



October 12, 2021

To All Proposers:

Subject: **RFP No. 7676-W2, Software – Agenda Management / City Clerk**

ADDENDUM NO. 1

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original request.

• PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY

1. REAP Program: Is this section intended for individuals?
[No, this is a standard business form relative to taxes. The City will not issue an award absent this form.](#)
2. With regards to E.I. Number, would a W9 suffice?
[Yes, a W9 is sufficient.](#)
3. #6 of requirements: Could you please provide an example/image of the “jackets”? [Please see attached “petition-jacket-example”.](#)
4. #10 of requirements: Can you provide an example of your workflow?
[Please see attached “Item Flow Chart – AP”.](#)
5. #12 of requirements: Can you provide the following:
 - a. Detailed use case
 - b. Description
 - c. Flowchart
 - d. Example of your Home Grown process[Please see attached “WorcesterinhouseAppCCO and WorcesterinhouseAppCCM”](#)
6. Is it your intention to continue to use Laserfiche after your Agenda Software Management System is implemented?
[Continuing to use Laserfiche is the ideal solution, but if another repository can intake our current database that would also be a solution.](#)
7. Reading through your pricing requirements it seems you are not looking for a software solution, would a SAAS be acceptable?
[Yes, this would be acceptable.](#)
8. If we are not compliant or partially compliant with all requirements, will bid submission be considered?
[No, you must meet the City’s minimum requirements in order to be evaluated on the comparative.](#)

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director

PETITION

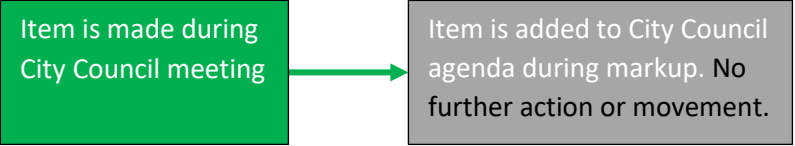
cc2021oct07114914

In City Council:

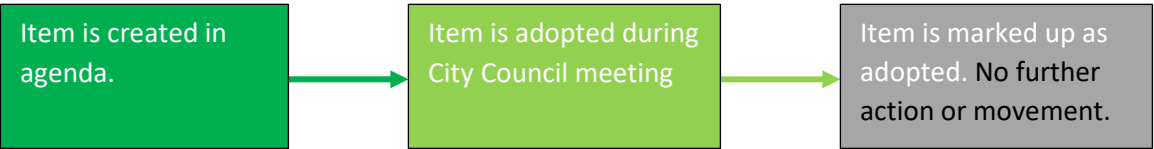
10/12/2021

Dianne Protano request installation of two (2) bollards in the vicinity of Protano Sq. memorial plaque in order to protect the plaque.

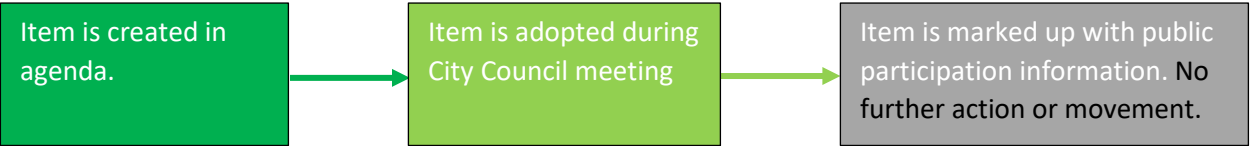
PROCLAMATIONS, ACKNOWLEDGMENTS, MOMENTS OF SILENCE



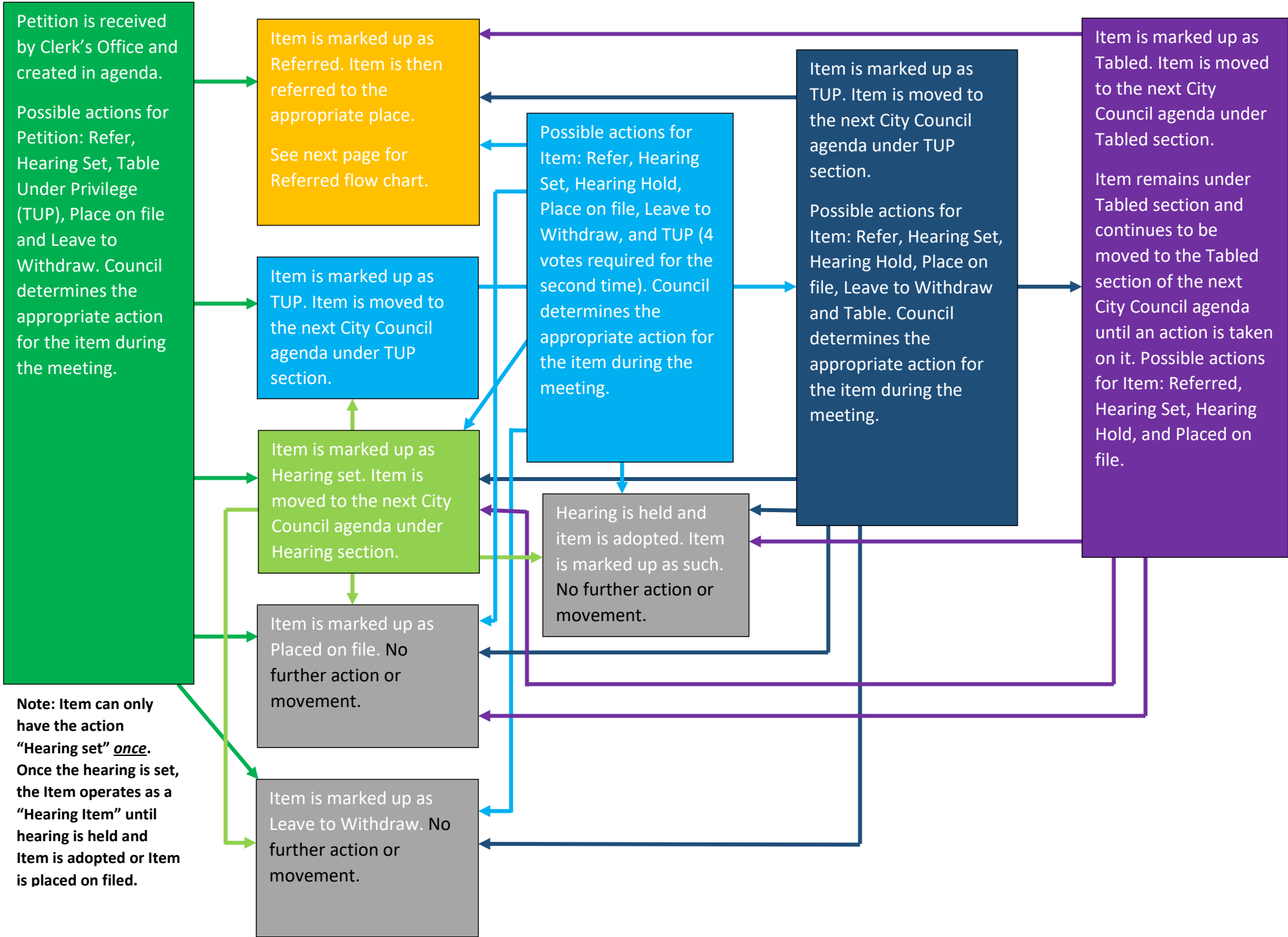
APPROVAL OF THE MINUTES



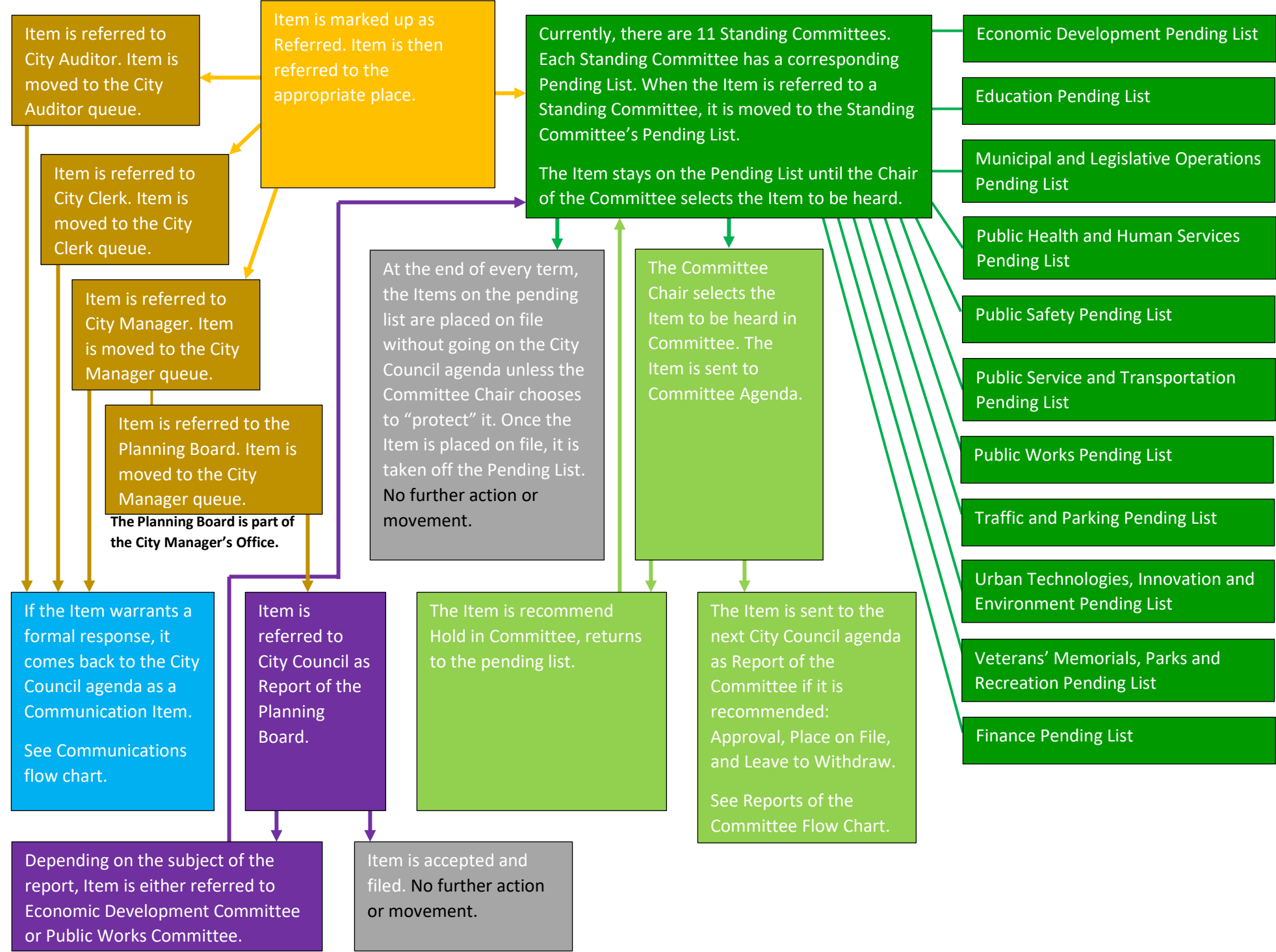
PUBLIC PARTICIPATION



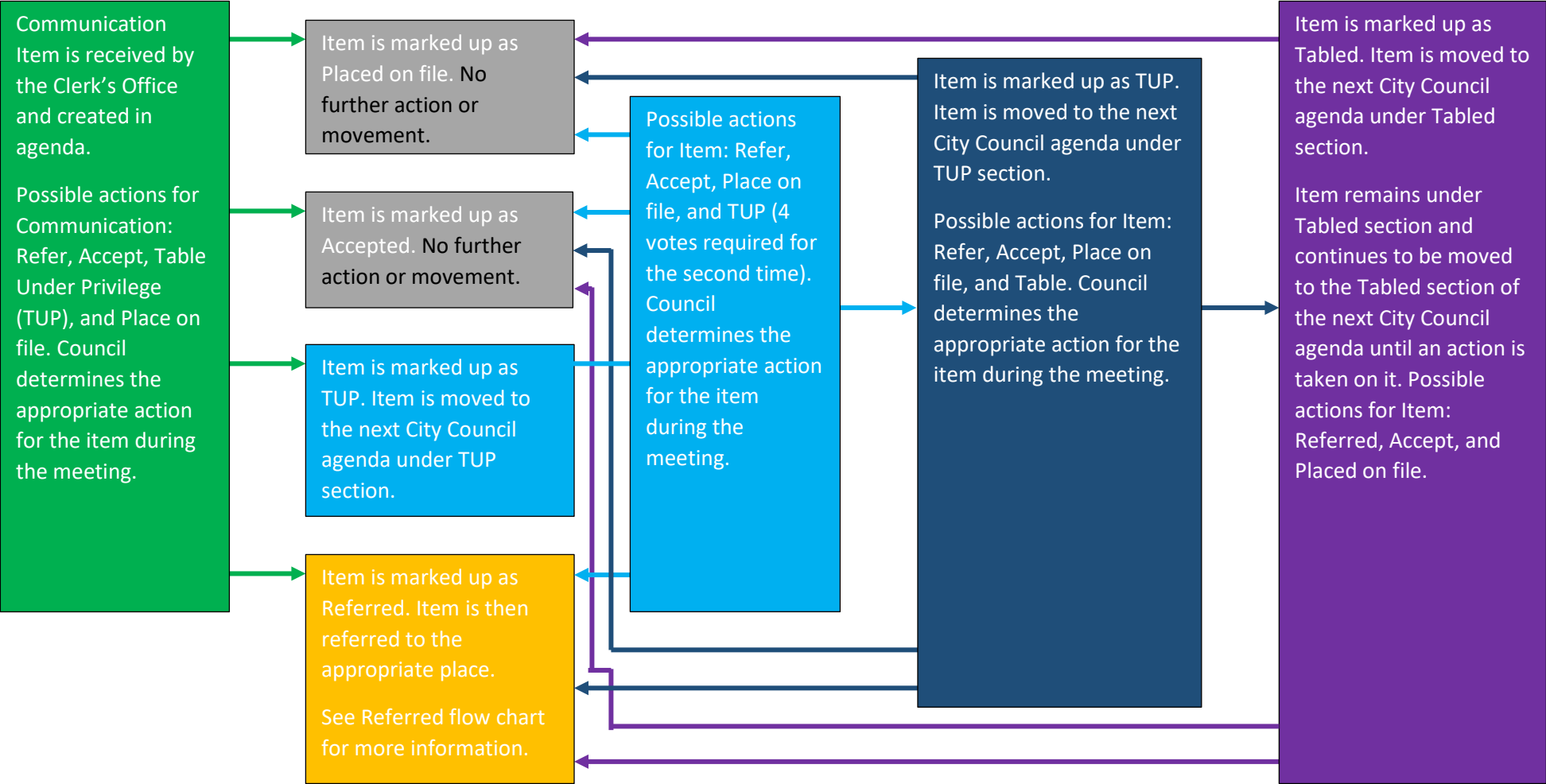
PETITION – A petition can be submitted to the City Clerk for City Council in person, by mail or by email. Anybody can petition to City Council - usually the petitioners are Worcester residents and members of the City Council.



Referred Item Flow Chart – Item can be Petitions, Orders, Chairman’s Orders, and Communications Items.

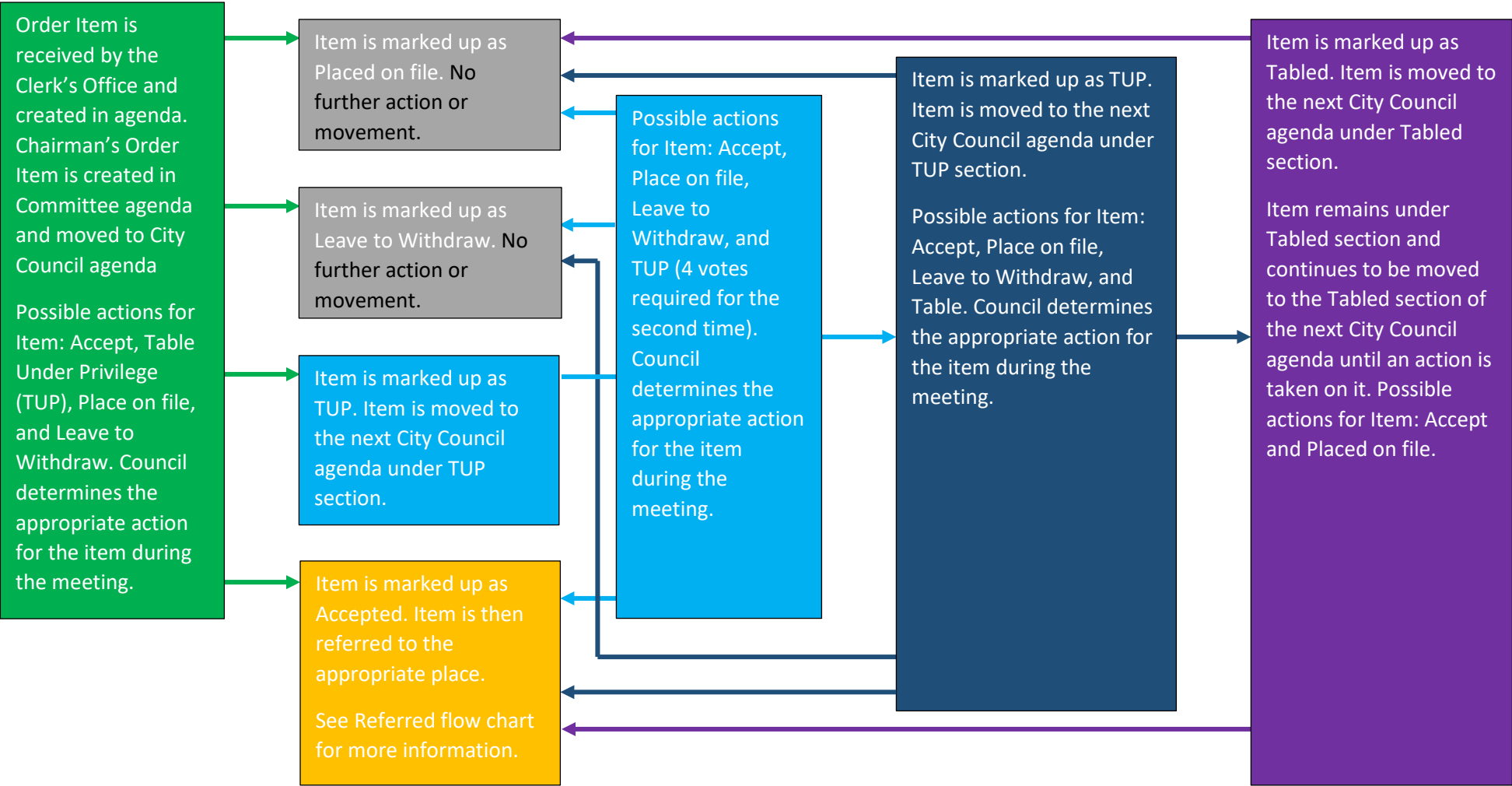


COMMUNICATIONS – When the City Auditor, City Clerk, and City Manager, or an outside entity wishes to transmit information to the City Council by MGL, they can put a Communication item on the Agenda. A Communication item can also be requested by City Council and people who wish to seek a formal response through Petitions, Orders and Chairman’s Orders.

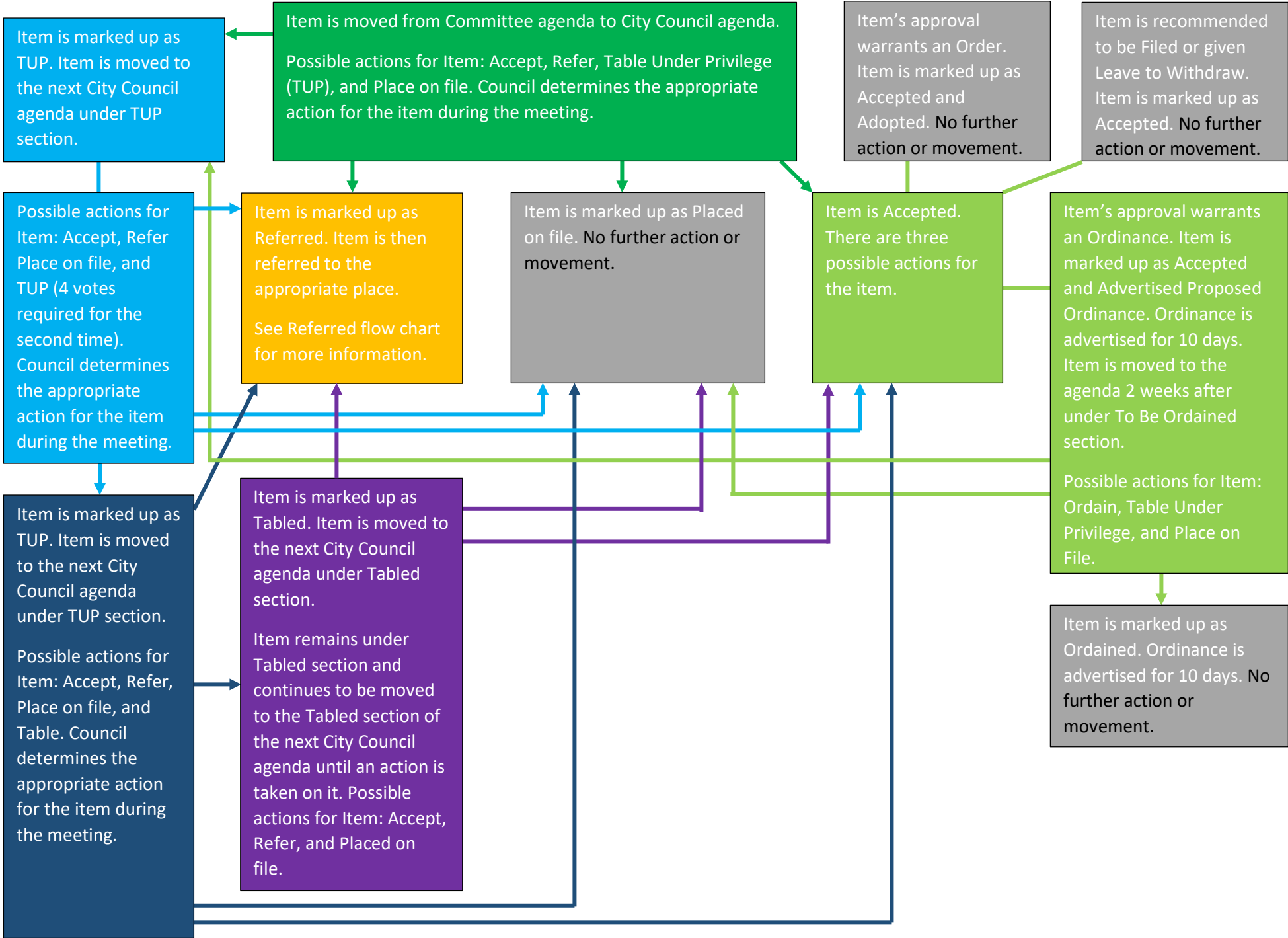


ORDERS – City Councilors submit their Orders to the Clerk’s Office via email.

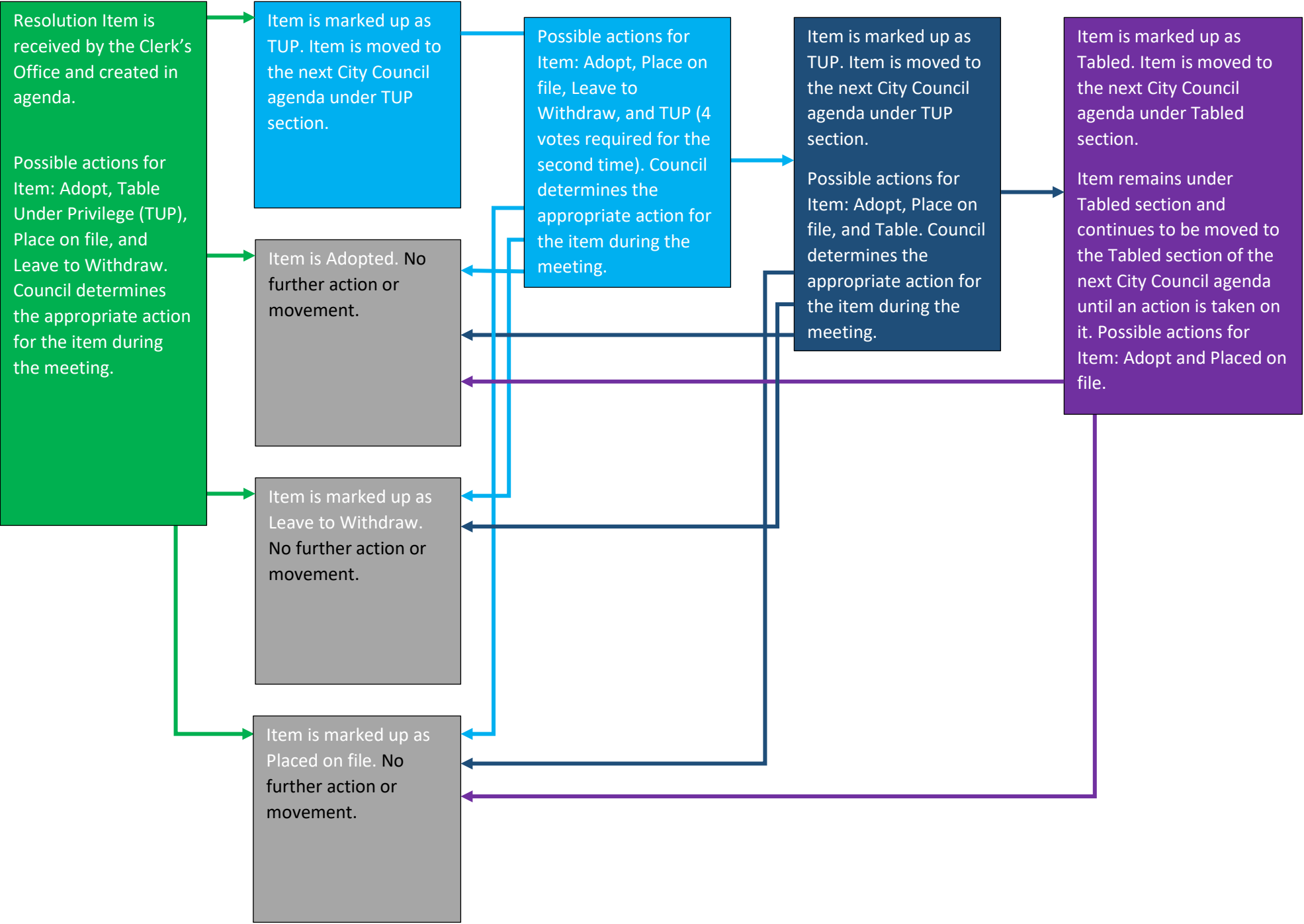
CHAIRMAN’S ORDERS – Chairman’s Orders are made in Committee and moved to City Council agenda.



REPORTS OF THE COMMITTEES – When an Item is heard in Committee and one of the following recommendations is made for the Item: Approve, File, Leave to Withdraw; the Item is moved to City Council agenda as a Report of the Committee.



RESOLUTION – City Councilors submit their Resolutions to the Clerk’s Office via email.



CITY OF WORCESTER

In-house Agenda Management System

City Clerk

- ▶ Maintenance
- ▶ Create Agendas
- ▶ Add Agenda Items
- ▶ Add Backup Documents
- ▶ Publish Agendas
- ▶ Record Minutes
- ▶ Assign Agenda Items for Processing
- ▶ Publish Minutes
- ▶ Public Viewing
- ▶ Video Recordings of Meetings
- ▶ Process Committee Referrals

SUMMARY

- ▶ Set meeting dates
 - ▶ Council meetings, City Manager input, sub-committee meetings
- ▶ Agenda templates
- ▶ Members and terms
 - ▶ Councilors, Mayor, City administrators, sub-committee members

MAINTENANCE

SET MEETING DATES

The City Clerk predefines a list of dates that the City Council will meet. Approximately every other meeting there is a section of the council agenda reserved for a sub-agenda that is created by the City Manager.

Select Valid Calendar Dates

Dates shown in bold have been selected as valid calendar dates. Click on a bolded date in the calendar to deselect. Click on a non-bolded date to select.

Council Calendar

October 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Manager's Calendar

October 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

MAINTENANCE

SET MEETING DATES

The City Clerk also sets the dates for each of the **sub-committees**, most of which do not meet on a regular basis. The date setup includes a link to go to the agenda.

MAINTENANCE

Council Calendar

Select a Committee From This List To View Existing Meetings and Add New Meetings

Public Works Committee

Click on a meeting in this list to edit or delete.

Add a Meeting

| Date of Meeting | Start Time | To Be Discussed | Location |
|-----------------|------------|-----------------|--------------------------------|
| 11/13/2019 | 05:30 PM | | Esther Howland (South) Chamber |
| 10/22/2019 | 05:30 PM | | Esther Howland (South) Chamber |
| 08/06/2019 | 05:30 PM | | Esther Howland (South) Chamber |
| 07/31/2019 | 05:30 PM | | Esther Howland (South) Chamber |

Date of Meeting:

11/13/2019

Location of Meeting:

Esther Howland (South) Chamber

Time Meeting will Start:

05:30

Time Meeting will End: (optional)

Re: (optional)

Additional (optional):

Use this to indicate information such as "Cancelled", "Rescheduled", etc

Save

Cancel

Delete

View Agenda

AGENDA TEMPLATES

The City Clerk maintains a template that is used to start each new council agenda.

The City Manager maintains a template that is used to start each new agenda for his/her reserved section in the council agenda.

The templates are simply a list of sections that items can be placed under.



MAINTENANCE

- ▶ Maintain councilor terms.
- ▶ Maintain Mayor terms.

Council Agenda

Terms For All Councilors INCLUDING THE MAYOR

Double-Click on a row to select for edit.

| Administrator | Term Started | Term Ended | Name |
|---------------|--------------|------------|--------------------|
| Councilor | 01/02/2018 | | Rose Sean M |
| Councilor | 01/02/2018 | | Rosen Gary |
| Councilor | 01/02/2018 | | Wally Matthew E |
| Councilor | 01/05/2016 | | King Khrystian E |
| Councilor | 01/04/2016 | | Mero-Carlson Candy |
| Councilor | 01/02/2014 | | Bergman Morris A |
| Councilor | 01/02/2014 | 12/31/2017 | Rosen Gary |
| Councilor | 01/02/2014 | 12/31/2017 | Gaffney Michael T |
| Mayor | 01/02/2012 | | Petty Joseph M |
| Councilor | 01/02/2012 | | Rivera Sarai |

Name:

Date Term Started:

Term Has Ended ☐ Date Term Ended:

☐ Serves as Mayor for this date range

District:

Show List of Councilors For This Date

MAINTENANCE

- Maintain city administrator terms (City Manager, City Clerk, City Auditor)

Council Agenda

Select the Type of Administrator From the List City Clerk

Double-Click on a row to select for edit.

| Administrator | Term Started | Term Ended | Name | |
|---------------|--------------|------------|------------------|--|
| City Clerk | 05/02/2016 | | Ledoux Susan M | |
| City Clerk | 01/01/2006 | 05/01/2016 | Rushford David J | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Name:

Date Term Started: 10/21/2019

Term Has Ended ☐ Date Term Ended: 10/21/2019

Save Cancel Delete New

MAINTENANCE

- Maintain sub-committee member terms.

Committee Members

MAINTAIN COMMITTEE NAME AND WEB FOLDER

Select a Committee From the List

Public Works Committee

Public Works Committee

Name of Folder On the Web Server That Agendas For This Committee Should Be Copied To

public-works

Add Committee

Save

Cancel

Delete

MAINTAIN COMMITTEE MEMBERS

Members For the Selected Committee

Double-Click on a row to select for edit.

| Chairperson | Term Started | Term Ended | Name | Type of Member |
|------------------|--------------|------------|--------------------|----------------|
| Chairperson | 01/02/2014 | | Russell George J | Councilor |
| Vice Chairper... | 01/08/2018 | | Wally Matthew E | Councilor |
| | 01/05/2016 | | Mero-Carlson Candy | Councilor |
| | 01/02/2020 | 10/21/2027 | ... | ... |

Name:

Date Term Started: 10/21/2019

Term Has Ended ☐ Date Term Ended: 10/21/2019

Serves As: ☐ Chairperson ☐ Vice Chairperson ☒ Member

Add Member

City Councilor

Save

Cancel

Delete

MAINTENANCE

- ▶ Create City Council agendas from the predefined template.
- ▶ The agenda header brings in names of councilors, mayor and city administrators, based on the date of the meeting and the predefined terms.
- ▶ The location and start time are also predefined.



CREATE AGENDAS

Agenda items can originate from multiple sources:

- ▶ Petitions requested by the public and/or city councilors.
- ▶ Orders requested by city councilors and/or sub-committees.
- ▶ Communications submitted by city administrators or public agencies.
- ▶ Miscellaneous items submitted to the City Clerk

ADD AGENDA ITEMS

Each agenda item includes:

- ▶ Item text
 - ▶ Shortcuts to name the councilor(s) or sub-committees who introduced the item are available to select from.
- ▶ Agenda section selected
- ▶ Suggested council action (predefined shortcuts are available to select)
- ▶ Checkbox to indicate if a roll call will be taken.
- ▶ LaserFiche Unique ID

The screenshot shows the 'Council Calendar' application window. At the top, there's a header bar with the title 'Council Calendar' and a close button. Below the header, there's a section for 'LaserFiche Unique ID' with a text box containing 'cc2019oct21104740', a 'View LaserFiche' button, a 'Search For Item' button, and a timestamp 'Entered 10/21/2019 by LedouxS'. The main form area is divided into several sections. The first section is 'Place In This Section of the Calendar' with a dropdown menu set to 'ORDERS'. The second section is 'Full Text of Agenda Item' with a text box containing 'Request City Manager request Police Chief provide speed surveillance and traffic violation enforcement in Greenwood St. (King, Rosen)' and buttons for 'Move' and 'Link To Item'. The third section is 'Introduced By' with radio buttons for 'Councilor(s)', 'Committee(s)', and 'N/A'. The 'Councilor(s)' option is selected, and a list of names is shown: 'Rivera, Sarai', 'Rose, Sean M', and 'Rosen, Gary' (which is checked). The fourth section is 'Suggested Council Action' with a text box containing 'Accept' and a checkbox for 'Include Roll Call On Agenda' which is checked. To the right of this section is a 'Select Action From List' dropdown menu set to 'Accept' and a 'New' button. At the bottom of the form, there are buttons for 'Remove From This Agenda', 'Save', 'Cancel', and 'Attachments'.

ADD AGENDA ITEMS

Agenda items entered by the **City Clerk** for the council agenda can have a variety of backup documents that are attached to the agenda items:

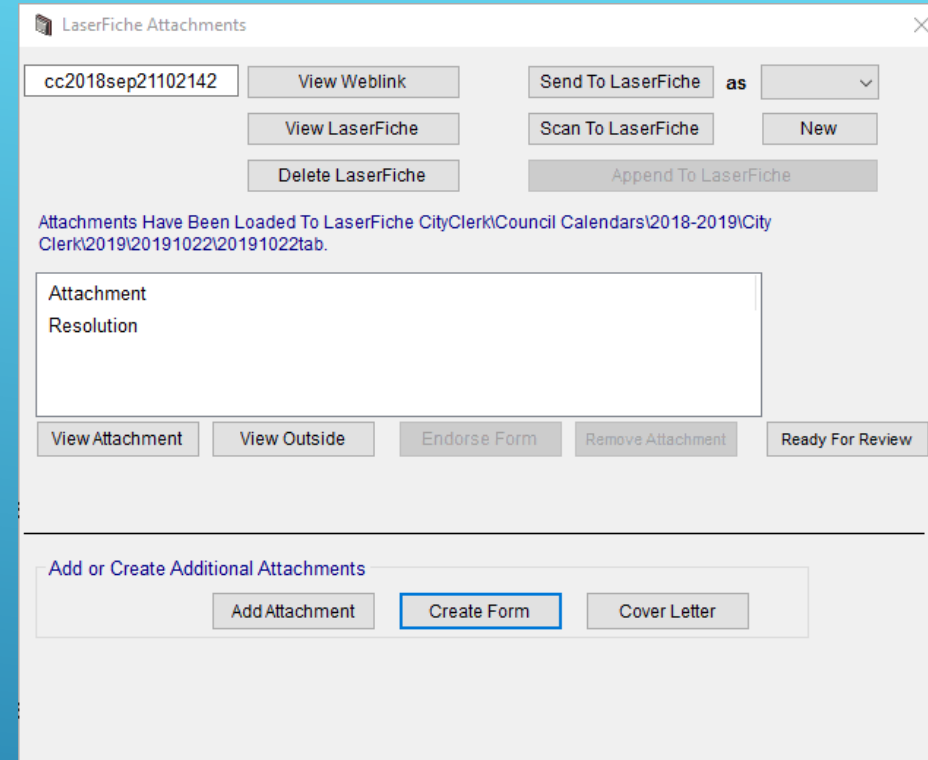
- ▶ Petitions have a copy of the signed petition.
- ▶ Communications have a copy of the communication document.
- ▶ Orders, resolutions, reports from committees have predefined forms.
- ▶ “Jackets” are also created for all council items. These are used for internal use only for filing of paper backups.

ADD BACKUP DOCUMENTS

Each agenda item can:

- ▶ Add attachments (PDF, Word doc, Excel, PPT, etc)
- ▶ Create standardized forms
- ▶ Create cover letters (CM agenda)

Once all attachments are added the “Send to LaserFiche” button is used to combine the files into one PDF and import into LaserFiche.

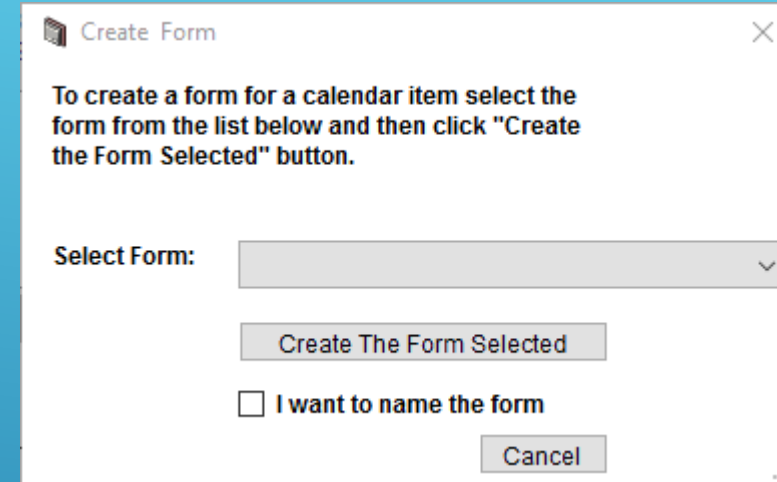


The screenshot shows a web application window titled "LaserFiche Attachments". At the top, there is a text input field containing "cc2018sep21102142". To its right are buttons for "View Weblink", "View LaserFiche", and "Delete LaserFiche". Further right are buttons for "Send To LaserFiche" (with a dropdown menu showing "as"), "Scan To LaserFiche", and "New". Below these is a button labeled "Append To LaserFiche". A message states: "Attachments Have Been Loaded To LaserFiche CityClerkCouncil Calendars\2018-2019\City Clerk\2019\20191022\20191022tab." Below this is a large text area containing the text "Attachment Resolution". At the bottom of this section are buttons for "View Attachment", "View Outside", "Endorse Form", "Remove Attachment", and "Ready For Review". A horizontal line separates this from the bottom section, which is titled "Add or Create Additional Attachments". This section contains three buttons: "Add Attachment", "Create Form" (which is highlighted with a blue border), and "Cover Letter".

ADD BACKUP DOCUMENTS

Standardized forms can be created for agenda items:

- ▶ Actual order, resolution, report of committee.
- ▶ "Jackets" for any council item.

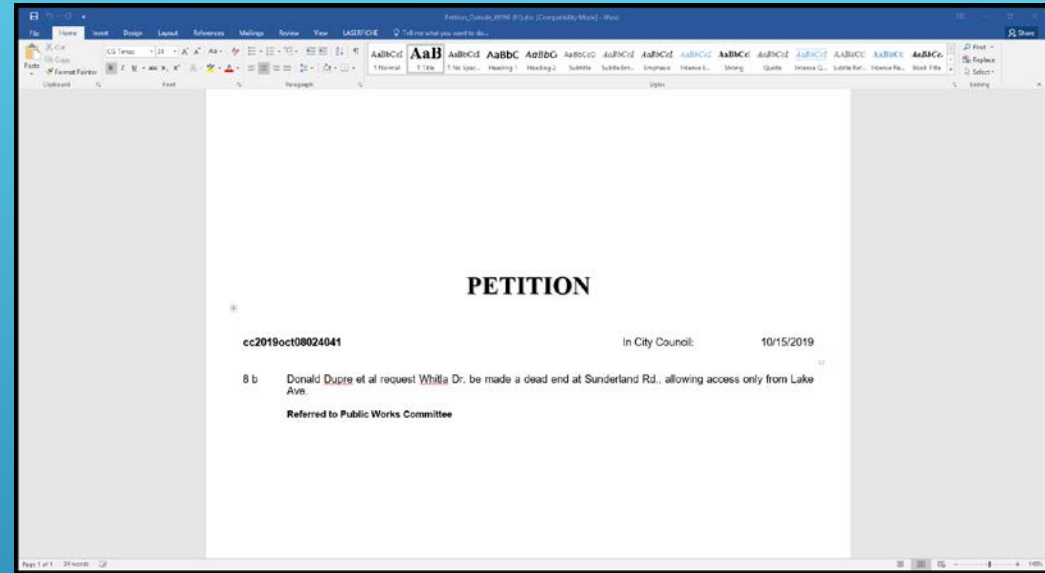


The screenshot shows a 'Create Form' dialog box with a close button (X) in the top right corner. The text inside reads: 'To create a form for a calendar item select the form from the list below and then click "Create the Form Selected" button.' Below this text is a 'Select Form:' label followed by a dropdown menu. Under the dropdown menu is a button labeled 'Create The Form Selected'. Below that is a checkbox labeled 'I want to name the form'. At the bottom right is a 'Cancel' button. The dialog box has a standard Windows-style border and a small icon in the top left corner.

ADD BACKUP DOCUMENTS

Item jackets are designed to be printed on a full size sheet of paper and folded in thirds to be wrapped around the item documents. They are filed in a manner so that the jacket can be used to easily identify the enclosed documents. The jacket includes:

- ▶ LaserFiche Unique ID
- ▶ Meeting date
- ▶ Agenda item number
- ▶ Agenda item text
- ▶ Action taken by council



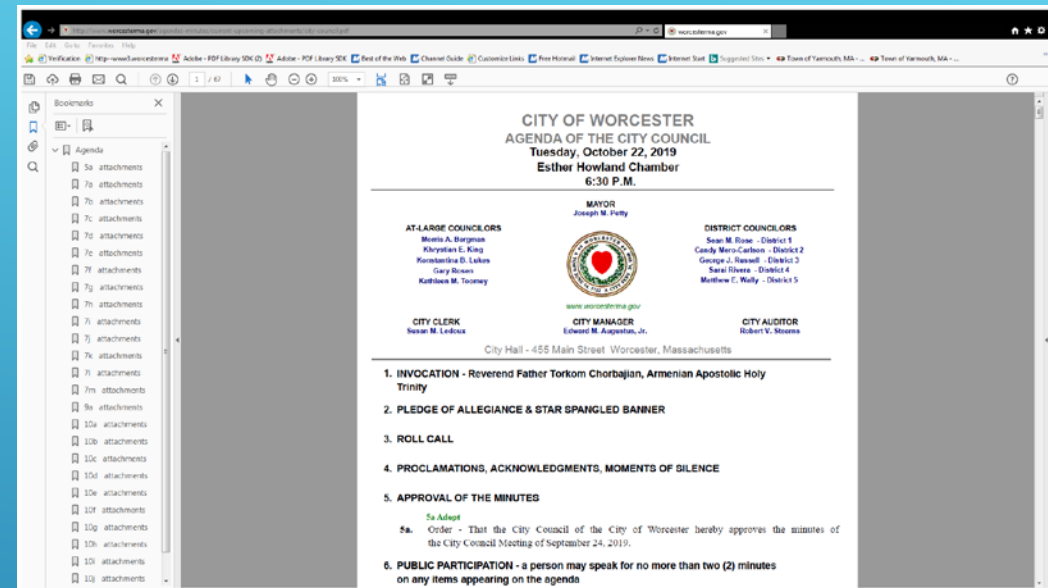
ADD BACKUP DOCUMENTS

The City Clerk publishes the council agenda for public viewing no less than two business days prior to the scheduled time of the meeting. This automated process includes:

- ▶ Full council agenda with all backup documents packaged and published as one PDF with built-in bookmarks.
- ▶ Full council agenda published in HTML format with hyperlinks for each agenda item to view the backup documents in the LaserFiche repository.
- ▶ Automatic e-mail notification to councilors and city administrators.

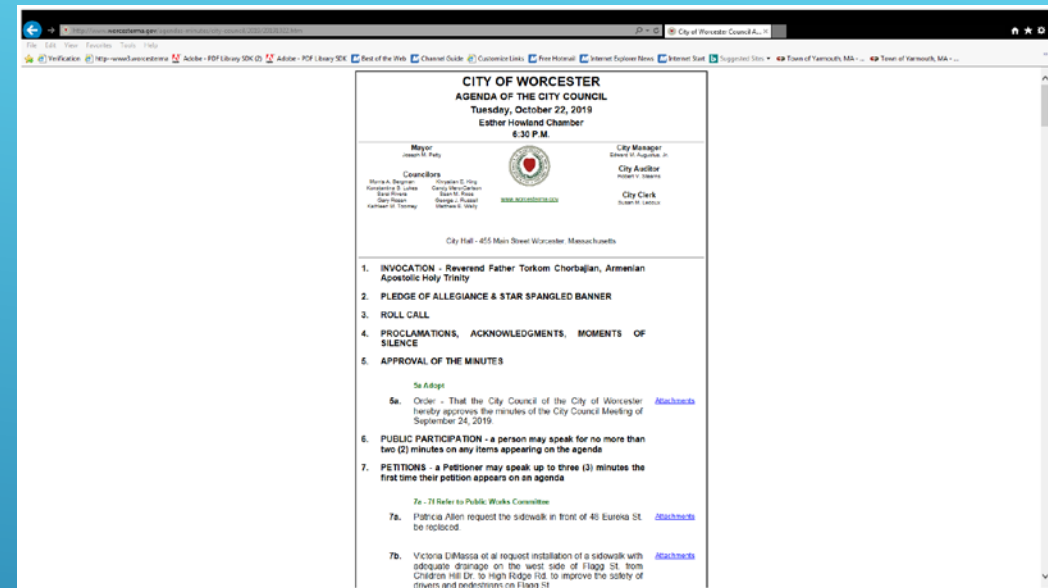
PUBLISH AGENDAS

PDF packet with bookmarks



PUBLISH AGENDAS

HTML agenda with hyperlinks to documents in LaserFiche



PUBLISH AGENDAS

The City Clerk records the action taken by Council for each agenda item. This screen is used. There are two sections:

1. What action did the council take?
2. Do you want to send this item for additional processing?

The screenshot shows a web form titled "Calendar Item Action". At the top, there is a "LaserFiche Unique ID" field containing "cc2019oct1808557" and an "Expand" button. Below this is a "Text of Agenda Item" field with the text "Patricia Allen request the sidewalk in front of 48 Eureka St. be replaced." and an "Update Councilors" button. The "Suggested Council Action" field contains "7a - 7f Refer to Public Works Committee". Section 1, "What Action Did the Council Actually Take?", includes a "Clear Council Action" button, an "Expand Action" button, a "Format Roll Call" button, a "Shortcuts" dropdown menu, a "New" button, a large text area, and an "Action Color" section with radio buttons for Red, Green (selected), and Black. Section 2, "Do You Want To Send This Item For Additional Processing?", contains several checkboxes and dropdown menus for submitting the item to various committees or for additional processing. At the bottom, there are "Save", "Cancel", and "Attachments" buttons.

RECORD MINUTES

What action did the council actually take?

- ▶ Common actions are predefined and can be selected to begin the text of the action taken.
- ▶ A dialog can be used to record the roll call vote.

The screenshot shows a software window titled "Council Calendar" with a close button (X) in the top right corner. Below the title bar is a section titled "Format Roll Call Vote" with a "Reset" button. The first instruction, "1. Select number of Yeas and number of Nays. Select any absent councilors.", is followed by two dropdown menus: "Number of Yeas" and "Number of Nays". Below these are two columns of checkboxes for councilors. The left column is labeled "Absent" and the right column is labeled "Nays". Both columns list the same councilors: Bergman, Morris A; King, Khrystian E; Lukes, Konstantina B; Mero-Carlson, Candy; Rivera, Sarai; Rose, Sean M; Rosen, Gary; Russell, George J; Toomey, Kathleen M; Wally, Matthew E; and Petty, Joseph M. The second instruction, "2. Click A Format Text Option.", is followed by a text input field containing the text "roll call vote of". The third instruction, "3. Click 'X' to close screen and copy text into action.", is followed by two buttons: "Format Text As Numeric" and "Format Text As Alphanumeric".

Council Calendar

Format Roll Call Vote

1. Select number of Yeas and number of Nays. Select any absent councilors.

Number of Yeas

Number of Nays

Absent

- ☐ Bergman, Morris A
- ☐ King, Khrystian E
- ☐ Lukes, Konstantina B
- ☐ Mero-Carlson, Candy
- ☐ Rivera, Sarai
- ☐ Rose, Sean M
- ☐ Rosen, Gary
- ☐ Russell, George J
- ☐ Toomey, Kathleen M
- ☐ Wally, Matthew E
- ☐ Petty, Joseph M

Nays

- ☐ Bergman, Morris A
- ☐ King, Khrystian E
- ☐ Lukes, Konstantina B
- ☐ Mero-Carlson, Candy
- ☐ Rivera, Sarai
- ☐ Rose, Sean M
- ☐ Rosen, Gary
- ☐ Russell, George J
- ☐ Toomey, Kathleen M
- ☐ Wally, Matthew E
- ☐ Petty, Joseph M

2. Click A Format Text Option.

roll call vote of

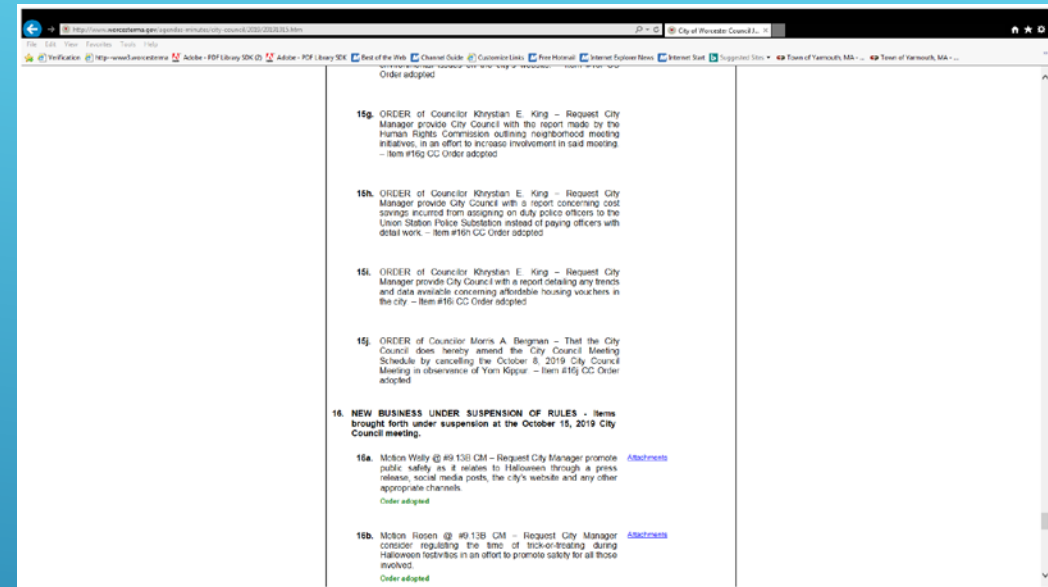
3. Click "X" to close screen and copy text into action.

Format Text As Numeric

Format Text As Alphanumeric

RECORD MINUTES

New agenda items can be added to the end of an agenda in new sections. These items are added during the meeting and are noted as such.



RECORD MINUTES

The City Clerk creates and/or updates the “jacket” form for each item to include the action taken by Council.

RECORD MINUTES

Submit item for additional processing. This includes:

- ▶ Sending orders to the City Manager, City Clerk or City Auditor.
- ▶ Sending communications to a sub-committee.
- ▶ Referring petitions to a sub-committee.
- ▶ Submit an ordinance change to the ordinance change process (may not be used).
- ▶ Table an item
- ▶ Send the item to a future agenda
- ▶ Add a new order from a motion made at this item.

The screenshot shows a web form titled "Calendar Item Action". At the top, there is a text input field containing "cc2019oct18085557" and a label "LaserFiche Unique ID" with a note: "Any changes made to the Unique ID will be updated on the LaserFiche index card also." To the right of this is an "Expand" button. Below this is a section labeled "Text of Agenda Item" with a text area containing "Patricia Allen request the sidewalk in front of 48 Eureka St. be replaced." To the right of this text area is another "Expand" button. Below the text area is a section labeled "Suggested Council Action" with a text input field containing "7a - 7f Refer to Public Works Committee". To the right of this field are buttons for "Clear Suggested Council Action" and "Update Councilors". Below this is a section labeled "1. What Action Did the Council Actually Take?" with buttons for "Clear Council Action", "Expand Action", and "Format Roll Call". Below this is a "Shortcuts" section with a text input field and a "New" button. To the right of this is an "Action Color" section with radio buttons for "Red", "Green" (which is selected), and "Black". Below this is a section labeled "2. Do You Want To Send This Item For Additional Processing?". This section contains several checkboxes and dropdown menus. On the left, there are checkboxes for "Submit Order To:" (with "OR" between them) and "Refer Petition To:". Below these are dropdown menus for "City Auditor", "City Clerk", and "City Manager". To the right of these is a checkbox for "Recommit To City Manager". Below these are checkboxes for "Submit To Referrals Sub-System To:" and "Send E-Mail For Referrals". Below these are two large dropdown menus for "Ad Hoc Committee on the Mill Street Business Corridor" and "Ad Hoc Zoning Committee". To the right of these are checkboxes for "Informational Referral Only To:". Below these are checkboxes for "Submit To Ordinance Change Process", "Add NEW Order (from motion made at this item)", "Table the Item", and "Send To Next Agenda". Below these is a checkbox for "Include Roll Call On Agenda". At the bottom of the form are "Save", "Cancel", and "Attachments" buttons.

ASSIGN AGENDA ITEMS FOR PROCESSING

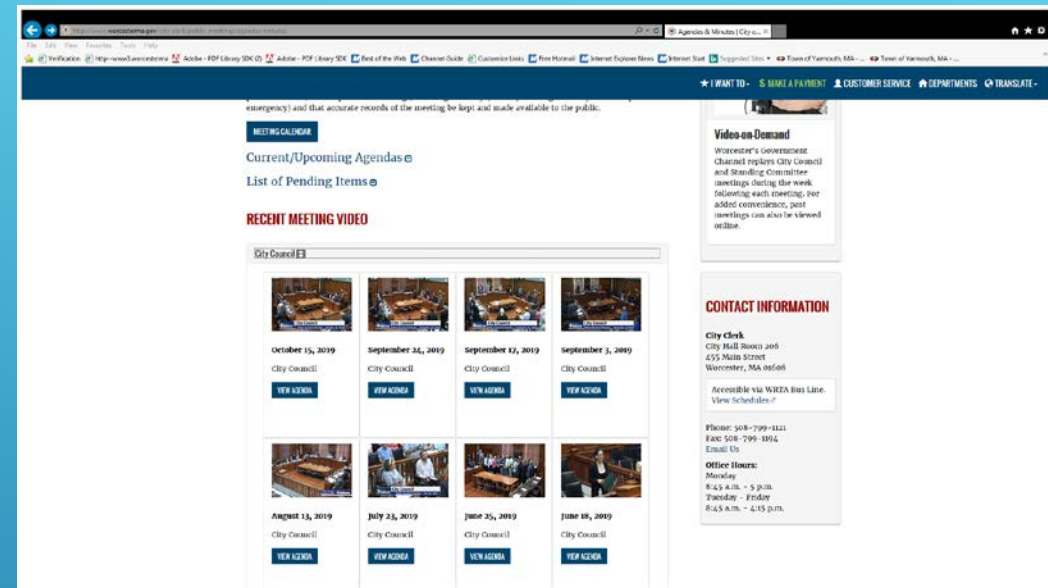
The journal is an HTML file with
hyperlinks to the backup documents
in the LaserFiche repository.



Prior to each meeting the agenda is published on the City of Worcester web site.

Links to backup documents are provided for each agenda item.

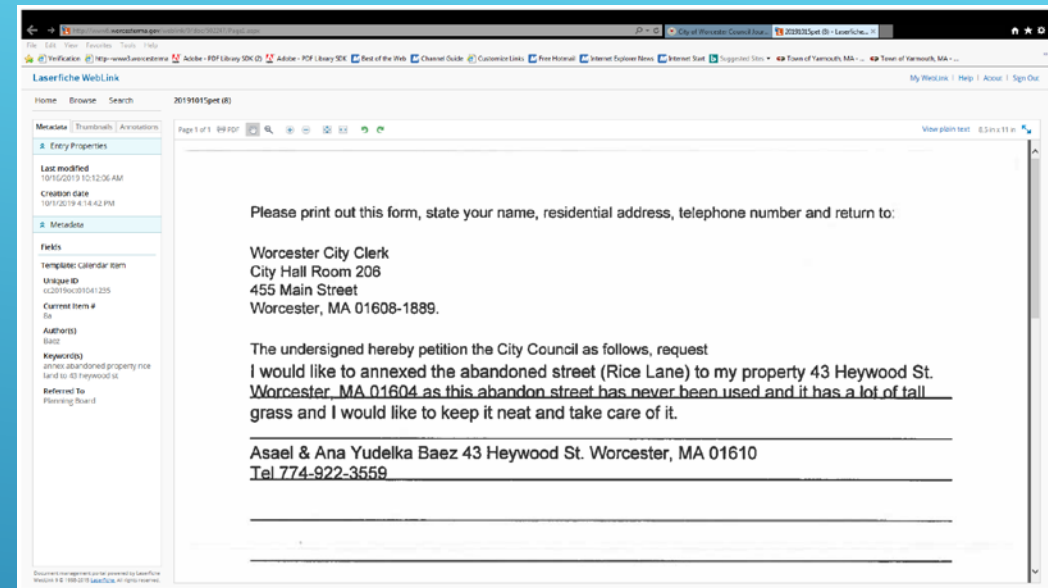
Agendas with minutes (action taken by council or committee) are republished to the web for public viewing and searching.



PUBLIC VIEWING

The public can click any “Attachments” link for an agenda item to view the backup documents.

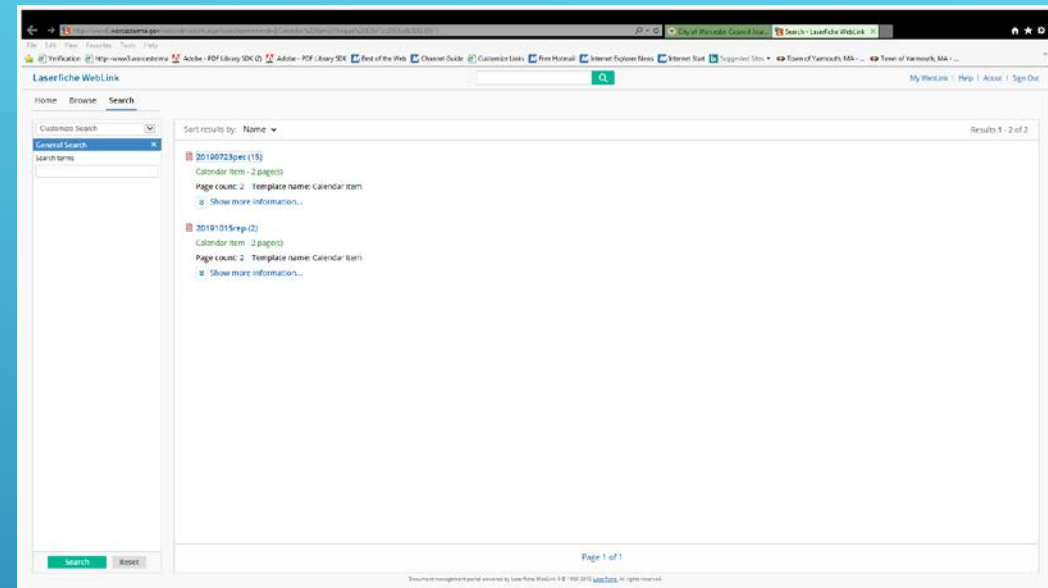
Once they are within the LaserFiche repository they can search and view additional historical documents.



PUBLIC VIEWING

One feature of the link to backup documents is that the public can see the list of all related documents.

This example shows an original petition document and the report from the committee that the petition was referred to.



PUBLIC VIEWING

The City's Cable Services division video records each meeting. The video recordings are published and can be viewed at any time.

The video recordings are not bookmarked by agenda item.

VIDEO RECORDINGS OF MEETINGS

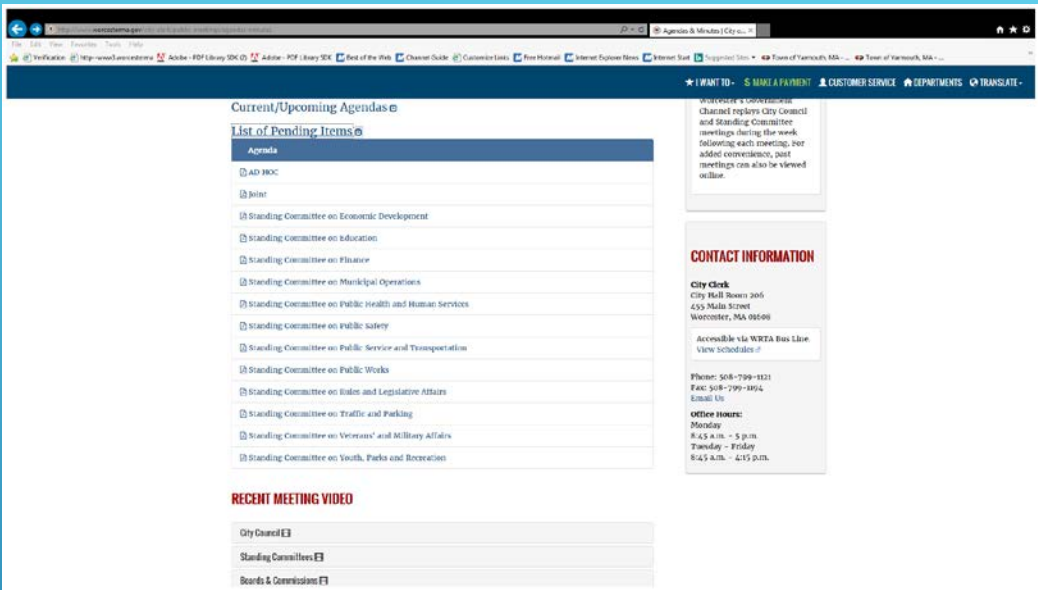
Several white lines of varying lengths and slopes are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

The City Clerk processes items assigned to the ten Council sub-committees. Petition referrals, communications to be reviewed and approved, and any other type of item referred to a sub-committee will eventually be placed on an agenda for a meeting of the sub-committee.

The in-house app can create lists of pending referrals by sub-committee, to be sent to the committee members. The committee indicates which items they would like to have placed on their committee meeting agenda. The City Clerk creates the agenda and publishes, similar to the council agendas, except that there are no additional attachments to the agenda items.

Lists of current pending referrals by committee are also kept on the web for public viewing.

As referred items are selected for placement on a committee agenda their status is changed to processed.



PROCESS COMMITTEE REFERRALS

Referrals selected for inclusion on a committee agenda are sent to the agenda using an automated process in the in-house app.

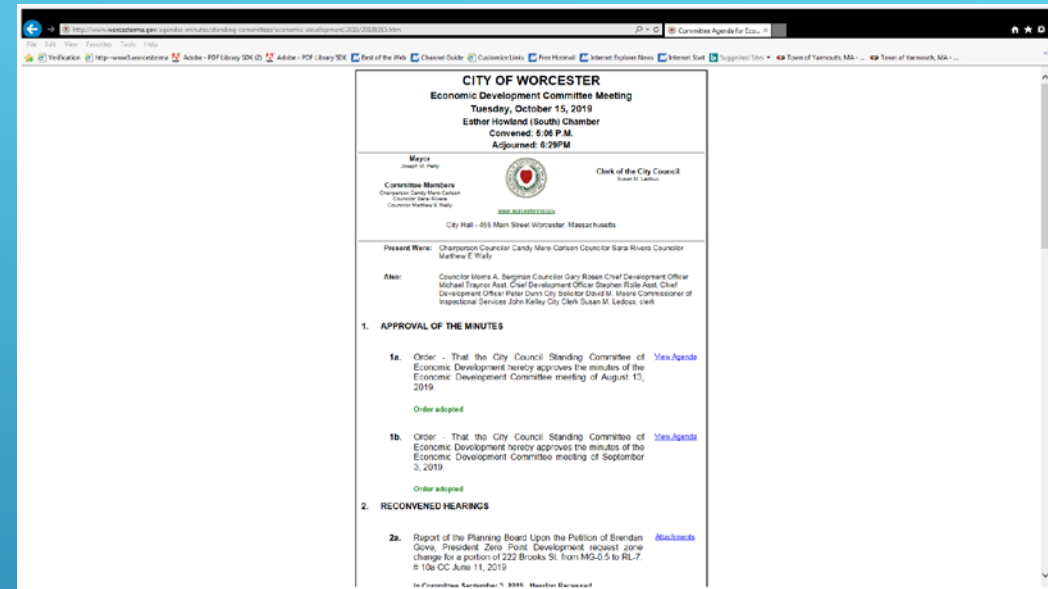
The City Clerk locates the referral in the committee pending list, selects it and uses the “Send to Committee Agenda” button to add the referral as an agenda item.

The screenshot shows a web application window titled "Council Calendar". At the top, it displays "LaserFiche Unique ID" as "cc2019sep13023642" and "Referred From Council Agenda:" with the date "09/17/2019" and "Item #: 9t". Below this is a "View LaserFiche" button. The main section is titled "Item Being Reviewed By Traffic and Parking Committee" and contains a text area with the following text: "Maudistien Buggs request installation of traffic calming measures at the crosswalk at the intersection of Burncoat St. and Lincoln St., including 3D crosswalks, yellow flashing pedestrian crossing signals and speed limit signage." Below the text area is a "Select Category to Group This Referral:" dropdown menu currently set to "Crosswalk and Lighted Crosswalk System Items", with an "Add Category" button next to it. Below the dropdown is a "Sequence Within This Category: 7" label and two navigation arrows. There are two large text input areas: "Committee Actions From Previous Meetings (any modifications to these actions must be done on the original agenda)" and "Committee Actions From Agendas In Old Format (If applicable; make any modifications here)". At the bottom of the window are three buttons: "Remove Referral", "Save Changes", and "Send to Committee Agenda".

PROCESS COMMITTEE REFERRALS

Committee agendas are published as HTML only.

Their hyperlinks for items are for the backup documents for the original council agenda item that was referred to committee.



PROCESS COMMITTEE REFERRALS

Minutes from a committee agenda are slightly different from minutes of council meetings, with three options available for each item:

1. Send the item back to a council agenda (with the committee's decision) in a section "Reports From Committee". These are usually accepted and filed, completing the life cycle of the original item.
2. Return the item to the pending referral list.
3. No additional processing needed. Item life cycle is complete.

In addition chairman's orders can be created and sent to the agenda for the next council meeting.

Committee Agenda Item

cm2019aug05090758 LaserFiche Unique ID
Any changes made to the Unique ID will be updated on the LaserFiche index card also.

Text of Agenda Item
Report of the Planning Board Upon the Communication of the City Manager recommending approval of discontinuance and conveyance of a portion of Plantation St. right of way.
13b CC September 17, 2019

1. What Action Did the Committee Take?
Clear Action Expand Action
Shortcuts Place cursor in Action text box and select a phrase to insert New
Action Color
☐ Red
☒ Green
☐ Black

Council Items Originated From This Item Chairman's Order Add This Council Item

| Council Date | Council # | Type of Item | Chairman's Order |
|--------------|-----------|--------------|------------------|
| | | | |
| | | | |
| | | | |

2. Do You Want To Send This Item To a Council Agenda?
☐ Submit as Report of Committee

3. Do You Want To Keep This Item On a Committee Referrals List?
☐ Return To Pending

Save Cancel

PROCESS COMMITTEE REFERRALS

CITY OF WORCESTER

In-house Agenda Management System

City Manager

The City Manager (CM) creates an agenda that becomes one section in the council agenda (an agenda within an agenda).

This mostly occurs on an every other meeting schedule but there are exceptions. The City Clerk determines which meetings the CM will be allowed to submit an agenda.

The CM does not want anyone outside of authorized CMO employees, including the City Clerk, to view his/her agenda until it is published.

Once this agenda is published it should be merged into the full council agenda and controlled by the City Clerk for recording of the minutes.

SUMMARY

The process to create agendas and add agenda items is nearly identical to the City Clerk's process.

The City Manager is unique in that departments submit their agenda item requests to the City Manager's Office for approval and inclusion on the CM agenda.

This presentation identifies the aspects of the in-house app that are unique to the City Manager's agenda.

SUMMARY

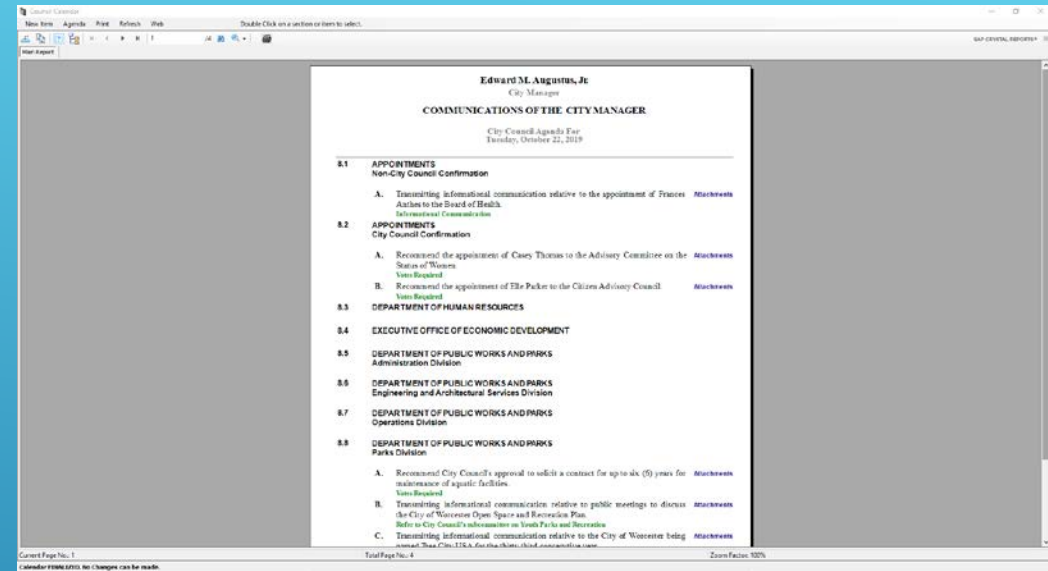
Several white lines of varying lengths and orientations are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

- ▶ Create Agendas
- ▶ Add Agenda Items
- ▶ Add Backup Documents
- ▶ Review and Approve Department Requests
- ▶ Publish Agendas
- ▶ Maintain Boards and Commission Members

SUMMARY

- ▶ Create agendas from the CM predefined template.
- ▶ The agenda header brings in the name of the city manager, based on the date of the meeting and the predefined terms.
- ▶ The date of the council meeting this agenda will be merged into is also displayed.

This example shows a built agenda, not an initial agenda created from the template.



CREATE AGENDAS

Agenda items can originate from multiple sources:

- ▶ Submitted from city department heads (***or their designated staff on their behalf***) and approved by the CMO:
 - ▶ Responses to orders from previous council meetings that were referred to the City Manager and delegated to the department heads.
 - ▶ New communications, reports or requests.
 - ▶ Finance requests to transfer money.
- ▶ Submitted directly from the City Manager.
 - ▶ Responses to orders from previous council meetings that were referred to the City Manager and not delegated to a department.
 - ▶ New communications or reports to council.
 - ▶ Requests for board and commission appointments.

ADD AGENDA ITEMS

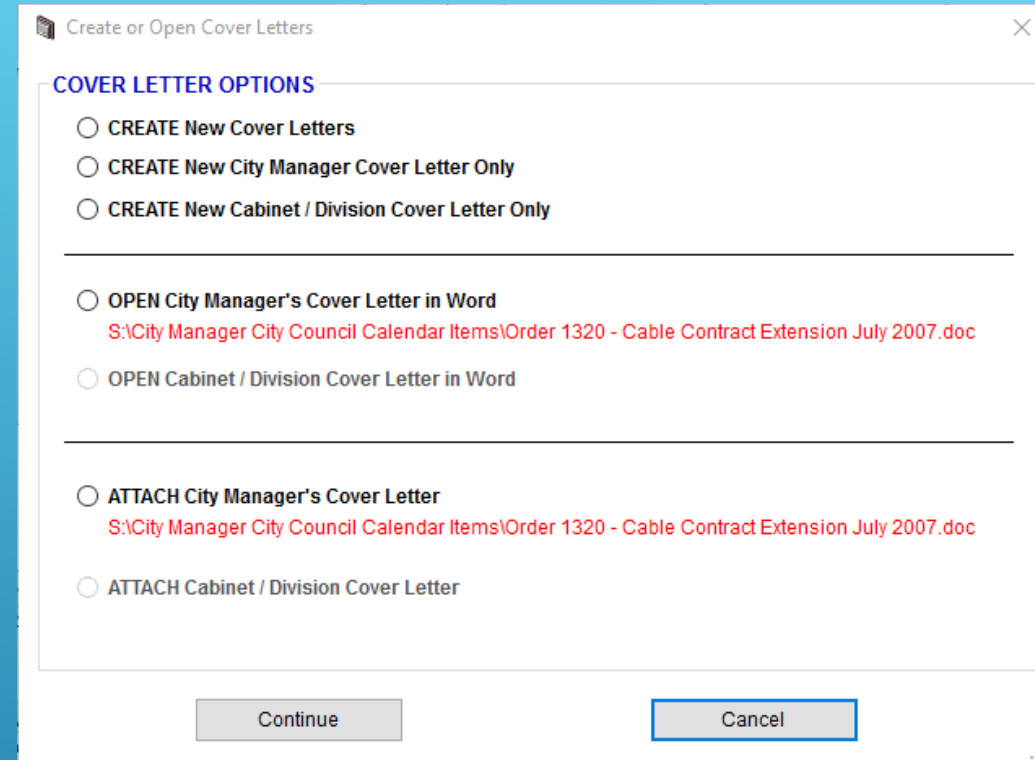
The in-house app provides the mechanism for orders from council to be assigned to departments, who then use the app to prepare the response and submit back to the City Manager for inclusion on the CM agenda.

Part of this response includes automated cover letters: one from the CM to Council and a second from the department head to the CM. The in-house app uses Word templates to assist with creating these documents.

ADD AGENDA ITEMS

Departments submit agenda item requests with a minimum of two letters. Additional documents can be included as needed. The letters are created within the app using the "Create Cover Letters" option.

Once created they are linked to the agenda item request automatically.



The screenshot shows a Windows-style dialog box titled "Create or Open Cover Letters". It contains a section titled "COVER LETTER OPTIONS" with three groups of radio button options, separated by horizontal lines. The first group has three options: "CREATE New Cover Letters", "CREATE New City Manager Cover Letter Only", and "CREATE New Cabinet / Division Cover Letter Only". The second group has two options: "OPEN City Manager's Cover Letter in Word" (with a red file path below it: "S:\City Manager City Council Calendar Items\Order 1320 - Cable Contract Extension July 2007.doc") and "OPEN Cabinet / Division Cover Letter in Word". The third group has two options: "ATTACH City Manager's Cover Letter" (with the same red file path below it) and "ATTACH Cabinet / Division Cover Letter". At the bottom of the dialog are two buttons: "Continue" and "Cancel".

Create or Open Cover Letters

COVER LETTER OPTIONS

- ☐ CREATE New Cover Letters
- ☐ CREATE New City Manager Cover Letter Only
- ☐ CREATE New Cabinet / Division Cover Letter Only

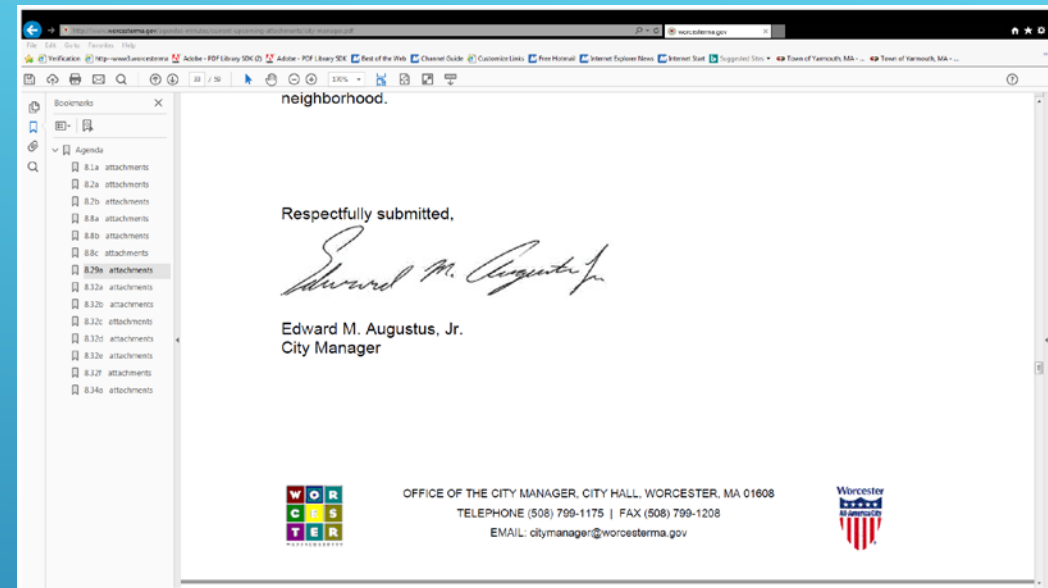
- ☐ OPEN City Manager's Cover Letter in Word
S:\City Manager City Council Calendar Items\Order 1320 - Cable Contract Extension July 2007.doc
- ☐ OPEN Cabinet / Division Cover Letter in Word

- ☐ ATTACH City Manager's Cover Letter
S:\City Manager City Council Calendar Items\Order 1320 - Cable Contract Extension July 2007.doc
- ☐ ATTACH Cabinet / Division Cover Letter

Continue Cancel

ADD BACKUP DOCUMENTS

Each letter template has a placemark for a signature image to be inserted, eliminating the need to print and sign.



ADD BACKUP DOCUMENTS

The City Manager's Office staff prepare the CM agenda on behalf of the CM.

There is a specific workflow for when departments submit items to the City Manager's Office. Staff members perform an initial review which leads to the approval of the City Manager.

Approved requests are added to the CM agenda.

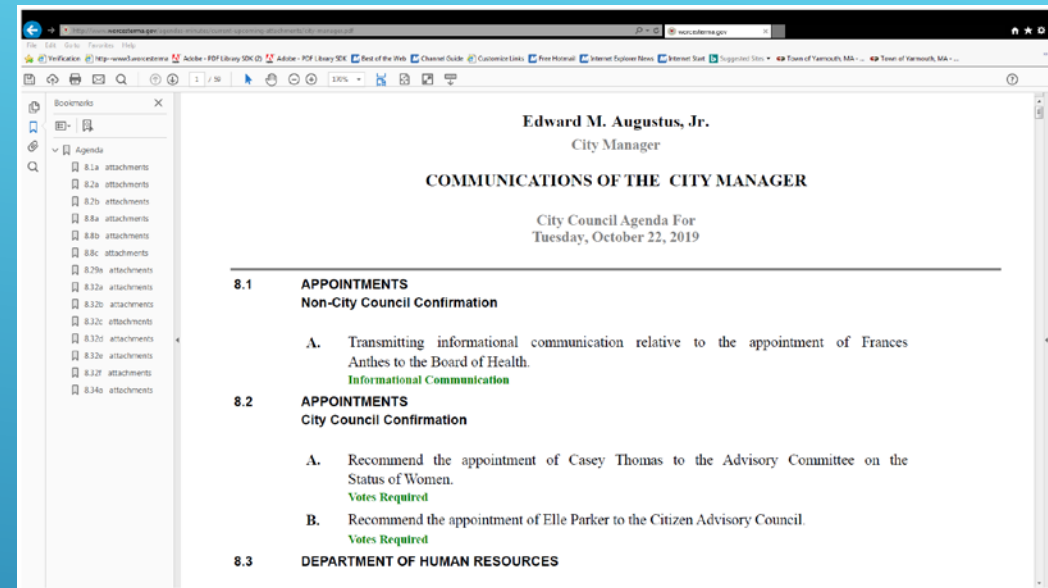
REVIEW AND APPROVE DEPARTMENT REQUESTS

Several white lines of varying lengths and angles are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

The City Manager's Office publishes their own agenda, which is then merged into the full council agenda by the City Clerk.

This automated process includes:

- ▶ Agenda with all backup documents packaged and published as one PDF with built-in bookmarks.
- ▶ Agenda published in HTML format with hyperlinks for each agenda item to view the backup documents in the LaserFiche repository.
- ▶ Automated email notification to city councilors and department heads.



PUBLISH AGENDAS

Here's the CM agenda merged into the council agenda

| | | |
|--|--|--|
| | <div>7f. Rhonda Hicks a.k.a. Walya Gutsie Wolfbear request for the city of Worcester abolish Columbus Day and replace the holiday with Indigenous Peoples' Day. Attachments</div> <div>7m. Evan Corrigan request city of Worcester prepare a commemoration on February 29, 2020 to celebrate the 172nd anniversary of its incorporation as a city. Attachments</div> <div>8. COMMUNICATIONS OF THE CITY MANAGER</div> <div>8.1 APPOINTMENTS Non-City Council Confirmation</div> <div>Informational Communication</div> <div>A. Transmitting informational communication relative to the appointment of Frances Anthos to the Board of Health. Attachments</div> <div>8.2 APPOINTMENTS City Council Confirmation</div> <div>Votes Required</div> <div>A. Recommend the appointment of Casey Thomas to the Advisory Committee on the Status of Women. Attachments</div> <div>Votes Required</div> <div>B. Recommend the appointment of Elie Parker to the Citizen Advisory Council. Attachments</div> <div>8.3 DEPARTMENT OF HUMAN RESOURCES</div> <div>8.4 EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT</div> <div>8.5 DEPARTMENT OF PUBLIC WORKS AND PARKS Administration Division</div> <div>8.6 DEPARTMENT OF PUBLIC WORKS AND PARKS Engineering and Architectural Services Division</div> <div>8.7 DEPARTMENT OF PUBLIC WORKS AND PARKS Operations Division</div> | |
|--|--|--|

PUBLISH AGENDAS

The in-house app includes a section for the City Manager's Office to record the membership of boards and commissions, including applicant history, advertisements and nominations and appointments.

MAINTAIN BOARD AND COMMISSION MEMBERS