

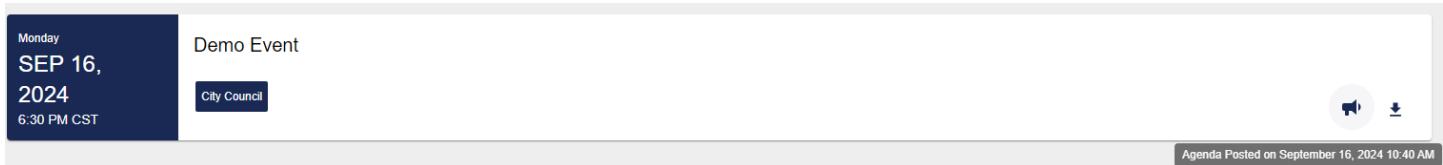
Instructions for Accessing Agendas in the Agenda & Minutes Public Portal

The public portal is accessible via the following link:

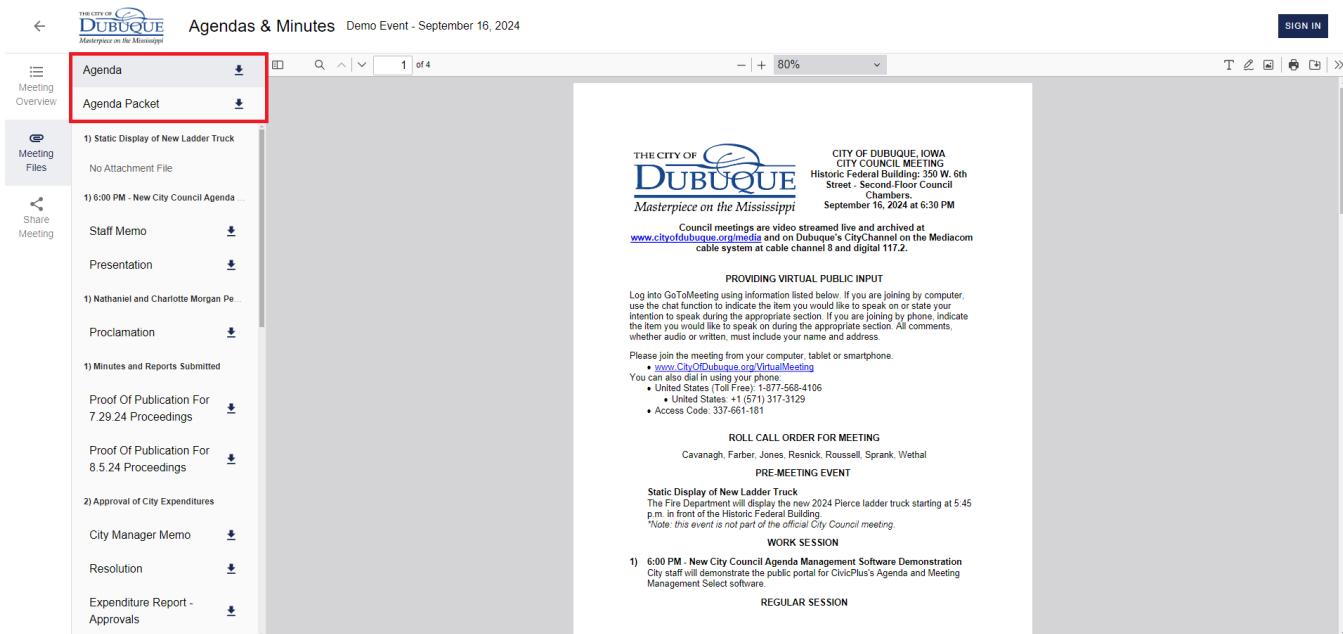
<https://dubuqueia.portal.civicclerk.com/>

In the portal, locate the date of the City Council meeting you would like to view. The portal is set up where each City Council meeting is an event, with a meeting agenda published to each event.

Events with a megaphone and download icon in the bottom right corner indicate that an agenda has been published. Hovering over the megaphone icon shows the date and time that the agenda was published. The download icon provides the options to download either the agenda or agenda packet.

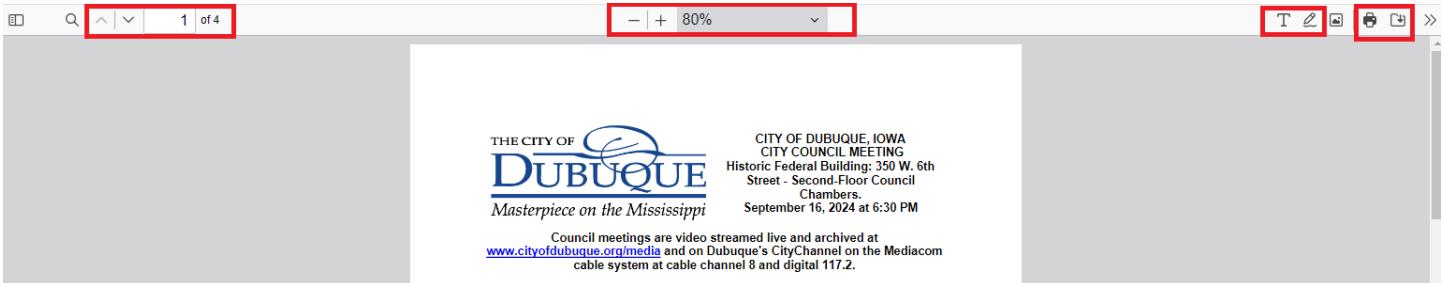


Clicking on the event will take you to the meeting files page, where you can view the agenda and agenda packet.

A screenshot of the 'Agendas & Minutes' page for the 'Demo Event - September 16, 2024'. The left sidebar shows a 'Meeting Overview' with sections for 'Meeting Files' and 'Share Meeting'. The main content area is titled 'Agendas & Minutes' and shows a list of agenda items. Two items, 'Agenda' and 'Agenda Packet', are highlighted with a red box. The right side of the screen displays the meeting details: 'THE CITY OF DUBUQUE, IOWA CITY COUNCIL MEETING' at 'Historic Federal Building: 350 W. 6th Street - Second-Floor Council Chamber' on 'September 16, 2024 at 6:30 PM'. It also includes information about 'Council meetings are video streamed live and archived at www.cityofdubuque.org/media and on Dubuque's CityChannel on the Mediacom cable system at cable channel 8 and digital 1172.' Below this, there are sections for 'PROVIDING VIRTUAL PUBLIC INPUT', 'ROLL CALL ORDER FOR MEETING', 'PRE-MEETING EVENT', 'WORK SESSION', and 'REGULAR SESSION'. Each section contains a list of agenda items with download icons.

The top bar provides the following features:

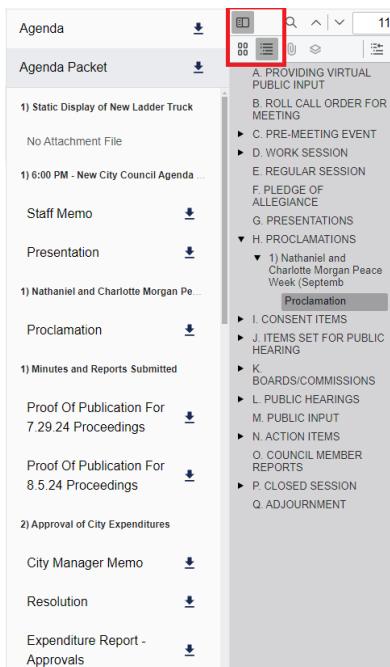
- Ability to move between pages.
- Ability to zoom in and out of the current view.
- Annotation tools that allow users to add text and draw on documents, which will save when you print or download the page.
- Print and download options.



Within the Agenda Packet, you can click on an agenda item attachment to view that specific attachment. You can download any attachment using the download button to the right of each attachment title.

A screenshot of an agenda packet interface. The left sidebar lists attachments: "Agenda", "Agenda Packet" (selected), "1) Static Display of New Ladder Truck", "1) Nathaniel and Charlotte Morgan Pe...", "Proclamation" (selected), "1) Minutes and Reports Submitted", "Proof Of Publication For 7.29.24 Proceedings", "Proof Of Publication For 8.5.24 Proceedings", "2) Approval of City Expenditures", "City Manager Memo", "Resolution", "Expenditure Report - Approvals", "Expenditure Report - Exceptions", "1) Iowa Amphitheater on Schmitt Islan...", and "MVM Memo". The right main area shows the "Proclamation" content. It begins with "WHEREAS, the City of Dubuque has committed to uncovering the history of all Dubuquers through the Black Heritage Survey, in an effort to tell a more complete story of Dubuque; and". It then lists several "WHEREAS" clauses, each followed by a corresponding statement. The final statement is "NOW THEREFORE, I, BRAD M. CAVANAGH, MAYOR OF THE CITY OF DUBUQUE, IOWA, ON".

Click the toggle sidebar icon in the agenda packet to switch between thumbnail view and document outline view. You can expand each section, agenda item, and attachment. Selecting an attachment will take you directly to it. If you download the agenda packet, the document outline will remain accessible through your PDF viewer.



The screenshot shows the 'Agenda Packet' view. On the left is a sidebar with a tree view of agenda items. A red box highlights the 'grid' icon in the top right corner of the sidebar area. The main content area displays the City of Dubuque logo and the word 'PROCLAMATION' in large letters. Below this, several 'WHEREAS' clauses are listed, detailing the historical contributions and legacy of Nathaniel and Charlotte Morgan, and the efforts of the NMMC to honor them.

WHEREAS, the City of Dubuque has committed to uncovering the history of all Dubuquers through the Black Heritage Survey, in an effort to tell a more complete story of Dubuque; and

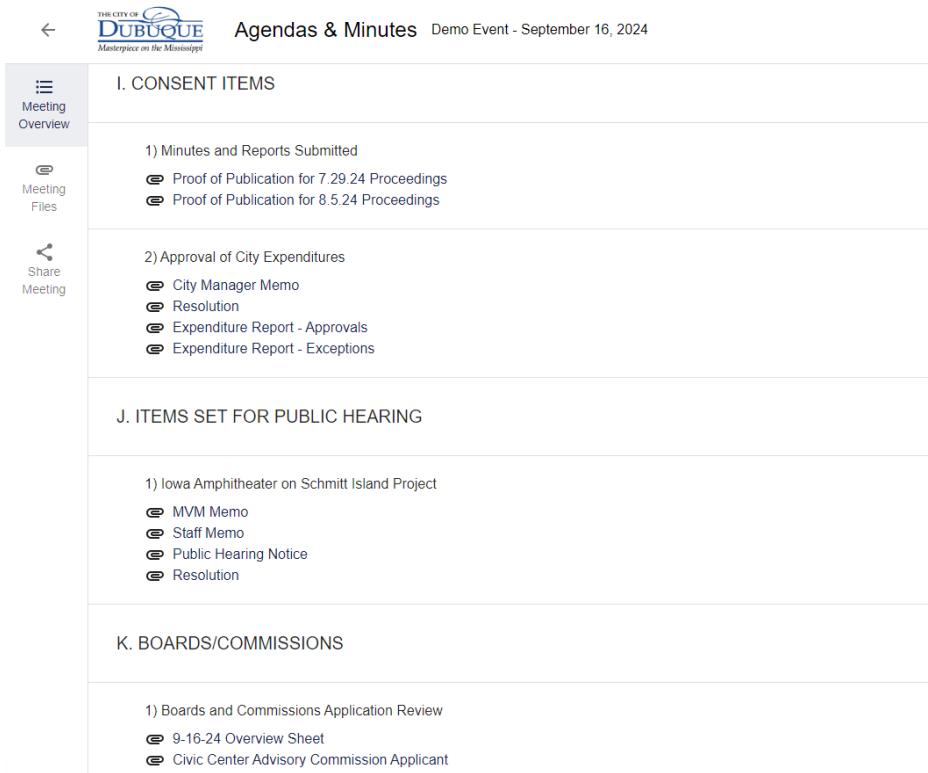
WHEREAS, Nathaniel and Charlotte Morgan were among the pioneers of Dubuque and contributed to its growth by working hard, purchasing the first platted lot (Lot 1), owning a home, supporting the construction of Dubuque's first church, and persevering in the face of racism as African Americans in a community that practiced slavery; and

WHEREAS, the lynching of Nathaniel Morgan and the subsequent pardoning of the lynchers shattered the potential for interracial unity and peace by fueling white supremacy; and

WHEREAS, members of the Nathaniel Morgan Memorial Committee (NMMC) believe that confronting our past injustice leads to learning, teaching, and building an equitable and diverse community; and

WHEREAS, Dubuquers increasingly make a concerted effort in the face of ignorance, indifference, and racism to build an equitable and diverse community that honors the faith, aspirations, and perseverance of our earliest Black residents; and

The Meeting Overview tab provides a more basic view of the agenda, consisting of agenda sections, titles, and attachment links.



The screenshot shows the 'Agendas & Minutes' tab for a 'Demo Event - September 16, 2024'. The left sidebar has tabs for 'Meeting Overview' (selected), 'Meeting Files', and 'Share Meeting'. The main content area shows the agenda sections: 'I. CONSENT ITEMS', 'J. ITEMS SET FOR PUBLIC HEARING', and 'K. BOARDS/COMMISSIONS'. Each section lists attachments, each preceded by a small circular icon with a document symbol.

I. CONSENT ITEMS

- 1) Minutes and Reports Submitted
- 2) Proof of Publication for 7.29.24 Proceedings
- 3) Proof of Publication for 8.5.24 Proceedings

2) Approval of City Expenditures

- 4) City Manager Memo
- 5) Resolution
- 6) Expenditure Report - Approvals
- 7) Expenditure Report - Exceptions

J. ITEMS SET FOR PUBLIC HEARING

- 1) Iowa Amphitheater on Schmitt Island Project
- 2) MVM Memo
- 3) Staff Memo
- 4) Public Hearing Notice
- 5) Resolution

K. BOARDS/COMMISSIONS

- 1) Boards and Commissions Application Review
- 2) 9-16-24 Overview Sheet
- 3) Civic Center Advisory Commission Applicant

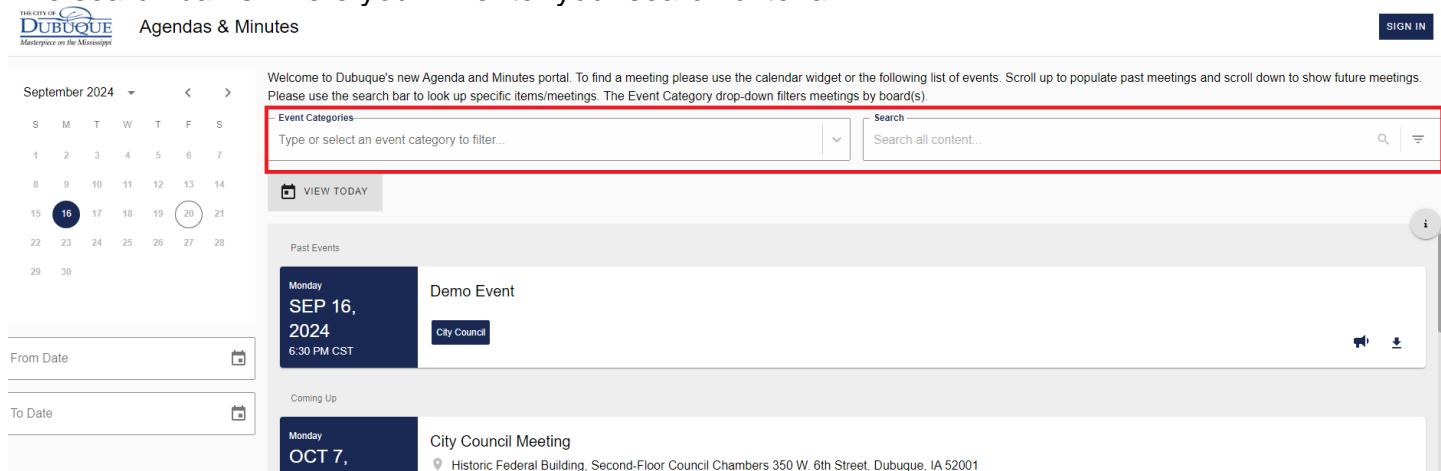
The Share Meeting tab requires users to have a CivicPlus account, and therefore is not recommended. Users can share a meeting by copying the URL in the Meeting Files tab.

Instructions for Searching in the Agenda & Minutes Public Portal

Event Categories allows users to specify if the search criteria apply to a specific meeting type.

**Note: while some boards and commissions are listed as event categories, they are currently not being transitioned to the portal.*

The search bar is where you will enter your search criteria.



Welcome to Dubuque's new Agenda and Minutes portal. To find a meeting please use the calendar widget or the following list of events. Scroll up to populate past meetings and scroll down to show future meetings. Please use the search bar to look up specific items/meetings. The Event Category drop-down filters meetings by board(s).

September 2024 < >

From Date _____ To Date _____

Event Categories

Type or select an event category to filter...

VIEW TODAY

Past Events

Monday SEP 16, 2024 6:30 PM CST Demo Event City Council

Coming Up

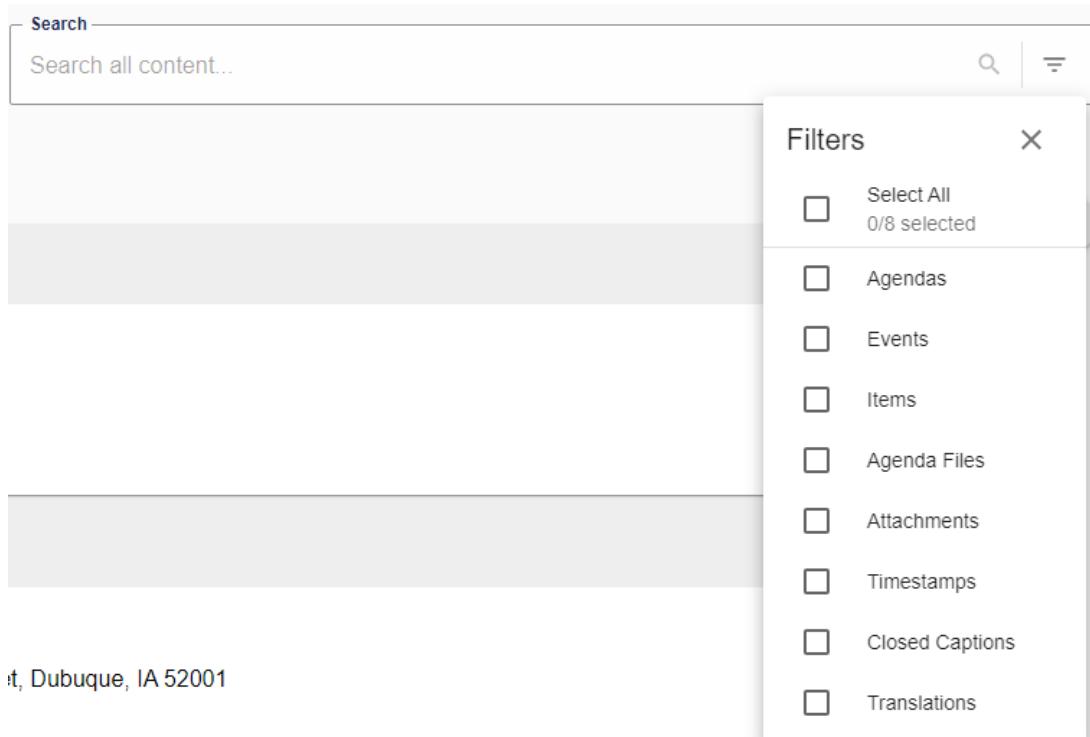
Monday OCT 7, City Council Meeting Historic Federal Building, Second-Floor Council Chambers 350 W. 6th Street, Dubuque, IA 52001

Users have multiple options for filtering search terms. The 3 most applicable filter options are:

- Items: searches for an agenda item with the search term in the title.
- Agenda files: searches for agendas and agenda packets that contain the search term.
- Attachments: searches for any agenda item attachments that contain the search term.

Timestamps, closed captions, and translations are part of a separate CivicPlus application and therefore will not apply.

Selecting filters is not a requirement, so users can apply a search without selecting any filters.



Search

Search all content...

Filters

Select All 0/8 selected

Agendas

Events

Items

Agenda Files

Attachments

Timestamps

Closed Captions

Translations

it, Dubuque, IA 52001

Type the word(s) that you are searching for in the search box, then click the magnifying glass on the right-hand side of the search box or press the Enter key.

All events containing the search term will appear, with the relevant results displayed within each event. Hover over the icon on the left of each item to see the result type. Click on the item to open the file. You can also download the file using the download icon to the right of each item. To return to the search, click the arrow in the upper left corner of the webpage, next to the City of Dubuque logo.

Welcome to Dubuque's new Agenda and Minutes portal. To find a meeting please use the calendar widget or the following list of events. Scroll up to populate past meetings and scroll down to show future meetings. Please use the search bar to look up specific items/meetings. The Event Category drop-down filters meetings by board(s).

The screenshot shows a web-based portal for managing city meetings. At the top, there is a header with a 'Search' bar containing the word 'Property'. Below the header, a message welcomes users to Dubuque's new portal and provides instructions for finding meetings using a calendar or the list view. It also encourages using the search bar to look up specific items/meetings and notes that event category filters are available.

The main content area displays a list of documents for a specific event. The event details are shown in a box: 'Monday SEP 16, 2024 6:30 PM CST' and 'Demo Event' under 'City Council'. Below this, a message indicates '11 results in this event'. The list of documents includes:

- 9 16 24 Agenda
- 9 16 24 Agenda Packet
- City Staff Memo
- City Manager Memo
- Ordinance
- City Staff Memo
- Proof Of Publication For 8.5.24 Proceedings
- Resolution
- Civic Center Advisory Commission Applicant
- Expenditure Report - Approvals
- Proposed **Property** Maintenance Code Amendments Modifying Requirements For Battery Operated Smoke Alarms And An Amendment To Require GFCI Protection For Receptacles That Are Closer Than Six Feet From A Water Source

Each document entry has a small icon on the left and a download icon on the right. A 'BACK' button is located in the top left corner of the main content area.