# **NEW** online Council Legislative system

https://cincinnatioh.legistar.com/Calendar.aspx

**CINCINNATI – The City of Cincinnati is moving to a** <u>NEW online Council Legislative system!</u> It will replace the current "Council Online", to search Cincinnati City Council legislative items. The NEW website will also provide the ability to view upcoming City Council & Committee meetings and to view/download meeting agendas and minutes.

**PHASE 1:** Only new items received after June 2020 and items for upcoming meetings will be entered in the new system. Use the new system to search for new items and agendas for upcoming meetings. **The old system will need to be used to search for items prior to July 2020.** 

PHASE 2: All items will be moved to the new system. The old system will be removed.



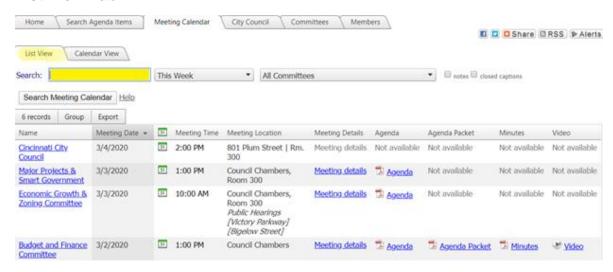
## MEETINGS (Meeting Calendar Tab)

Click on the Meeting Calendar tab to browse City Council and Committee meetings in "List View" by a date range or in a monthly "Calendar View". Each meeting listed contains the date, time, and the location; meeting details, including notices (such as Public Hearing, Special Meeting, Cancellation), agenda supplements, and list of all considered legislation; the agenda; the agenda packet; and the minutes.

NOTE: Live and recorded videos of the Council and Committee meetings will also be available here at a later date.

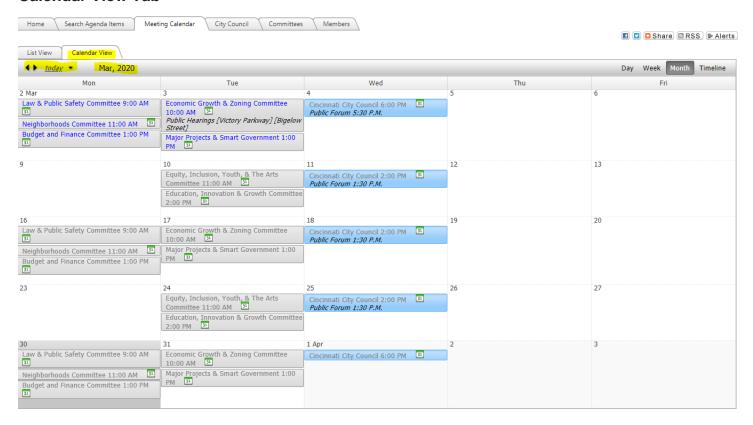
Click on a calendar icon to add a meeting from the calendar to your Outlook calendar.

#### **List View Tab**



In List View, you can find meetings pertaining to a particular subject by entering a word or words in the search box. [Click on Help for more information.]

#### Calendar View Tab



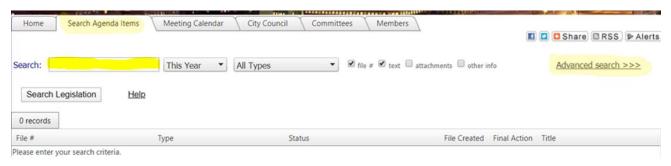
In Calendar View, click on the meeting to view the agenda and minutes.



### **SEARCH LEGISLATION (Search Agenda Items Tab)**

Click on the Search Agenda Items Tab to view ordinances, resolutions, motions, reports, and other legislation using the simple or advanced search.

### Simple Search



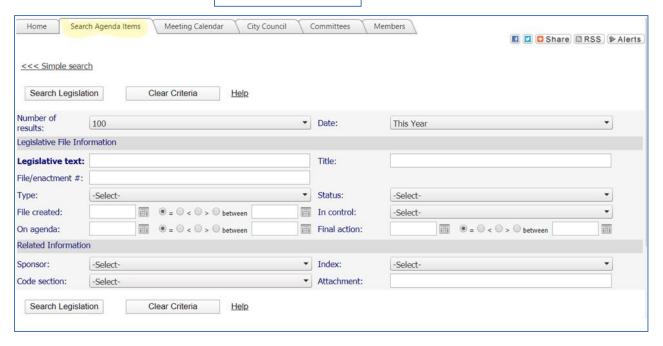
Enter a file # (item # or enactment #) or enter a word/words to search in text, in attachments, and/or in other info (such as status, sponsors, final date). Select a Date Range and/or Item Type to limit results. [Click on Help for more information.]

#### **Advanced Search**

Click on Advanced Search

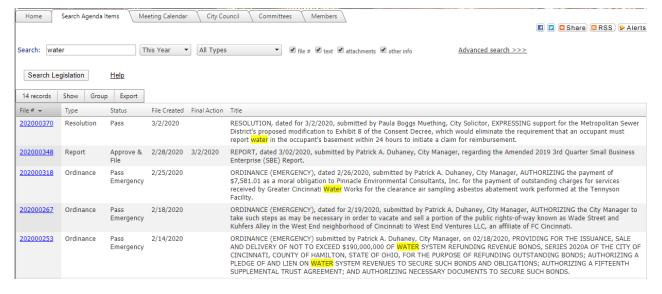
Advanced search >>>

to select additional criteria.



### **Search Results**

For both the simple and advanced searches, the File# (item#), Type, Status, File Created (date entered), Final Action (final action date), and Title are listed for each Item found.



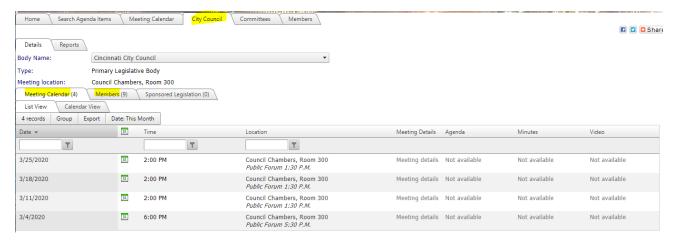
The search word(s) are highlighted in yellow in the results.

The results can be sorted in order (ascending or decending) by File #, Type, Status, File Created, and Final Action by clicking on the associated column title. [The example above is sorted by file # (descending)] The Group Tab can group the records by type, status, the date the file was created or the date the final action was taken on the file.

Results can be exported to an Excel, Word, or PDF file by clicking on the Export Tab.

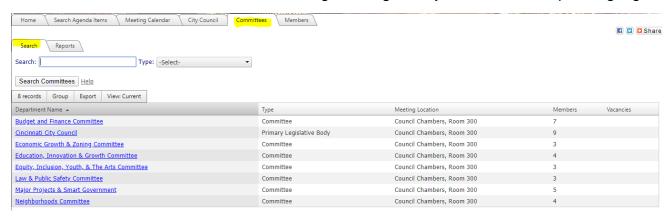
### **LEGISLATIVE BODY (City Council Tab, Committees Tab)**

Browse City Council meetings (Meeting Calendar tab) and members of City Council (Members), and Council Committee records including meeting history, members, and pending legislation.



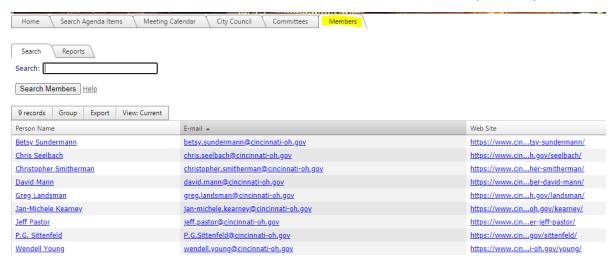
### **LEGISLATIVE BODY (Committees Tab)**

Browse Council Committee records including meeting history, members, and pending legislation.



### **COUNCIL MEMBERS (Members Tab)**

Find council member's contact information, committee membership, and sponsored legislation.



## **HOME (Home Tab)**

Link to the City of Cincinnati Council webpage <a href="https://www.cincinnati-oh.gov/council/">https://www.cincinnati-oh.gov/council/</a>