



e-Agenda Packet Builder: Version 2.0

Why automate your agenda packet/process?

- Standardize agenda items formats
- Streamline work flow from departments to web
- Reduce paper processing
- Provide more information to citizens
- Reduce photocopying costs
- Eliminate “panic” prior to agenda creation
- Export agenda to import into video indexer
- Create a single PDF file for print & digital archiving
- Automate minutes with links to archived video files

Whether it is to find ways of conserving staff time, printing costs or making government decisions more transparent to its citizens, many municipalities are providing access to the entire agenda and council packet of information on their websites.

To do so takes planning, and a simple, easy to understand procedure that departments can follow to route their reports through the approvals process to the Town Clerk or City Council staff responsible for creating the final agenda.

Virtual Town Hall is pleased to offer just such a service that not only is easy for department staff to understand and use, but makes the resulting agenda on your website easy to access and quick to download by the members of the Council and citizens alike.

New in Version 2.0

The e-Agenda Management application service from Virtual Town Hall now includes multiple modules to meet a wider range of City needs **AND** the ability to easily produce a single Adobe® Acrobat® PDF file of the agenda and all supporting documentation for archiving and print.

- ✚ **Agenda Builder**
- ✚ **Agenda Workflow**
- ✚ **Agenda Export/Import to EarthChannel® ECi Video Indexer**

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Agenda Builder

The Agenda Builder module is designed for municipalities with few departments and/or those that simply wish to manage the entire agenda process in the Clerk's or Manager's office. You will be able to easily create agenda items using a template customized to your specifications, attach any supporting documentation directly to each agenda item,

and link each to your Council agenda. The resulting file will provide easy access to everything that is available to your Council quickly and easily.

Agenda Item	Title
ITEM 1	Order to approve an amendment to the Retirement Overlay District.
ITEM 2	Presentation on the status of work completed Conservation Corp as part of a grant project re County Soil and Water District.
ITEM 3	Presentation by the Harbormaster regarding a mooring application function.
ITEM 4	Concept discussion about a parking ordinance that would restrict parking on Woodville Road the Middle School, new Elementary School and Superintendent's office.
ITEM 5	Order to support the Town Manager's decision staffing levels in the Police Department which

Subject: Presentation by the Harbormaster regarding a website mooring application function.

ACTION: No Council action is anticipated.

Summary: Attached is a description of the type of services provided by the online mooring program. A copy of the presentation will be provided at the meeting. The vendor providing the service will discuss finance options for the on-line service. The town can pay a \$10 application fee per mooring or combine the extra fee into the total annual mooring fee. The fee could be reduced to \$5/application if the town allows advertising on the website where the application is processed. Advertising on a town residential web site has not occurred in the past, however, the service fee reduction is significant and this type of web application is gaining popularity.

Note: The service we are describing here will work for small towns and larger cities or counties. Throughout the documentation we may refer to City and Council for the sake of simplicity. If your municipality is a Town and you have a Board of Selectmen the process remains the same.

You may also use this process for other boards and committees where providing additional documentation will bring benefit to both you and your citizens.

We also assume the user has a good working knowledge of most Virtual Town Hall processes as some of the more basic concepts are not fully described in this document but are included in other VTH documentation.

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User Instructions

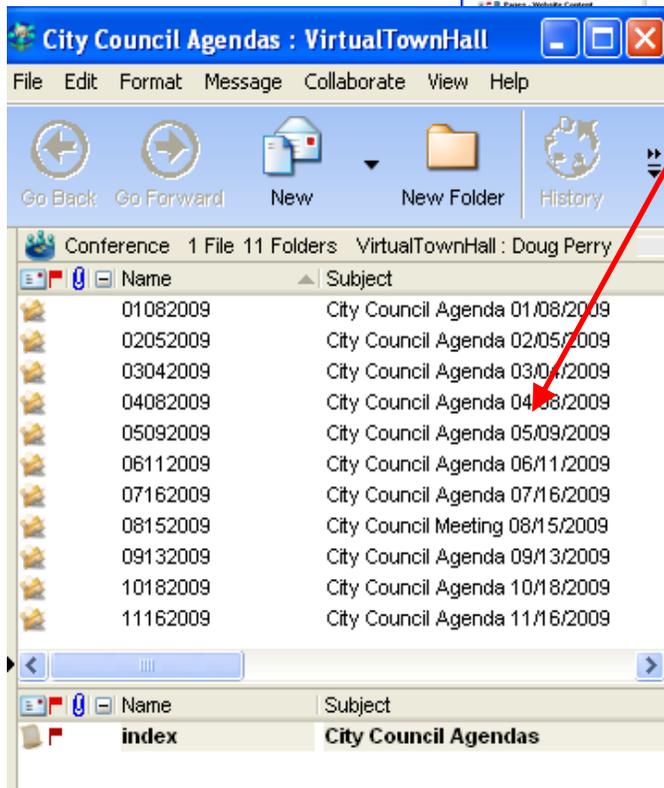
Logging In

Log into your **VTH Desktop** by double clicking the FirstClass icon on your desktop. Your UserID should be the first initial of your first name plus your last name in lower case letters. If you do not know your UserID or password contact VTH support.

VTH Desktop

Upon logging in you will be viewing your VTH desktop. It should look similar to the image at right.

1. Double click on your **City Council Agendas** folder to open the folder.



2. If the sub-folder does not exist for the upcoming agenda create one by clicking on **New Folder** icon and choose **Standard Folder**.

3. Select the new folder and choose **File - Properties** to give it a proper **Name** and **Subject**. See our example at left. **Do not use any special characters, such as slashes, in the Name of the folder.**

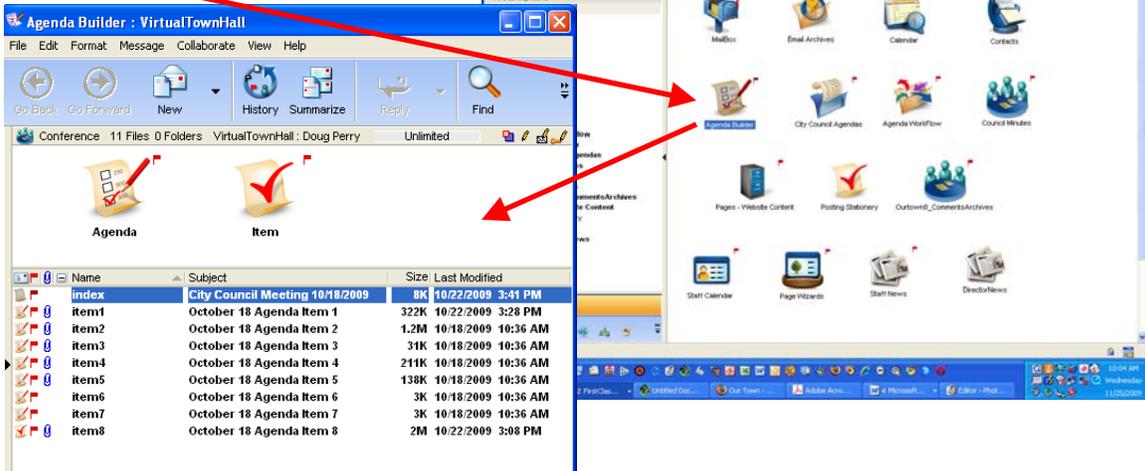
Close the City Council Agendas folder when complete.

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4. Double click on your **e-Agenda Builder** folder to open the folder.



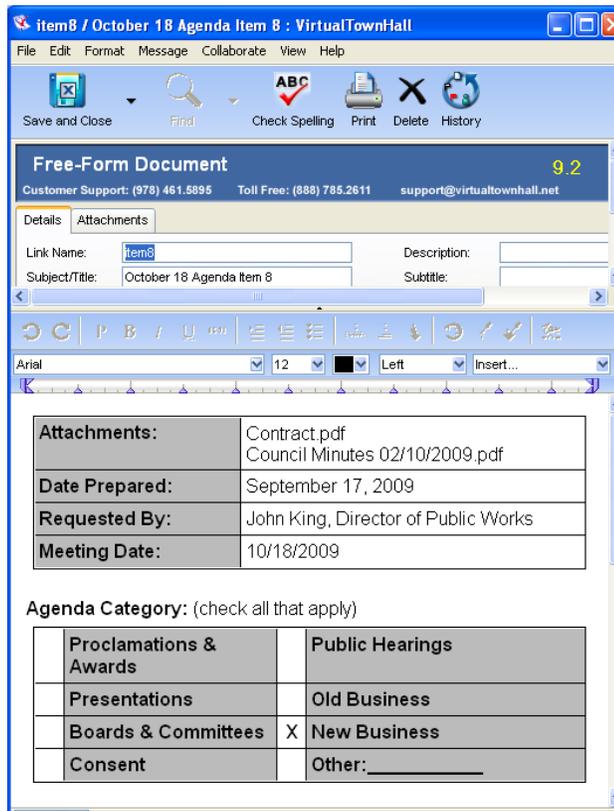
5. **Creating New Agenda**

Items: Double click on the **Item** icon in the top half of the split screen to create a new item.

6. Delete the default **Link Name** and enter in a unique **Name** for this item; e.g. *item8*

7. Enter in an appropriate **Subject** for this page. It could be as simple as *Agenda Item 8*

8. Fill in the form as described in your custom template. **Note:** It is not necessary to complete each item when it is created. You can always **Save** the item and return to it to complete it as more information becomes available.



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9. Click on the **Attachments** tab then click the **Attach** icon to add any supporting documents. We strongly recommend using Adobe® Acrobat® files as they are viewable by anyone on the web with the free Adobe Acrobat Reader® software. We also strongly recommend you provide a simple name describing the content for any Acrobat files prior to attaching them to any **Item**.

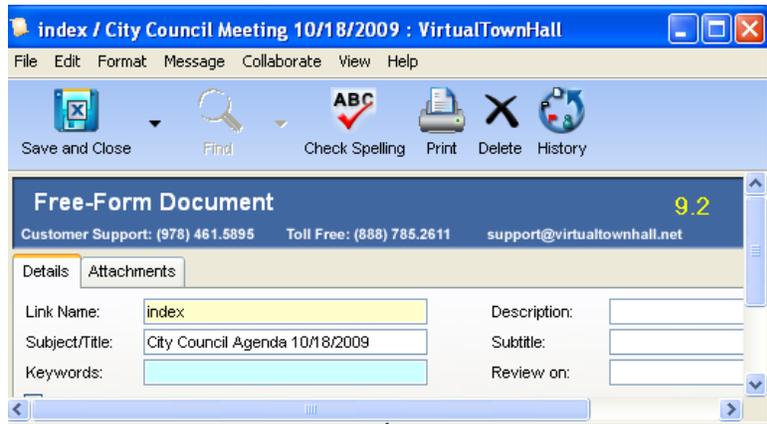
When complete simply **Save and Close** the item. Repeat the process for each agenda item.

Creating Your Agenda

1. Double click on the **Agenda** icon in the top half of the split screen to create a new agenda.

2. Delete the default **Link Name** and enter *index* as the **Name** for the page.

3. Enter in an appropriate **Subject** for the agenda based on your standard naming convention; e.g. *City Council Agenda 10/18/2009*. We strongly recommend using two digit numerics for the month and date separated by either a slash or a dash character.



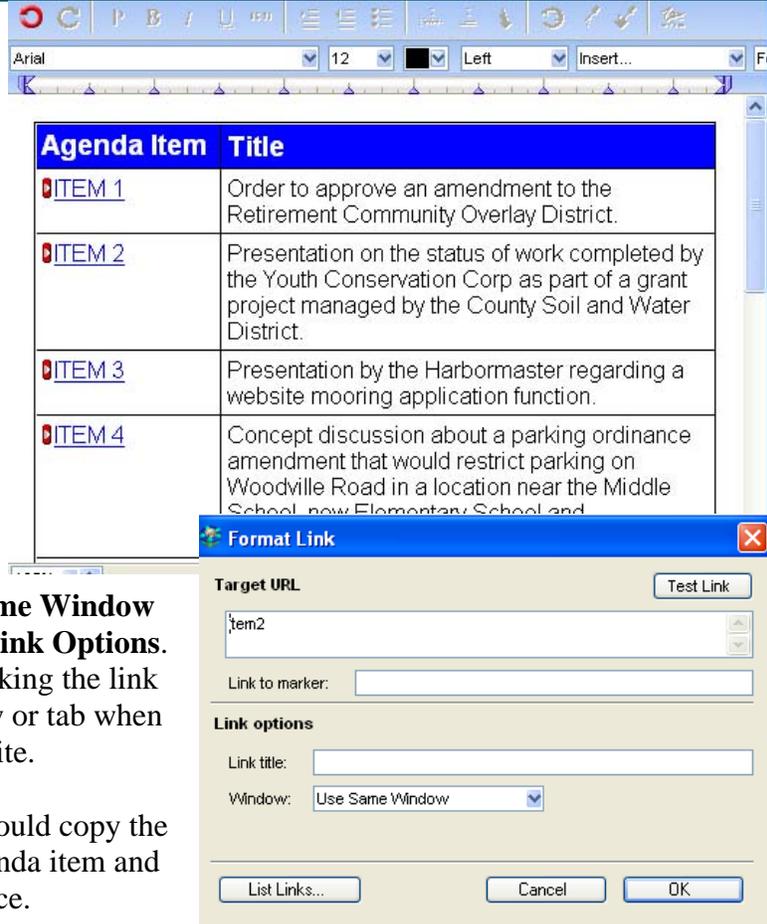


4. The bottom half of the screen will contain a two column table where you can list the title of each item in the left column. This will also become the link on the resulting web page.

5. To create the link select the text and click on the **Make Link** icon on the lower tool bar. Enter in the **Name** you assigned to this **Item** and click **OK**. In the **Format Link** dialog box you can choose either the **Same Window** or **New Window** under the **Link Options**. This will dictate whether clicking the link opens a new browser window or tab when clicked by a visitor on your site.

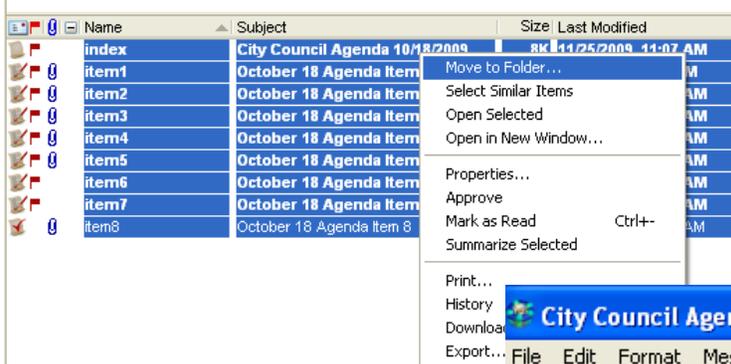
6. In the right column you should copy the appropriate text from the agenda item and paste it into the available space.

7. When you have completed the agenda click the **Save and Close** icon.





Publishing your Agenda to your website

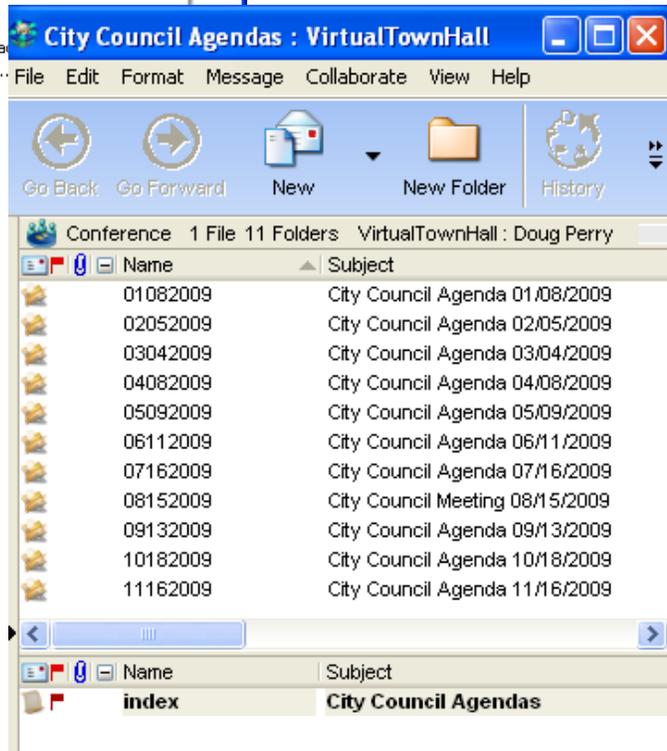


1. When you are ready to publish the agenda to your website simply select all the items in the lower half of the split screen and with the right mouse button choose **Move to Folder**.

Navigate through the folder hierarchy to your Council Agendas folder and select the sub-folder for the date of the meeting.

2. Return to your VTH Desktop and open the **City Council Agendas** folder by double clicking on the icon.

3. Open your **City Council Agendas index** page by double clicking on the file.



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 http://support.virtualtownhall.net email: support@virthautownhall.net

4. In the next available row *above* the previous meeting enter in the **Meeting Date**, **Time** and **Location** in the appropriate columns, and in the pink link field enter in the name of the agenda sub-folder followed by the name of the agenda; e.g. **10182009/index**

Your Council Agendas page should look similar to the image below, with clickable links to each agenda and subsequently to each agenda item.

Date of Council Meeting	Time	Location
October 18	7:00 PM	City Hall, Council Chambers
September 13	7:00 PM	City Hall, Council Chambers
August 15	7:00 PM	
July 16	7:00 PM	
June 11	7:00 PM	
May 9	7:00 PM	
April 8	7:00 PM	
March 4	7:00 PM	
February 5	7:00 PM	
January 8	7:00 PM	

Agenda Item	Title
ITEM 1	Order to approve an amendment to the Retirement Community Overlay District.
ITEM 2	Presentation on the status of work completed by the Youth Conservation Corp as part of a grant project managed by the County Soil and Water District.
ITEM 3	Presentation by the Harbormaster regarding a website mooring application function.
ITEM 4	Concept discussion about a parking ordinance amendment that would restrict parking on Woodville Road in a location near the Middle School, new Elementary School and Superintendent's office.
ITEM 5	Order to support the Town Manager's decision to adjust the staffing levels in the Police Department which will add one