

Legistar® White Paper

Statement of Problem

Most city and municipal governments find it difficult to keep up with the constant flow of government business that comes before committees and the primary council. Using a combination of word processing and manual systems, it is all too easy for new and pending items to be lost or inadvertently dropped from meeting to meeting. A simple task like looking up the current status of a legislative item or answering public inquiries on current or past legislation may take hours of tedious research through years of hard copy or extensive phone calls to departments and staff. It is also very difficult and labor-intensive to provide critical information such as sponsorship, voting and attendance records.

Legistar® Solution

Legistar® is a unique end-to-end software solution to track, manage and research legislation at any point in the legislative cycle from drafting to final disposition.

In use by some of the largest cities in the U.S.A. (New York, San Francisco, Los Angeles, Seattle, Baltimore), Legistar® is scalable to provide even the smallest government with the same convenience and efficiency.

Legistar® provides an easy to use format that is customizable to the way your government does business. In one package, Legistar® offers a comprehensive, real-time system to draft legislation, track legislative data, manage agendas, minutes and referrals, and generate over 30 standard reports and notices.



Legistar® Features

With Legistar® you can:

- Track and search all legislation from drafting through publication
- Create agendas for all council and committee meetings
- Track referrals to departments and committees
- Print meeting notices with dynamic mailing lists
- Automatically generate minutes for all meetings
- Keep voting records and meeting attendance
- Cross-index all legislative documents
- Print certified copies of legislation
- Find anything . . . anywhere . . . anytime!

Legislative Files

Legislative Files

File ID: 9700953 Type: Resolution Status: Passed

Version: 1 Reference: RE-2448-97 Controlling Body: Planning And Development

Name: Paving and traffic control devices on Austin Avenue Introduced: 2/8/97

Requester: Planning And Devel Cost: \$38,700.00 Final Action: 8/28/97

Notes: Plat #9687-443 has been scanned and is on file for viewing

Title: Resolution relative to the cost participation and installation of traffic control devices in conjunction with the Urban Aid paving of Austin Ave. from 800 north to 1900 north.

1. Quick Info | 2. History (8) | 3. Extra Information

Code Sections (3) | 11.123 Avenue Regulations, 11.221 Zoning of Land, 11.558 Street Light Controls

Indexes (3) | Roads, Traffic Control Regulations, Zoning

Sponsors (3) | Anderson, Peg, Southern, Ann, Selznac, David

Attachments (5) | Paving route map; Eagle Video; Photo of recent flooding; Tax Incremental Financing Proposal; Cuidesac Plat

Text File | Present

Last Edit | Thursday, June 03, 1999 at 9:31:12 AM (Daystar)

<< ≤ ≥ >> Go To 3 of 3 legislative files Reports

Legislative Files is the main information entry and research form for a legislative item. More than twenty fields are searchable in any combination.

The top half of the screen displays all the **background information** about a resolution, ordinance or other item, such as Type, Status, Controlling Body and Introduced Date.

The bottom half of the screen displays **supporting information** that can be viewed by just clicking on the appropriate tab or button. Examples of supporting information are Code Sections, Index Terms, Sponsors, Text, and Attachments.

The screenshot displays the Legistar Files application interface. The main window shows the 'History' tab for a legislative item. A pop-up window titled 'Votes' is open, showing a table of district members and their votes.

Legistar Files - History Tab Data:

Action Date	Action Body	Action Taken	Use	Sent To	Due Date	Return Date	Result	Action Note
4/16/2002	City Council	Read and released	1	Planning, Zoning & L			Pass	
4/23/2002	Planning, Zoning & L	Held for Public Hee	1				Pass	
6/5/2002	Hearings Committee	Public Hearing Held	1		6/12/2002		Pass	Each Section (Amendment) contained in the legislation was discussed and voted on separately
6/12/2002	Planning, Zoning & L	Affirmatively Reco	2				Pass	
6/12/2002	Planning, Zoning & L	Scheduled	2				Pass	
6/18/2002	City Council	Reconvened	2	Planning, Zoning & L			Pass	
6/18/2002	City Council	Reconvened	1	Planning, Zoning & L			Pass	
6/19/2002	Planning, Zoning & L	Scheduled	2				Pass	
6/19/2002	Planning, Zoning & L	Affirmatively Reco	3				Pass	
6/19/2002	City Council	Passed Finally	3				Pass	This is the meeting discussion.
6/27/2002	Mayor	Signed by the May	3		6/27/2002	6/27/2002		

Votes Pop-up Window Data:

District Name	Member Name	Vote
District 1	Barbara Burns	No
District 9	Twanda Carlisle	Aye
District 7	Jim Ferla	No
District 2	Alan Hertzberg	Aye
District 4	Jim Motzink	Aye
District 6	Sala Udin	Absent
District 3	Gene Ricciardi	Aye
District 5	Bob O'Connor	Absent

History
Information

History Vote
screen

The **History** tab displays the complete legislative history of the item including motions, votes, movers and seconders, and the complete text of the minutes.

Much of the information displayed is automatically updated by Legistar® in real time. When you view a file, you will always see the most current information about the file status, who has it, and what is the background of the matter.

Reports

Run Clear Open Saved Report Cancel Help Close

Reports Criteria for Certified Copy

Certified Copy
Master
Matter Summary
Signature
Text File

Settings

Print:
☒ This Matter - 2002-0393
☐ Selected Matters - 4

Destination:
Screen

Options:
☒ Auto Run

Description
Displays a certification preceded by the full text of the ordinance, resolution, or other matter that is being certified. Note: There must be a final action date for the legislative matter in order to print a certified copy.

In addition to viewing this information on-line, a dynamic report generator will produce Certified Copies, Summaries, Text Report and Master Report.

Agendas

Meeting Agendas

Meeting Body: City Council Meeting Date: 6/21/99
 Meeting Location: City Council Chambers - 3rd Floor Meeting Time: 7:00:00 PM
 Meeting Comment: Meeting Status: Final

Agenda

Line	File ID	Item	Description	Agenda Note
1		I	Call to Order - Pledge of Allegiance, Invocation, Roll Call	Cub Scout troop 14 will present the Flag.
2		II	Minutes - To Approve	
3		III	First Reading - To be Introduced and Assigned to Committee	
4		A) Ordinances		
5		B) Resolutions		
6	1685		Hospital Issue	Dr. William Clay will address the Commission
7	920344		Street Lights	
8	921167		STANDING RULE	
9	980074		Downtown Zoning	
10	921168		SOUTH AFRICA	
11	930065		MIDTOWN REDEVELOPMENT	
12	930155		Riverboat Gambola	
13		IV	Debate Items	
14	920379		City Sticker	
15	921048		Case No. 1053-V	
16		V	Consent Agenda	
17		A) Ordinance		
18	921136		GEM THEATER	
19		B) Resolutions		
20	921057		Council Meetings	
21	971463		City Development	
22		VI	Items for Immediate Adoption	

Record Editor

Line: 6
 File ID: 1685 - Resolution - Passed - Hospital Issue
 Item:
 Description: Hospital Issue
 Agenda Note: Dr. William Clay will address the Commission

Legistar® automatically prepares Committee or main Council **agendas** based on the government's own agenda outlines. Once Legistar® knows how the agenda items are ordered, it will assemble the agenda in the correct format every time, with all appropriate legislative items listed under the correct heading. The agenda can easily be edited to add or delete items as needed.

Meeting Agendas

Reports

Run Clear Open Saved Report Help Close

Reports Criteria for Meeting Agenda (Long)

Agenda Hearing Notices

Meeting Agenda (Long)

Meeting Agenda (Short)

Meeting Date: 6/21/99

Meeting Time: 7:00:00 PM

Meeting Status: Final

Meeting Agenda (Long) Report

2 of 2+ 75% Total: 178 100% 17

Preview

City Council Meeting Agenda June 21, 1999

I Call to Order - Pledge of Allegiance, Invocation, Roll Call

Cub Scout troop 14 will present the Flag.

II Minutes - To Approve

III First Reading - To be Introduced and Assigned to Committee

A) Ordinances

B) Resolutions

1685 Resolution relative to the denial of a request by Copley Hospital to relocate its facilities.
SPONSORS: Peg Anderson, Arthur Speigle and Ann Southern
Dr. William Cline will address the Commission
LEGISLATION:

6/21/99 City Council Refused Community Relations

920344 Request to increase budget for installing halogen street lights outside the public library.
LEGISLATION:

Signed

921167 Amending the Standing Rules of the City Council, Rule 35, relating to the annual review of the appointive positions.

980074 AN ORDINANCE TO SET FORTH A STATEMENT OF MUNICIPAL SERVICES

Long Agenda with history

Agenda reports print in two versions. The Short Agenda lists items and their bill numbers. The **Long Agenda** displays the complete legislative history under each item. Hearing Notices may also be printed from Agendas.

Minutes

Meeting Minutes

Menu: Edit Tools Help

Buttons: Clear Search New Delete Split Select Agenda Help Close

Meeting Body: City Council Meeting Location: Council Chambers Meeting Date: 12/23/2002 Meeting Time: 10:00 A.M. Meeting Status: Final

Line	File ID	Item	File Type	Ver	Description	Action Taken	Sent To	Due Date	Result
1	A.				ROLL CALL	Action Note			
2	B.				PLEDGE OF ALLEGIANCE				
3	C.				PROCLAMATIONS				
4	2002-1290	Proclamation	1			Adopted			Pass
5	D.				PUBLIC COMMENTS				
6	E.				PRESENTATION OF PAPERS				
7					MR. UDEN PRESENTS COMMITTEE				
8	2002-1285	Resolution	1		Amending Resolution 231/2000	Read and referred	Finance & Budget Comm		
9	2002-1286	Resolution	1		Liquor Transfer - Paula Jacinto	Read and referred	Finance & Budget Comm		
10					MR. PERLO PRESENTS COMMITTEE				
11	2002-1287	Resolution	1		Amending Resolution 861	Read and referred	Housing, Economic Deve		
12	2002-1288	Resolution	1		Neighborhood Needs, District 7	Read and referred	Housing, Economic Deve		
13					MR. RICCIARDI, CHAIR, PRESENT				
14	2002-1289	Petition	1		Petition from the residents of the	Read, Received and File			
15	F.				UNFINISHED BUSINESS				
16	H.				REPORTS OF COMMITTEE				

Buttons: Add Line Delete Line Edit Line Go To History Back Comment Take Vote View Roll Call


Status: 1 of 53 history lines 1 of 1 minutes

Taskbar: Start City Manila Document... Legislator White Paper 3... Designer Web Pages do... Legislator 4.7 Meeting Minutes 6:12 PM

Minutes meeting information

Minutes line items with actions taken

Minutes are automatically created for each Agenda. With the click of a button, Minutes records attendance, votes and meeting discussion. Items may be voted on one by one, or by block vote, using a voice vote or individual roll call voting, including mover and seconder.



City of Columbia
City Council

Municipal Record

Proceedings of the Council of the City of Pittsburgh

ONE HUNDRED
THIRTY-SECOND COUNCIL

Gene Ricciardi, President
Council Members: Barbara Burns, Twanda Carlisle,
Alan Hertzberg, Jim Motznik, Bob O'Connor, William Peduto, Sala Udin

Erwin Luz, City Clerk
Roselle Geranimo, Deputy City Clerk

Columbia Building B25A,
Greenville, Maryland City
Marla, Philippines

Monday, December 23, 2002 10:00 A.M. Council Chambers

ROLL CALL
Present: 9 - Ms. Burns, Mr. Carlisle, Mr. Ferla, Mr. Hertzberg, Mr. Motznik, Mr. Udin,
Mr. Ricciardi, Mr. O'Connor and Mr. Peduto

PLEDGE OF ALLEGIANCE

PROCLAMATIONS
Bill No. Declaring Monday, December 23, 2002, Ms. Marcella Pippas Day in the City of
2002-1299 Pittsburgh
A motion was made that this matter be Adopted. The motion carried.

PUBLIC COMMENTS

Sample
Minutes with
Roll Call and
Voice Vote

City Council

MUNICIPAL RECORD

December 23, 2002

Read, Received and Filed

Bill No. Resolution adopting a Reapportionment Plan for the City Council Districts in the City
2002-1082 of Pittsburgh, as set forth in the Majority report of the Reapportionment Advisory
 Committee. (HEARING HELD DECEMBER 5, 2002)

SPONSOR(S): GENE RICC [anyMeetingMinutes.mktTitle (Memo)]

A motion was made that this matter be Passed Finally. The motion carried by the following vote:

Vote: Ayes: 7 - Ms. Burns, Mr. Carlisle, Mr. Ferla, Mr. Motznik, Mr. Ricciardi, Mr. O'Connor and Mr. Peduto
 Noes: 1 - Mr. Udin
 Abstentions: 0

Sample
Minutes with
Roll Call
Vote
(individual
votes)

Minutes prints a formatted meeting minutes showing Roll Call attendance, motions voted on, any discussion if any and Referral Notices for any items referred at the meeting.

Referral Tracking

Action Body	File ID	Refer Date	Action Taken	Target Body	Due Date	Return Date	Action Note
Planning, Zoning &	2002-1274	12/29/2002	Referred for Re	Planning Commis	1/23/2003		Please provide a report and recommendation for the attached bill number 1274.
Planning, Zoning &	2002-1274	12/17/2002	Referred for Re	Planning Commis	1/17/2003		
Planning, Zoning &	2002-1653	10/16/2002	Referred for Re	Planning Commis	11/16/2002		
Planning, Zoning &	2002-0769	7/31/2002	Referred for Re	Planning Commis	8/31/2002		
Planning, Zoning &	2002-0651	6/26/2002	Referred for Re	Planning Commis	7/26/2002		
Planning, Zoning &	2002-0650	6/26/2002	Referred for Re	Planning Commis	7/26/2002		
Planning, Zoning &	2002-0650	6/26/2002	Referred for Re	Planning Commis	7/26/2002		The above bill was also referred to the President of City Council to schedule a public hearing.
Planning, Zoning &	2002-0946	4/10/2002	Referred for Re	Planning Commis	5/10/2002		The above bill was also referred to the President of City Council to schedule a public hearing.
Planning, Zoning &	2002-1074	3/20/2002	Referred for Re	Planning Commis	4/20/2002		The above bill was also referred to the President of City Council to schedule a public hearing.
Planning, Zoning &	2002-0033	1/23/2002	Referred for Re	Planning Commis	2/23/2002		
Planning, Zoning &	2002-0034	1/16/2002	Referred for Re	Planning Commis	2/16/2002		
Planning, Zoning &	2001-2272	11/7/2001	Referred for Re	Planning Commis	12/7/2001		

Referral Tracking makes it easy to manage referrals by keeping a list of all open referral items on one screen. Enter a return date and the item is automatically removed from the list.

Referral Tracking prints Referral Notices and a Referral Status Report.

Full Text Search

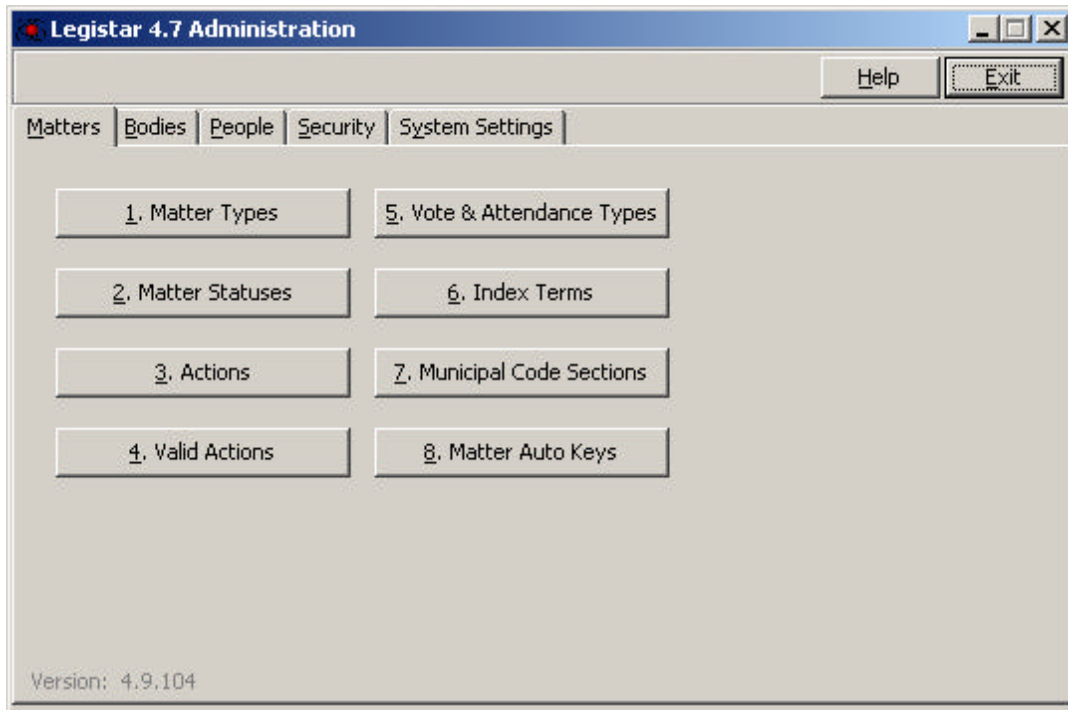
The screenshot shows a window titled "Full Text Search" with a search bar containing "historic district". Below the search bar, there is a "Search Results" section with a table of results. The table has two columns: a date/matter number and a count. The results are as follows:

2002-1274	1
2002-1148	1
2002-1148	2

To the right of the table, there is a detailed view of the search results. It includes sections for "Presenter", "Title", and "Body". The "Presenter" section shows "Presented by Ms. Burns". The "Title" section shows "Resolution Nominating the Lawrenceville Branch of the Ca historic designation pursuant to Title Eleven: Historic Prese 1101: Historic Structures, Districts, Sites and Object, Sect Designation of Historic Structures, Districts, Sites and Obj". The "Body" section shows "Requesting the Historic Review Commission and the Plann review the appropriateness under Title Eleven of the City C".

Full Text Search allows a user to look up information by just entering a single search word. The system looks for this term in all the legislative text and displays any 'hits' for the user to page through to find the specific file.

Administration

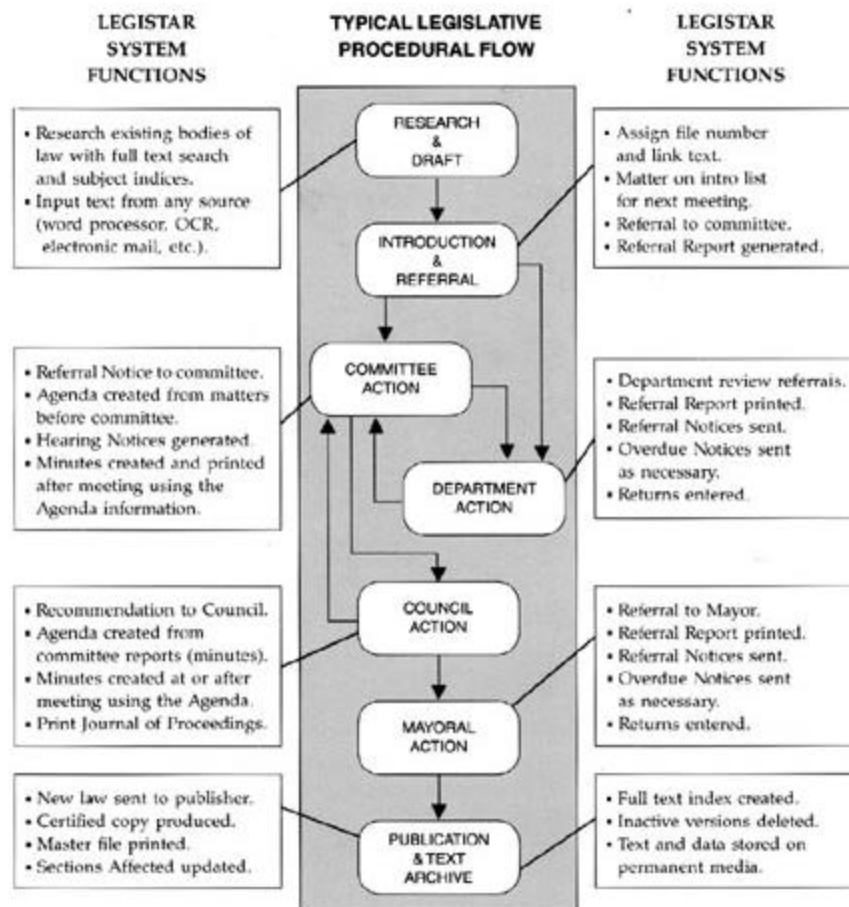


Administration is where Legistar® is customized to your government's way of doing business. Administration also controls user access and security levels, from full editing privileges to read only access. Users with editing privileges can be restricted to working on only certain government bodies or allowed to edit all records.

Legislative Process

Although each local or regional government is unique, each uses the same fundamental process as show on the following page.

The Telchar process identifies the current workflow and business needs of each particular government agency and through software customizations and selection of the appropriate system options, adapts Legistar® to the agency's terminology and way of doing business.



Legistar® Deployment

A successful Legistar® implementation depends on thorough workflow analysis, careful setup of Administration tables and detailed staff training. Although the user interface is intuitive, the database format demands accuracy, consistency and attention to detail in order to return the best performance. The full user learning curve tends to be three to six months. A read only user can be trained easily in two to three hours.

Legistar® deployment is a multi-stage process.

Step	Description	Estimated Time
1	On-site workflow analysis. This process to examine current documents and workflow typically takes three to four weeks. This analysis determines whether Legistar® can be used as is or whether programming will be needed. Additional programming is required when standard report formats are not useable, or when additional program features must be added. During this process, basic information about your government is collected to load into Administration tables.	3-4 weeks
2	Program development, customization and testing (if needed).	Varies, depending on number of customizations
3	Administration table configuration to load your government's data	1-2 weeks
4	Local installation and testing. Load test data and get approval of formatted reports such as Agendas, Minutes, Certified Copies.	1-2 weeks
5	Develop and produce training and documentation that is customized to government operations and workflow, including Train the Trainer.	2-3 weeks
6	Deliver on-site User and System Administrator training	3-4 weeks
7	System rollout and on-site helpdesk.	2-3 weeks
8	3 month data/system review, additional training and helpdesk as needed.	1 week
9	6 month data/system review, additional training and helpdesk as needed.	1 week

Hardware Requirements - Client

A typical Legistar® installation will usually have several heavy users (high use) who will be the primary staff doing record entry, agenda/minutes preparation, research, and report generation. For most other Legistar® users on the network (low use), the workstations will be used for research and report generation and for other look-up access to information.

The 32-bit version of Legistar® 4.8 client runs on Windows 98/NT4/2000/XP. We suggest the following minimum hardware configuration:

High Use Workstation:

- Pentium II 500 MHz
- 256MB of memory
- 200MB of free disk space

Low Use Workstation:

- Pentium 200 MHz
- 64MB of memory
- 100MB of free disk space

Hardware Requirements - Server

Legistar® utilizes a network server for database functions and file storage. The minimum hardware requirements for the PC used as the Legistar® server are variable and highly dependent on the type and speed of the network, the amount of network traffic, and number of other applications or databases stored. The Legistar® server should also have sufficient disk capacity to store on-line text and images for the legislative files.

The 32-bit version of Legistar® 4.8 server runs on Windows NT 4.0/2000 Server utilizing SQL Server 7.0\2000 as the database software. We suggest the following minimum hardware & software configuration:

Server:

- Pentium III 800MHz
- 512MB of memory
- 10GB of free disk space
- Windows 2000 Server
- Windows SQL 2000

Note: For technical support purposes the client must provide the ability to remotely login to the client system using pcAnywhere or other remote control software over either a TCP/IP (preferred) or a modem connection at a communication rate of no less than 56K.

Software Requirements

Client provides SQL Server 7.0\2000 as the database software licensed for the maximum number of projected users.

Telchar Systems, Inc.

Telchar Systems, Inc., is the sole international distributor of Legistar®. Telchar personnel provided the analysis, project management, training, documentation and local trainer training for the CNVM Legistar® installation in Bucharest Romania.

Telchar personnel have extensive experience in government and capital markets consulting worldwide.

We have developed training materials and written much of the user documentation for Legistar® as well as training many of their client users and administrators.

The consulting practice of Telchar Systems Inc. was incorporated in 1985 in Chicago Illinois. Our team has worked in over forty five countries and is experienced in multicultural project management and development. A primary corporate goal is to transfer the appropriate knowledge and technology to users and counterparts that builds the capacity of the international or national client to be self sufficient in their operations.

A more extensive description of Telchar System's services and personnel can be found at www.telchar.com