

Legistar-Express & Pro Features

Legislative File Management

- Standard File Description Fields
- Defined Legislative File Description Fields
- File Drafting with Templates and Version Control
- Legislative File History (Dates, Actions, Notes)
- Links Directly to Meeting Agenda and Minutes
- Subject Matter Indexing
- Legislative File Cross Referencing
- Legislative File Sponsors
- Cross Reference Items to Code of Ordinances
- Import, Print, Publish File Attachments in any printable format
- List Next Meetings

Meeting Agendas

- Automatic Agenda Assembly
- Agenda Report Generation and Formatting
- Agenda Item Auto-Numbering
- Complete Information Packets with Attachments
- Meeting Calendar
- Hearing Notices

Meeting Minutes

- Attendance Roll Calls
- Record Motions, Actions, Votes, Discussion
- Auto Generate Enactment Numbers
- Minutes Reports: (Action Summary, Minutes, Referral Notices)
- User defined report criteria

Search Capabilities

- Search using any combination of fields or text
- EZ Text String search in all text fields
- Full Text search through Legislative File Text
- Browse Recent Files
- Most recently visited files, agendas, minutes
- Search Results (Type, Intro Date, Status, Title)
- Print Search Results (Matter Summary Report)

Other Standard System Features

- Tools for Data Entry: Validation, Spell Check, Text Macros, File Locking, Security Log, and more)
- Generic Reports: (Hearing Notices, Public Notices, Address Labels, Calendars, General Certification, Pending Items, Index, and others)
- Report Formats: (Screen, Printer, Legistar Saved Report, Internet HTML File, Word Document, RTF, Text File, E-mail, PDF)
- User Defined System Messages, File and Agenda Templates, Text Macros, Votes and Roll Call format options
- User Account Security Groups

Additional Features in Legistar-Pro

Additional and Expanded System Features

- Automatic Workflow Management (Actions, Valid Actions, Status Changes, Auto-Locking, Enactment Numbering, etc.)
- Expanded Legislative History Detail
- Legislative File Ownership and Assignment Functions
- Expanded User-Defined Legislative File Description Fields
- Automatic Agenda Numbering
- Membership, Voting, and Attendance Records
- Tracking of Mover, Secunder, Votes, Tally, Pass/Fail
- Auto-generation of Action Text
- Consent Vote Functions in Meetings
- Expanded Data Entry Validation and Auto Entry (Actions, Motions, Meeting Attendance, Movers, Secunder, Voters, Office Members, Sponsors, Appointments, Approvers, Mailing Lists)
- Additional Reports (Meeting Attendance, Voting Records, Mailing Labels, Matters Introduced, Hearing Notices, Referral Notices, Public Notices, Mailing Lists) *
- Tracking of Elected and Appointed Office Holders
- Inclusion of Offices and People in Public Internet Access
- Expanded System Administration and User Options *
- Enterprise Licensing
- Optional Approval Tracking Module *
- Optional Integrated Streaming Video of Meetings *
- Optional Setting to Use MS/Word as Integrated Text Editor *
- SQL/Server or Oracle data bases

Legistar InSite Option

Give Staff and Citizens What They Need

Legistar InSite is an optional Internet access Suite that is available for either Legistar-Express or -Pro. InSite automatically provides public information on:

Legislative Matters - allows staff or public users to access file information and reports via the Internet including supporting documents and attachments, current status, important dates and more.

Meetings and Events Calendar - gives instant access to a dynamic calendar of all meetings and events via the Internet. Simply add a new meeting in Legistar, and it automatically appears on the Web meeting calendar on the correct date.

Offices and People Information - allows Web users to instantly look-up, view or contact Council, committee and other representative's information via the Internet.