City Treasurer-Clerk Portal

City Commission Archive Search Tips

Archive documents available via this portal can be accessed by **(1)** selecting one of the pre-defined queries and **(2)** inputting a date range or search terms, or a combination of both. It is recommended to always provide a starting date (i.e. "From Date").

Search Limitations: Only 500 matches will be shown. If your search parameters are too broad and too many results are found, the following message will be displayed at the top of the search results:

Results

There are more results than what is displayed. Please narrow your search criteria.

If this occurs, you must narrow your search by decreasing your date range, or by providing additional search parameters to limit the number of items matching your search criteria.

Step 1: Select a pre-defined query from the list from the "Search Type" drop-down menu:
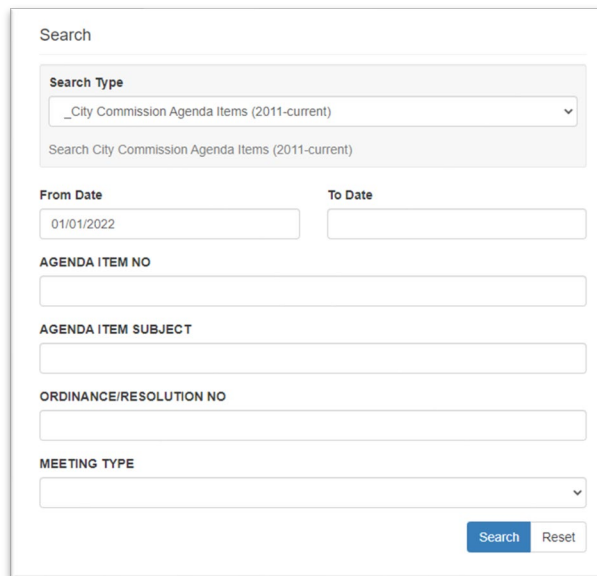

Image 1: Search panel

The available **Search Types** are:

- City Commission Agenda Items
  - *This search can be used to locate copies of agenda items from 2011 onward.*
- City Commission Closed-Caption Transcripts
  - *This search can be used to locate closed-caption transcripts of Commission meetings broadcast on television from April 2019 onward. These transcripts may be downloaded and are keyword searchable.*
- City Commission Minutes
  - *This search can be used to locate copies of approved minutes of City Commission meetings. Minutes in this search are filed by individual meeting, indexed by a specific meeting date, meeting type, etc.*
- City Commission Minutes (Year-by-Year)

- o *This search can be used to locate bundled copies of minutes for an entire calendar year. One file is available for each year from 1920 onwards, in PDF format. A new yearly file is posted each March for the preceeding year (e.g. the file for 2022 calendar year file will be available in March of 2023)*
- City Commission Ordinances & Resolutions
  - o *This search can be used to locate ordinances and resolutions adopted by the City Commission from 2011 onward. Ordinances or resolutions that were rejected by the Commission are not available via this search. Items may be located by the specific number assigned to Ordinance or Resolution. The specific number can be found in the corresponding Agenda Item, or in the footnotes of the published Charter & City Code Book.*

Step 2: Enter a starting date, or date range

The portal will automatically set the "From Date" to the first day of the current calendar year. You may adjust this date according to your needs. If you know a specific date range, please input it. To improve search performance, a "From Date" should always be specified.

From Date	To Date
01/01/2022	

Step 3: Enter other limiting criteria

General search strategies

Searches are NOT case sensitive. You may use lowercase or uppercase letters, or both.

Always input a "From Date". If you know a specific timespan, it's helpful to also input a "To Date."

Agenda Items:

To aid in searching Agenda Item content, the data is organized and indexed in a structured fashion. The below provides general search guidance. Adding the asterisk (*) character after a search term (see chart below) will locate items that begin with that search term. For example, the search term TAL* will locate matches starting with "TAL" and may include items beginning with tall, tallest, taller, Tallahassee, Talquin, etc.

Example searches:

Topics	Search Term
Abandonment Ordinances (Rights-of-Way)	Abandonment*
Advisory Board Appointments	Appointment*
Affordable Housing items	Affordable*
Airport-related items	Airport*
Annexations & De-annexation Ordinances	Annex*
Audits	Audit*
Blueprint One-Cent Sales Tax Extension	Blueprint*
Bond Resolutions & Bond items	Bond*
Bond Reimbursement Resolutions	Reimbursement*
Budget Ordinances & Resolutions \ Appropriations	Budget*
Bylaws of the various Advisory Boards	Bylaws*
Cascades Park & Amphitheater	Cascades*
Ceremonial Proclamations	Proclamation*
Ceremonial Presentations	Presentation*
City Commission Policies	(*search by policy number*) e.g. 160* will locate 160CP – Art Donation Policy List of Policies

Community Human Services Partnership	CHSP*
Community Redevelopment Agency (CRA)	CRA*
Comprehensive Annual Financial Reports	CAFR*
Comprehensive Plan Ordinances & items	Comp Plan*
Contracts, Purchases, & Agreements	Contract*
Donations (acceptances of, or granting of)	Donation*
Eminent Domain Resolutions \ Condemnations	Eminent*
FAMU Way Redevelopment	FAMU*
Fee Ordinances, Fee Resolutions, Fee waivers\requests	Fee*
Gaines St Redevelopment	Gaines*
Grants & Grant Resolutions	Grant*
Interlocal Agreements	Interlocal*
Legislative Agenda / Lobbying Activities	Legislative*
Naming or Re-Naming of Local Places	Naming* or Renaming*
Ordinances (*of a general nature*)	Ordinance*
Pension-related Ordinances & studies	Pension*
Plat maps / Subdivision Plats	Plat*
Public Safety and Police-related items	Public*
Rate Studies (Electric & Water rates, etc.)	Rate*
Resolutions	Resolution*
Rezoning Ordinances	Rezoning*
Sale or Surplus real estate	Sale*
Settlement Agreements	Settlement*
StarMetro transit-related items	StarMetro*
US Dept. of Housing & Urban Development	HUD*
Vacancies on the City Commission or Charter\Appointed Official positions	Vacancy*

Ordinances & Resolution numbering:

Since the 1960s, Ordinances & Resolutions have been numbered with a 2-digit prefix representing the calendar year during which a particular topic or matter surfaced. For example, Ordinance 12-O-02 was the second ordinance number assigned during calendar year 2012.

Additionally, the Ordinance number was formatted to be two digits, a center letter, and a sequential number – with each element separated with a hyphen or dash. The center letter is typcially an "O" for Ordinance, "R" for Resolution, or "Z" for Rezoning. Early ordinances (1980s) contained center letters of "M" for a rezoning Land Use Map Amendment. However, this numbering style is no longer used.

In some instances, ordinances are amended during the time period from their first reading (introduction) and their final adoption at a public hearing. In such instances, the suffix "AA" is appeneed to the ordinance number to signify the adoped ordinance is "as amendend" during the public hearing process. Therefore, you may need to search for a ordinance number both with and without the "AA" suffix (e.g. search both 12-O-18 and 12-O-18AA)

Example Ordinance & Resolution Numbers:

> 12-O-34AA – 2012 Budget Ordinance (as amended) - City & DIA final budget - FY2013
> 16-Z-01 – 2016 Rezoning Ordinance - 212 Young St (Jake Gaither House)
> 18-R-25 – 2018 Resolution for Glenview Dr Sidewalk Project
>
> Antiquated numbering (discontinued after ?)
> 90-M-0070 – 1990 Rezoning Ordinance - Governors Sq Blvd / Park Ave (Land Use Map)

The below chart shows various example methods to search for ordinances & resolutions.

Example Searches:

Search Field	Search Parameter:	Example Search Results:
Ordinance/Resolution No.	12*	All ordinances & resolutions from calendar year 2012
Ordinance/Resolution No.	18-O*	All ordinances for calendar year 2018
Ordinance/Resolution No.	14-Z*	All rezoning ordinances for calendar year 2014
Ordinance/Resolution No.	22-R*	All resolutions for calendar year 2022
Agenda Item Subject:	Abandonment*	Abandonment Ordinances (Rights-of-Way)
Agenda Item Subject:	Annex*	Annexations & De-annexation Ordinances
Agenda Item Subject:	Budget*	Budget Ordinances & Resolutions
Agenda Item Subject:	Charter*	Charter Amendment Ordinances
Agenda Item Subject:	Comp Plan*	Comprehensive Plan Ordinances
Agenda Item Subject:	Eminent*	Eminent Domain Resolutions \ Condemnations
Agenda Item Subject:	Fee*	Fee Ordinances & Resolutions
Agenda Item Subject:	Grant*	Grant Resolutions
Agenda Item Subject:	Ordinance*	Ordinances (*of a general nature*)
Agenda Item Subject:	Pension*	Pension Ordinances
Agenda Item Subject:	Resolution*	Resolutions
Agenda Item Subject:	Rezoning*	Rezoning Ordinances

Remember to include a relevant date range, or at least a starting "From Date" with every search.

For assistance, please contact:

Office of the City Treasurer-Clerk, Records Division

Phone: (850) 891-8130 or via email at: records@talgov.com