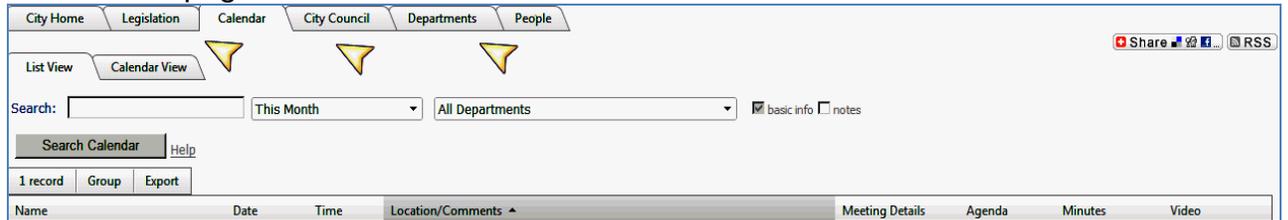


The City of McKinney’s Legistar InSite mckinney.legistar.com is an online, open government solution that provides citizens with the ability to search legislation, attachments, meeting calendars, agendas, minutes, votes, etc... This site will provide 24/7 public access. This is a feature rich website, however this guide focuses on basic features citizenry will need to be familiar with in order to navigate and use the site.

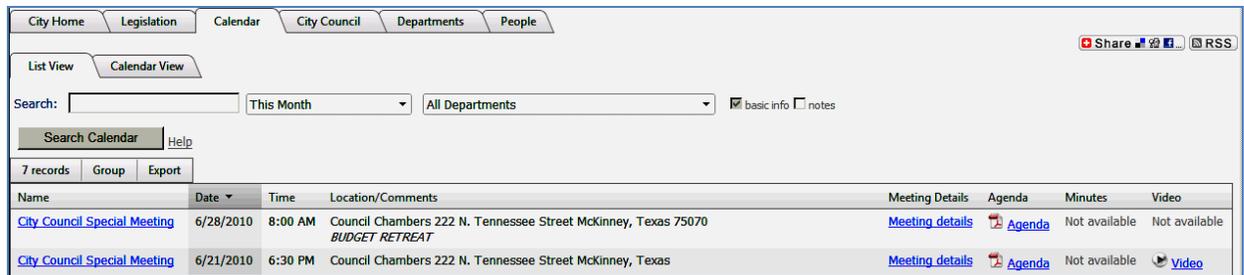
1. McKinney’s InSite Home Page:

Visitors will first notice tabs across the top of the page which offer easy navigation to the different pages of the site.



2. Calendar Section:

The Calendar tab provides on-demand access to scheduled and past meetings, including meeting details, agendas, minutes and video.

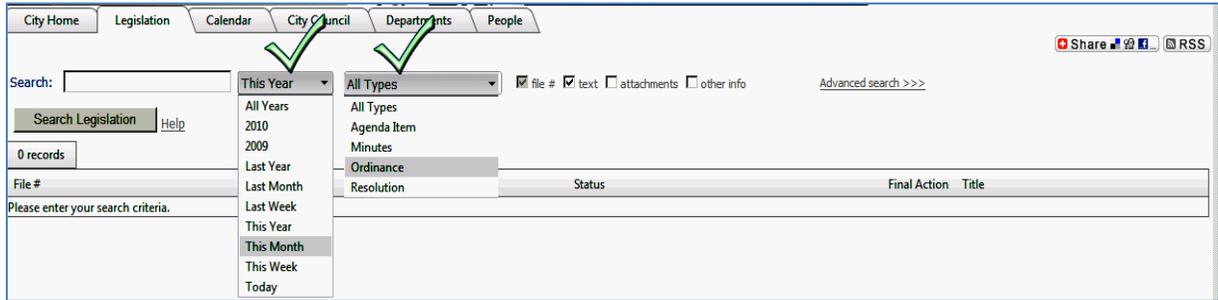


The searchable InSite Calendar’s multi-view will show published agendas and minutes by day, week, month or a user defined range. Search through all legislative items by keyword or through a powerful advanced filter search.

Using the **Date**, **Time** and **Location** features in the column headers will help you perform an alpha or numeric sort for that column. A unique feature of the McKinney InSite website is called **SmartLinking**. This allows you to go from Calendar, to Agenda, to a specific agenda file, to the history, and to their minutes.

3. Legislation Section:

The **Legislation** tab provides a listing of all the legislation that has been posted on InSite, this listing can be narrowed down by using the search features on the page, as instructed below.



Using the **Search** field and the **This Year** and/or the **All Types** filters will assist in narrowing searches for specific legislation. Use these filters independently or jointly. Search results will be highlighted as context hits. These search results can also be exported for reporting purposes if desired. Search past meeting histories including minutes, motions and votes.

For example, when searching the term **“water”**, you can see the text is highlighted.

File #	Type	Status	Final Action	Title
10-287	Resolution	Approved and Finalized	6/15/2010	Consider/Discuss/Act on a Resolution Authorizing a Professional Services Contract to Study a Tributary of the East Fork Trinity River
10-270	Resolution	Approved and Finalized	6/1/2010	Consider/Discuss/Act on a Resolution Authorizing a Contract for Engineering Design Services of the US 75 Utility Relocation - South Section Project.
10-274	Resolution	Approved and Finalized	6/15/2010	Consider/Discuss/Act on a Resolution Authorizing a Supplemental Agreement for Design Services Related to the Water and Wastewater Design along Industrial Boulevard (FM 546) for the Duderkins Street Sewer Project
10-236	Resolution	Approved and Finalized	5/18/2010	Consider/Discuss/Act on a Resolution in Support of Utilizing Accepted Wildlife Mitigation Practices by the North Texas Municipal Water District ("NTMWD") on the Heard Natural Wildlife Sanctuary ("Heard") Property to Preserve the Character of the Wildlife Sanctuary, the Species thereon, and the Environment in Conjunction with its Construction of a Sewer Line
10-239	Agenda Item	Agenda Ready		North Texas Municipal Water District Update (Charles McKissick and Joe Joplin) (15 minutes)
09-123MRP	Agenda Item	Approved	6/1/2010	Conduct a Public Hearing to Consider/Discuss/Act on the Request by Geer Engineering and Surveying, on Behalf of Earl B. Milstead, for Approval of a Minor Replat for Lots 19R and 22, Block 8, of the W.J.S. Russell's 2nd Addition, Approximately 0.46 Acres, Located Between Rockwall Street and Lindsey Street and Approximately 300 Feet North of Elm Street.
10-248	Agenda Item	Approved	6/1/2010	Consider/Discuss on a Facilities Agreement with Earl B. Milstead to Defer Construction of Required Improvements for Lot 22 of the W.J.S. Russell's 2nd Addition
10-210	Resolution	Approved and Finalized	5/18/2010	Consider/Discuss/Act on Resolution Authorizing the City Manager to Execute an Agreement with Tarrant County to Provide Certain Sewer Service to properties...

Within the search results screen you can further refine your search results by utilizing the **“Show”** and **“Group”** filters. Search results may also be exported within the search results screen for reporting