O! [CITY OF] OTTUMWA

TENTATIVE AGENDA
OTTUMWA CITY COUNCIL

SPECIAL MEETING NO. 22
Room 108, City Hall

July 14, 2022
5:00 O'Clock P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: Council Member Roe, Galloway, McAntire, Hull, Pope and Mayor Johnson.

APPROVAL OF AGENDA

IDENTIFICATION OF CITIZENS DESIRING TO COMMENT ON AGENDA ITEMS:

(When called upon by the Mayor, step to the microphone; state their name, address and agenda item to be addressed. The Mayor will invite you to address the Council when that topic is being discussed. Remarks will be limited to **three minutes or less.** The City Clerk shall keep the time and notify the Mayor when the allotted time limit has been reached. Comments are to be directly germane to the agenda item being discussed; if not directly germane as determined by the Mayor will be ruled out of order.)

All items on this agenda are subject to discussion and/or action.

1. Scope/Statement of Work Agenda Management for City Clerk's office.

   RECOMMENDATION: Receive demo/recommendation from OPG-3 Inc. on the Agenda Management Platform that will be implemented for the City Clerk's office.

2. Feedback from Previous Department Work Sessions (Pros/Cons).

   RECOMMENDATION: Open discussion.

3. Conduct of Public Meetings Expectations.

   RECOMMENDATION: Open discussion.

4. Conduct of Public Meetings points for consideration.

   RECOMMENDATION: Open discussion.

5. Personnel Items for discussion.

   RECOMMENDATION: Open discussion.

6. Other Topics for discussion.

   RECOMMENDATION: Open discussion.

PUBLIC FORUM:

The Mayor will request comments from the public on topics of city business or operations other than those listed on this agenda. Comments shall not be personalized and limited to three minutes or less. Comments not directly applicable to operations, inappropriate, or an improper utilization of meeting time, as determined by the Mayor, will be ruled out of order. When called upon by the Mayor, step to the microphone; give your name, address and topic on which to address the Council. The Council is not likely to take any action on your comments due to

requirements of the Open Meetings Law. Pertinent questions, comments or suggestions may be referred to the appropriate department, city administrator or legal counsel for response, if relevant.

ADJOURNMENT
*** *It is the goal of the City of Ottumwa that all City Council public meetings are accessible to people with disabilities. If you need assistance in participating in City Council meetings due to a disability as defined under the ADA, please call the City Clerk's Office at (641) 683-0621 at least one (1) business day prior to the scheduled meeting to request an accommodation.* ***
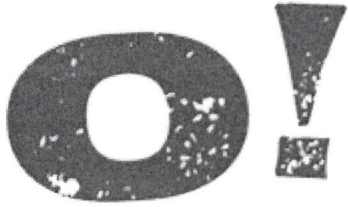
CITY OF OTTUMWA

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FAX COVER SHEET

City of Ottumwa

DATE: ___7/11/2022___ TIME: ___11:30 AM___ NO. OF PAGES__3_____

(Including Cover Sheet)

TO: ___News Media_____ CO:_____

FAX NO:_____

FROM:____Christina Reinhard_____

FAX NO: __641-683-0613_____ PHONE NO: ____641-683-0620_____

MEMO: ___Tentative Agenda for the Special Work Session #22 to be held on 7/14/2022 at 5:00 P.M. in Room 108 at City Hall.__

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***************************
*** FAX MULTI TX REPORT ***
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JOB NO.              1422
DEPT. ID             4717
PGS.                 3
TX INCOMPLETE        -----
TRANSACTION OK       916606271885        KTVO
                     96823269            Ottumwa Waterworks
ERROR                96847834            Ottumwa Courier
                     96828482            Tom FM
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CITY OF OTTUMWA

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                        *** TX REPORT ***
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JOB NO.              1422
DEPT. ID             4717
ST. TIME             07/11 11:32
SHEETS               3
FILE NAME
TX INCOMPLETE        -----
TRANSACTION OK       916606271885              KTVO
                     96823269                  Ottumwa Waterworks
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Chris Reinhard

From:	Sean Nilan <snilan@opg-3.com>
Sent:	Tuesday, May 31, 2022 4:51 PM
To:	Chris Reinhard; Sherrie Jones
Subject:	Agenda Management SOW
Attachments:	City of Ottumwa IA_Scope of Work_Agenda Management_.pdf

Hi Chris,

I hope that you had a great long weekend! I've received the completed SOW for the Agenda Management project and attached.

Please review this and let me know if you have any questions. With this document, we should be good to go to move forward when your budget flips!

Thanks,

Sean Nilan
Solutions Manager | OPG-3 Inc.

P: 651.233.5062
E: snilan@opg-3.com
W: www.OPG-3.com

8030 Old Cedar Ave S, Suite #205
Bloomington MN, 55425

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Statement of Work

Agenda Management

For: City of Ottumwa IA

May 31, 2022

Laserfiche®
Run Smarter®

Statement of Work Approval

By signing this document, City of Ottumwa IA agrees that the proposed approach detailed in the following document satisfactorily addresses all items in scope for the project.

City of Ottumwa IA:

Signature	
Name	
Title	
Date	

OPG-3:

Signature	
Name	
Title	
Date	

Contents

Statement of Work – Agenda Management

This Statement of Work ("SOW") defines the professional services ("Services") that OPG-3 will provide for the City of Ottumwa IA (City of Ottumwa IA) in conjunction with the Agenda Management ("Project"). This SOW will be a part of a Professional Services Agreement between OPG-3 and City of Ottumwa IA.

Project Scope and Objective

The City of Ottumwa would like to automate the process of managing the City Council Agendas. This process would only cover the City Council agendas, not any other boards or commissions. The three main components of the solution would be: Item Submission and Approval, Agenda and Packet compilation, and Meeting Activity Recording (Council Meeting Notes)

- Meeting Activity – the ability to record attendance, votes and discussions and the use of that information to create and publish meeting minutes
- Meeting Prep – the management of item submission, review and approval, creation and publication of meeting agendas linked to items and agenda packets
- Meeting Setup – the ability to set up meetings and meeting types, automatically schedule recurring meetings, manually schedule ad-hoc meetings and manage the meeting roster
- Post-Meeting Activity – the ability to review upcoming meetings

Change Management Process

It may become necessary to amend this SOW for reasons including, but not limited to, the following:
- Changes to the project schedule, scope or budget
- Changes in priorities (external or internal to the project) that impact the project
- Environmental or architectural impediments not previously identified
- Lack of access to personnel, facilities, or systems necessary to complete project as scoped

In the event that it is necessary to change this SOW, the following process will be followed:

A Project Scope Change Request (PSCR) will be used to communicate change. The PSCR must describe the change, the reasons for the change, and the effect the change will have on the project, which may include scheduling changes, pricing, etc. A PSCR will be initiated by OPG-3 but must be executed by both parties to make it effective and binding on the parties.

Identified Phases

The following Phases (major project areas) are included in the services. Phases will run in parallel where possible. **Estimated project timeline is 12 weeks based on the following:**

Phase	Number of Weekly Sprints
0. Project Setup, Kickoff and Prerequisites	2
1. Requirements, Design and Prototype	2
2. System Development	3
3. User Acceptance Testing	3
4. Push to Production	1
5. Knowledge Transfer and Transition to Support	1
Total	**12**

Projects are marked as "Active" and moved from the backlog into Phase 0 based on a combination of customer readiness, preferred start (and/or go-live) dates and team availability. In most cases, customer readiness is the determining factor. In order to get projects started quickly, OPG-3's ScrumMaster will send a project onboarding packet and follow up via phone to help determine readiness and confirm customer ability to complete the project prerequisites outlined in the next section of this SOW (Phase 0 – Project Setup, Kickoff and Prerequisites).

The estimated project timeline above is predicated on the assumption that the activities outlined in each phase can be completed within the estimated number of weekly sprints. This is largely dependent on customer availability and ability to complete any items assigned to them within that phase. The primary activities dependent on customer availability/task completion include:

- ☐ **Completion of project prerequisites (Phase 0)** – completion of prerequisites ensures the OPG-3 team can perform the necessary engineering work unimpeded. None of the activities outlined in Phases 3-5 will begin until Phase 0 has been completed.
- ☐ **Scheduling users for User Acceptance Testing (Phase 3)** – dedicating time to test the system using the test scripts provided by OPG-3, discussing issues during check-in calls, and signing off once testing is complete is critical to finalizing the implementation. OPG-3 will lead the initial testing session (onsite if possible) to facilitate user participation during this phase.
- ☐ **Scheduling and participating in training (Phase 5)** – once the system has been promoted to production, OPG-3 will provide user and admin training (onsite if possible) to ensure users are comfortable using the system.

Projects are completed most efficiently when core dependencies are identified early and cleared as Project Prerequisites. During the Project Setup process a list of prerequisites that could impede the project will be developed. A portion of the Project Kickoff meeting will be focused on discussing the prerequisites, identifying the resource(s) responsible for completing them and determining target dates for resolution.

Core Activities Include

- ☐ Project Kickoff presentation created, and meeting
- ☐ Project onboarded to Salesforce and Team sites as dictated by scope and complexity
- ☐ List of prerequisites developed and vetted by the Project Owner

Known Prerequisites

- ☐ Get sample Word templates for: Report cover pages, Resolutions, Ordinances, Agendas, Minutes
- ☐ Confirm remote access (VPN preferred)

Deliverables

- ☐ Project prerequisites completed
- ☐ Project Kickoff meeting

Phase 0	Standard ($185/hour)	Project Management ($185/hour)	Est. Time to Complete	Total Price
Setup, Kickoff and Prerequisites	0	16	16	$2,960.00

Because most Laserfiche solutions involve changes to the way an organization works, it's not possible to make final decisions regarding requirements and design without context and understanding of the user experience. OPG-3 will rapidly prototype the user interface and solicit feedback through weekly Sprint Demos and use that feedback to finalized design and requirements.

Core Activities Include

- ☐ Develop and present solution prototype to get user feedback on foundational design considerations
- ☐ Create requirements backlog and plan implementation. The backlog (functional requirements) will define initial acceptance criteria for project deliverables

Deliverables

- ☐ Prototype solution
- ☐ Initial project schedule
- ☐ Finalized project requirements

Assumptions Driving Effort

- ☐ The requirements and deliverable acceptance criteria may need to be adjusted based on continued requirements gathering throughout the project. Must approve in writing, which may be an email communication between the parties, any changes to acceptance criteria that would represent a material change to either the solution or its required effort
- ☐ Initial project requirements are limited to phases currently in scope.

Phase 1	Standard ($185/hour)	Project Management ($185/hour)	Est. Time to Complete	Total Price
Requirements Gathering, Design and Prototype	50	8	58	$10,730.00

Once project requirements and design have been finalized, OPG-3 will complete the back-end development to make the solution ready for User Acceptance Testing.

Core Activities Include

- ☐ Develop solution in test (or production) environment
- ☐ Weekly solution demonstrations and walkthroughs with project team (PM, SMEs and users as appropriate) to show progress and solicit feedback
- ☐ Develop test scripts to be utilized in Phase 3 - User Acceptance Testing

Deliverables

- ☐ Test scripts to be utilized in Phase 3 – User Acceptance Testing
- ☐ System deployed in test (or production) environment, ready for User Acceptance Testing

Assumptions Driving Effort

- ☐ Personnel attending solution demonstrations and walkthroughs are empowered to provide feedback that will affect overall design
- ☐ OPG-3 project team members receive access to all necessary Client resources by the scheduled implementation start time in the project plan
- ☐ Personnel will be available to provide any assistance OPG-3 may need in the Client's environment

Phase 2	Standard ($185/hour)	Project Management ($185/hour)	Est. Time to Complete	Total Price
System Development	76	8	84	$15,540.00

Core Activities Include

- ☐ Weekly check-in calls to review testing and discuss issues/deficiencies that have been identified
- ☐ Identify end users that will participate in UAT
- ☐ Remediate any issues discovered during UAT until acceptance criteria are satisfied
- ☐ Testing by OPG-3 and end-users (onsite if possible) using the test scripts developed in Phase 3

Deliverables

- ☐ Testing by OPG-3 and Client's end-users (onsite if possible) using the test scripts developed in Phase 3
- ☐ Identify end users that will participate in UAT.
- ☐ Remediate any issues discovered during UAT until acceptance criteria are satisfied
- ☐ Weekly check-in calls to review testing and discuss issues/deficiencies that have been identified

Assumptions Driving Effort

- ☐ Personnel will be available for UAT per a mutually agreed-upon schedule.

Phase 3	Standard ($185/hour)	Project Management ($185 /hour)	Est. Time to Complete	Total Price
User Acceptance Testing	20	4	24	$4,440.00

Phase 4 – Promotion to Production

The OPG-3 project team will assist City of Ottumwa IA in promoting the solution from Test to Production. If City of Ottumwa IA prefers, and provides access, the OPG-3 project team can take the lead with City of Ottumwa IA personnel assisting.

Core Activities Include

- ☐ Develop promotion plan
- ☐ Configure/enable email notifications
- ☐ Functional testing of individual components, testing of solution using Test Scripts
- ☐ Migrate processes as needed
- ☐ Delete testing data from environment system was developed in
- ☐ Change test users to production users

Deliverables

- ☐ Laserfiche solution deployed in production and ready for end users
- ☐ Two weeks of Stabilization support after Promotion to Production

Assumptions Driving Effort

- ☐ The OPG-3 project team will continue to support the solution for two weeks after Promotion to Production while transferring support responsibilities to the OPG-3 Support Team.

Phase 4	Standard ($185/hour)	Project Management ($185 /hour)	Est. Time to Complete	Total Price
Promotion to Production	8	0	8	$1,480.00

Once the solution has been promoted to production and is ready for use, OPG-3 will provide training for users and administrators.

Core Activities Include

- ☐ Conduct user and administrator training (onsite if possible)
- ☐ Finalize user and admin guides (documentation)
- ☐ Knowledge Transfer sessions with OPG-3 Support on solution for post-project support

Deliverables

- ☐ User and Administrative training (onsite if possible)
- ☐ User and admin guides

Assumptions Driving Effort

- ☐ Client will coordinate attendance of personnel for training sessions
- ☐ OPG-3 may deliver a final update to the System documentation prior to project closeout if such an update is necessary. This potential final System documentation update is not a deliverable of this Phase
- ☐ Client will work with OPG-3 to help develop appropriate training materials for end-users
- ☐ Training will occur throughout this project

Phase 5	Standard ($185/hour)	Project Management ($185/hour)	Est. Time to Complete	Total Price
Training, Knowledge Transfer and Transfer to Support	8	2	10	$1,850.00

City of Ottumwa IA Responsibilities

The following are City of Ottumwa IA's responsibilities for the Services.

1. City of Ottumwa IA will make available, and provide access to (e.g., within two to three business days), necessary personnel to ensure project success, including:

   a. A designated project manager to help schedule meetings, facilitate project governance, coordinate document requests, and other tasks.

   b. IT personnel such as system administrators, database administrators, or help desk.

   c. Subject matter specialists to provide information on City of Ottumwa IA's business processes.

   d. Personnel to execute the test scripts and document results for User Acceptance Testing ("UAT"). Personnel will be made available per the project schedule and plan.

2. City of Ottumwa IA will work with OPG-3 to provide any necessary technical resources and support. This includes:

   a. Providing requested documentation and acceptance of key deliverables within two to three business days. If City of Ottumwa IA does not respond in writing to OPG-3's request for acceptance within three business days of OPG-3's request, or City of Ottumwa IA's refusal of such approval within the three-day period is not reasonable, City of Ottumwa IA will be deemed to have accepted.

   b. Providing any access to the City of Ottumwa IA environment that the OPG-3 team will need to develop the solution.

3. City of Ottumwa IA will be responsible for providing all hardware and licensing all software components necessary for completing Services. This includes:

   a. Windows Server 2012R2 (or higher) and SQL Server Standard/Enterprise 2012 (or higher) licenses.

   b. SSL certificates for all servers that require them.

   c. Licenses for all software and systems on the City of Ottumwa IA network with which the Laserfiche system will integrate.

OPG-3 Responsibilities

The following are OPG's responsibilities for the Services.

1. OPG-3 will make available, and provide access to (e.g., within two to three business days), necessary personnel to ensure project success, including:

   a. A designated project manager to help schedule meetings, facilitate project governance, coordinate document requests, provide status updates and other tasks.

   b. Experienced OPG-3 engineering personnel.

   c. Personnel to perform preliminary testing during development and prior to UAT. Personnel will be made available per the project schedule and plan.

2. OPG-3 will work with City of Ottumwa IA to provide any necessary technical resources and support. This includes escalating any issues to Laserfiche Support and Laserfiche Development as necessary.

Project Assumptions

1. The scope of the engagement will include the Services described in this SOW. Any additional scope requests will be provided in a separate SOW or change order.

   a. The Services will focus exclusively on Laserfiche and Laserfiche-related products to support the system and solution, except where explicitly noted in this SOW.

2. If after OPG-3's request for acceptance on project closeout, City of Ottumwa IA does not respond in writing within five business days, or City of Ottumwa IA's refusal of such approval in the five-day period is not reasonable, City of Ottumwa IA will be deemed to have accepted.

Professional Services Pricing

The table below represents the level of effort required for this project, including both onsite and offsite Professional Services work. This is a fixed-bid project. Non-programming work (Standard and Project Management) is billed at $185/h.

Phase	Description	Rate	Est. Hours	Est. Cost
0	Setup, Kickoff and Prerequisites	$185	16	$2,960.00
1	Requirements Gathering, Design and Prototype	$185	58	$10,730.00
2	System Development	$185	84	$15,540.00
3	User Acceptance Testing	$185	24	$4,440.00
4	Promotion to Production	$185	8	$1,480.00
5	Training, KT and Transition to Support	$185	10	$1,850.00
		Totals	**200**	**$37,000.00**

Payment Plan

All Services will be performed in accordance with this mutually accepted SOW. To provide initial funding for the project an initial payment of 100% of the cost of the SOW will be billed upon execution of the document.

Invoices are due upon receipt. If the customer disputes any portion of an invoice, the customer will pay the undisputed portion when due.

In the event the project is impeded for a period of more than two weeks due to customer delays, OPG-3 will move the project to a parked status. Work will continue once the customer has notified OPG-3 that they are ready to resume work and the project has been onboarded during OPG-3's weekly (Thursday's) backlog grooming meeting.

Changes to project scope or effort required to complete specific work items due to unforeseen complications or issues outside of OPG-3's control will go through the Change Management Process and will be approved by both parties.

Discovery Summary – City of Ottumwa – Agenda Management

Customer	City of Ottumwa	
Process	Agenda Management	
Users/Roles	**User/Role**	**Description**
	Department Staff Member	Submits reports
	Department Head	Approves submitted reports for their department, if not the one submitting
	City Clerk	Manages submitted reports, agenda and packet creation, and recording meeting activity.
	City Administrator	Reviews reports and also reviews draft agenda and packet before it is sent to City Council & Mayor
	Finance Department	Approves some agenda submissions
	City Council Members	Review draft agenda before meeting
	Mayor	Reviews draft agenda before meeting

The City of Ottumwa would like to automate the process of managing the City Council Agendas. This process would only cover the City Council agendas, not any other boards or commissions. The three main components of the solution would be:

1. Item Submission and Approval
2. Agenda and Packet compilation
3. Meeting Activity Recording (Council Meeting Notes)

Please note that the following is a summary of the business requirements for Ottumwa's agenda process, and not a specific outline of the Laserfiche process to be built.

Agenda Item Submission and Approval

1. **Report creation and submission**
   a. Most reports come from a staff submission. These need to be approved by the department head before submission to the clerk, but typically the staff member will work collaboratively with the department head on putting together the report before submission. It may be the department head that submits, in which case no approval would be needed.
   b. These reports could include general reports/submissions, items for public hearing, resolutions, ordinances.
   c. A formal "Staff Summary" page should be created to go before the submitted item for most (but not all) reports. The format of this Staff Summary is templated and can be found here: Link to OPG-3 Cloud
      i. Items in the Consent Agenda may not need a staff summary, and there are other one-off situations where a staff summary might not be needed. This would be at the discretion of the department head submitting, but the clerk would need to approve.
   d. Supporting Documentation: most reports submitted will need one or more pieces of supporting documentation in addition to the staff summary. This could include:
      i. A copy of the ordinance or resolution

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Summary by Linnea Yeazel, 5/31/2022
Page 15

ii. A PDF/word document with additional information
iii. Excel spreadsheets
iv. Videos
v. Note: Ottumwa understands that only PDF, Word, or image (JPG/PNG/TIFF) documents can be automatically converted to be included in the packet but may want the videos or other documents to be included in the online version (LF Weblink Folder) linked from the Agenda PDF.

2. **Reviews**
   a. Clerk does first review – can add additional review by finance
   b. Finance review (if necessary)
   c. City Admin review
3. City Clerk assigns report to a section

Notes on Resolutions and Ordinances

☐ Resolution and Ordinance numbers are currently tracked manually. If possible, they would like a way to auto generate both resolution and ordinance numbers for newly submitted items.

☐ Resolution numbers reset at the beginning of each year: 2022-01, 2022-02, 2022-03 etc.

☐ Ordinance numbers are sequential and do not reset.

☐ Numbers are set at the time of submission to the agenda. If an ordinance/resolution is submitted but then moved or rejected during approvals, or if it was defeated at the meeting, the number is taken out of circulation (not reused).

☐ Ordinances and resolutions have standard formatting for the required document and could be auto generated from a word template *or* could be created by the staff member and uploaded.

☐ MULTIPLE READINGS – Ordinances are required to be read aloud at multiple council meetings before they are codified into law.
   o When an ordinance is submitted to a specific meeting, it should also be added to the two subsequent meetings.
   o However, during the meeting itself, the council may choose to waive the second and third readings. In this case, this should be noted and the subsequent readings should be removed.

Agenda and Packet Compilation

Council meetings are held on the first and third Tuesday of each month. All submissions *should* be received from the department heads by noon on the previous Thursday. The following steps are then taken:

1. City Clerk assembles Draft Agenda – confirms sections and order of all agenda items. Creates Draft Agenda, and a Draft Agenda Packet
   a. Sample Agenda Packet: https://www.ottumwa.us/files/council_meetings/packet_2022-03-01_51069.pdf
2. City Administrator approves Draft Agenda and Draft Agenda Packet
3. Draft Agenda is sent to Mayor and City Council Members
4. Friday Morning – City Clerk reviews any changes from the Mayor and Council Members, and assembles the final Agenda and Agenda Packet.
5. Friday afternoon - Agenda is published to website, submitted to the media

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Discovery Summary – City of Ottumwa – Agenda Management
Summary by Linnea Yeazel, 5/31/2022
Page 16

6. If something needs to be added at the last minute, after the agenda has been published:
    a. Item submitted directly to clerk
    b. Item approved by city administrator
    c. Agenda and packet updated by city clerk
    d. Amended Agenda published to website and submitted to the media

Notes on Agenda Formatting and Sections

The format of a city council meeting, and the sections in the agenda, are decided by the council and the mayor. These do not change more than once every couple of years. Ottumwa does not need a mechanism to update these sections and the order themselves and will work with OPG-3 to create a small billable project for updates if the order of sections (or formatting of the agenda) changes in the future.

Meeting Activity Recording

Example of meeting minutes: https://www.ottumwa.us/files/council_meetings/minutes_2021-08-03_21492.pdf.

During the meeting itself, the clerk takes notes on each discussion topic. Currently these notes are taken in a word document template; but the clerk would like a guided form to enter the meeting minutes as they go.

Meeting minutes, when generated and approved by the clerk, will be published to the website. Additionally, meeting minutes need to be approved by the council at a later meeting date before they are entered into the official record, so there should be a process for the Clerk to mark the minutes as "Completed" and publish them to the website as well as automatically added as an action item to vote on in the next agenda. If there are any additional minutes to be verified at a given council meeting, the clerk will add them using the standard submission process.

Votes

Most items will require a vote from the council. The consent agenda items require only one vote on the section as a whole. Some items may occasionally require multiple votes, or an amendment to an item before the vote is taken.

The specific language for the *movement* to vote on an item is generally similar but does need the ability to be edited. E.g. "Smith moved, seconded by Pope, that X be passed and adopted."

Moving an item between sections

In rare situations, agenda items can be moved from one section to another during the meeting itself. Most often, this would happen if an item is moved from the consent agenda to the discussion section so that a vote can be taken on that one item individually.

Tabling an Item

The council may choose to table an item during the meeting. They may have a specific future meeting to move it to, or they may choose to leave it open ended (putting the item "on hold" to be assigned to a future meeting at a later date)

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Discovery Summary – City of Ottumwa – Agenda Management
Summary by Linnea Yeazel, 5/31/2022
Page 17

TENTATIVE AGENDA

Feedback from Previous Department Work Sessions (Pros/Cons):

Conduct of Public Meetings expectations:
- Come to Council Meetings on time and be well prepared
- Notify the City Administrator, City Clerk or Mayor in advance when you will not be able to attend a particular Council Meeting or work session
- Be present in the meeting – active listening / ask questions to seek clarification
- No side bar conversations during Council Meetings
- Regularly attend the Boards & Commissions that you have agreed to serve on every month.

Conduct of Public Meetings points for consideration:
- Meeting Date / Time: Consider moving start time up
- Work Session Date / Time:
- Meeting Location: Consider holding City Council meetings at Bridge View Center instead of City Hall.
- Meeting Agenda Format: Status quo, re-order, add/delete, revise
- Meeting Protocol:
  - Public Comment – Time Allotment, Behavior / Etiquette
  - Dress Code at Council Meetings
  - Food and Beverage at Council Meetings
- Carpooling to public events when traveling out of town
- Consideration of 30-Day Pilot Program to hold weekly City Council meetings rather than bi-monthly

Personnel Issues for discussion:
- Consideration of Job Descriptions for Council Members and Mayor
- Accountability for City Council Members / Mayor
- Compensation for City Council Members / Mayor
- (Re)Direct Staff to discuss work related issues with their Supervisor, HR Director, or City Administrator
- Council Members should not conduct their own investigations; we have an HR Director and/or attorneys to handle issues
- Performance Evaluation of the City Administrator:
  - Timing – Annual, Quarterly, etc.
  - Evaluation tool
- One on One Conferences between City Council Members and the City Administrator. Should these be mandated? If so, how often – Monthly? Quarterly?

Other Topics for discussion:
- Consideration of continuing the community banner program / banner style:
- Consideration of policy regarding Honorary Street program: