



A Guide to Searching MuniDocs for Board of County Commissioner Records

Escambia County Clerk of Courts – Clerk to the Board

1. Go to escambiaclerk.com and click “Agendas & Minutes” in the lower right portion of the screen.



2. 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... The main content area is titled "Board of County Commissioners (BCC) Minutes" and features a search bar with the text "How Can We Help You?". Below the search bar, there are several sections: "A Guide to Searching for Board of County Commissioner Records", "Agendas & Minutes" (with a red box around the link "View Agendas and Minutes from 1998 to Present with Supplemental Documents"), "Clerk & Accountant", and "Available Documents". A red triangle points to the "View Agendas and Minutes from 1998 to Present with Supplemental Documents" link. On the right side, there is a "Contact Us" section with physical and mailing addresses, directions, and related links. A "VIEW ALL" button is located at the bottom right of the page.

escambiadclerk.com/267/Board-of-County-Commissioners-BCC-Minute

ESCAMBIA COUNTY CLERK & COMPTROLLER

COURT SERVICES E-SERVICES FINANCIAL SERVICES RECORDS ABOUT HOW DO I...

How Can We Help You?

Board of County Commissioners (BCC) Minutes

County Lands Available

Home > Records > County > Board of County Commissioners (BCC) Minutes

Board of County Commissioners (BCC) Minutes

A Guide to Searching for Board of County Commissioner Records

The Escambia County Clerk of Courts Clerk to the Board department has created a short guide to searching County Commissioner Records here: [A Guide to Searching Munitdocs for Board of County Commissioner Records](#)

Agendas & Minutes

Agendas are available prior to the meetings. Minutes are available following approval.

[View Agendas and Minutes from 1998 to Present with Supplemental Documents](#)

Clerk & Accountant

The Honorable Pam Childers, Clerk of the Circuit Court, in accordance with [Florida Statute 28.12](#), is the Clerk and Accountant of the Escambia County Board of County Commissioners (BCC).

As Clerk to the Board of County Commissioners, this Clerk to the Board Office is the official record depository for the BCC. The office is responsible for: attendance at BCC meetings; transcription of the minutes; maintenance of permanent records associated with the BCC; i.e. Resolutions, Ordinances, contracts and agreements. The Clerk to the Board Office also functions as Clerk to the Value Adjustment Board.

Available Documents

- June 1997 to Present: Board Minutes documents are available in PDF format, with

Contact Us

Clerk to the Board

Physical Address [View Map](#)
221 Palafox Place
Suite 110
Pensacola, FL 32502

Directions

Mailing Address
221 Palafox Place
Suite 140
Pensacola, FL 32502

Phone: 850-595-3920

Directory

Related Links

- [Financial Reporting](#)
- [Budget Amendments](#)

[VIEW ALL](#)

3. 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'. The left sidebar, titled 'MUNIDOCs', contains a 'Minutes' dropdown menu with 'Board of County Commissioners' selected. Below this, a list of years from 2006 to 2021 is shown with expandable arrows. 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.' and instructions: 'Please use the table of contents pane to navigate to the document you're looking for. Alternatively, use the application-wide search box to search.'

4. 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.

The screenshot shows the MuniDocs interface for Escambia County, FL. The breadcrumb trail is 'Munidocs / Minutes / Board of County Commissioners'. The left sidebar is titled 'MUNIDOCs' and has a tree view where 'Board of County Commissioners' is selected and expanded. Under it, the year '2021' is selected, and a list of meetings is shown, including '20210107 - January 7, 2021' with sub-items for 'Agendas', 'Documents', and 'Minutes and Reports'. The main content area shows 'Escambia County, FL MuniDocs' with '16933 documents' and a message: 'This Code of Ordinances and/or any other documents that appear on this site may not reflect the current code of ordinances. Please use the table of contents pane to navigate to the document you're looking for. Alternatively, use the application-wide search box to search.'

The screenshot shows a list of documents with the following text:

- CAR I-1. Recommendation Concerning Authorization for Access and Signature for the Transit Award Management Systems
- CAR I-2. Recommendation Concerning the Request for Disposition of Property for the Public Safety Department
- CAR II-12. Recommendation Concerning Supplemental Budget Amendment #027, State Attorney's Office [R2021-1]

5. 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

6. 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 the website library.municode.com/fl/escambia_county/munidocs/munidocs?nodeld=1a4fefdbd3868. The page title is "Escambia County, FL". The breadcrumb trail is "Munidocs / Minutes / Board of County Commissioners". The left sidebar shows a navigation menu with "MUNIDOCs" expanded to "Minutes", then "Board of County Commissioners", then "2021", then "20210107 - January 7, 2021", and finally "Agendas". The main content area shows a search box with the text "Bayou Chico" entered and a red box highlighting it. Below the search box is a button that says "Search for 'Bayou Chico' »". The search results are displayed as a list of documents:

- 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

Below the search results, there is a note: "Alternatively, use the application-wide search box to search." On the right side of the page, there is a partial sentence: "flect the most current legi:".

7. 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

Folders SELECT ALL SELECT NONE

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

Filter By Date

From To

583 results

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

8. 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 displays a search interface for "Bayou Chico". At the top, there is a search bar with the text "Bayou Chico" and a search icon. Below the search bar, there are navigation tabs for "CODES 6", "ORDINANCES", and "DOCUMENTS 583". A "Relevance" dropdown menu is visible on the right. On the left side, there is a "Content" section with a "SELECT ALL" and "SELECT NONE" option, listing items like "Minutes" (72), "Exhibits" (3), "Budgets" (19), and "Minutes" (488). Below this is a "Folders" section with "SELECT ALL" and "SELECT NONE" options, listing items like "Budgets/Budget Amendments" (2), "Budgets/Budget Amendments/Fiscal Year 2017-2018" (1), and "Minutes/Board of County Commissioners" (560). The main area shows "583 results" with a "+SAVE THIS SEARCH" button. A "Filter By Date" button is also present. Two red arrows point to specific search results. The first arrow points to a result titled "CAR III-2" with a checkbox, which is highlighted with a red box. The second arrow points to a result titled "10. 5_32 p.m. Public Hearing" with a checkbox, also highlighted with a red box. The text of the results is partially highlighted in yellow.

"Bayou Chico" Q OPTIONS ▾

CODES 6 ORDINANCES DOCUMENTS 583 Relevance ▾

Content SELECT ALL SELECT NONE

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

Folders SELECT ALL SELECT NONE

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

+ 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

9. 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, 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".