



Search Guide

Meetings & Documents

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Search Guide for Meetings & Documents

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OVERVIEW

Documents for the City are of various types and may require multiple searches. Below are the document type descriptions along with a few search troubleshooting suggestions and tips. For documents you are unable to find you may submit a Public Information/Open Records request through the City of Frisco [Open-Records-Request](#) online portal.

ONLINE SEARCHABLE DOCUMENT TYPES

Agenda: The Agenda is an outline of what is to be discussed during City Council and Board meetings. You may access Agendas using the [Meetings & Agendas](#) tab, or by using the [Document Search](#) tab. Some agenda items may have *supporting documents* attached for review. Keep in mind the supporting documents are only drafts.

Summary: The meeting Action Summary (City Council only) is only a summary of the actions taken during the City Council meeting. It does not reflect discussion details, nor does it include attachments or exhibits. The meeting Action Summary is *only a draft*; the final minutes are typically scheduled for approval at the next regularly scheduled City Council meeting. Action Summaries may be accessed using the [Meetings & Agendas](#) tab.

Minutes: The meeting Minutes reflect the actions, and discussion details of the City Council, and various Board, and Commission Meetings. Keep in mind that the Minutes accessed using the [Meetings & Agendas](#) tab are the unofficial copy and will not have attachments or exhibits. The official (signed and approved) Minutes can be accessed using the [Document Search](#) tab.

Ordinance: The City of Frisco Ordinances are the municipal laws approved by the City Council enacting local regulations, zonings, annexations, special uses, financial commitments, and fees. Ordinances are categorized by sequential numbering. For numbering format see *Figure 16 Resolution/Ordinance Number* on page 11 in this guide. They may be accessed using the [Document Search](#) tab.

Resolution: The City of Frisco Resolutions reflect the authorization of, approval of, acceptance of, or express an opinion of the City Council or a Board. Resolutions are categorized by sequential numbering. For numbering format see *Figure 16 Resolution/Ordinance Number* on page 11 in this guide. They may be accessed using the [Document Search](#) tab.



ONLINE SEARCH TROUBLESHOOTING SUGGESTIONS

To Search for...

...an Agenda or Minutes of an unknown meeting date.

- Use the [Meeting Search](#) tab (see *Figure 3, page 6*), and use search terms specific to the matter.
- Use the [Document Search](#) tab (see *Figure 8, page 8*), select either Agenda Query or Minutes Query as the *Search Type* and use search terms specific to the matter.

...an Ordinance or a Resolution on a matter with an unknown number.

- Locate the set of Minutes that the subject was approved to determine the type of document, and the number issued.
- Use the [Document Search](#) tab (see *Figure 8, page 8*), select Minutes Query as the *Search Type*. In the *Search Term* field enter your known topic.
- Within the desired set of Minutes locate the subject and the issued Resolution or Ordinance number.
- Select Resolution Query or the Ordinance Query to access the document.

...an Ordinance or Resolution known topic (matter).

- Use the [Document Search](#) tab (see *Figure 8, page 8*), select Ordinance Query or Resolution Query as the *Search Type*.
- Enter your known topic in the *Search Term* field (e.g. *Speed Limit*). Documents that contain *Speed Limit* anywhere in the text of the document will be returned.

...an Ordinance or Resolution with known approval year.

- Use the [Document Search](#) tab (see *Figure 8, page 8*), select Ordinance Query or Resolution Query as the *Search Type*.
- Use the asterisk symbol as follows: (see *Figure 15 Resolution/Ordinance Number, page 11*)
 - YY-* Will return Ordinances or Resolutions approved during that year. (prior to 2020)
 - YYYY-* Will return Ordinances or Resolutions approved during that year (after 2019)

...an Agreement or Contract.

- Submit a Public Information/Open Records request through the City of Frisco [Open-Records-Request](#) online portal.



MEETINGS & AGENDAS – CITY OF FRISCO, TX

Upcoming and Recent Meetings

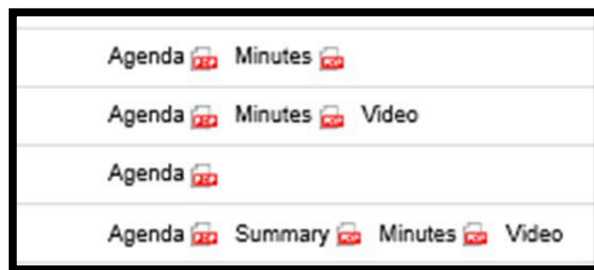
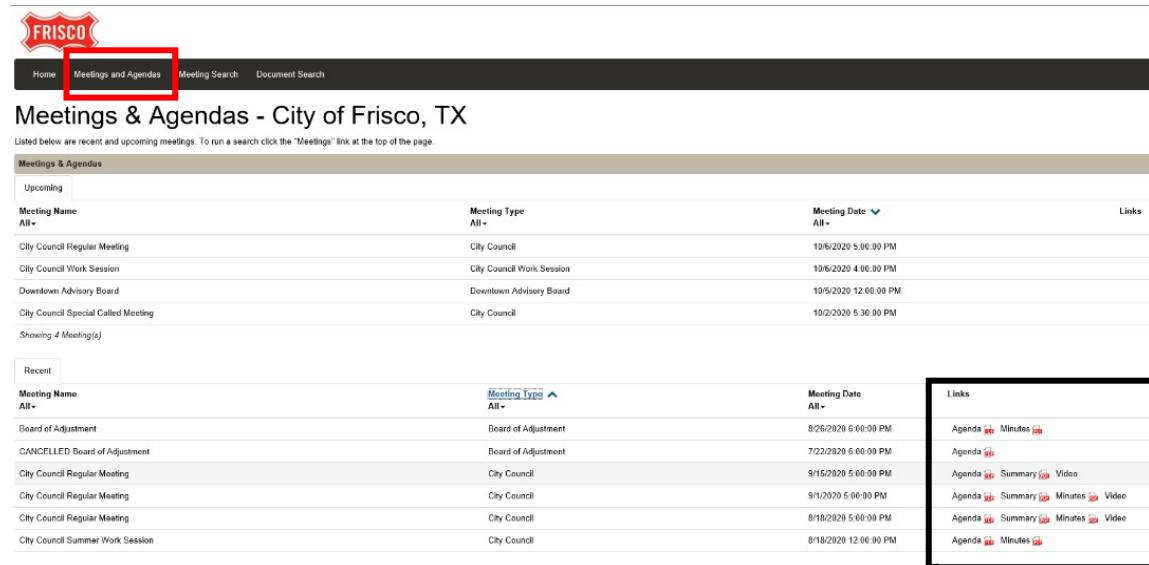
City Council and Board/Commission Upcoming Meeting Agendas, Action Summaries, Minutes, and Videos are available under the [Meetings & Agendas](#) tab.

Upcoming Meetings: Placeholder shown two (2) weeks in advance.
Agendas posted 72 hours in advance of meeting.

Recent Meetings: Shows up to two (2) years of meetings.
Minutes posted after approval.
Videos (if available) posted as they become available, usually within 24 hours.

Maximum number of results displayed is 100.

Figure 1



To View the HTML with links to supporting documents: Click on the word "Agenda".

To View the PDF, without links to supporting documents: Click on the pdf icon.



Supporting Documents

Supporting Documents are only available via links within the HTML version of the *Agenda* documents.

To open and to view the supporting documents (if available), click on the desired agenda item. Links to any supporting documents (if available) will display on the right side of your screen (see *Figure 2*) under the *Supporting Documents* header.

Click the link to open the document. Document will open in a separate window and depending on the document size and format (doc, docx, pdf, xls) this could take several minutes.

Figure 2

The screenshot displays a web interface for a City Council Meeting on March 16, 2021. On the left, a list of 22 agenda items is shown. Item 15 is highlighted with a black box. An arrow points from this box to the right-hand side of the page, which shows the details for item 15. In the details view, there are two sections: 'Item Details' and 'Supporting Documents'. The 'Supporting Documents' section contains a link to an agenda memo, which is also highlighted with a black box.

15. [Consider and act upon authorizing the City Manager to execute Amendment Number One to the Master Agreement by and between the City of Frisco and Walter P. Moore and Associates, Inc. to perform On-Call Professional Drainage Engineering Services. \(Engineering/WJ\)](#)

16. [Consider and act upon approval of a Resolution approving the 2019 Community Development Block Grant Consolidated Annual Performance Evaluation Report \(CAPER\) and authorizing the City Manager or his designee to submit the report to the U.S. Department of Housing and Urban Development for approval. \(Financial Services/JH\)](#)

17. [Consider and act upon approval of a Resolution calling for the First Public Hearing on the City of Frisco Substantial Amendment to the Action Plan for 2020. \(Financial Services/JH\)](#)

18. [Consider and act upon approval of a Resolution calling for the Second Public Hearing on the City of Frisco Substantial Amendment to the Action Plan for 2020. \(Financial Services/JH\)](#)

19. [Consider and act upon approval of a purchase order to Johnston Technical Services, Inc. for installation of microwave links between elevated storage tanks for traffic signal system communications. \(Engineering/DF\)](#)

20. [Consider and act upon authorizing the City Manager to execute an agreement between the City of Frisco & Pacheco Koch Consulting Engineers, Inc. for design services and construction administration of the Parvin Branch Underpass Connection. \(Engineering/BP\)](#)

21. [Consider and act upon approval of purchase order increases with Siddons Martin and Lone Star Emergency Group for Frisco Fire Department during FY 2021. \(Fire/DF\)](#)

22. [Consider and act upon whether to direct staff to submit a written notice of appeal on behalf of the City Council to Development Services, pursuant to Subsection 6.10 of the Texas Ordinance and/or Section 4.03 of the Subdivision Ordinance.](#)

**City Council Meeting
March 16, 2021**

Item Details

Consider and act upon authorizing the City Manager to execute Amendment Number One to the Master Agreement by and between the City of Frisco and Walter P. Moore and Associates, Inc. to perform On-Call Professional Drainage Engineering Services. (Engineering/WJ)

Supporting Documents

[3/16/2021 - 32293 - City Council - - AGENDA MEMO - CONSIDER AND ACT UPON AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NUMBER ONE TO THE MASTER AGREEMENT BY AND BETWEEN THE CITY OF FRISCO AND WALTER P. MOORE AND ASSOCIATES, INC.](#)

3/16/2021 - 32293 - City Council - - AGREEMENT - CONSIDER AND ACT UPON AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NUMBER ONE TO THE MASTER AGREEMENT BY AND BETWEEN THE CITY OF FRISCO AND WALTER P. MOORE AND ASSOCIATES, INC. TO

The search strategies outlined in pages 6 -13 are recommended to increase success in finding the City’s Agendas, Minutes, Ordinances and Resolutions.



MEETING SEARCH

Undefined Meeting Date

If the exact meeting date is unknown use the [Meeting Search](#) tab (see *Figure 3*) to filter by type and one of the date range options (see *Figure 4*).

Figure 3

FRISCO

Home Meetings and Agendas Meeting Search Document Search

Search Meeting Content

Search Text

Meeting Type

Date Range

Search

Figure 4

Recent/Upcoming

Last Year

Last Month

Last Week

Recent/Upcoming

This Week

This Month

This Year

Next Week

Next Month

Next Year

Custom Date Range

The *Custom Date Range* option requires that a date (MM/DD/YYYY) be added in both date fields. (see *Figure 5*).

Figure 5

Date Range

Search



Search Guide for Meetings & Documents

If *Search Text* is also added (see *Figure 6*), the Agenda and/or Minutes that meet your search criteria (text or date range) will be displayed.

Figure 6

Search Meeting Content

Search Text

Meeting Type

Date Range

-

Click on the desired document link to view (see *Figure 7*). Results will be tab separated by requested years included in the Custom Date Range.

Figure 7

Meeting Search Results

2021 2020 2019 2018

Meeting Name All ▾	Meeting Type All ▾	Meeting Date All ▾	Links
City Council Regular Meeting	City Council	2/2/21 5:00 PM	Agenda Summary Minutes Video
<div style="border: 1px solid red; padding: 2px;"> 2/2/2021 - City Council - - 2/2/2021 - City Council - Regular - 02-02-21 REG CC MTG MINUTES </div>			
Supplemental City Council Meeting	City Council	2/2/21 5:00 PM	Agenda
<div style="border: 1px solid red; padding: 2px;"> 2/2/2021 - City Council - - </div>			
City Council Regular Meeting	City Council	1/19/21 5:00 PM	Agenda Summary Minutes Video
<div style="border: 1px solid red; padding: 2px;"> 1/19/2021 - City Council - Regular - 01-19-21 REG CC MTG MINUTES </div>			
City Council Regular Meeting	City Council	1/5/21 5:00 PM	Agenda Summary Minutes Video

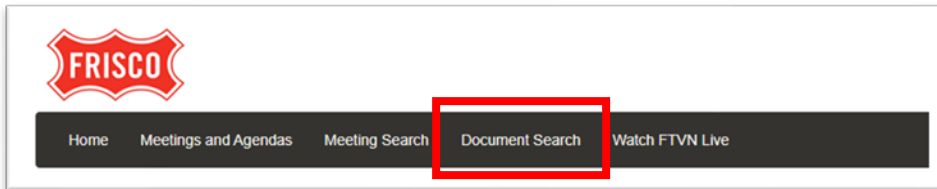


DOCUMENT SEARCH

Defined Document Type

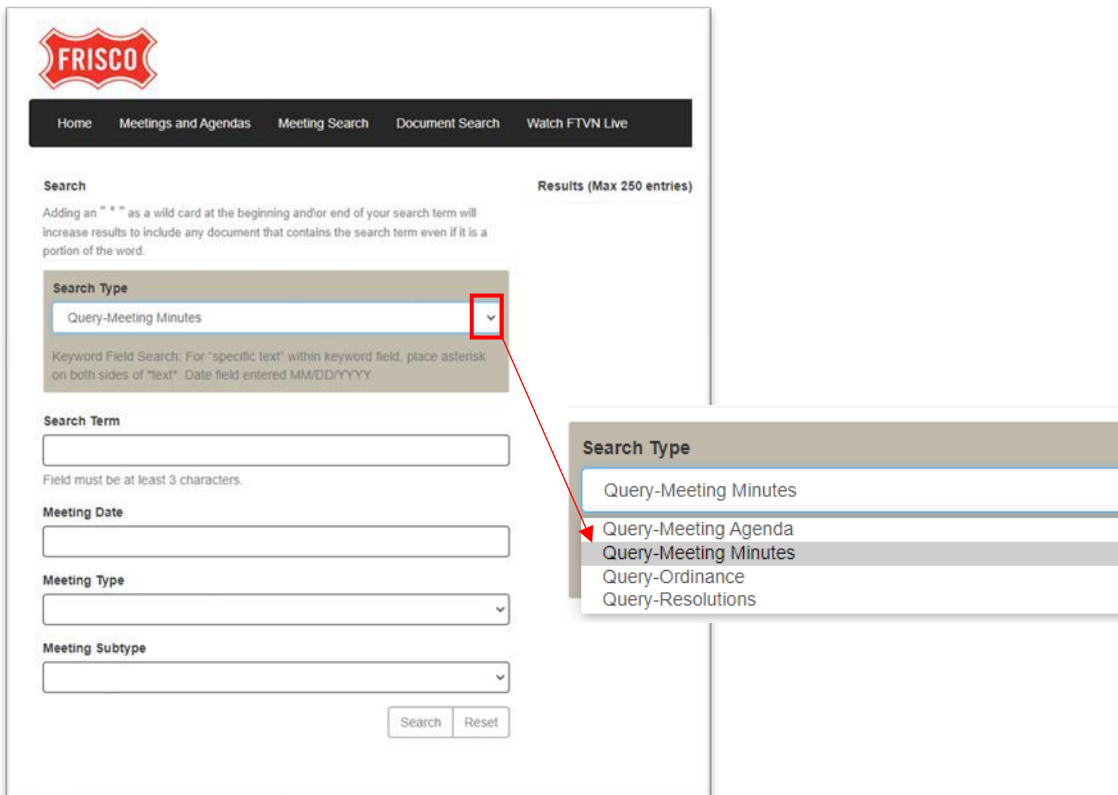
The City Council and/or Boards/Commissions Recent and Historical Meeting Agendas, Approved Minutes, and the City of Frisco's Ordinances, and Resolutions are searchable by meeting date and/or text under the [Document Search](#) tab (see *Figure 8*).

Figure 8



From the dropdown select the *Search Type* you desire and enter a *Search Term*, minimum of 3 characters required (see *Figure 9*).

Figure 9



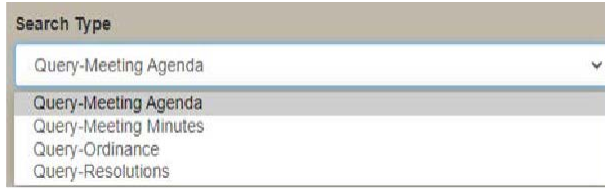
For search field options see the following. Note that the available search fields, and displayed result fields may vary by document type.



Search Type

From the dropdown box select the search type desired.
e.g. Agenda, Minutes, Resolution, Ordinance (see *Figure 10*)

Figure 10



Search Term

Input any specific terms you wish to have full text searched. The *Search Term* field **requires a minimum of three (3) characters** be entered and will perform a full text search (see *Figure 11*).

Figure 11



You may also use a wild card in the *Search Term* field to enhance your search results. The following table provides examples of complex search operators that can be used in this field.

Note: Complex Search wild cards may NOT be used in the Resolution/Ordinance or Date field.

Complex Search Wild Cards

Exact Phrase Search	Use quotation marks (" ") around an exact phrase to return only documents that contain that exact phrase. e.g. "bob jones" will not return a document that contains the phrase "Bob Smith and Sally Jones" but will return a document with the phrase "Bob Jones and Sally Smith."
Boolean Search	Use boolean operators to limit search results. <ul style="list-style-type: none"> • AND: Both terms must match. e.g. <i>Tom AND Jerry</i> returns only those documents that contain both Tom and Jerry • OR: Either term can match. e.g. <i>Tom OR Jerry</i> returns documents that contain either Tom or Jerry or both • NOT: The term must not match. e.g. <i>Tom NOT Jerry</i> returns documents that contain Tom, but only if they also do not contain Jerry. Note: If the NOT operator is used in a search, that search cannot contain any other boolean operators.



Search Guide for Meetings & Documents

Meeting Date

Select the specific meeting date by using the pop-up calendar or by entering the desired meeting date in the MM/DD/YYYY format (see *Figure 12*).

Note: Wild card symbols cannot be used in date field. If a specific date is unknown, this field can be left blank or you can use the [Meeting Search](#) tab at the top of the screen to search using a date range.

Figure 12

The image shows a search form with a field labeled "Meeting Date". A calendar pop-up is displayed over the field, showing the month of January 2021. The calendar has a header with "January 2021" and navigation arrows. Below the header are the days of the week: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid: 1 (Su), 2 (Mo), 3 (Tu), 4 (We), 5 (Th), 6 (Fr), 7 (Sa), 8 (Su), 9 (Mo), 10 (Tu), 11 (We), 12 (Th), 13 (Fr), 14 (Sa), 15 (Su), 16 (Mo), 17 (Tu), 18 (We), 19 (Th), 20 (Fr), 21 (Sa), 22 (Su), 23 (Mo), 24 (Tu), 25 (We), 26 (Th), 27 (Fr), 28 (Sa), 29 (Su), 30 (Mo), 31 (Tu).

Meeting Type

From the dropdown box select the meeting type desired.

e.g. City Council, Planning and Zoning, Community Development Corporation, etc.

Figure 13

The image shows a search form with a field labeled "Meeting Type". A dropdown menu is open, displaying a list of meeting types. The list includes: Ad Hoc Committee on Ethics, Artist Selection Committee, Arts of Collin County, Be Fit Frisco, Bicycle Advisory Committee, Board of Adjustment, Bond Committee, Budget Committee, Capital Improvement Advisory Committee, Charter Review Commission, City Council, City Hall House Call, and Community Development Corporation.

Meeting Subtype

From the dropdown box select the meeting subtype if desired.

e.g. Regular, Joint, Work Session, etc.

Figure 14

The image shows a search form with a field labeled "Meeting Subtype". A dropdown menu is open, displaying a list of meeting subtypes. The list includes: Joint, Other, Public Notice, Regular, Special, Sub-Committee, Supplemental, and Work Session.



Resolution/Ordinance Number

Enter Resolution or Ordinance number in the *Resolution/Ordinance* field (see *Figure 15*). If you do not know the exact number refer to the chart in *Figure 16* for the numbering format and use the asterisk (*) wild card as shown in *Figure 17*.

Figure 15

Resolution/Ordinance Number

Resolutions and Ordinances are numbered sequentially and are issued using the following format:

Figure 16

1908 – 1979

City Council Resolutions	Numbers 1R – 561R
City Council Ordinances	Numbers 1 - 563

1980 – 2019

City Council Resolutions	YY-MM-xxxR	e.g. 80-01-01R
City Council Ordinances	YY-MM-xxx	e.g. 80-01-01

2020 – going forward

City Council Resolutions	2020-MM-xxxR	e.g. 2020-01-01R
City Council Ordinances	2020-MM-xx	e.g. 2020-01-01

USE OF WILD CARD (ASTERISK)

In the place of Exact Resolution/Ordinance Number

If the exact Ordinance or Resolution number is unknown, you may use the asterisk (*) symbol as a wild card (see *Figure 17*).

Figure 17

- 19-* Will return all Resolutions or Ordinances for the year 2019.
- 19-05* Will return all the Resolutions or Ordinances issued in the month of May (05), and the year 2019.
- *5* Will return all Resolutions or Ordinances that contain the number 5 in any of the positions. e.g. 511; 85-02-02R; 90-05-02; 94-12-05R



SEARCH RESULTS

The results of your search will display (maximum of 250 entries) in a table format, and can be sorted in an ascending or descending order by clicking on the header bar (see *Figure 18*).

If no results are returned, verify that the term(s) or wild card has been entered correctly and that the appropriate document type has been selected.

Figure 18

Results (Max 250 entries)			
	Score	Name	Summary
	4	1/1/1974 - City Council - Regular - 1974_MINUTES_CC AND PZ.PDF	PROVE BENE
	9	1/1/1976 - City Council - Special - MINUTES - 1976 CC AND PZ.PDF	4 COLONY AT
	1	1/1/1977 - City Council - Regular - 1977_CC MINUTES.PDF	MEETING 2 C
	2	1/17/2011 - Other - Sub-Committee - MINUTES_ELECTION AND POLLING LOCATIONS COMMITTEE_1-17-11.PDF	FRISCO ELEC
	2	1/17/2011 - Special - - MINUTES -- COMPILED: 1/28/2011 10:13:45 AM	
	4	1/19/2018 - City Council - Work Session - MINUTES WS 01-19-18 EXHIBIT B.PDF	PROPOSED T
	1	1/21/2014 - City Council - Special - JANUARY 21, 2014 SPECIAL CALLED MEETING.PDF	ABOUT WHA
	8	1/25/2019 - City Council - Work Session - 01-25-19 WINTER WORK SESSION MINUTES WITH EXHIBITS.PDF	EXHIBIT F OF
	1	1/26/2019 - City Council - Work Session - 01-26-19 WINTER WS MINUTES WITH EXHIBITS.PDF	FEDC PRESID
	1	1/28/2016 - City Council - Work Session - WINTER WORK SESSION- 28 JANUARY 2016.PDF	STRATEGIC G



VIEWING DOCUMENTS

Select the desired document and click to open (see *Figures 19, 20*).

Note depending on the document format (.docx, .pdf, .xls) and/or your device the document may open in a separate window or issue a prompt for you to open. Follow your system options to view, save as, or print.

Figure 19

Results (Max 250 entries)


Score	Name	Summary
4	1/1/1974 - City Council - Regular - 1974_MINUTES_CC AND PZ.PDF	PROVE B
9	1/1/1976 - City Council - Special - MINUTES - 1976 CC AND PZ.PDF	4 COLOR
1	1/1/1977 - City Council - Regular - 1977_CC MINUTES.PDF	MEETINC
2	1/17/2011 - Other - Sub-Committee - MINUTES_ELECTION AND POLLING LOCATIONS COMMITTEE_1-17-11.PDF	FRISCO I
2	1/17/2011 - Special - - MINUTES -- COMPILED: 1/28/2011 10:13:45 AM	
4	1/19/2018 - City Council - Work Session - MINUTES WS 01-19-18 EXHIBIT B.PDF	PROPOS
1	1/21/2014 - City Council - Special - JANUARY 21, 2014 SPECIAL CALLED MEETING.PDF	ABOUT \
8	1/25/2019 - City Council - Work Session - 01-25-19 WINTER WORK SESSION MINUTES WITH EXHIBITS.PDF	EXHIBIT
1	1/26/2019 - City Council - Work Session - 01-26-19 WINTER WS MINUTES WITH EXHIBITS.PDF	FEDC PR

Figure 20

1/21/2014 - City Council - Special - JANUARY 21, 2014 SPECIAL CALLED MEETING.PDF

1 of 5

Page view



**SPECIAL CALLED MEETING
OF THE
FRISCO CITY COUNCIL
GEORGE A. PUREFOY MUNICIPAL CENTER
6101 FRISCO SQUARE BLVD
FRISCO, TX 75034**

4:00 PM

TUESDAY, JANUARY 21, 2014

MINUTES

CALL TO ORDER

Mayor Maso called the meeting to order at 4:05 p.m. with a quorum present. Member Tim Nelson was absent.

Mayor Council Member	Mahe Maso Scott Johnson	Present Present
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