

# City of Madison Legistar Online

Presentation to Transportation Commission Members

July 24, 2019

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# Legistar History

- Legistar is part of a suite of products offered by [Granicus](#)
- The City of Madison has been using the Legistar database since 2005
- Prior to 2005 requests for agendas, minutes and legislation were routed to the City Clerk's Office to fulfill
- Legistar is used to create city committee agendas, minutes and legislative files and are publicly available online
- Legistar is used by the MMSD, Dane County, the Cities of Waukesha, Milwaukee, Chicago, New York, Philadelphia, Miami and several others municipalities

# Legislative Information Center

- Legistar online is accessed through the Legislative Information Center page: <https://www.cityofmadison.com/cityhall/legislativeinformation/>

## What's on this page? Links to:

- Official Weekly Meeting Schedule
- Legislative Calendar (Legistar committees)
- Notice of Additional Public Meetings (Non-Legistar committees)
- Legislation
- Members
- Committee Staff Contacts
- Council Agenda Packet
- Government Resource Guide
- Applying to Serve on a Board, Commission, Committee
- Current Members Training & Support
- Madison General Ordinances

The screenshot shows the website's navigation bar with links for 'Legislative Information Center Home', 'Legislation', 'Meetings', 'Common Council', 'Boards, Commissions and Committees', and 'Members'. Below the navigation bar, the page is divided into several sections:

- Legislative Information Center**: A central header section.
- Calendars**: Includes 'Official Weekly Meeting Schedule' and 'Legislative Calendar'.
- Legislation**: Provides information about resolutions and ordinances.
- Members**: Lists City Council Members and other boards.
- Committee Staff Contacts**: Provides contact information for various committees.
- Sign Up & Sign In**: Offers email alerts for legislative updates.
- Get Involved**: Features 'Apply to be on a City of Madison Board, Commission or Committee' and 'Current Members Training & Support'.
- Today's Meeting Schedule**: A table showing the schedule for Wednesday, July 24, including 'Street Use Staff Commission - 10:00 AM', 'Board of Assessors - 10:30 AM', 'Committee on Aging - 2:30 PM', and 'Parks Long Range Planning Subcommittee - 3:00 PM'.
- City Hall**: Lists contact information for Mayor Rhodes-Conway, Common Council, Clerk's Office, Media Center, and Social Media.
- Current Council Agenda Packet**: A link to the current council agenda.
- Government Resource Guide**: A link to the government resource guide.
- Madison General Ordinances**: A link to the city's general ordinances.
- Receive emails on Meetings & more >>**: A button to sign up for email notifications.
- Records**: A section for obtaining official copies of records.

# Legistar Online - What's Available in Tabs

- [Legislation](#): Resolutions, Ordinances, Reports, Misc. files
- [Meetings](#): Boards, Commission & Committee Agendas & Minutes (current and past)
- [Common Council](#): List of Common Council members (current and past)
- [Board, Commissions, Committees](#): Legistar only (current and past)
- [Members](#): Residents serving on Boards, Commission & Committees (current and past)

# Legistar: Meetings

- Meetings can be viewed by Year, Name, List View & Calendar View and be exported to Excel, PDF or Word

## List View

The screenshot shows the Legistar interface for the City of Madison, Wisconsin, Legislative Information Center. The page is set to 'List View' for the year 2019, filtered by 'TRANSPORTATION COMMISSION'. A search bar and navigation tabs are visible at the top. Below the search bar, there are 22 records listed in a table format. Each record includes a date, time, location, and links for Agenda, Minutes, and Watch.

Boards, Commissions and Committees	Date	Time	Location	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	1/9/2019	Cancelled	215 Martin Luther King, Jr. Blvd Room 207, Madison Municipal Building	Agenda	Not available	Watch
TRANSPORTATION COMMISSION	1/23/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 206, Madison Municipal Building	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	2/13/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 206, Madison Municipal Building	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	2/27/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 206, Madison Municipal Building	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	3/13/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	3/27/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 206, Madison Municipal Building	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	4/10/2019	Cancelled	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	Agenda	Not available	Watch
TRANSPORTATION COMMISSION	4/24/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 206, Madison Municipal Building	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	5/8/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	5/22/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	6/12/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	6/26/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 206, Madison Municipal Building	Agenda	Minutes	Watch
TRANSPORTATION COMMISSION	7/10/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	Agenda	Not available	Watch
TRANSPORTATION COMMISSION	7/24/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	Agenda	Not available	Watch
TRANSPORTATION COMMISSION	8/14/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	Not available	Not available	Watch
TRANSPORTATION COMMISSION	8/28/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	Not available	Not available	Watch

## Calendar View

The screenshot shows the Legistar interface for the City of Madison, Wisconsin, Legislative Information Center. The page is set to 'Calendar View' for the month of July 2019. The calendar displays a grid of days with meeting events for the Transportation Commission. Two events are visible: one on July 10th and one on July 24th, both at 5:00 PM.

Day	Tue	Wed	Thu	Fri
1 Jul	2	3	4	5
	9	10 TRANSPORTATION COMMISSION 5:00 PM	11	12
5	16	17	18	19
2	23	24 TRANSPORTATION COMMISSION 5:00 PM	25	26
9	30	31	01 Aug	2

# Legistar: Legislative Files

Before 2005.....



2005 to today

CITY OF MADISON · WISCONSIN  
LEGISLATIVE INFORMATION CENTER

Legislative Information Center Home | Legislation | Meetings | Common Council | Boards, Commissions and Committees | Members

<<< Simple search

Search Legislation | Clear Criteria | Help

Number of results: 100 | Date: This Year

Legislative File Information

Legislative text: | Title: |  
File/enactment #: |  
Type: -Select- | Status: -Select-  
File created: | between | In control: -Select-  
On agenda: | between | Final action: | between |

Related Information

Sponsor: -Select- | Index: -Select-  
Code section: -Select- | Attachment: |

Search Legislation | Clear Criteria | Help

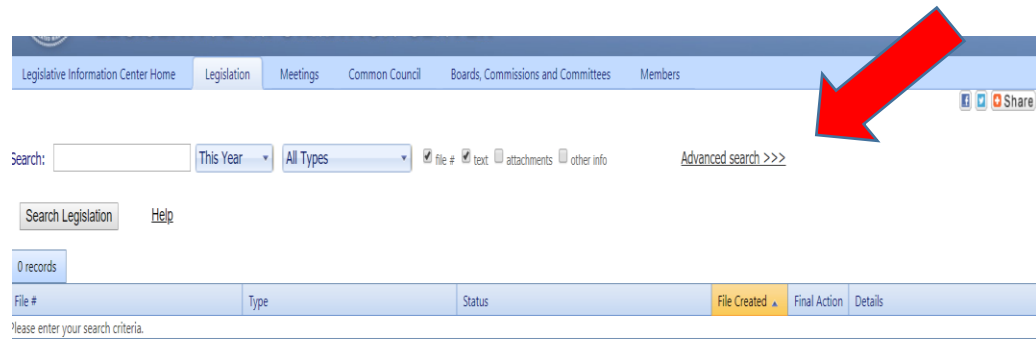
0 records

File #	Type	Status	File Created	Final Action	Details
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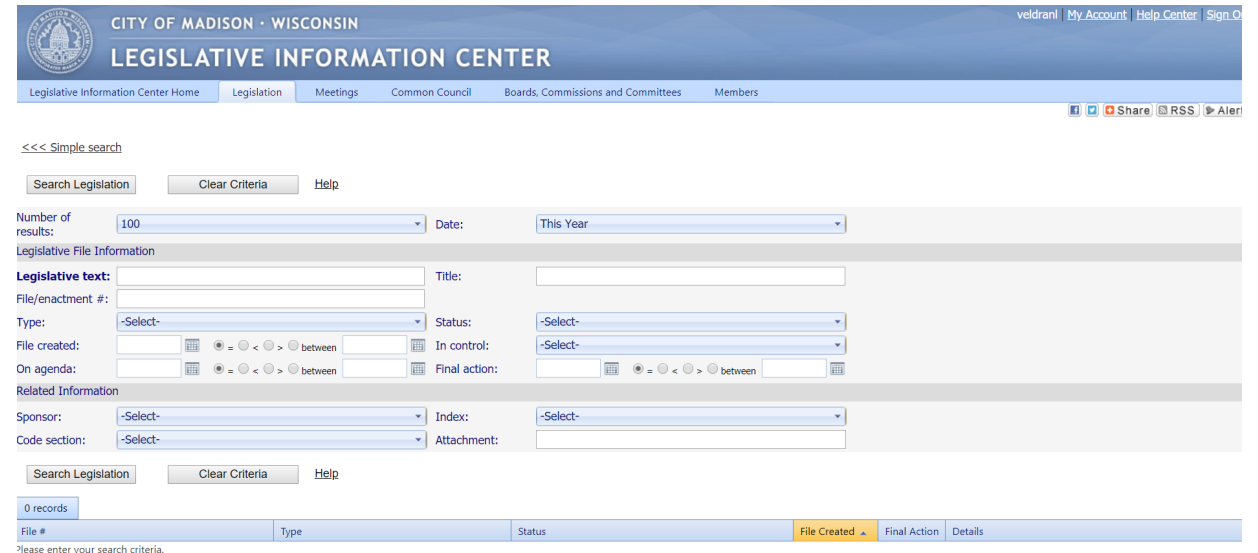
Please enter your search criteria.

# Legistar: Legislative Files (cont.)

- Searching for legislative files in Legistar, you'll see this page first, **click on Advanced search>>>**



...that will bring you to this page



Using **Advanced Search** allow the user to a wider range of parameters to further define your search

# Legistar Tips

- Legistar **REMEMBERS** the last settings you used when searching on any of the tabs – so don't freak out if you go back in and you start searching for something and it's not appearing – check your settings 😊 and change them.

The screenshot shows the Legistar Legislative Information Center interface. At the top, there are navigation tabs: "Legislative Information Center Home", "Legislation", "Meetings", "Common Council", "Boards, Commissions and Committees", and "Members". Below these are social media icons for Facebook, Twitter, YouTube, and RSS. The main content area has a search bar with a dropdown menu set to "This Month" and a search term "TRANSPORTATION COMMISSION". Below the search bar are buttons for "Search Meetings" and "Help". A table of results is displayed with columns for "Boards, Commissions and Committees", "Date", "Time", "Location", "Agenda", "Minutes", and "Watch". Two red arrows point to the "This Month" dropdown and the "TRANSPORTATION COMMISSION" search term.

Boards, Commissions and Committees	Date	Time	Location	Agenda	Minutes	Watch
<a href="#">TRANSPORTATION COMMISSION</a>	7/10/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	<a href="#">Agenda</a>	Not available	<a href="#">Watch</a>
<a href="#">TRANSPORTATION COMMISSION</a>	7/24/2019	5:00 PM	215 Martin Luther King, Jr. Blvd Room 215, Madison Municipal Building	<a href="#">Agenda</a>	Not available	<a href="#">Watch</a>

- Non-Legistar Meetings** are archived here:  
<https://www.cityofmadison.com/cityHall/publicMeetings/archive.cfm>

City of Madison  
City Clerk's Office  
Maribeth Witzel-Behl, City Clerk  
We exist to assist

## Archive of Additional Public Meetings

(1/1/2011 - 4/1/2012)

The screenshot shows the search interface for the Archive of Additional Public Meetings. It includes a search bar with "Meetings From:" and "To:" dropdowns, and a "Search" button. Below the search bar is a table of meeting records with columns for "Date", "Meeting Body", "Agenda", and "Minutes".

Date	Meeting Body	Agenda	Minutes
3/29/2012 08:00 AM	COMMISSION OF THE MADISON METROPOLITAN SEWERAGE DISTRICT	<a href="#">Agenda</a>	
3/27/2012 01:00 PM	MADISON WATER UTILITY - WATER QUALITY TECHNICAL ADVISORY COMMITTEE MEETING	<a href="#">Agenda</a>	
3/28/2012 06:30 PM	MADISON WATER UTILITY - CITIZEN ADVISORY PANEL (CAP) MEETING WELL 8 IRON AND MANGANESE MITIGATION	<a href="#">Agenda</a>	
3/28/2012 04:45 PM	EOC EXECUTIVE COMMITTEE	<a href="#">Agenda</a>	



# Legistar Questions?

Contact:

Lisa Veldran, Legislative Services, Common Council Office  
(608) 266-4074 or [lveldran@cityofmadison.com](mailto:lveldran@cityofmadison.com)

Questions about board, committee or commission members in Legistar  
(or applying to serve) contact:

Laila D'Costa, Mayor's Office  
(608) 266-4611 or [ldcosta@cityofmadison.com](mailto:ldcosta@cityofmadison.com)