



## OFFICE OF THE CLERK/TREASURER

City of Burlington

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February 21, 2014

To: Joan Shannon, City Council President

From: Scott Schrader, Asst. Chief Administrative Officer

Re: Agenda Preparation Software (BoardDocs) Training

I have been working with BoardDocs and Lori to develop a schedule of implementation for the new agenda preparation software the City has recently acquired. It is our intent to begin using the software with the induction of the new City Council on April 6<sup>th</sup>. Under this schedule administrative and end user training (City Council) will occur on April 1<sup>st</sup> and April 2<sup>nd</sup> respectively. This will mean that Councilors not yet seated will take the training prior to their first meeting. The training will take place with a representative of BoardDocs present and, as it relates to the City Council training, will take place in the evening in the City Council chambers. All City Councilors will be required to bring their laptops or other portable devices that they would be using to access the website hosting the agenda to the training session.

Moving forward from that training, agenda preparation training of department heads and/or their designees and City Attorney staff will be conducted during the month of April to instruct employees responsible for requesting items to be placed on an agenda on the design, policies and procedures of the new software, with the end goal being an all-electronic process from beginning to end. However, this training will not impact the Councilor's ability to use BoardDocs as of April 6<sup>th</sup>.

If you have any questions or concerns regarding this schedule or the training, please advise. Additional information will be provided as it becomes available.

Thank you.