



REPORT TO CITY COUNCIL

TO: Members of City Council
City Attorney Shane Ewald
Mayor Thomas R. Kneeland

FROM: Kimberly Banning, Clerk of Council on behalf of Council office

RE: Report to Council, June 26th 2017 Committee Meeting

COUNCIL OFFICE ACTION ITEM

OnBoard, software for managing appointments and terms for City boards, commissions and committees.

Request: The Council office is requesting an ordinance authorizing the City to enter into an annual agreement with ClerkBase for use of OnBoard, a software that manages appointments and terms to City boards, commissions and committees. There are sufficient funds in the 2017 appropriations to cover the first year and costs for 2018 will be budgeted for. City Attorney Ewald has reviewed the agreement.

Background: The Council office currently uses a software called TermTracker, hosted by General Code, for managing appointments and terms to City boards, commissions and committees. The current software does not have all of the capabilities and features that are necessary for managing the appointments. It requires the software to be installed to each user's computer to be accessed.

OnBoard Software Information: OnBoard is a software that manages appointments and terms to City boards, commissions and committees that is hosted by ClerkBase. It is a web-based software that can be accessed by anyone from any computer with login credentials. It can also be accessed via a public portal where City staff can control what information is visible. OnBoard also offers the ability to set up administrative roles: administrators, power users, users, and view only options. This will make the software more accessible and user-friendly for staff. OnBoard has the ability to list "seats", versus appointments, for each meeting body which will ensure there is no overlap of appointments or missed appointments. They have a visually appealing dashboard that can be accessed by the public or staff.

There will be an annual agreement at \$1,200/year beginning January 2018 with the City. For the remainder of 2017, the City will be billed at a prorated \$100/month. The City will have a trial period built into the agreement that indicates it can be canceled in the first 30 days at no cost to the City.

Goal: The goal of upgrading the software that Council office uses, is to streamline the process for managing appointments and terms to City boards, commissions and committees. This will benefit our residents, City Council, Council office, the Mayor's office, Human Recourses, and any City departments that oversee a meeting body.

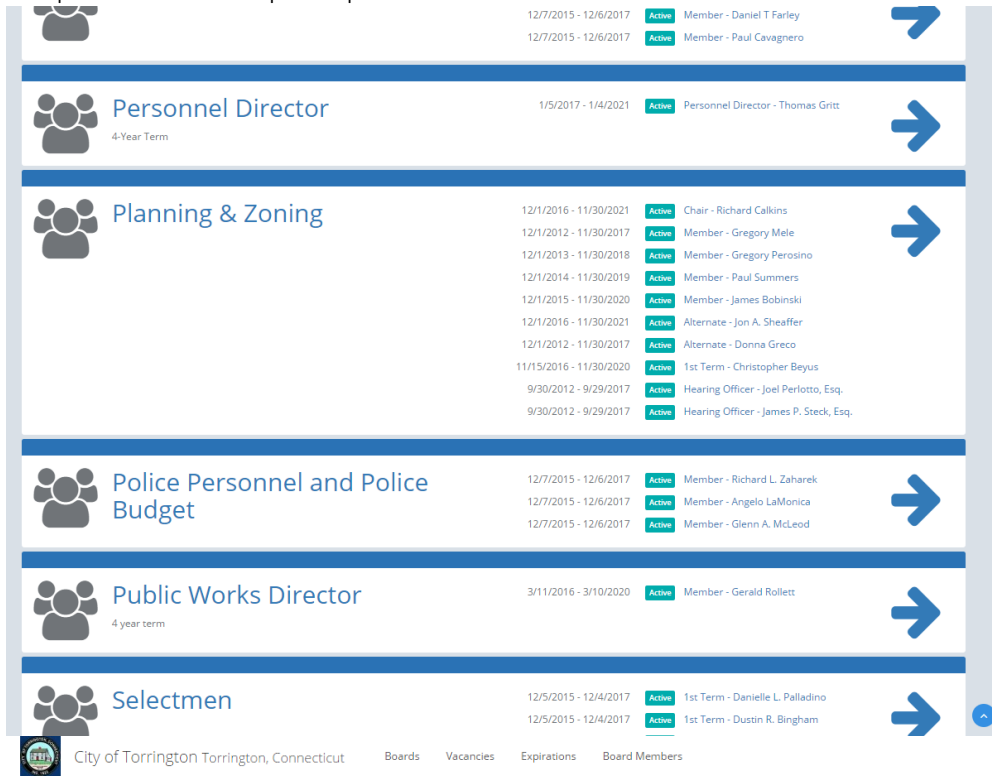
Attachments:

- City of Gahanna OnBoard Contract
- OnBoard End User License Agreement



"Herb capital of Ohio"

Sample of other cities public portal:



City of Torrington Torrington, Connecticut

Boards Vacancies Expirations Board Members

- Personnel Director** (4-Year Term)
 - 12/7/2015 - 12/6/2017 **Active** Member - Daniel T Farley
 - 12/7/2015 - 12/6/2017 **Active** Member - Paul Cavignero
 - 1/5/2017 - 1/4/2021 **Active** Personnel Director - Thomas Gritt
- Planning & Zoning**
 - 12/1/2016 - 11/30/2021 **Active** Chair - Richard Calkins
 - 12/1/2012 - 11/30/2017 **Active** Member - Gregory Mele
 - 12/1/2013 - 11/30/2018 **Active** Member - Gregory Perosino
 - 12/1/2014 - 11/30/2019 **Active** Member - Paul Summers
 - 12/1/2015 - 11/30/2020 **Active** Member - James Bobinski
 - 12/1/2016 - 11/30/2021 **Active** Alternate - Jon A. Sheaffer
 - 12/1/2012 - 11/30/2017 **Active** Alternate - Donna Greco
 - 11/15/2016 - 11/30/2020 **Active** 1st Term - Christopher Beyus
 - 9/30/2012 - 9/29/2017 **Active** Hearing Officer - Joel Perlotto, Esq.
 - 9/30/2012 - 9/29/2017 **Active** Hearing Officer - James P. Steck, Esq.
- Police Personnel and Police Budget**
 - 12/7/2015 - 12/6/2017 **Active** Member - Richard L. Zaharek
 - 12/7/2015 - 12/6/2017 **Active** Member - Angelo LaMonica
 - 12/7/2015 - 12/6/2017 **Active** Member - Glenn A. McLeod
- Public Works Director** (4 year term)
 - 3/11/2016 - 3/10/2020 **Active** Member - Gerald Rollett
- Selectmen**
 - 12/5/2015 - 12/4/2017 **Active** 1st Term - Danielle L. Palladino
 - 12/5/2015 - 12/4/2017 **Active** 1st Term - Dustin R. Bingham

City of Gahanna

Boards & Commissions Planning & Zoning Seat 1

Seat 1

Basic Information

Board Type: Planning & Zoning Seat 1

Appointed By: Mayor with Council Approval

Status: **Active**

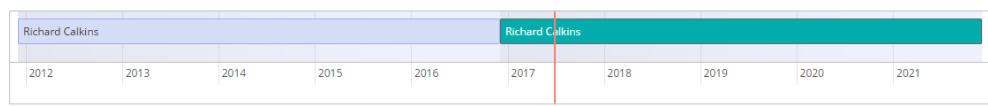
Term Seed Date: 12/1/2011

Term Length: 5 years

Latest Appointment

Member Name: Richard Calkins

Timeline



Seat History

Board Member	Title	Term	Appointed Date	Calculated Term	Actual Term	Appointment End Reason	Status
Richard Calkins	Chair	2	12/5/2016	12/1/2016 - 11/30/2021	12/1/2016 - 11/30/2021		Active
Richard Calkins	Chair	1	6/3/2002	12/1/2011 - 11/30/2016	12/1/2011 - 11/30/2016	Appointment renewed	Past

OnBoard



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