



The City of **WORCESTER**

City Clerk Department

Nikolin Vangjeli, City Clerk

Stephen A.J. Pottle, Deputy City Clerk I

Clare M. Robbins, Deputy City Clerk II

Purpose

This is an effort to provide a master list of the items that have been brought forward to City Council, starting with items from 2020 to present, so that members of the public who wish to find City Council items can do so in an easier and more efficient manner. Members of the public can use data from this master list to search for attachments of the items on Laserfiche Weblink, which is the online interface of Laserfiche, the city's content management system.

Description

Data from this master list came from Laserfiche metadata. There are *nine* categories: Name, Unique ID, Current Item #, Original Item #, Author, Keyword, *Location*, Referred to, and Final Action. These categories are defined as follows:

- **Name:** Name of the item is automatically generated when the item is sent to Laserfiche. It contains the following information – (1) Date of the City Council meeting the item is first brought forward, (2) Type of the item, and (3) Number (only when there is more than one item of the same type)
 - E.g.:
 - 20240625rep – City Council meeting: 6/25/2024, type of item: report of committee.
 - 20240618cho (7) – City Council meeting: 6/18/2024, type of item: chairman's orders, (7) indicates there are more than one chairman's orders on the agenda.
- **Unique ID:** The unique ID is automatically generated when the item is sent to Laserfiche. The unique ID contains the following information – (1) Whether the item is a City Council item or a City Manager item, (2) Date the item was sent to Laserfiche, and (3) numerical sequence ID for item.
 - E.g.:
 - cm2024jun14023517 – type of item: City Manager, date sent to Laserfiche: 6/14/2024, numerical sequence: 023517.
 - cc2024jun14083756: type of item: City Council, date sent to Laserfiche: 6/14/2024, numerical sequence: 83756.
- **Current Item #:** The number assigned to the item on the current agenda.
- **Original Item #:** The number assigned to the item on the agenda where it first appeared.
- **Author:** The person(s) who submitted the item – also included city councilors who signed on to the item in city council meeting.
- **Keyword:** Words or phrases, generally pulled from the item itself, that provide description of the item and can be used to search the item.
- **Location:** *This category was used to denote the street(s) listed in the item, but currently it is not used anymore due to redundancy with the keyword section.*
- **Referred to:** Where the item was referred to, which would typically be a standing committee.
- **Final Action:** The final action the City Council took relative to the item.



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Usage

The master list offers members of the public an overview to City Council items. They can utilize this list to see the status or the outcome of an item that was heard at a City Council meeting. The Unique IDs provided in the list can also be used in Laserfiche Weblink to search for a specific item and all its associated attachments and items, including chairman's orders that have been made when it was heard in a standing committee, administrative reports that were brought forward as requested by the original item, etc. Essentially, the Unique IDs allow members of the public to see the history of a City Council item.

Currently, there are two ways in which members of the public can view the attachment of an item: (1) By going to the City Council agenda, and (2) By using Laserfiche Weblink.

Method 1: City Council Agenda

When viewing the City Council agenda, members of the public can click the *Attachments* link next to an item to access its attachment. The link will open to the item in Laserfiche Weblink.

8a. Councilor Jenny Pacillo request conversion of Pocasset Ave. between Squantum Ave. and Hilda St. from private to public. [Attachments](#)

Mayor Petty read the item and moved for a roll call vote to refer items #8a CC and #8b CC to Planning Board. Referred to Planning Board on a roll call vote of 11 Yeas and 0 Nays


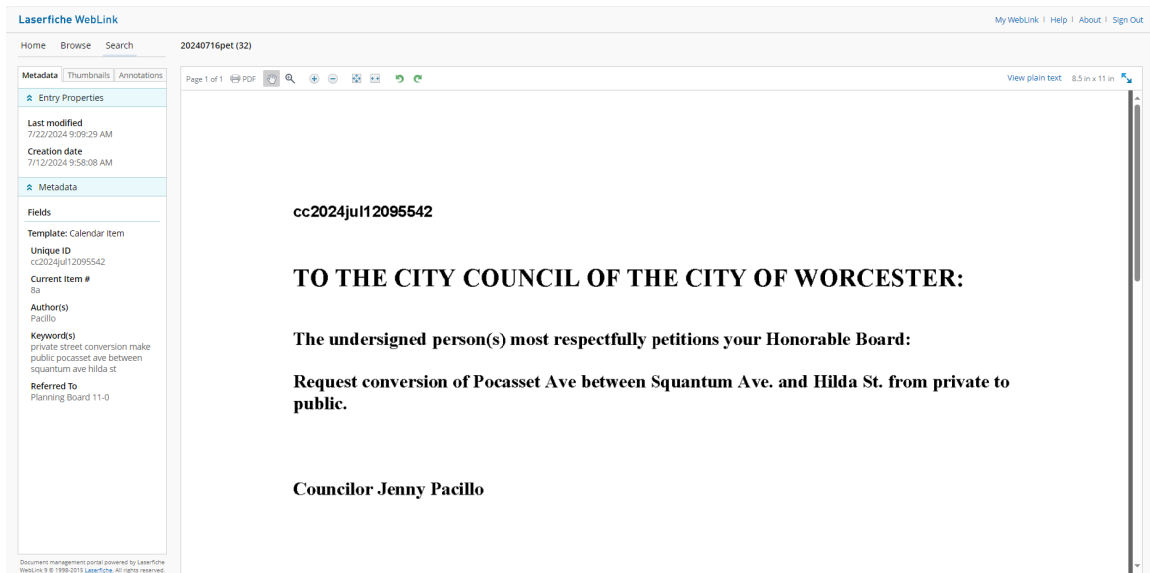


Figure 1. A petition on a City Council agenda



Laserfiche Weblink

Home Browse Search 20240716pet (32)

Page 1 of 1 PDF

View plain text 8.5 in x 11 in

Metadata | Thumbnails | Annotations

Entry Properties

Last modified: 7/22/2024 9:09:29 AM
Creation date: 7/12/2024 9:58:08 AM

Metadata

Fields

Template: Calendar Item
Unique ID: cc2024jul12095542
Current Item #: 8a
Author(s): Pacillo
Keyword(s): private street conversion make public pocasset ave between squantum ave hilda st
Referred To: Planning Board 11-0

cc2024jul12095542

TO THE CITY COUNCIL OF THE CITY OF WORCESTER:

The undersigned person(s) most respectfully petitions your Honorable Board:

Request conversion of Pocasset Ave between Squantum Ave. and Hilda St. from private to public.

Councilor Jenny Pacillo

Document management portal powered by Laserfiche Weblink 9.0 1998-2019 Laserfiche, all rights reserved.

Figure 2. Attachment of the petition item in Laserfiche Weblink.



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Method 2: Laserfiche Weblink

The link to the Laserfiche Weblink document imaging portal can be found at <https://www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes>. Through this portal, members of the public will be able to search the attachments to the City Council items. Currently, they are only able to search using keywords, which may give them a wide range of results other than what they're looking for (see Figure 3).

Customize Search

Text

Terms

astrid

☐ Terms ☒ And ☐ Or ☐ Not

☐ Within

handicap

Search

Reset

Sort results by: Name

Results 1 - 17 of 17

20010918ccm (2)

Calendar Item - 3 page(s)

Page count: 3 Template name: Calendar Item

Page 2 ...ve sent a letter to Astrid Glynn under your signature asking her to consider de...

Page 2 ... Regarding the handicapped parking issues, we once again had a meeting with...

Page 2 ...that he monitor the handicapped spaces to assure that they are being occupied b...

Page 2 ...e being occupied by handicapped registered vehicles. /gcc Worcester ...

Page 3 ...ptember 11, 2001 Astrid Glynn, Deputy Secretary of Capital Funding and M...

Show more information...

20020903pet (21)

Calendar Item - 1 page(s)

Page count: 1 Template name: Calendar Item

Page 1 ...SOPHIE D. FORAND 5 Astrid Avenue Worcester, MA 01610-2013 The undersigned p...

Page 1 ... Request handicap parking in front of 5 Astrid Ave. Request:

Page 1 ...king in front of 5 Astrid Ave. Request: ...-M- --CC C -/C- cC.m0? -/z ...

Show more information...

20021022ccm (2)

Calendar Item - 4 page(s)

Page count: 4 Template name: Calendar Item

Page 1 ...nversation with Ms. Astrid Glynn, Deputy Secretary for Capital Planning and Mul...

Page 4 ...orm access for the handicapped and the disabled. Coordination with long-term...

Show more information...

20021119ccm (4)

Calendar Item - 29 page(s)

Page 1 of 1

Figure 3. Search for "astrid" and "handicap" yielded 17 items from 2001-2020.

With the Unique ID provided by the master list, people will be able to search for the exact item that they are looking for and see all its associated items (see Figure 4).

Customize Search

Field

Field name

Unique ID

Unique ID

cc2020aug18031847

Reset

Search

Reset

Sort results by: Name

Results 1 - 3 of 3

20200908pet (4)

Calendar Item - 1 page(s)

Page count: 1 Template name: Calendar Item

Show more information...

20210105rep (19)

Calendar Item - 2 page(s)

Page count: 2 Template name: Calendar Item

Show more information...

20210119ord (9)

Calendar Item - 1 page(s)

Page count: 1 Template name: Calendar Item

Show more information...

Page 1 of 1

Figure 4. Search for "cc2020aug18031847" yielded the original petition (requesting a handicap parking space on 1 Astrid Ave.), the report of the committee, and the ordinance associated with the item.