Searching City Records

You will be able to search on Document Type (Communications, Contracts, Minutes, ordinances, resolutions), Name, Number, or Date/Date Range. If you do not know any of these three items, you can search on a word contained within the documents. This is called a Full-Text Search. See page 3 for Full-Text searching instructions.

1. Click on the link from City Clerk site.

2. You will then be presented with a document Search screen. If you want to clear the last search performed, simply click the Clear Criteria button.

3. Select one or more of the following (you can combine indexes) Year, Number, and/or Document Type. In above example we are searching for Ordinances and 7511.

4. Click the Search button and the search list will appear. In this example there is only one record.
5. Double click on one of the listed items and the selected document will open.

6. If you wish to search for another document simply click the **Search** option on the upper left of screen.
Full Text Searching:

If you do not know the Document Type, Name, Number, or Date/Date Range, you can search instead on a word contained within the documents.

1. Use the **Full-Text Criteria** field to search for words contained in a document. In our example we are using the word “sidewalk”. **Boolean Search** is the most common full-text search so you can leave this setting selected.

2. Click on the **Search** button.

3. You will then be presented with a list of documents that will also show some of the opening text of each document.

4. Double click on one of the list items and the selected document will open (like step 5 on page 1).
5. You can also find the searched word on each page of the open document by clicking on the Manage button from the viewing toolbar and selecting FT Results (see fig 6). If your PC screen is larger FT Results button will be located directly on the regular toolbar.

6. Doing so will display the pages of the open document where this word appears as well as the context of the word searched.

7. Double click on the page or click the View button to open page.

Please Note: Using the online Help will provide more detailed information about using this portal.