CITY OF DOUGLASVILLE
CITY COUNCIL COMMITTEES
Agenda

MONDAY, JUNE 17, 2019

4:00 PM

Conference Center, Board Room, 6700 Church Street

1. **Call To Order**

Mayor Rochelle Robinson

2. **Information Technology Committee - Chairman Terry Miller**

A.   Mayor and Council orientation with iCompass representatives and live webinar training session on AgendaNotes iPad app, Meeting Portal and Digital Voting.

3. **Public Safety Committee - Chairman Sam Davis**

A.   Staff report concerning a diversion program within the City of Douglasville's Court Division.

4. **Community & Economic Development Committee - Chairman Richard Segal**

A.   Discussion regarding underground utilities project in the Downtown in partnership with Georgia Power, AT&T and Comcast.

5. **Communications Committee - Chairman Terry Miller**

A.   Presentation of the Community Relations Department Quarterly Report.

6. **Other Business**

7. **Adjournment**

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File #: 10497, **Version:** 1

Mayor and Council orientation with iCompass representatives and live webinar training session on AgendaNotes iPad app, Meeting Portal and Digital Voting.

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COUNCIL/BOARD

AGENDA TOOLS

Contact Us

iCompass Technologies

CALL DIRECT: (250) 851-9401

CALL TOLL FREE: 1-800-260-7409

EMAIL: customers@icompasstech.com

ONLINE: www.icompasstech.com

BUSINESS HOURS

Our regular business hours are from Monday to Friday, 6:30 AM to 5:00 PM (PST).

Emergency support is also available 24 hours a day, 7 days a week via our toll free number.

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Contents

Introduction

Welcome to the Council/Board Agenda Tools tutorial. The tools available make locating and reviewing agendas simple. Use these tools to prepare for upcoming meetings within your organization. Depending on your organization, you may have one tool available, or all four.
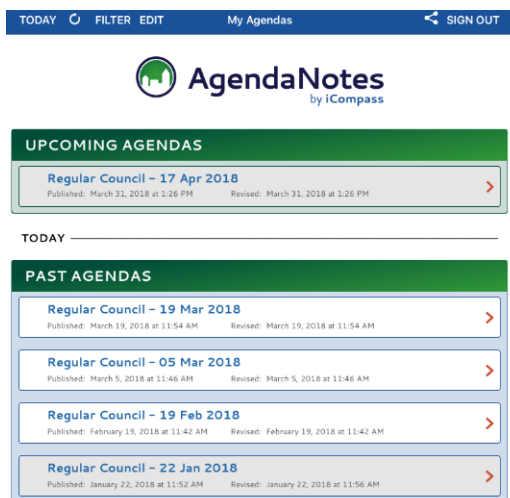
> **Note:** Your administrator indicates which tool(s) is in use.

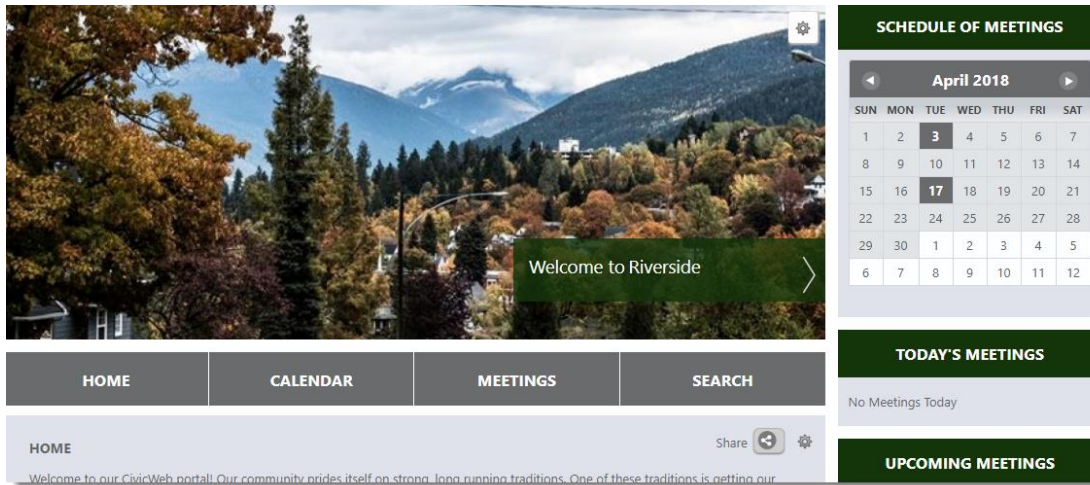To view an agenda you need to be familiar with at least one agenda viewing tool:

- **Document Center:** View, save, and print agendas from your PC, Mac, or mobile device
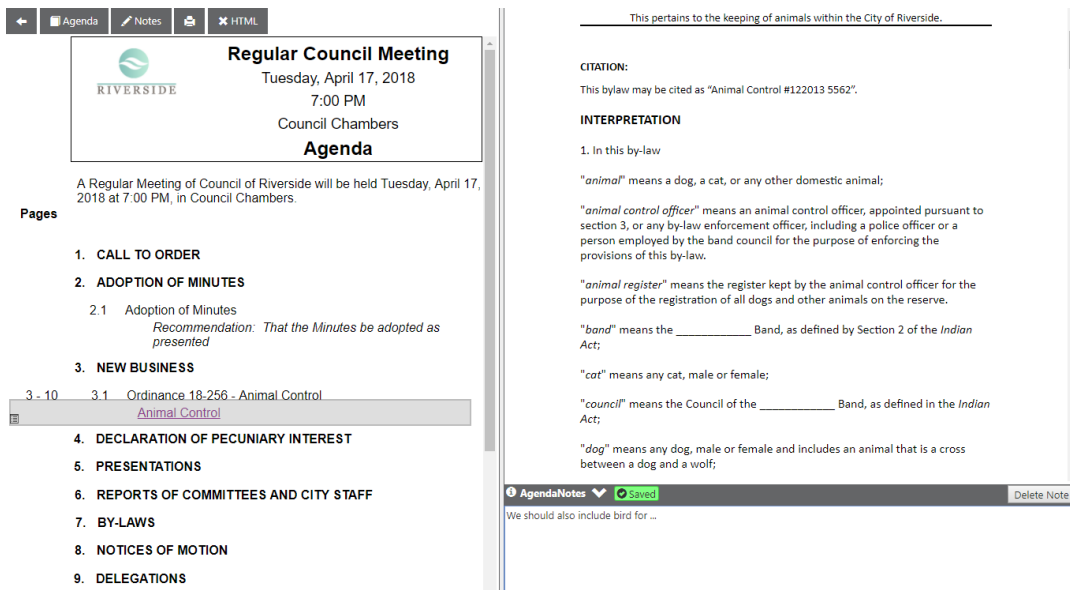

- **AgendaNotes iPad App:** Review and annotate agendas directly through your iPad

- **Portal:** View, save, and print agendas from your PC, Mac, or mobile device

- **AgendaNotes Web:** View and take notes on agendas using any device with a web browser

What you need:

- A PC, Mac, or mobile device for *Document Center*, *Portal*, and *AgendaNotes Web*
- An iPad for *AgendaNotes iPad*
- Internet Access
- Your *iCompass* site address
- Your *iCompass* user login

Document Center

Document Center is an internet-based storage system. *Document Center* can store/share many types of documents and may be publically accessible. Agendas are published into the *Document Center*.

Open *Document Center* to work with your documents by:

- Viewing
- Saving
- Printing

Document Center holds a variety of files, including:

- Agendas
- Minutes
- Records
- Policies
- Other documents

Open Document Center

To begin viewing agendas and other documents through *Document Center*, you must first open your organization's *iCompass* site. This site address is provided by your administrator, and looks similar to **organizationname.civicweb.net.**

⬤ **To open Document Center:**

1. Open an internet browser, for example, Chrome.
   In the address bar of the browser, enter your *iCompass* site address.
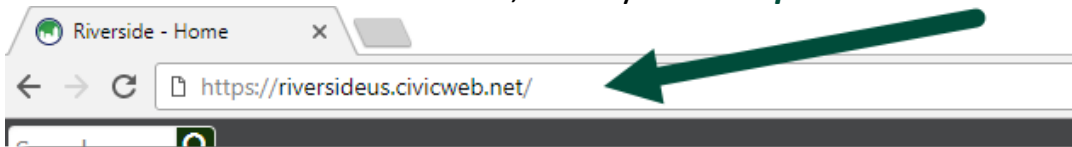
The *Document Center* home page opens.

> **Note:** If your organization has the *Portal* enabled, click **Document Center** at the top right to access the *Document Center*.

2. Click **Sign In** at the top of the page.
    A sign in pop-up appears.
3. Type in your **Username** and **Password**.
4. Select **Remember me next time** if you would like the page to remember you.
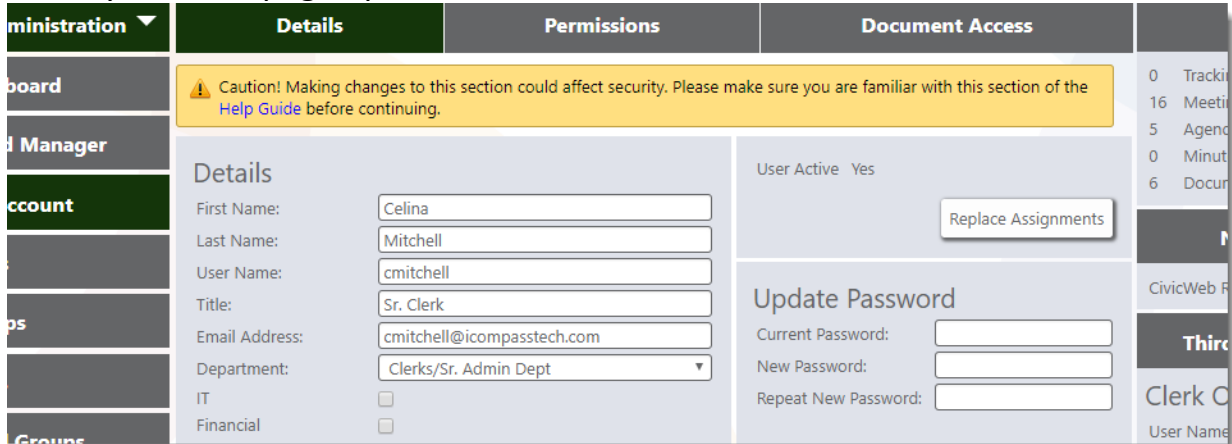

5. Click **Sign In**.

Change your Password

When logged in for the first time, keep your password secure by changing it to something only you know. You can also change your password at any time using this same method.
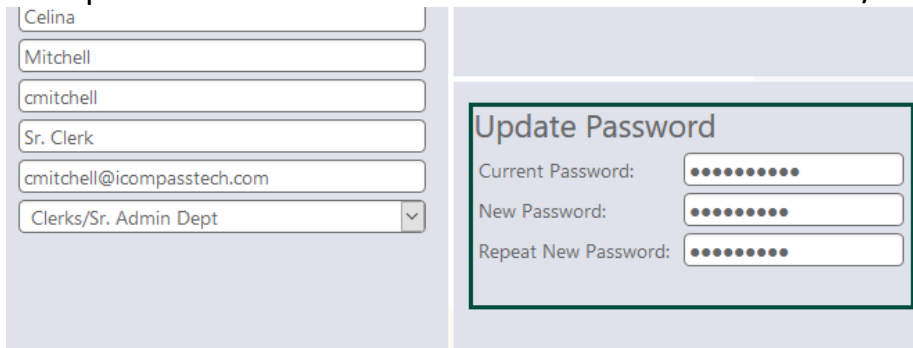
To change your password:

1. Place your mouse over *your name* at the top of the page.
2. Click **My Account**.
   The My Account page opens.

3. Type in your **Current Password**.
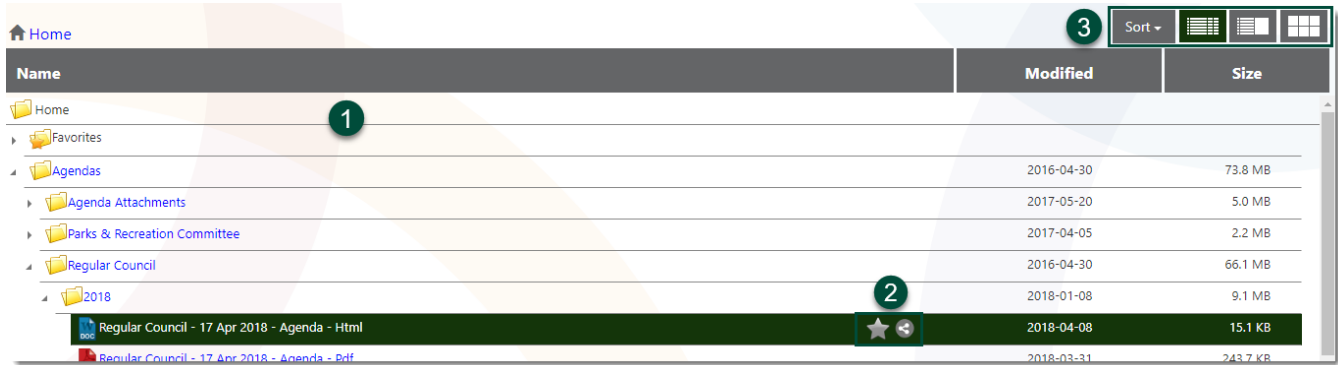4. Type in your **New Password** and then repeat your new password again.
   Your password must be a minimum of six characters and/or numbers.

5. Click **Save**.

Document Center Navigation

Document Center is divided into four main sections which allow you to search and view documents.

1. **Table of Contents:** Documents and folders are listed here.
2. **Tools:** The toolbar has several options:
   - **Favorite:** Click the star icon ⭐ to favorite a document or folder
   - **Share:** Click the share icon 🔗 to share to various social media sites, bookmark, or email the link

Note: Tools appear in different locations depending on the selected view.

3. **View and Sort Options:** Sort the order which documents and folders appear and switch through each view option to see which works best for you.

Find Documents

Before the meeting starts, it is a best practice to review the agenda and take notes prior to the meeting. Use ***Document Center*** to find the agenda you need to prepare for the meeting.

Note: Document location is provided by your administrator.

⬤ **To find your documents:**

1. Use the **Table of Contents** on the left side to find the correct folder.
2. To review the Table of Contents, do the following:

- **Expand** folders by clicking ▸ on the left
- **Collapse** folders by clicking ◢ on the left

3. To view the document, click on it in the table of contents.
4. To print a document, click **Print** in the toolbar.
5. For a PDF agenda, use the PDF viewer tools:
   - To save, click 💾
   - To print, click 🖨

Note: These icons may vary by PDF viewer and browser.

AgendaNotes iPad

The *AgendaNotes* iPad app connects to *iCompass* to display agendas on your iPad. With *AgendaNotes*, you can even annotate directly onto the agenda from your iPad screen.

Install AgendaNotes iPad

Before starting to work with *AgendaNotes iPad*, the application must be downloaded from the App store and installed on the iPad. Once this is done, the application does not need to be installed again.

● **To install AgendaNotes iPad:**

1. Turn on your iPad and swipe to unlock it.
2. If the iPad has a passcode, enter the number.

3. Find and tap on the **App Store** icon.

4. Search for **AgendaNotes** at the top right of the App Store search bar.

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5. Tap the **Download Cloud** to install *AgendaNotes* onto your iPad.

☁

6. Tap **Open**.

Open AgendaNotes iPad

To view agendas through *AgendaNotes iPad*, you must open the *AgendaNotes* application on your iPad.

● **To open AgendaNotes:**

1. Turn on your iPad and swipe to unlock it.
2. If the iPad has a passcode, enter the number.

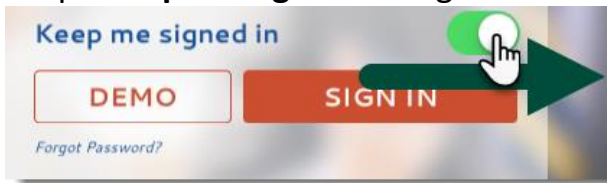3. To open *AgendaNotes*, tap the **AgendaNotes** icon.

The *AgendaNotes iPad* app sign in page opens.

4. In the **iCompass Site** field, enter your *iCompass* site address.
   Caution! You cannot login if you include http://, https:// or www.
5. Type in your **Username** and **Password**.
6. Swipe **Keep me signed in** to green to be remembered next time.

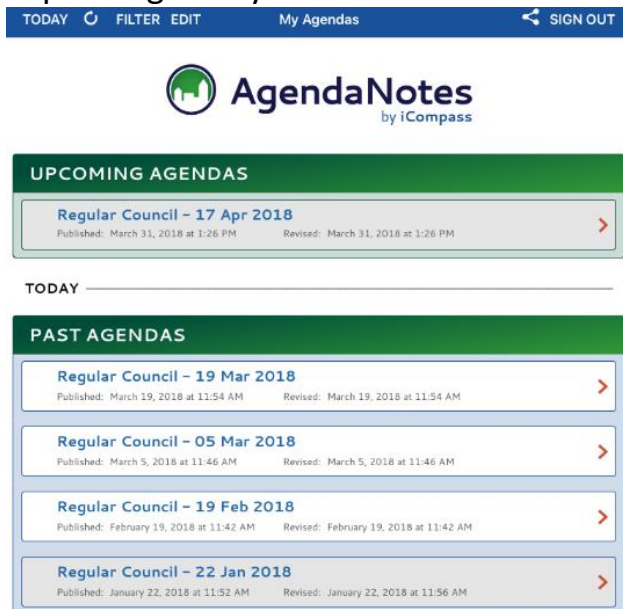7. Tap **Sign In**.
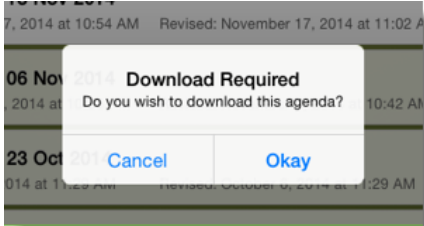   The agenda list page opens.

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Use AgendaNotes iPad App

When you have logged into the *AgendaNotes iPad* app, you can start using the tools to view and annotate your agenda. The main screen lists all agendas that you have access to.

⬤ **To open your agenda:**

1. Tap the agenda you want to view.

2. If the agenda is darker grey, tap okay to download the agenda.


> **Note:** To save bandwidth, you can only download two agendas at a time.

3. Tap the agenda again when it is finished downloading to view it.

> **Note:** Rotate the iPad onto its side to landscape mode to get a better view of the attachment.

To view the agenda and attachments:

1. Swipe your finger up and down on the left agenda panel to scroll.
2. To view attachments, tap the blue hyperlinks in the agenda panel on the left.
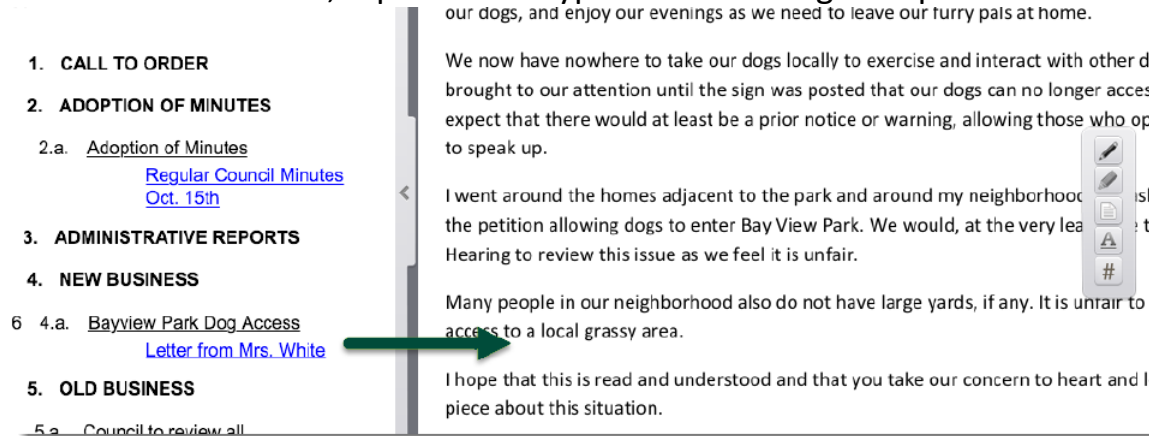
Attachments display in the right-side panel.

3. To hide or restore the agenda panel on the left, do the following:
   - **Hide:** Swipe your finger from the left edge of the attachment to the left
   - **Restore:** Swipe your finger from the left side of the attachment to the right

Annotate the Agenda Attachments

The *AgendaNotes iPad* app allows you to annotate your agenda and its attachments on your iPad. When the attachment displays on the right-hand side of the screen, annotation options display on the far right within the attachment.
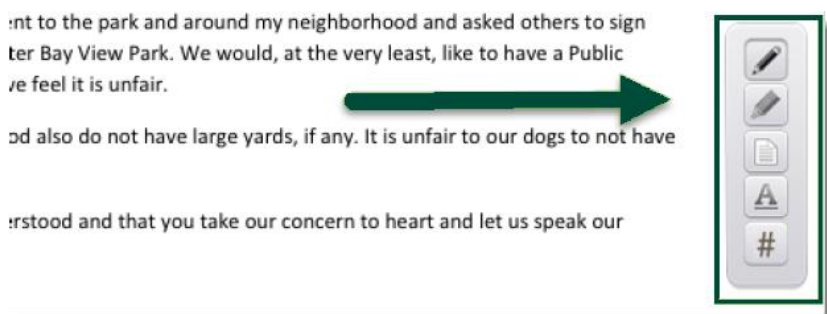
Open attachments again during and after the meeting to see your notes.

Annotate the Agenda

The *AgendaNotes iPad* app also allows you to annotate the agenda, and not just the attachments. To annotate the agenda, tap the Agenda hyperlink at the top right of the agenda.
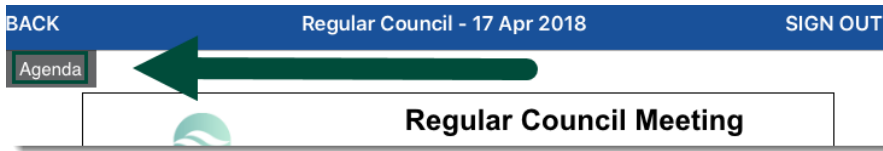

Annotation Tools

Pencil: Due to the quick pace of meetings, there isn't always much time to highlight a section of text or make a clear note. Use the Pencil tool to mark around a section of text or scribble note while the meeting is being conducted.

● **To use the Pencil tool**: Tap the pencil icon and write directly onto the screen with your finger or stylus. Once you have finished writing you can undo, redo, erase, scroll, cancel, or change the color of the marking by using the tool bar at the top.

Highlighter: Portions of text within the agenda or attachments may need to stand out so that you can comment on them during the meeting. Use the highlighter tool to make portions of text stand out.

● **To use the Highlighter tool:** Tap the highlighter icon and swipe across the text you want to highlight. Once you have finished, you can scroll or change the marking color.
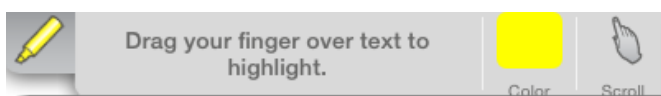
📄 **Note:** Before and during a meeting there are often times when a detailed note must be made. Use the note tool to place a detailed or even basic note anywhere within the agenda or attachments.

● **To use the Note tool:** Tap the screen where you would like the note to be placed. A note icon appears anywhere you have left a note, and can be tapped again to read or edit the contents of the note. Once you have finished, you can change the note indicator color.
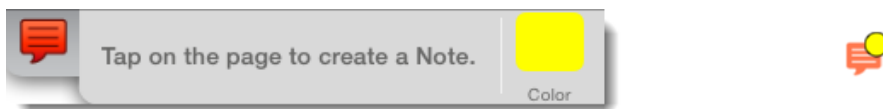
🅰 **Underline:** Portions of text within the agenda or attachments may need to stand out so that you can comment on them during the meeting. Use the underline tool to make portions of text stand out.

● **To use the Underline tool:** Tap the underline icon and swipe across the text that you want underlined. Once you have finished, you can scroll or change the marking color.
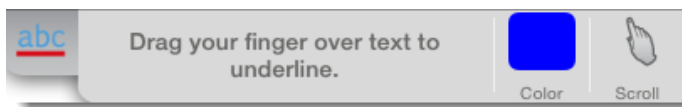
\# **Page Skip:** Meetings often move at a quick pace, and it is up to you to stay on track. If you are asked to review a specific page of an attachment during a meeting, use the page skip tool to get there fast, instead of scrolling.

● **To use the Page Skip tool:** Tap the page skip icon and enter the page number you want to go to at the top and tap **GO**.
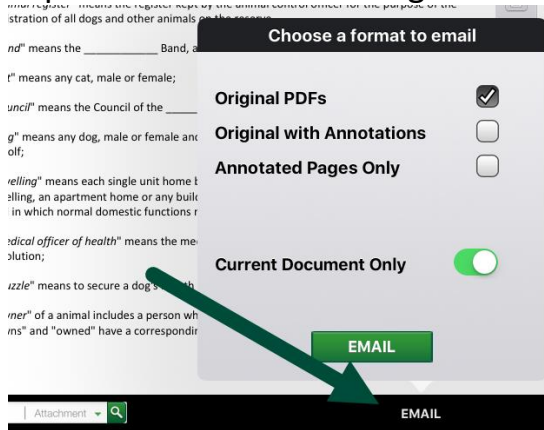
Email the Agenda or Annotations

The agenda and annotations can be emailed from the application so that you can print the agenda, attachments, and annotations. You can use the emailed copies for your records or to print paper copies as needed.

> **Note:** Email must already be setup on your iPad to use this option. If you do not have an Email button, you do not have this feature.

● **To email the agenda or annotations:**

1. Tap **Email** at the bottom right of the application.

2. Select what you would like to email:
   - **Original PDFs:** Send an original copy of the agenda and attachments.
   - **Original with Annotations:** Send a copy of the original agenda, attachments, and annotations you have made.
   - **Annotated Pages Only:** Send only the original attachments which have annotations.
3. To only email the attachment you are viewing, swipe **Current Document Only** to green.
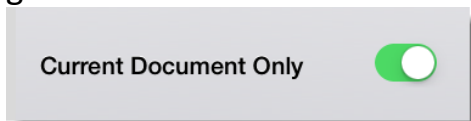
4. Tap **Email**.
   Your email page opens.
5. Add additional information into the email, if desired.
6. Tap **Send**.

Delete Past Agendas

Your *AgendaNotes iPad* application can hold many agendas that can take up space on

your iPad. Clear away old agendas that you are no longer viewing to free-up iPad space.

⬤ **To delete an old agenda:**

1. Open the main agenda list screen.
2. Tap the **Edit** button.

3. Tap the ⊖ icon to select the agenda.
4. Tap **Delete** on the left side of the agenda bar.
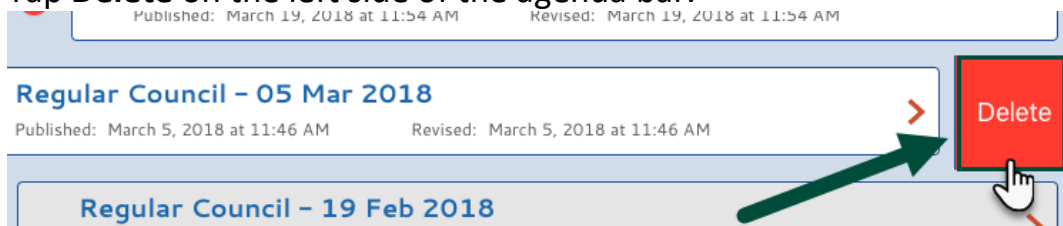
5. Tap **Done** when finished.

Caution! If you delete the agenda your annotations are deleted as well. Annotations cannot be restored.

Portal

The **Portal** module connects to **Document Center** to provide agendas in a basic website format.

Open the **Portal** to work with your documents by:

- Viewing
- Saving
- Printing

Open the Portal

To begin viewing agendas and other documents through the **Portal**, you must first open your **iCompass** site. This site address is provided by your administrator, and looks similar to **organizationname.civicweb.net.**

● **To open the Portal:**

1. Open an internet browser, for example, Chrome.
   In the address bar of the browser, enter your **iCompass** site address.
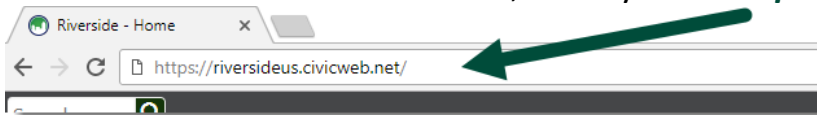
   The **Portal** opens.
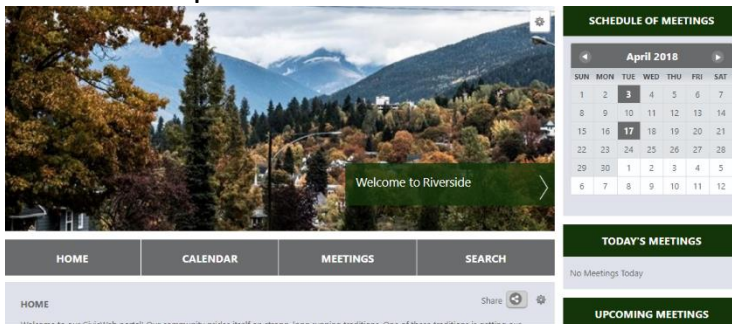
   If your organization does not have a portal, the **Document Center** page opens.

2. Click the **Sign In** button at the top of the page.
The sign in pop-up appears.

3. Type in your **Username** and **Password**.
4. Select **Remember me next time** if you would like the page to remember you.
5. Click **Sign In**.

Change your Password

When logged in for the first time, keep your password secure by changing it to something only you know. You can also change your password at any time using this same method.

● **To change your password:**

1. Place your mouse over *your name* at the top of the page.
2. Click **My Account**.
The My Account page opens.

3. Type in your **Current Password**.
4. Type in your **New Password** and then repeat your new password again.

Your password must be a minimum of six characters and/or numbers.

5. Click **Save**.

Use the Portal

When you have logged into the *Portal*, you can start using the tools to view, download, and print your agenda.

● **To open your agenda:**

1. Click **Meetings** at the center of the page, just below the banner.
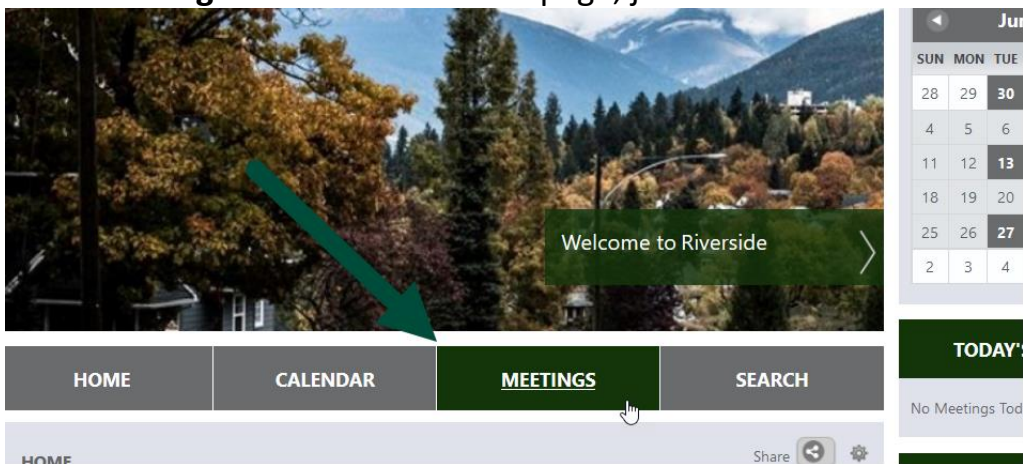
The meetings page opens below.

2. Click on the **name** of the meeting that you would like to view.

The City of Riverside has a variety of committees that are working constar
committees, as well as recent meetings that you can review. Click on the r

REGULAR COUNCIL

Regular Council meetings are held every two weeks at City Hall in
our council chambers. They start at 7:00 pm precisely. Requests
from delegations should be in at least two weeks prior to the
meeting.

■ Regular Council - 17 Apr 2018
■ Regular Council - 03 Apr 2018
■ Regular Council - 19 Mar 2018

A new page opens and your agenda displays below.

REGULAR COUNCIL - 13 JUN 2017

AGENDA   MINUTES

Document Print Version

SPLITSCREEN   SHOW MAP

Regular Council Meeting
Tuesday, June 13, 2017
7:00 PM
Council Chambers
Agenda

RIVERSIDE

A Regular Meeting of Council of Riverside will be held Tuesday, June
13, 2017 at 7:00 PM, in Boardroom A.
Pages

3. Click on the blue links within the agenda to view the attachments.
Attachments open in a new browser tab.

× | Riverside - Meeting Informat × | New Tab   × | +

nation.aspx?Id=183   110%   C   Q Search
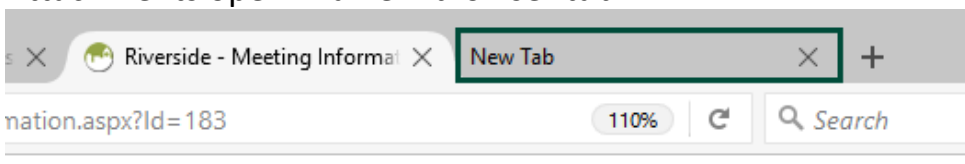
4. If desired, the document can also be printed or viewed in Splitscreen by:
   - Click **Document Print Version** if you would like to view a printable version
     of the document
   - Click **SPLITSCREEN** to open the Splitscreen version of the agenda in a new
     window

AgendaNotes Web

AgendaNotes Web is part of the *Document Center* but also accessible through the *Portal*. When a Splitscreen version of an agenda is opened, a **Notes** option is available at the top left. *AgendaNotes Web* allows you to take notes directly through a web browser on any device.

Caution! Notes are stored in the cookies/cache of your browser. Notes you made on one device do not display on another device and notes made on one browser, do not display on another browser.

Open AgendaNotes Web

To use *AgendaNotes Web*, you must open the Splitscreen version. This version can be accessed through the *Document Center* or *Portal*. Your site address is provided by your administrator, and looks similar to **organizationname.civicweb.net.**

⬤ **To open Document Center:**

Open an internet browser, for example, Chrome.
In the address bar of the browser, enter your *iCompass* site address.
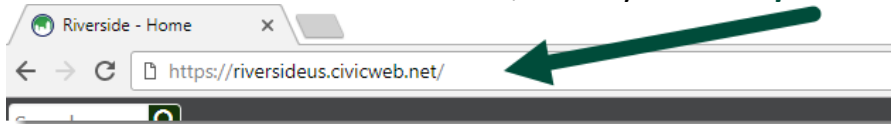
The *Document Center* or *Portal* home page opens.

If your organization has the *Portal* enabled, click **Document Center** at the top right to access the *Document Center*.

● **To open the Portal:**

Open an internet browser, for example, Chrome.
In the address bar of the browser, enter your *iCompass* site address.
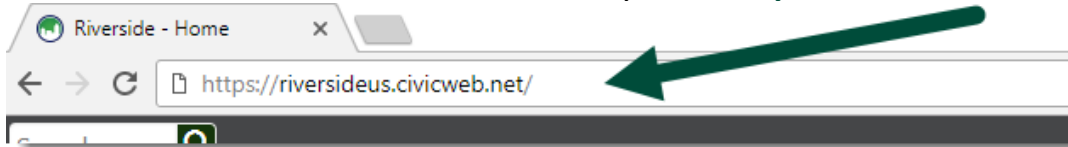
The *Portal* home page opens.
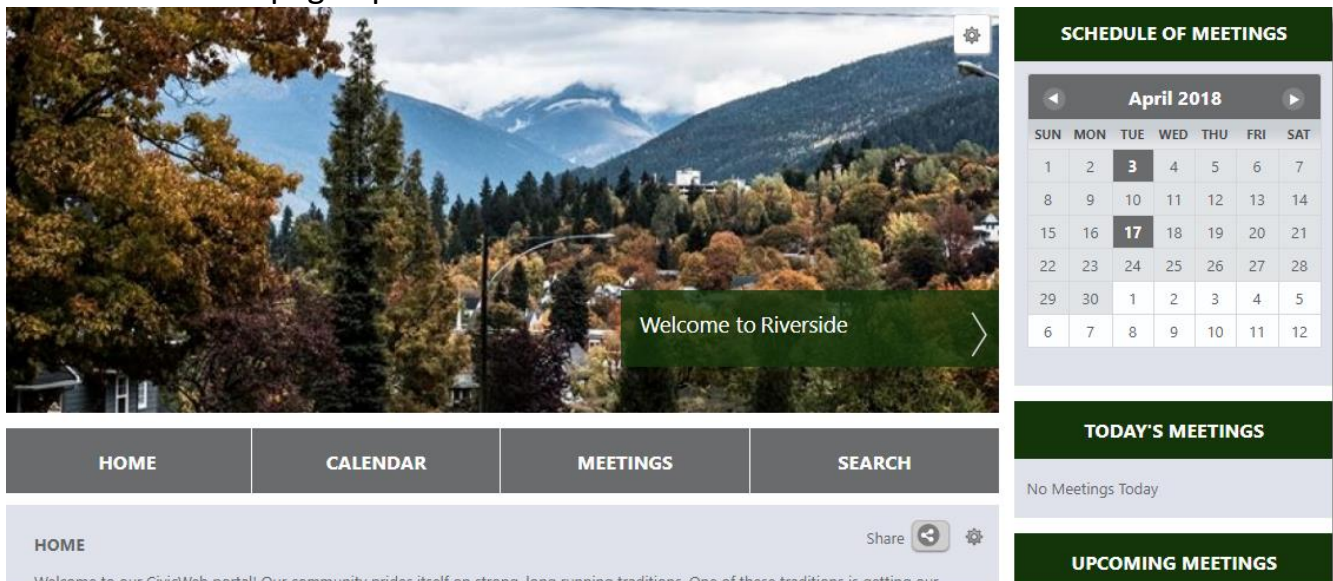
If your organization does not have a *Portal* enabled, *Document Center* appears instead. Follow the *Document Center* instructions above if you do not have a *Portal*.

● **To sign in:**

> **Note:** Sign In is not required to use *AgendaNotes Web*, however, if an agenda is not public, you must sign in to see the agenda.

1. Click **Sign In** at the top right of the page.
   A sign in pop-up appears.

2. Type in your **Username** and **Password**.

3. Select **Remember me next time** if you would like the page to remember you.
4. Click **Sign In**.

Change your Password

When logged in for the first time, keep your password secure by changing it to something only you know. You can also change your password at any time using this same method.

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1. Place your mouse over *your name* at the top of the page.
2. Click **My Account**.
   The My Account page opens.

3. Type in your **Current Password**.

4. Type in your **New Password** and then repeat your new password again.

Your password must be a minimum of six characters and/or numbers.
5. Click **Save**.

Use AgendaNotes Web

To use *AgendaNotes Web*, you must first open your *Document Center* site. Once in

Document Center, select the HTML version of the agenda you would like to take notes

for.

⬤ **To open AgendaNotes Web:**

1. Open the HTML version of the desired agenda in *Document Center*.
2. Click **Splitscreen / Notes** at the top left of the agenda if the Splitscreen does not open automatically.
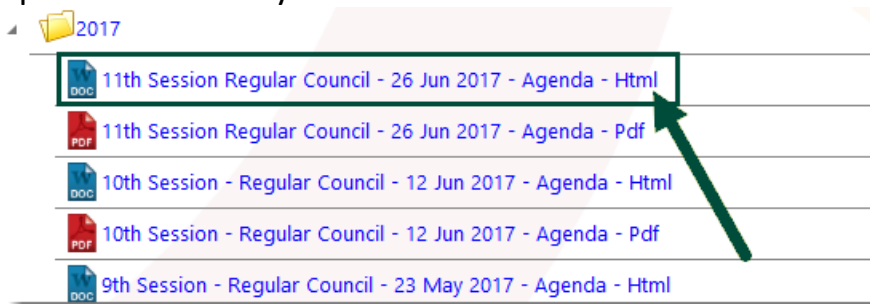
The Splitscreen agenda opens.
3. Click **Notes** at the top left.
4. Click on a Heading, Item, Recommendation, or Attachment to add or edit a note.

5. Enter your notes in the space on the right.
The note icon appears if a note has been added.
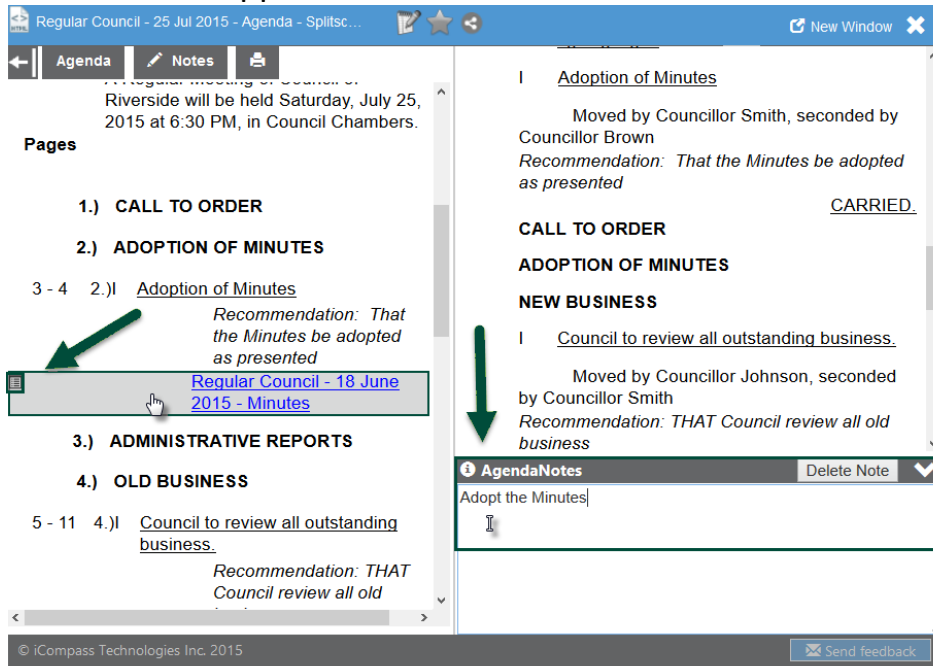
Caution! Clearing your browser cookies and/or cache will delete all your notes.

Annotate the Agenda Section

AgendaNotes Web allows you to take notes on the agenda as well as on the attachments.

To take notes on the agenda, click the **Agenda** button at the top left while in ***AgendaNotes*** mode. This opens the agenda in the right pane and enables the notes are at the bottom.
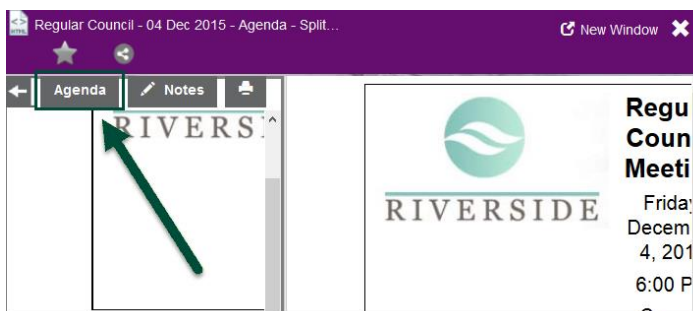
The icon for **Agenda** annotations appears at the top left.

Print Your Notes

AgendaNotes Web stores your notes within the cookies/cache of your browser. Notes you make on one device do not display on another device. Notes you make on one browser, do not display on another browser. Print your notes for record keeping or if you need to keep them for later.

To print your notes:

1. Open the Splitscreen agenda.
2. Click **Notes**.
3. Click on the **Printer** icon.

File #: 10499, **Version:** 1

Staff report concerning a diversion program within the City of Douglasville's Court Division.

33
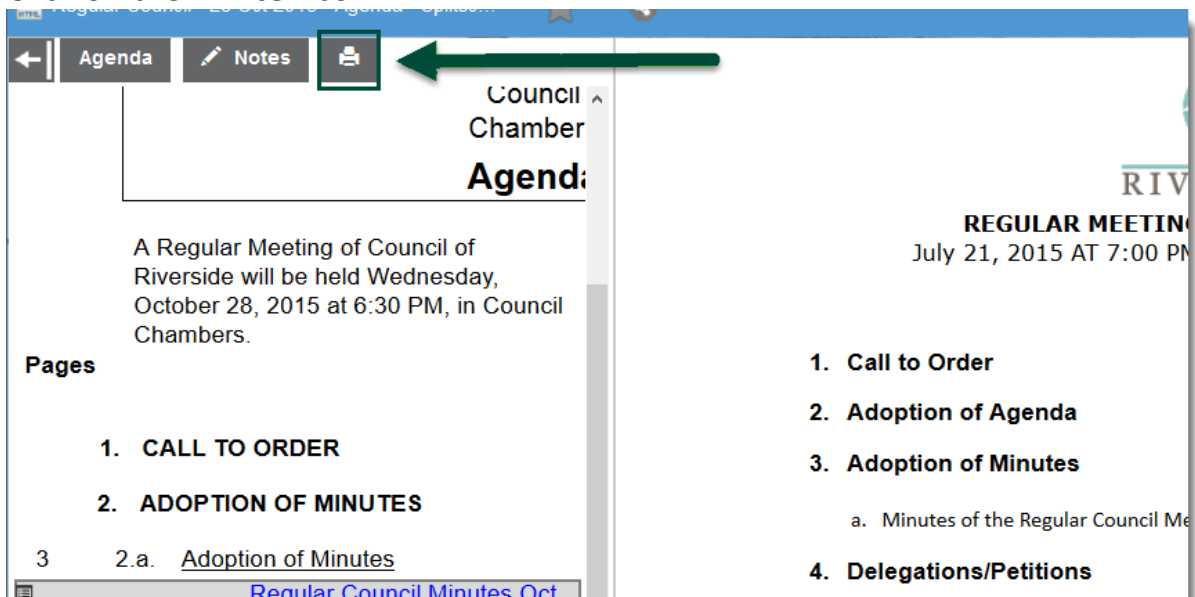
Legislation Text

File #: 10491, **Version:** 1

Discussion regarding underground utilities project in the Downtown in partnership with Georgia Power, AT&T and Comcast.

34
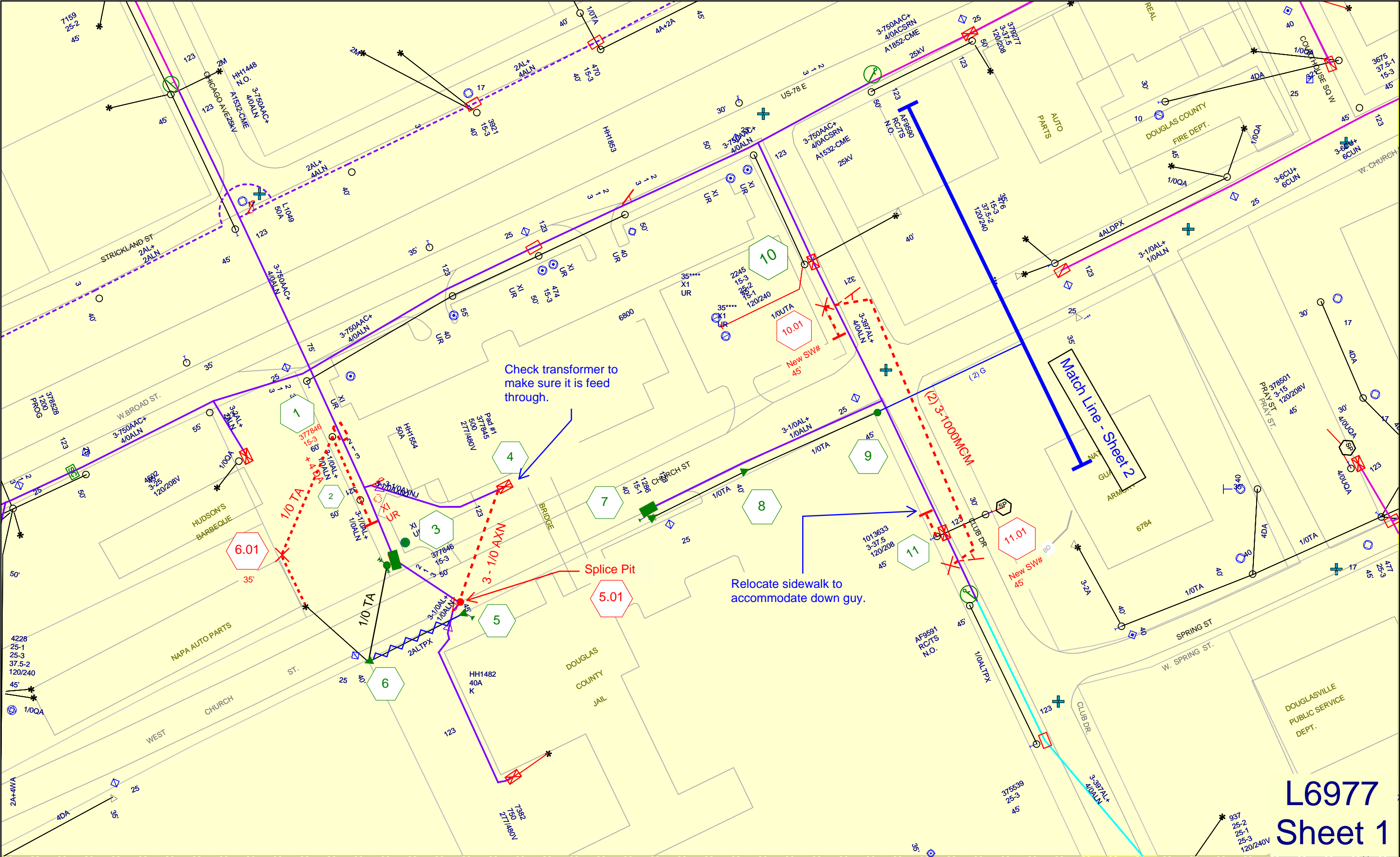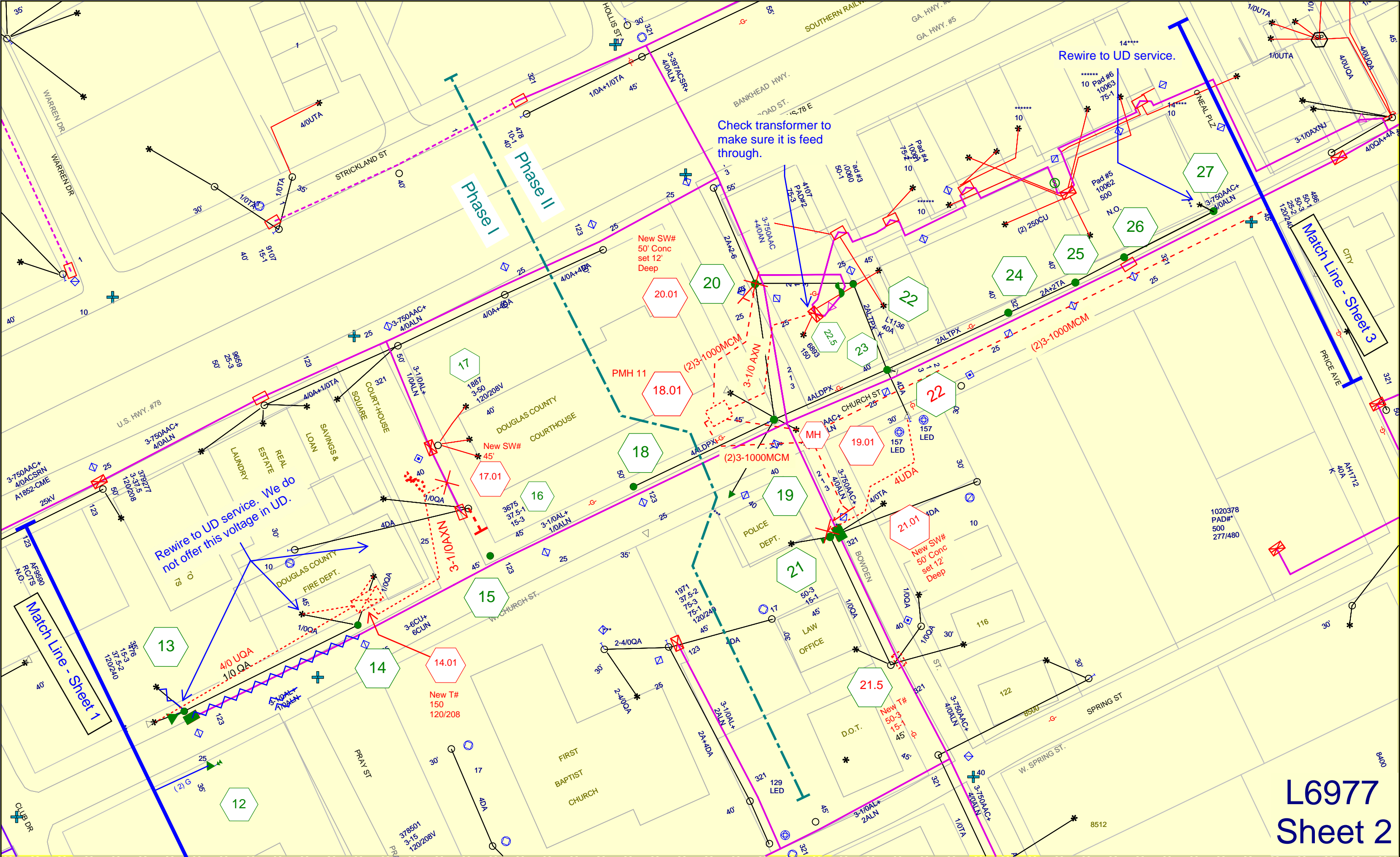
Georgia Power Distribution Viewer

L6977
Sheet 1

35
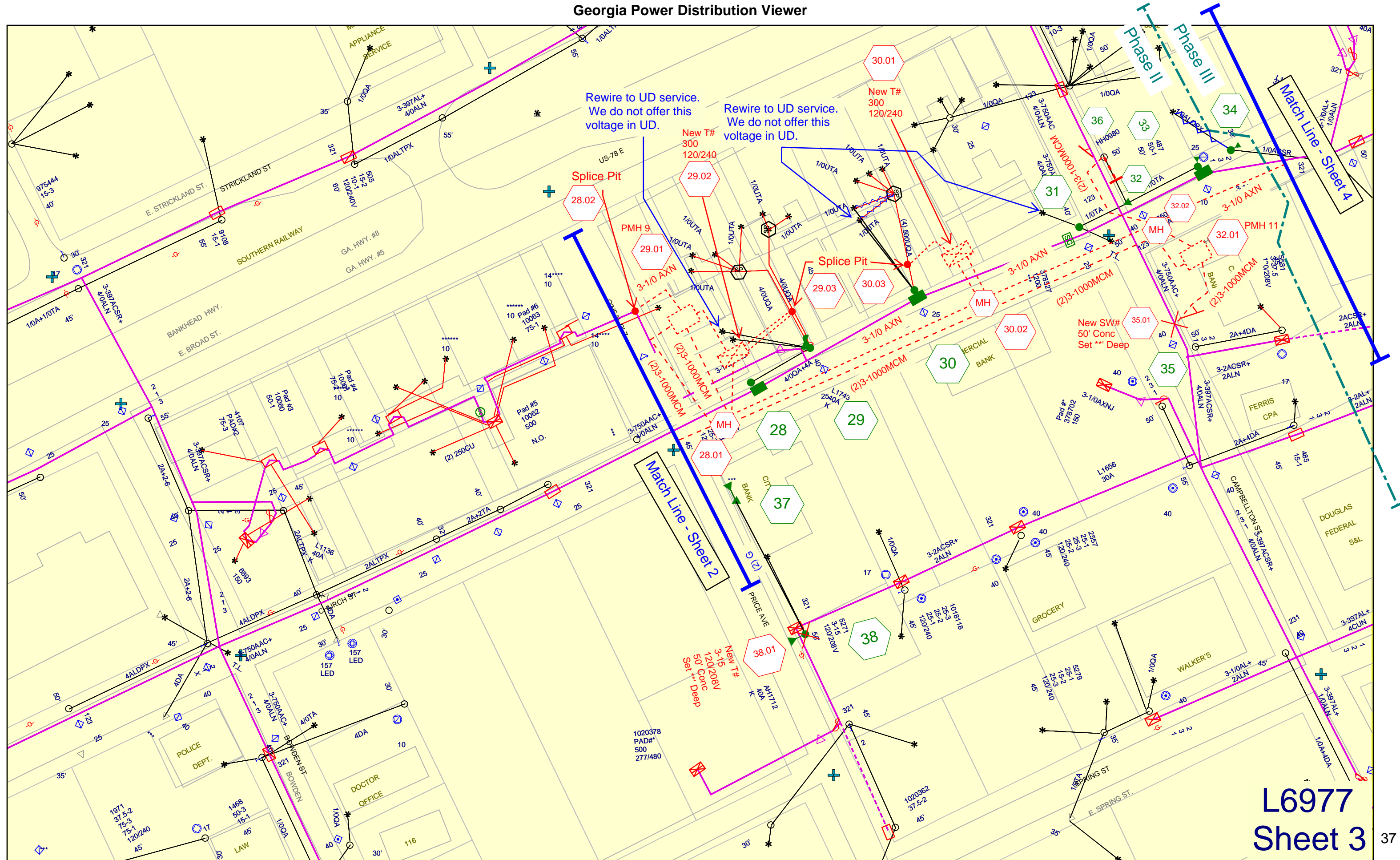
This map or data, including, without limitation, any and all information and systems made available on this map or data, is provided "AS IS". Southern Company does not warrant the accuracy, completeness, or reliability of this map or data and disclaims any and all liability that results from the use of this map or data. Any subsequent disclosure of this map or data is forbidden without the express authorization of Southern Company.

1:1,169
lon=-84.753 lat=33.749 - 11/28/2018 8:47

Rewire to UD service.

Check transformer to make sure it is feed through.

Phase I
Phase II

SOUTHERN RAILWAY
GA. HWY. #5
BANKHEAD HWY.
US-78 E
HOLLIS ST
WARREN DR
STRICKLAND ST
U.S. HWY. #78
COURT HOUSE SQUARE
REAL ESTATE
SAVINGS & LOAN
LAUNDRY
DOUGLAS COUNTY COURTHOUSE
DOUGLAS COUNTY FIRE DEPT.
W. CHURCH ST.
CHURCH ST.
POLICE DEPT.
LAW OFFICE
D.O.T.
FIRST BAPTIST CHURCH
PRAY ST
CLUB DR
SPRING ST
W. SPRING ST.
PRICE AVE
CITY
NEAL PLZ
BOWDEN

New SW# 50' Conc set 12' Deep
20.01
18.01 PMH 11
(2)3-1000MCM
3-1/0 AXN
New SW# 45'
17.01
19.01
MH
21.01
New SW# 50' Conc set 12' Deep
14.01 New T# 150 120/208
21.5 New T# 50-3 15-1 45'
4/0 UQA
1/0 QA
3-1/0AXN

Rewire to UD service. We do not offer this voltage in UD.

Match Line - Sheet 3
Match Line - Sheet 1

12 13 14 15 16 17 18 19 20 21 22 22.5 23 24 25 26 27

1020378 PAD#* 500 277/480

3-750AAC+ 4/0ALN
1/0A+1/0TA
4/0UTA
1/0TA

1:1,169
lon=-84.750 lat=33.750 - 11/28/2018 17:39

Phase II

Phase III

Match Line - Sheet 4

30.01

New T#
300
120/240

Rewire to UD service.
We do not offer this
voltage in UD.

Rewire to UD service.
We do not offer this
voltage in UD.

New T#
300
120/240

New T#
300
120/240

29.02

Splice Pit

28.02

PMH 9

29.01

3-1/0 AXN

Splice Pit

29.03

30.03

30.02

MH

PMH 11

32.02

32.01

MH

New SW#
50' Conc
Set **' Deep

35.01

3-1/0 AXN

3-750AAC+
4/0ALN

(2)3-1000MCM

(2)3-1000MCM

3-1/0 AXN

30

COMMERCIAL
BANK

35

FERRIS
CPA

Pad #4
10061
75-1

Pad #3
10060
50-1

Pad #4
10061
75-1

Pad #5
10062
500
N.O.

(2) 250CU

MH

28.01

28

29

CITY
BANK

37

DOUGLAS
FEDERAL
S&L

Match Line - Sheet 2

GROCERY

WALKER'S

New T#
3-15
120/208V
50' Conc
Set **' Deep

38.01

38

POLICE
DEPT.

DOCTOR
OFFICE

1020378
PAD#*
500
277/480

157
LED

157
LED

1020362
37.5-2

E. SPRING ST.

L6977
Sheet 3

37

STRICKLAND ST

E. STRICKLAND ST.

SOUTHERN RAILWAY

GA. HWY. #8

GA. HWY. #5

BANKHEAD HWY.

E. BROAD ST.

CHURCH ST.

BOWDEN ST.

PRICE AVE.

CAMPBELLTON ST.

US-78 E

1:1,169
lon=-84.748 lat=33.750 - 11/28/2018 17:42

DOT Permit Required for Loc 48.01

Match Line - Sheet 5

Match Line - Sheet 3

Rewire to UD service.

Rewire to UD service.

Splice Pit

L6977
Sheet 4   38

1:1,169
lon=-84.746 lat=33.751 - 11/28/2018 17:43

DOT Permit Required for Loc 66.01 & 68

Rewire to UD service.

Rewire to UD service.

Rewire to UD service. We do not offer this voltage in UD.

Check transformer to make sure it is feed through.

Check transformer to make sure it is feed through.

Splice Pit

New T# 45 120/208

New T# 150 120/208

New T# 50-1 50-3 100-2 50' Conc set *** Deep

New SW# 55' Conc set *** Deep

L6977
Sheet 5
39

1:1,169
lon=-84.743 lat=33.753 - 11/28/2018 17:44

File #: 10404, **Version:** 1

Presentation of the Community Relations Department Quarterly Report.

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