



# A Guide to Searching MuniDocs for Board of County Commissioner Records

Escambia County Clerk of Courts – Clerk to the Board

1. Click “View Agendas and Minutes from 1998 to Present with Supplemental Documents.”

The screenshot shows the website for the Escambia County Clerk & Comptroller. The navigation menu includes: COURT SERVICES, E-SERVICES, FINANCIAL SERVICES, RECORDS, ABOUT, and HOW DO I... A search bar is present with the placeholder text "How Can We Help You?". The main content area is titled "Board of County Commissioners (BCC) Minutes" and includes a breadcrumb trail: Home > Records > County > Board of County Commissioners (BCC) Minutes. Below the title, there is a section for "Agendas & Minutes" with a sub-section for "View Minutes from 2018 to Present" and a red-bordered link for "View Agendas and Minutes from 1998 to Present with Supplemental Documents". A red arrow points to this link. To the right, there is a "Contact Us" section with physical and mailing addresses, directions, and quick links for "Financial Reporting" and "Budget Amendments". A "VIEW ALL" button is located at the bottom right of the page.

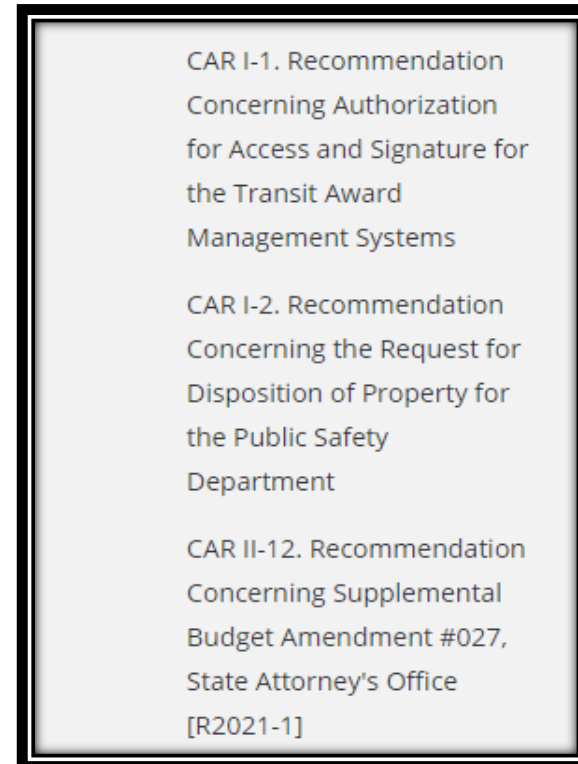
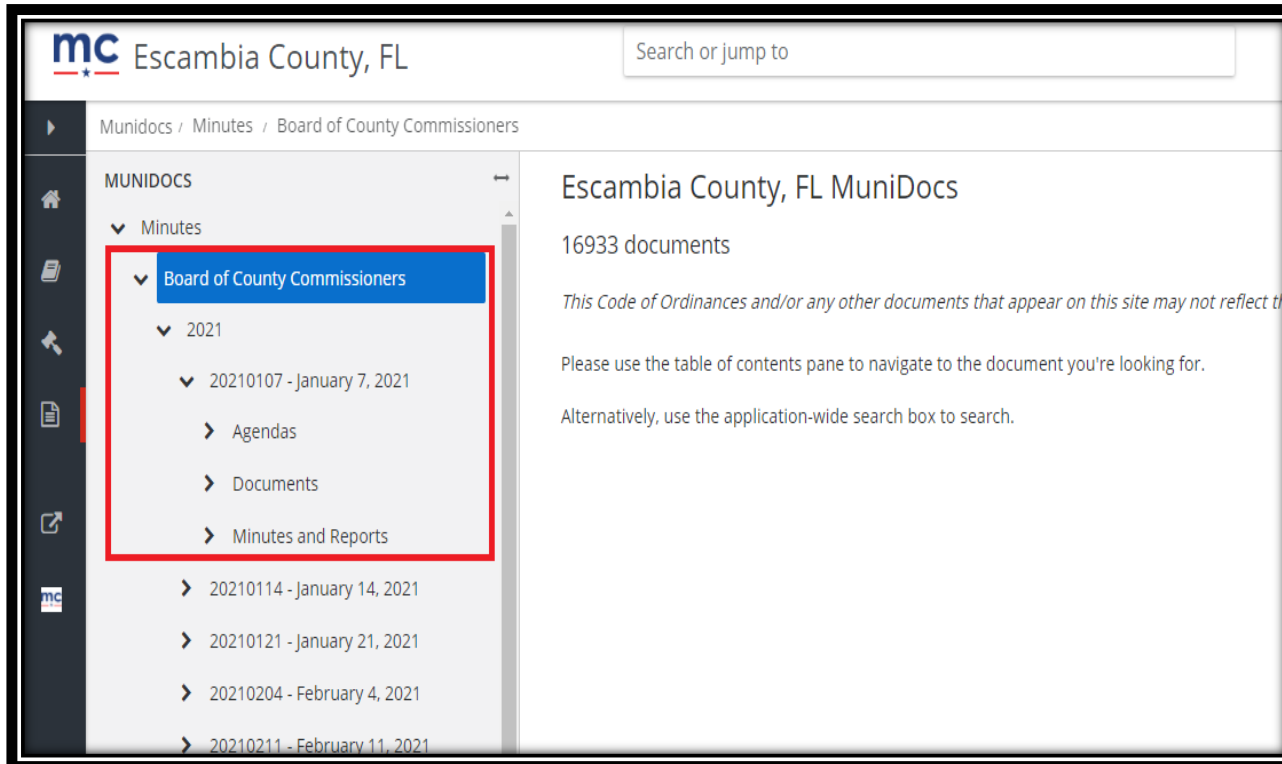
2. From this screen, it is possible to either search content by specific meeting dates, or enter a search term to search all online documentation.

The screenshot displays the Escambia County, FL MuniDocs website. At the top left is the 'mc' logo and the text 'Escambia County, FL'. To the right is a search bar with the placeholder text 'Search or jump to'. Further right are links for 'NOTIFICATIONS', 'SIGN IN', and a user profile icon 'H'. Below the header, a breadcrumb trail reads 'Munidocs / Minutes / Board of County Commissioners'. A left-hand navigation sidebar is titled 'MUNIDOCs' and contains a 'Minutes' dropdown menu. Under 'Minutes', the 'Board of County Commissioners' option is selected and highlighted in blue. Below this, a list of years from 2021 down to 2006 is visible, each with a right-pointing chevron. The main content area is titled 'Escambia County, FL MuniDocs' and shows '16933 documents'. It includes a disclaimer: 'This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.' Below this, it instructs users: 'Please use the table of contents pane to navigate to the document you're looking for.' and 'Alternatively, use the application-wide search box to search.'

3. Records are sorted by year and then meeting date, and further broken down by type of document available for the meeting.

**Expand folders to display available documents for the selected meeting.**

**Documents are named using the section and item number on the agenda as well as a brief description of the item, if available.**



4. Agenda Sections are abbreviated and incorporated into the item's name for documents:

- Clerk's Report – CR
- Growth Management Report – GMR
- County Administrator's Report – CAR
- County Attorney's Report – CAT

5. If the meeting date is unknown, the search box can be used to search all available documentation for specific terms. To narrow search results to an exact term, use quotation marks around the term or phrase.

The screenshot shows a web browser window with the URL `library.municode.com/fl/escambia_county/munidocs/munidocs?nodeld=1a4fefdbd3868`. The page header includes the Escambia County logo and the text "Escambia County, FL". A search box in the top right corner contains the text "Bayou Chico" and is highlighted with a red border. Below the search box, a dropdown menu displays search results for "Bayou Chico":

- Q Search for "Bayou Chico" »
- PB 04 PG 028 - BAYOU CHICO TERRACE
- PB 03 PG 075 - BAYOU CHICO TERRACE
- PB 12 PG 046 - BAYOU CHICO BASIN
- CAR II-47. Florida DEP Grant Agreement No. NF077, in the Amount of \$660,000

On the left side of the page, a navigation menu shows the breadcrumb "Munidocs / Minutes / Board of County Commissioners" and a tree view under "MUNIDOCs" with "Board of County Commissioners" selected. Below the search results, there is a note: "Alternatively, use the application-wide search box to search."

6. The search can be filtered by date to further narrow results by clicking the + symbol to expand that option.

mc Escambia County, FL

"Bayou Chico"

CODES 6   ORDINANCES   DOCUMENTS 583   Relevance ▾

Content   SELECT ALL   SELECT NONE

- Minutes 72
- Exhibits 3
- Budgets 19
- Budgets 1
- Minutes 488

Filter By Date

From  To

Folders   SELECT ALL   SELECT NONE

- Budgets/Budget Amendments 2
- Budgets/Budget Amendments/Fiscal Year 2017-2018 1
- Minutes/Board of County Commissioners 560

583 results  

SELECT ALL

CAR III-2

MuniDocs / Minutes / Board of County Commissioners / 2016 / 20160616 - June 16, 2016 / Agenda Items and Documents

pollution from entering Bayou Chico. Reference Bayou Chico BMAP  
<http://www.dep.state.fl.us/water/watersheds/docs/bmap/bayou-chico-bmap.pdf> To date all efforts to clean up Bayou Chico  
have concentrated on

7. Once results are found, the documents can be opened from the results screen, or alternatively, the meeting date itself can be used to search the Minutes, Agendas, or Documents, as shown in previous slides.

The screenshot shows a search interface for "Bayou Chico" with 583 results. The interface includes a search bar at the top, navigation tabs for CODES (6), ORDINANCES, and DOCUMENTS (583), and a left sidebar with filters for Content and Folders. The main results area shows a list of documents with a "Filter By Date" box and a "SELECT ALL" button. Two red arrows point to the "Filter By Date" box and a specific document entry, "CAR III-2", which is highlighted with a red box. The document entry includes a checkbox, the title "CAR III-2", and a snippet of text: "pollution from entering Bayou Chico. Reference Bayou Chico BMAP http://www.dep.state.fl.us/water/watersheds/docs/bmap/bayou-chico-bmap.pdf To date all efforts to clean up Bayou Chico have concentrated on".

Search results for "Bayou Chico" (583 results).

Filter By Date

583 results +SAVE THIS SEARCH

SELECT ALL

CAR III-2  
MuniDocs / Minutes / Board of County Commissioners / 2016 / 20160616 - June 16, 2016 / Agenda Items and Documents

pollution from entering Bayou Chico. Reference Bayou Chico BMAP  
http://www.dep.state.fl.us/water/watersheds/docs/bmap/bayou-chico-bmap.pdf To date all efforts to clean up Bayou Chico have concentrated on

10. 5\_32 p.m. Public Hearing  
MuniDocs / Minutes / Board of County Commissioners / 2018 / 20180215 - February 15, 2020 / Agenda Items and Documents

<1: 3 o < waterbodies (Bayou Chico, Bayou Chico Drain, Bayou Chico Beach, and Sanders Beach). Escambia County and the City of Pensacola share jurisdiction of the Bayou Chico watershed. The County and



8. For additional tips on searching, see the link below for Advanced Search Options within MUNICODE:

- <https://librarysupport.municode.com/articles/32271-advanced-search-options>
- For any additional assistance, please contact the Clerk to the Board's Office at [clerktoboard@escambiaclerk.com](mailto:clerktoboard@escambiaclerk.com), 850-595-3917, or 850-595-3920.

**municode**

The logo features the word "municode" in a bold, dark blue, lowercase sans-serif font. Below the text, there is a horizontal red line that is broken in the middle by a dark blue five-pointed star. The star is positioned centrally under the letter "i".