

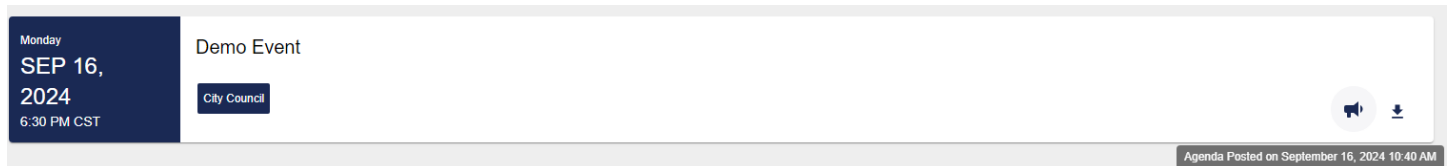
# Instructions for Accessing Agendas in the Agenda & Minutes Public Portal

The public portal is accessible via the following link:

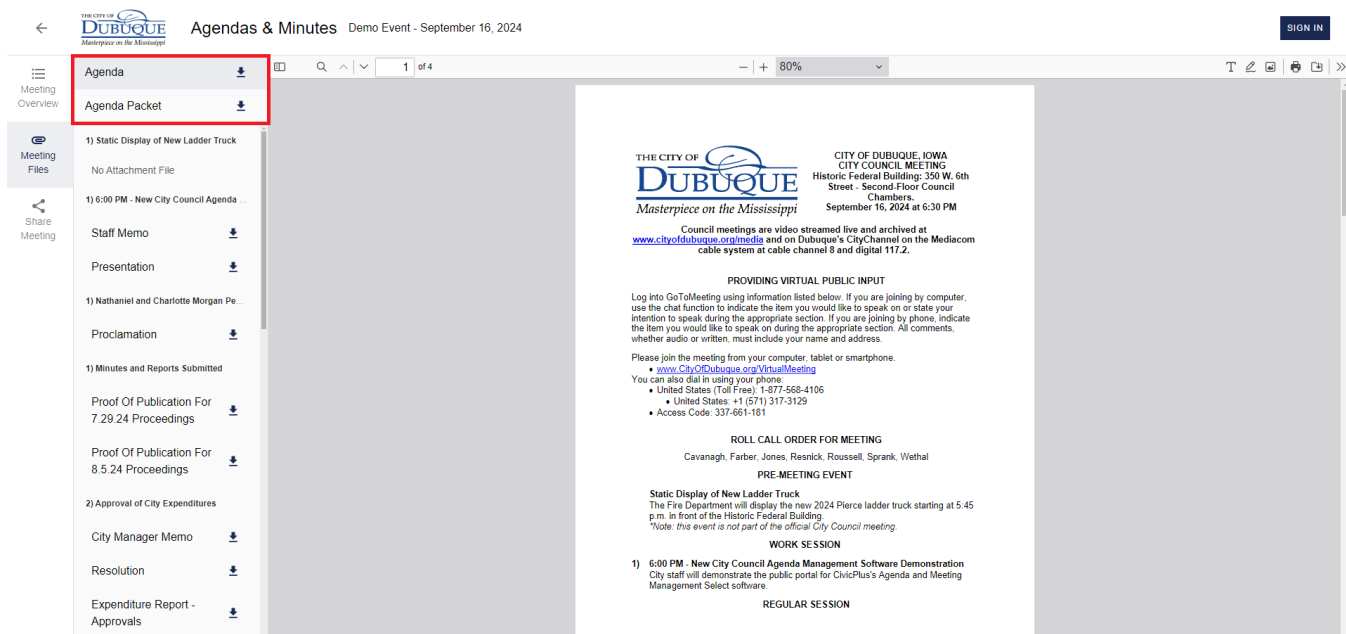
<https://dubuqueia.portal.civicclerk.com/>

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.

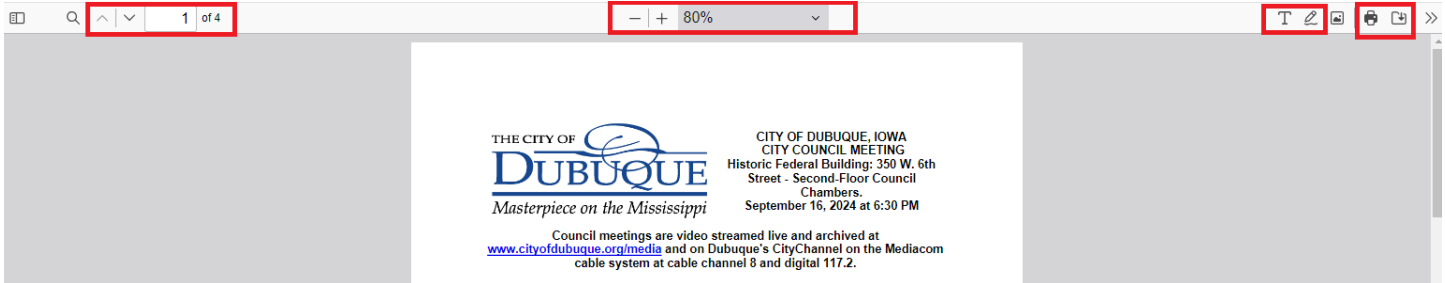


Clicking on the event will take you to the meeting files page, where you can view the agenda and agenda packet.

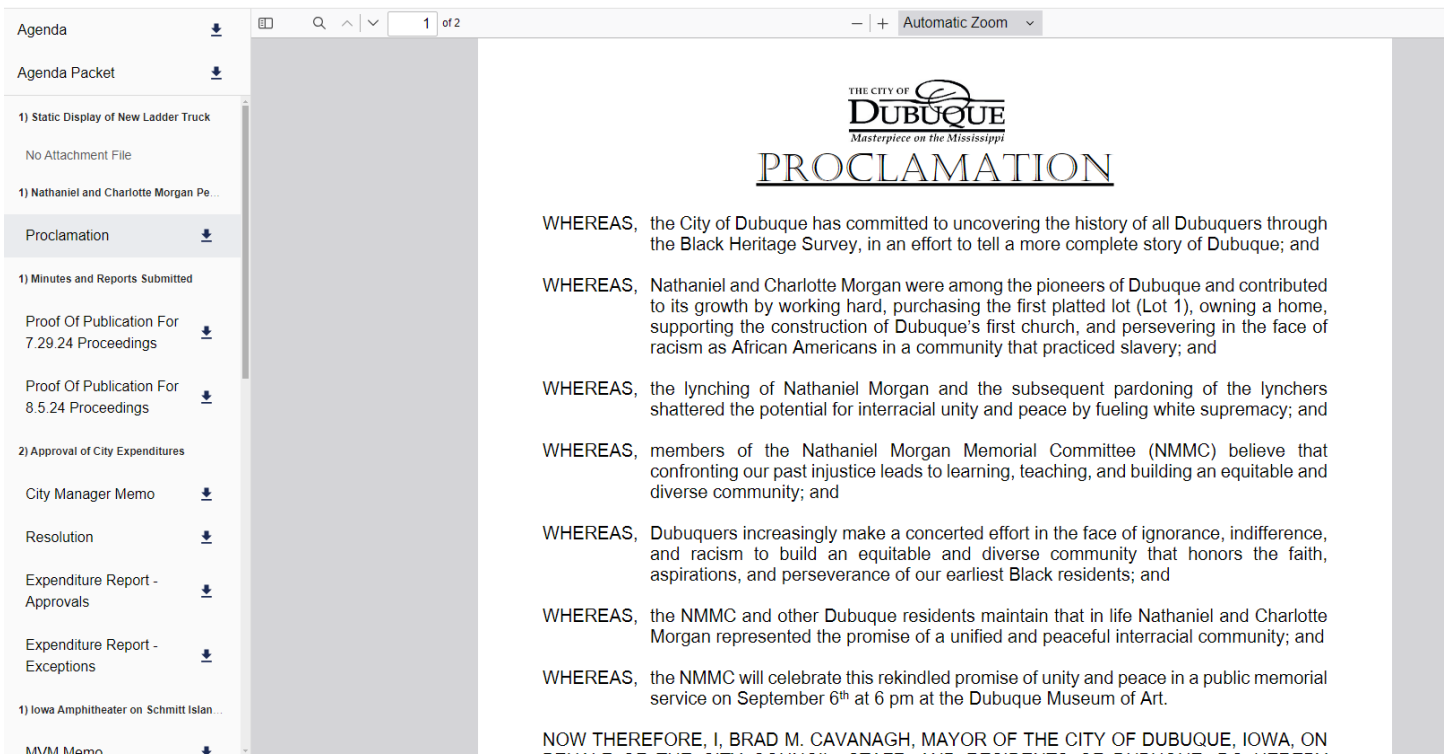


The top bar provides the following features:

- 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 you view that specific attachment. You can download any attachment using the download button to the right of each attachment title.



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.

Agenda

Agenda Packet

1) Static Display of New Ladder Truck

No Attachment File

1) 6:00 PM - New City Council Agenda ...

Staff Memo

Presentation

1) Nathaniel and Charlotte Morgan Pe ...

Proclamation

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

08 08

11 of 86

Page Width

T

THE CITY OF DUBUQUE

Masterpiece on the Mississippi

PROCLAMATION

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 CITY OF DUBUQUE

Masterpiece on the Mississippi

Agendas & Minutes

Demo Event - September 16, 2024

Meeting Overview

Meeting Files

Share Meeting

I. CONSENT ITEMS

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

J. ITEMS SET FOR PUBLIC HEARING

1) Iowa Amphitheater on Schmitt Island Project

MVM Memo

Staff Memo

Public Hearing Notice

Resolution

K. BOARDS/COMMISSIONS

1) Boards and Commissions Application Review

9-16-24 Overview Sheet

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.

The screenshot shows the Dubuque Agendas & Minutes Public Portal. On the left is a calendar for September 2024. At the top right is a 'SIGN IN' button. Below the calendar is a search bar with the placeholder text 'Search all content...'. A red box highlights the 'Event Categories' filter dropdown and the search input field. The events listed include a 'Demo Event' on September 16, 2024, and a 'City Council Meeting' on October 7, 2024.

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.

The screenshot shows the Dubuque Agendas & Minutes Public Portal search interface. The search bar is at the top, and a 'Filters' dropdown menu is open, showing options for 'Select All', 'Agendas', 'Events', 'Items', 'Agenda Files', 'Attachments', 'Timestamps', 'Closed Captions', and 'Translations'.

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).

Event Categories

Type or select an event category to filter...

Search

Property

← BACK

Monday  
SEP 16,  
2024  
6:30 PM CST

Demo Event

City Council

11 results in this event

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