City of Pekin

REGULAR CITY COUNCIL MEETING THURSDAY, NOVEMBER 17, 2016
12:00 AM

1.	**Call to Order**
2.	**Pledge of Allegiance**
	The Boy Scouts of America, Troop 231 will lead the Pledge **-**
3.	**Roll Call**
4.	**Approval Of Agenda**
5.	**Approval of Minutes**
6.	**Public Input**
7.	**Consent Agenda**
	7.1. Consideration of the City Council of Pekin IL, to Approve the Purchase of 6 new Toyota Prius' from the Local Toyota Distributor by the end of the 2016 Fiscal Year.(Requested by Angie Evans, Finance)**-** Column 1: **SN** Column 2: **5**
	7.2. Consideration of the City Council To...(Requested by Angie Evans, Finance)**-** Column 1: **SN** Column 2: **4**
	7.3. Consideration of the City Council of Pekin, IL to approve the Purchase of 7 new Mahogany Desks from the Raymour and Flanagan super store.(Requested by Angie Evans, Finance)**-** Column 1: **SN** Column 2: **3**
8.	**Old Business**
9.	**New Business**
	9.1. Consideration of the City Council of Pekin, IL to Approve the Purchase of 11 New Laptops from the Dell Computer Company, by the End of the 2016 Fiscal Year.(Requested by Angie Evans, Finance)**-Add-On** Column 1: **PA** Column 2: **5**
10.	**Any Other Business to Come Before the Council**

11.	**Executive Session**
12.	**Adjourn**

Column 1 Key:
SN Sarah Newcomb Interim City Manager MG Michael Guerra City Engineer
PA Pamela Anderson Community Development Director

Column 2 Key:

1 A Prosperous Community. To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
2 A Safe Community. To protect community life and property by providing effective, principled police and fire services.
3 A Strong Foundation. To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
4 A High Quality of Life. To support or provide services that improve the quality of life for Pekin's residents.
5 An Effective Government. To deliver effectively the services that Pekin's residents want, need, and are willing to support.

REQUEST FOR COUNCIL ACTION **To: Council Members** **Date: December 9, 2016** **From: Angie Evans, Finance/Accounting Contact**
AGENDA ITEM: Purchase of New Cars for the Clerks Department
AGENDA DATE REQUESTED: November 17, 2016
REQUIRED SIGNATURES
Department Directors and City Staff: Date:
Finance Department (Certification of Availability of Funds)**:** Date:
City Manager:

Date: September 26, 2016

Consideration of the City Council of Pekin IL, to Approve the Purchase of 6 new Toyota Prius' from the Local Toyota Distributor by the end of the 2016 Fiscal Year.

Resolution No.

PASSED BY THE PEKIN CITY COUNCIL, STATE OF ILLINOIS AND APPROVED THIS 17th DAY OF NOVEMBER, 2016

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MAYOR

ATTEST:

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CITY CLERK

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

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Webinar Outlines

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  - 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
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- 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.

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  - Right click and drop down menu
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Additional Resources

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- Workflow Part 1 Approving and Rejecting

How-To's

- Approve and Reject an Item

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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
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- Creating a Communication
  - Using New
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  - Date Received
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  - 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.

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    - 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:

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How-To's

- Generating and Publishing (Coming Soon)
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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.

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  - Update Status -- one of the unchangeable drop downs
  - Sort Order
  - Inactive
- Define Vote Terms
  - How to change them and what the description means

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How-To's

- Defining a New Vote Result
- Changing the Vote Terms

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  - File vs. Web Link
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- 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
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  - 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

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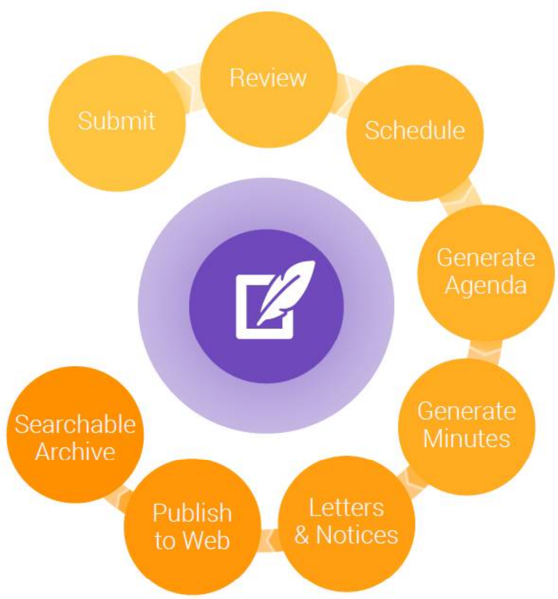

Accela Legislative Management automates the entire meeting process, unifying the experience of preparing, deciding and sharing the results and content with your staff and citizens.

BENEFITS

Create documents in your preferred style with easy-to-use Microsoft® Word templates

Eliminate startup costs and commitments with a low monthly subscription

Easily find items by keyword with a fully searchable legislative database for staff and the public

Migrate historic data in electronic format and get books, files and boxes out of your office

Approve items from any mobile device, anywhere

Match your website with a fully hosted web portal with meeting times, agendas and minutes

Take advantage of unlimited training and support

Accela

Automate the entire meeting process

We make it easy for meeting organizers to prepare for meetings, including submitting and approving of agenda items, generating documents, creating agenda packets and capturing minutes. Your clerk can display documentation in meetings and manage board voting and speaker signups electronically. And after each meeting, your staff can simply craft and distribute post-meeting letters and publish meeting videos online – allowing your citizens to search for the videos and transcripts that interest them most.

Easy to get started... Our promise to you

Accela Legislative Management was built with the help and experience of hundreds of local governments. Not only has this allowed us to build the most robust Agenda and Minutes solution for government, but also to become experts in the field. We're not just a software provider. We're a business partner whose credibility is entirely dependent on your continued success. That's why you can be assured we'll deliver reliability and innovation, along with unlimited support and training.

Learn more

Visit www.accela.com or call us at 888.722.2352

KEY FEATURES

- One-click agenda building and distribution
- Automatic routing of agenda items through your workflow
- Unlimited data storage to compile, store and track items for easy archiving and searching
- Configurable document templates and field descriptors to match style and agency jargon
- Microsoft Office integration to create items or easily import files, charts and graphs
- Task assignment and follow-up with users
- Agile agenda generation allows for last-minute changes
- Generation and publishing of minutes in seconds – not days
- Distribution of letters and notices to your lists
- Free, native iPad application in Apple Store

About Accela

At Accela, we believe that engagement makes all the difference, and we're ushering in a new era where government works directly with citizens – on their terms. The Accela Civic Platform bridges the gap between agencies and citizens by streamlining core agency functions like land, licensing, and asset management, and environmental health and safety, connecting citizens with web-based, mobile and social applications, engaging them directly in civic meetings and providing built-in open data capabilities. We help build better communities by powering thousands of services and millions of transactions daily for agencies of all sizes. Accela is headquartered in San Ramon, California, with offices in San Francisco, New York, Melbourne and Dubai. For more information, visit www.accela.com.

REQUEST FOR COUNCIL ACTION **To: Council Members** **Date: November 17, 2016** **From: Angie Evans, Finance/Accounting Contact**
AGENDA ITEM: Purchase of New…
AGENDA DATE REQUESTED: November 17, 2016
REQUIRED SIGNATURES
Department Directors and City Staff: Date:
Finance Department (Certification of Availability of Funds)**:** Date:
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Consideration of the City Council To…

Resolution No.

PASSED BY THE PEKIN CITY COUNCIL, STATE OF ILLINOIS AND APPROVED THIS 17th DAY OF NOVEMBER, 2016

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MAYOR

ATTEST:

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CITY CLERK

REQUEST FOR COUNCIL ACTION **To: Council Members** **Date: November 29, 2016** **From: Angie Evans, Finance/Accounting Contact**
AGENDA ITEM: Purchase of New Desks from Raymour and Flanagan's
AGENDA DATE REQUESTED: November 17, 2016
REQUIRED SIGNATURES
Department Directors and City Staff: Date:
Finance Department (Certification of Availability of Funds)**:** Date:
City Manager:

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Consideration of the City Council of Pekin, IL to approve the Purchase of 7 new Mahogany Desks from the Raymour and Flanagan super store.

Resolution No.

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Additional Resources

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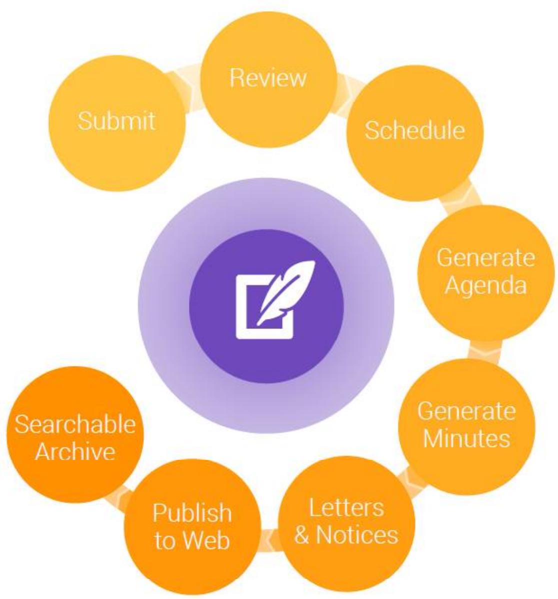

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- Configurable document templates and field descriptors to match style and agency jargon
- Microsoft Office integration to create items or easily import files, charts and graphs
- Task assignment and follow-up with users
- Agile agenda generation allows for last-minute changes
- Generation and publishing of minutes in seconds – not days
- Distribution of letters and notices to your lists
- Free, native iPad application in Apple Store

About Accela

At Accela, we believe that engagement makes all the difference, and we're ushering in a new era where government works directly with citizens – on their terms. The Accela Civic Platform bridges the gap between agencies and citizens by streamlining core agency functions like land, licensing, and asset management, and environmental health and safety, connecting citizens with web-based, mobile and social applications, engaging them directly in civic meetings and providing built-in open data capabilities. We help build better communities by powering thousands of services and millions of transactions daily for agencies of all sizes. Accela is headquartered in San Ramon, California, with offices in San Francisco, New York, Melbourne and Dubai. For more information, visit www.accela.com.

REQUEST FOR COUNCIL ACTION **To: Council Members** **Date: November 18, 2016** **From: Angie Evans, Finance/Accounting Contact**
AGENDA ITEM: Purchase of New Laptops for the Clerks Department
AGENDA DATE REQUESTED: November 17, 2016
REQUIRED SIGNATURES
Department Directors and City Staff: Date:
Finance Department (Certification of Availability of Funds)**:** Date:
City Manager:

Date: September 26, 2016

Consideration of the City Council of Pekin, IL to Approve the Purchase of 11 New Laptops from the Dell Computer Company, by the End of the 2016 Fiscal Year.

Resolution No.

PASSED BY THE PEKIN CITY COUNCIL, STATE OF ILLINOIS AND APPROVED THIS 17th DAY OF NOVEMBER, 2016

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MAYOR

ATTEST:

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CITY CLERK

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