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## MEMORANDUM

TO: Eileen Donoghue, City Manager *ED*

FROM: Mirán Fernandez, Chief Information Officer

DATE: January 12, 2020

Re: **MOTION RESPONSE: 10/13/2020 by C. Drinkwater** – Req. City Mgr. Work With Appropriate Departments On Ways To Improve The Accessibility Of Public Documents And Reports On The City Of Lowell Website, And To Report On The Feasibility Of Creating Online “Dashboard” To Consolidate Information Including City Council Motions And Their Corresponding, Informational Reports And Other Information Deemed To Be Of Interest To Residents

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The MIS Department has reviewed a variety of tools and methods which could be leveraged to publically make available: (1) City Council motion responses, (2) informational reports presented to the Council, and (3) other information deemed to be of interest to residents.

In order to make this information available as soon as possible, MIS will work with the Office of the City Manager to establish/maintain several documents (e.g., webpages or spreadsheets) made available on the City’s website, with links to their corresponding responses and information. As the City’s technology continues to evolve MIS will work on further integrating these materials into a publically accessible online “dashboard”.

An initial dashboard has been made active and is available in the left column of the “agenda and minutes” page of the City’s website. The dashboard is available as a sortable Excel spreadsheet which lists the text of the motion, the date it was responded to, the name of the Councilor who submitted the motion, and a link to view the accompanying report. The initial Excel spreadsheet version of the dashboard is included as an attachment to this report.

Currently, the dashboard contains motion responses from the December 22, 2020 Council meeting. The City Manager’s office is in the process of “backfilling” reports going back at least two years. Going forward, new responses will be added to dashboard following each meeting of the City Council.

While this project gets off the ground, anyone interested in searching for information from prior agendas may also (1) visit the City’s website, (2) click on Agendas & Minutes to access the Agenda Center, (3) enter what they are would like to search for into the “Word or Phrase” area of the Search Agendas By section of the page, and (4) press “Enter” to have the website search for that word or phrase across the agendas in the system.

<b>Date</b>	<b>Source</b>	<b>Description (Linked)</b>	<b>Linked Document</b>
12/22/2020	C. Elliott/C. Rourke	Req. Environment & Flood Issues SC Meet With Lowell Fire Department Chief And Director Of Emergency Management To Discuss Protocol For Lowering The Bladder Dam To Adjust Water Height In The Clay Pit Watershed For Homes Experiencing Flooding.	<a href="#">Motion Response</a>
12/22/2020	C. Mercier	Request City Manager Provide a Report Regarding Safety of Our School Building; Such as Inspections of HVAC Units, Air Quality, and All That Has Been Done to Improve the Health and Safety of Our School Buildings.	<a href="#">Motion Response</a>
12/22/2020	C. Rourke	Req. Lowell License Commission Consider A One-Time Reduction In Restaurant License Renewal Fees For 2021 Due To The Impact Of Covid-19 And To Approve Any Such Reduction Base Upon The Licensing Commission's Discretion.	<a href="#">Motion Response</a>
12/22/2020	C. Rourke	Req. City Manager Provide An Update From MassDOT Regarding The Rourke Bridge Design.	<a href="#">Motion Response</a>
12/22/2020	C. Rourke	Req. City Manager Provide Total Number Of Lowell Students Being Tutored In Lowell School Buildings By Outside Agencies.	<a href="#">Motion Response</a>
12/22/2020	C. Rourke	Req. City Manager Provide A Report From All Outside Agencies That Tutor Lowell Public School Students In Lowell School Buildings Regarding How They Follow DESE And Local Board Of Health Guidelines For In School Learning.	<a href="#">Motion Response</a>
12/22/2020	C. Elliott	Req. City Manager And Homeless Coordinator Address Large And Growing Homeless Camp Off Middlesex Street.	<a href="#">Motion Response</a>
12/22/2020	C. Drinkwater	Req. City Council Vote To Convey Opposition To The MBTA Fiscal Management Control Board Regarding Proposed Service Cuts To Commuter Rail Service.	<a href="#">Motion Response</a>
12/22/2020	C. Elliott	Req. Auditor & Clerk Oversight & Personnel SC Meet Regarding Evaluation Of City Manager, City Auditor And City Clerk.	<a href="#">Motion Response</a>
12/22/2020	CM. Donoghue	Marijuana Delivery	<a href="#">Informational Report</a>