sponsors, or the TitleLastName modifier is used, the names will be printed in "Title Last" format. Otherwise, only the sponsor's last name is printed.