

# Guide to Public Records Portal:

## Hyperlink Documents



1. <https://www.cityofsanrafael.org/public-records/>

## Public Records

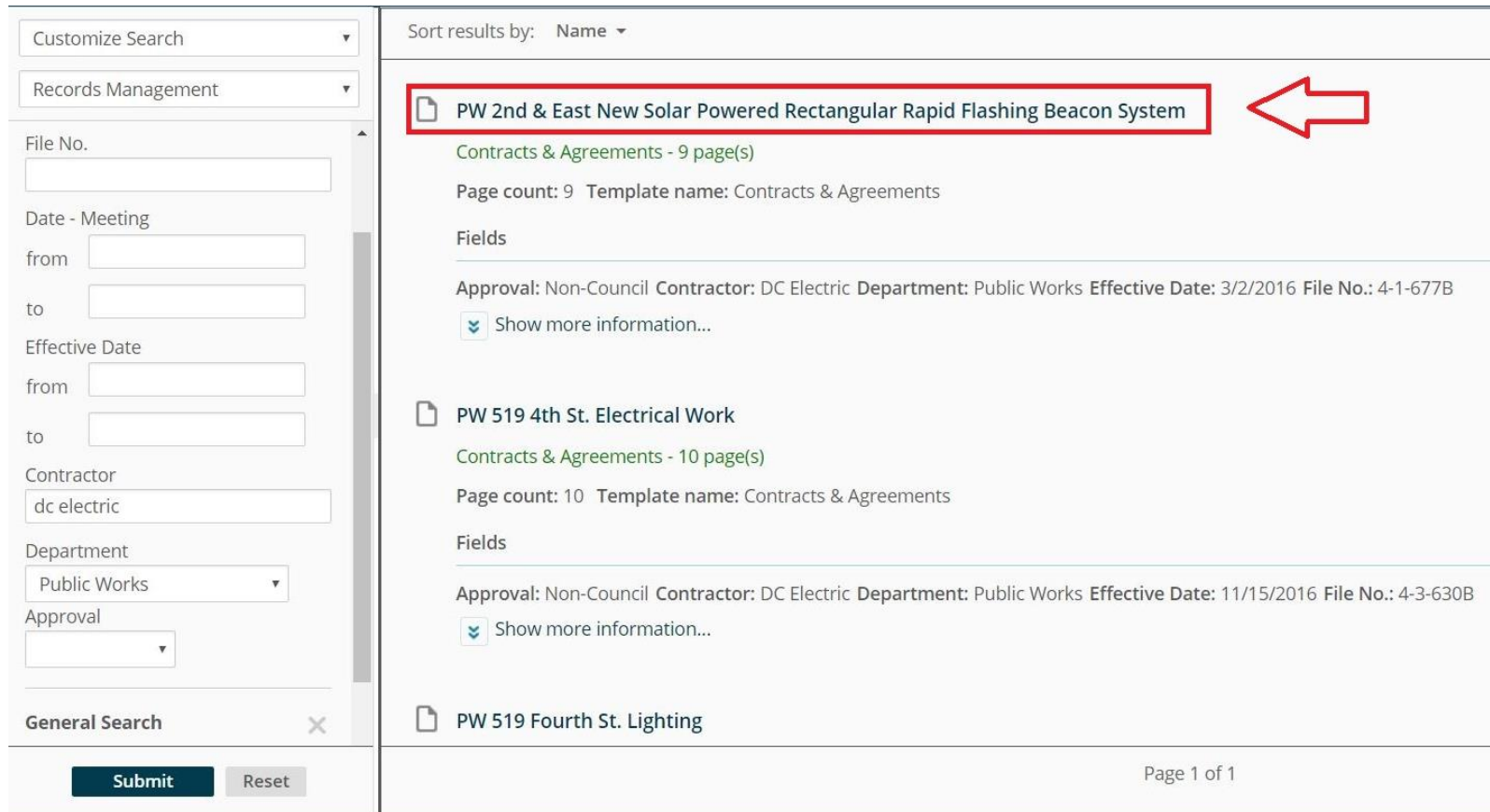
Welcome to our online Public Records Portal. You can search, browse or use our advanced search function to find public records.

If you are unable to locate the records you are searching for, it is possible they are not available online. Feel free to [contact the City Clerk's Office](#) at (415) 485-3066.



Public Records Portal

## 2. Once you have found the document you are searching for, select the title:



The screenshot shows a search interface with a left sidebar and a main results area. The sidebar contains search filters: 'Customize Search', 'Records Management', 'File No.', 'Date - Meeting' (with 'from' and 'to' fields), 'Effective Date' (with 'from' and 'to' fields), 'Contractor' (with 'dc electric' entered), 'Department' (with 'Public Works' selected), and 'Approval'. At the bottom of the sidebar are 'Submit' and 'Reset' buttons. The main area shows search results sorted by 'Name'. The first result, 'PW 2nd & East New Solar Powered Rectangular Rapid Flashing Beacon System', is highlighted with a red box and a red arrow pointing to it. Below the title are details: 'Contracts & Agreements - 9 page(s)', 'Page count: 9', 'Template name: Contracts & Agreements', and 'Fields'. The 'Fields' section includes 'Approval: Non-Council', 'Contractor: DC Electric', 'Department: Public Works', 'Effective Date: 3/2/2016', and 'File No.: 4-1-677B'. A 'Show more information...' link is also present. The second result, 'PW 519 4th St. Electrical Work', follows a similar format with 10 pages and an effective date of 11/15/2016. The third result is 'PW 519 Fourth St. Lighting'. The page number 'Page 1 of 1' is displayed at the bottom right.

Sort results by: Name

**PW 2nd & East New Solar Powered Rectangular Rapid Flashing Beacon System**

Contracts & Agreements - 9 page(s)  
Page count: 9 Template name: Contracts & Agreements

Fields

Approval: Non-Council Contractor: DC Electric Department: Public Works Effective Date: 3/2/2016 File No.: 4-1-677B

Show more information...

PW 519 4th St. Electrical Work

Contracts & Agreements - 10 page(s)  
Page count: 10 Template name: Contracts & Agreements

Fields

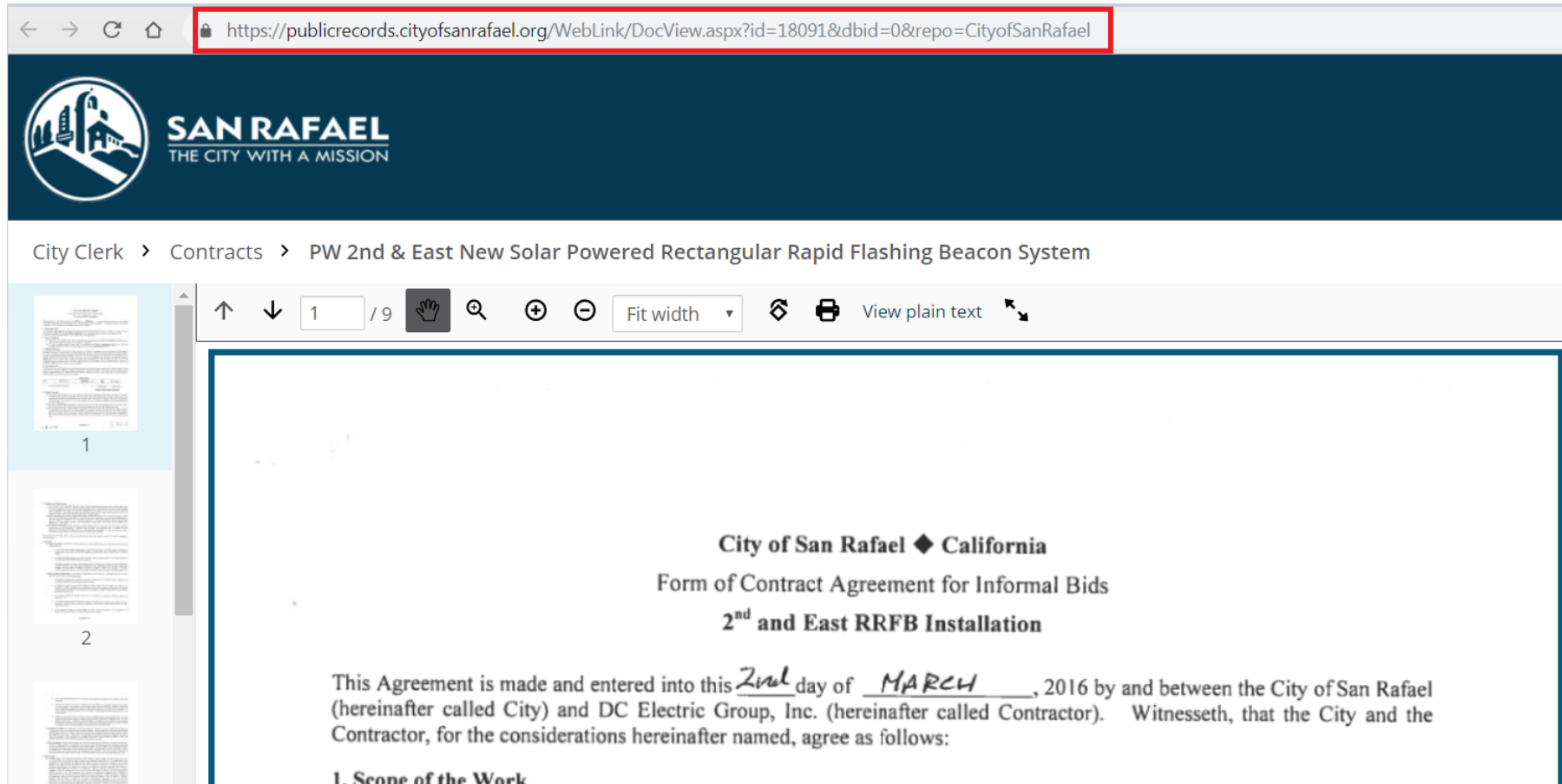
Approval: Non-Council Contractor: DC Electric Department: Public Works Effective Date: 11/15/2016 File No.: 4-3-630B

Show more information...

PW 519 Fourth St. Lighting

Page 1 of 1

### 3. From the document, copy the URL and hyperlink it into your staff report



City Clerk > Contracts > PW 2nd & East New Solar Powered Rectangular Rapid Flashing Beacon System

1 / 9

City of San Rafael ♦ California  
Form of Contract Agreement for Informal Bids  
2<sup>nd</sup> and East RRFB Installation

This Agreement is made and entered into this 2nd day of MARCH, 2016 by and between the City of San Rafael (hereinafter called City) and DC Electric Group, Inc. (hereinafter called Contractor). Witnesseth, that the City and the Contractor, for the considerations hereinafter named, agree as follows:

**1. Scope of the Work.**