

RESOLUTION NUMBER 07-46

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA, AMENDING THE TOWN COUNCIL POLICIES AND PROCEDURES MANUAL TO PROVIDE FOR INCLUSION OF SPECIAL MEETINGS AND WORKSHOPS INTO, IMMEDIATELY PRIOR TO, OR IMMEDIATELY FOLLOWING REGULAR TOWN COUNCIL MEETINGS , PROVIDE FOR TOWN COUNCIL REVIEW OF SPECIAL EVENT APPLICATIONS UNDER CERTAIN CIRCUMSTANCES AND MAKE SCRIVINER'S CORRECTIONS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Florida Statutes provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, Article X of the Town Charter of the Town of Fort Myers Beach empowers the Town to adopt, amend, or repeal such ordinances and resolutions as may be required for the proper governing of the Town; and

WHEREAS, the Town Council previously adopted a Council Policies and Procedures Manual, whose purpose, as set forth in the Introduction, is "helping the Councilmembers in the discharge of their duties"; and

WHEREAS, the Introduction to the Council Policies and Procedures Manual further provides that "as the Town Council continues to discover situations that are unique to Fort Myers Beach, it will want to update and amend this manual"; and

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens of Fort Myers Beach that the Town Council provide for its review of special events within the Town under certain circumstances and conduct special meetings or workshops in conjunction with regular Town meetings whenever possible.

IT IS HEREBY RESOLVED BY THE TOWN OF FORT MYERS BEACH AS FOLLOWS:

Section 1. Incorporation of Whereas Clauses. The above "Whereas" clauses are hereby incorporated by reference as though fully set forth herein.

Section 2. Requirement of Prior Approval by Town Council of Certain Special Events Conducted within the Town. Council wishes to provide direction to Town staff regarding special event applications as follows:

- (i) Any **new** special event application which includes a request regarding music or outdoor events or alcohol will be presented to Town Council for approval.
- ii) Any event, new or otherwise, which contains a **funding request** will be presented to Town Council for approval.
- iii) The Town Manager or designee shall provide advance notice to Town Council as to any **recurring special event with music or an outdoor event** and any Councilmember may put this matter on the next available agenda for full Council consideration.
- iv). All other special events are handled administratively by Town Manager or

designee.

v). This section shall not be in derogation of any Town ordinance regarding special events.

Section 3. Deletion of Residency Requirement. The residency requirement for the Town advisory committees is deleted, as the advisory committee ordinances address this matter.

Section 4. Scrivener's Changes. Various scrivener's changes have been made in the Policies and Procedures Manual.

Section 5. Amendment of Policies and Procedures Manual. The Policies and Procedures Manual, which is attached hereto as Exhibit "A" and hereby incorporated by reference, incorporates the changes made herein in an italicized and underlined format.

Section 6. Effective Date. This resolution shall take effect immediately upon its adoption by the Town Council of the Town of Fort Myers Beach.

The foregoing Resolution was adopted by the Town Council upon a motion by Councilmember Meador and seconded by Councilmember Shenko, and upon being put to a vote, the result was as follows:

Dennis C. Boback, Mayor	<u>aye</u>
Larry Kiker, Vice Mayor	<u>aye</u>
Herb Acken	<u>aye</u>
Charles R. Meador, Jr.	<u>aye</u>
William Shenko, Jr.	<u>aye</u>

ADOPTED ON THIS 3rd DAY OF DECEMBER, 2007.

TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH

By: 
Dennis C. Boback, Mayor

Approved as to legal sufficiency:

ATTEST:

By: 
Anne Dalton, Esquire
Town Attorney

By: 
Michelle Mayher, Town Clerk

EXHIBIT "A"
TOWN COUNCIL POLICIES AND PROCEDURES MANUAL

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Amended Council Policies and Procedures Manual

1. Introduction

This Town Council Policies and Procedures Manual is for the purpose of helping the Council Members in the discharge of their duties.

As the Town Council continues to discover situations that are unique to Fort Myers Beach, it will want to update and amend this manual. Experience may show that some of these policies and procedures need to be modified or eliminated and new ones adopted.

By adopting this manual, members of Council will find in one handy reference, answers to policy and procedure questions that come up from time to time. By having an agreed-upon guide, members of Council also may develop common expectations on proper conduct of Council meetings, dealings with the public, and the roles of Town staff and committees.

While it is intended to provide a reference to information about Town issues, programs, and policies, it should not be considered an administrative manual for Town staff. A separate manual is needed to address the procedures to be followed by staff in conducting the business of the Town.

This manual should be used in conjunction with the Town Charter, Comprehensive Land Use Plan (CUP), Land Development Code (LDC), Code of Ordinances (Code), and the annual budget as necessary.

2. Council Meeting Preparation

Town Council Agendas

Source of Items

Items for Town Council agendas are generated by requests and/or legislation (ordinances or resolutions) from members of Town Council prepared by

the Town Attorney, requests and actions from the Local Planning Agency, continuations from previous council meetings, in addition to anything Council members and Town Manager may wish to have included. Some of these inquiries are routine and can be handled by staff because Town Council policy and procedures have been previously approved which apply.

When an item arises that requires Town Council action either to make a decision or to direct staff how to proceed it will appear on the agenda identified as a Council member's request or as an item under the Town Manager's section of the agenda which is the "catch all" for miscellaneous items.

For an item to appear on an agenda, an individual Council member need only direct the Town Manager to do so, provided time schedules allow. (Note the agenda preparation timetable below.) Any material written and distributed by Council members as part of the agenda should be included in Council members' packets — allowing ample time for review. This preserves the integrity of the seated Council and lessens the opportunity for misunderstandings and miscommunication. No Town staff or Town Attorney time will be spent on an agenda item requested by an individual Council member without approval by a majority of Council.

Written requests to be placed on a council agenda from the general public should be submitted directly to the Town Manager.

Special Events

- (i) Any **new** special event application which includes a request regarding music or outdoor events or alcohol will be presented to Town Council for approval.
- (ii) Any event application, new or otherwise, which contains a **funding**

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request will be presented to Town Council for approval.

(iii) The Town Manager or designee shall provide advance notice to Town Council as to any application for a **recurring special event with music or an outdoor event** and any Councilmember may put this matter on the next available agenda for full Council consideration.

(iv). All other special event applications are handled administratively by Town Manager or designee.

(v). This section shall not be in derogation or limitation of any Town ordinance regarding special events.

Timetable and Preparation Process

Items and any back-up material must be submitted to the Town Manager by noon of the eleventh (11th) day preceding the next regular Council meeting to be considered for inclusion on the agenda. The Town Manager will finalize the items and their order by 4:00 PM on that day.

By 4:30 pm on the seventh day preceding the next regular Council meeting, a packet including the finalized agenda and supporting material will be placed in the Council members' mailboxes and delivered to the Fort Myers Beach Public Library if possible.

The Council members packets include complete documentation for agenda items (actions required, implications, backup information, memos, ordinances, resolutions, etc.) A sincere effort is made to see that Council packets are complete; if something is not available, a written explanation will be provided. As a general rule, items requiring documentation (recommendations, memos, ordinances, resolutions, etc.) will not be included on an agenda until the documentation is complete.

The agenda is posted at Town Hall and at the Fort Myers Beach Public Library. Copies of the agenda are available to the public.

Occasionally an item comes up late and may be placed on an amended agenda, or as an "add on" (added too late to be included on the published agenda). Such additions are kept to an absolute minimum so as not to burden the Council or the public with items not receiving sufficient advance notice. Important, potentially controversial items are not made as "add on items" except in extreme emergencies.

3. Council Meeting Procedures Order of Agenda Items

Generally the agenda will proceed in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Public Comment (any issue, but if an agenda item is addressed, the speaker cannot comment at the time such agenda item comes up)
5. Proclamations, Recognition, and Awards
6. Consent Agenda
7. Approval of Minutes (Requires a motion and vote.)
8. Review of expenditures (Does not require action.)
9. Public Hearings of proposed ordinances (At conclusion of hearing, requires motion and a roll call vote.)
10. First Reading of proposed ordinances (Requires a motion and a roll call vote.)
11. Resolutions (Requires a motion and vote.)
12. Unfinished business (Items from previous agendas scheduled by Town

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- Manager. Should be listed separately on the agenda.)
13. New business (Scheduled by the Town Manager; should be listed separately.)
 14. Council members items and Reports
 15. Town Manager's Items and Reports
 16. Town Attorney's Items and Reports
 17. Final Public Comment (not limited to Agenda items)
 18. Adjournment (Requires a motion and vote. It is a privileged motion allowing no discussion before vote.)

Conduct of Council Meetings

Council meetings will be chaired by the Mayor, and in the Mayor's absence by the Vice Mayor.

Robert's Rules of Order shall be the reference for parliamentary procedure governing the conduct of Town Council meetings when not in conflict with the Town Charter or Florida Statutes. It is not intended that Council meetings be unnecessarily formalistic, but rather that parliamentary procedure be invoked only when necessary for orderly conduct of the meeting.

All participants and audiences at Town Council meetings are expected to exhibit common courtesy and proper decorum. No personal attacks will be tolerated.

Individuals wishing to speak during the Public Comment times must (1) fill out an index card (available in the meeting room) indicating their name and the topic they will address and (2) give that card to the Clerk prior to the start of the meeting. When recognized by the Chair, the speakers will advance to the podium and state their name for the public record. Public comments will generally be

limited to three minutes per speaker. The three minute limit may be modified by the Chair with approval by vote of the council. The Public Comment times are intended as opportunities for interested parties to present their viewpoints to the Council members; they are not intended as question-and-answer sessions nor as dialog with the Council.

After a proper motion, discussion by the Council members shall be limited to agenda items with expression of ideas, facts and conclusions without criticism of any other Council member. No member will speak twice on the item until all others who want to speak have spoken.

The time period for Council members comments is intended as an opportunity for Council members to share their viewpoints with each other. Since this opportunity does not exist outside of Council meetings under the Florida Sunshine Law, this is the primary purpose of this time and it generally should not be used to obtain information from the Town Manager or Town Attorney which could be obtained outside of the Council meeting. It is intended primarily for presentation, not discussion. While there is no time limit or censorship on comments, Council members should take into consideration the total time available in the meeting for the published agenda.

For readings of introduced ordinances, the title is read and a date for the first hearing is set.

For public hearings of an ordinance, the title of the ordinance is read; the hearing is declared open; declarations of ex parte communication(s) are made by Councilmembers, all those wishing to testify are sworn in and state their name for the record at the time of such testimony; and all interested parties are

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given an opportunity to speak observing a three-minute limit. The three minute limit maybe modified by the Chair with approval by vote of the council. When all interested parties have spoken, the hearing is declared closed. If this is a hearing on a land-use ordinance, a date for a second hearing is set. Otherwise, the Council proceeds to a motion, discussion, and vote.

Resolutions may be presented by any Council member. They are prepared by the Town Attorney and require a motion and a vote.

The approval of the minutes is intended for Council members to accurately document the proceedings of the Town Council. Before moving approval the minutes should be amended, if necessary, to more accurately portray what occurred at a Council meeting. This time is not intended for comment or discussion on what should have or should not have been done, but rather to document what actually was done.

Minutes

The Town Council Recording Secretary takes notes of the meeting. The notes are then transcribed into summary minutes which become the written record of subjects discussed, conclusions reached, actions taken and assignments given. The minutes include the names of all those participating in the meeting including Council members and staff; applicants, their attorneys and witnesses, and people who offer public comments. The minutes also serve as a record of motions and votes on all Council decisions.

Once completed, the minutes are provided to Council members for approval at their next meeting. Once approved by Council, the original is filed in a secured file and a copy is placed on the Town's web page.

Town Council minutes are not verbatim. The meetings are recorded on cassette tapes, considered to be the legal record of the meeting, and copies are available at the request of the public or anyone who wishes to listen to the meeting or a portion of the meeting. The original tapes are stored in a secured area for safekeeping. Any request for production of a verbatim transcript, in whole or in part, of any meeting, workshop or other function of the Town Council or any Town Committee thereof shall require prior consent of the Town Council, except for such requests as are initiated by a Court of competent jurisdiction or quasi-judicial officer in the proper exercise of its powers.

How Voting Order is Established for Role Call Votes

The voting order for calling the roll on Town Council votes will start with the motion maker and move from right to the left of the Chair.

Votes on ordinances require a roll call vote; any Council member may call for a roll call vote on any motion before the Council.

Voting – Abstention

Florida law severely restricts the ability of Council, commission, board or committee members to abstain from voting on issues. Florida only permits abstention where there is or may appear to be a financial conflict of interest.

This means that the member must vote yea or nay on all issues upon which a vote is taken, unless the measure inures to her/his special or private gain, or gives the appearance of doing so. Conversely, if the measure does inure to his special or private gain, he is prohibited by law from voting upon it and must abstain.

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This puts the member in a potential conflict of interest when discussing and voting on matters upon which she/he stands to make money. However, it simplifies all other instances where a member may be tempted to abstain, by making it clear that she/he must vote.

Memorandum of Voting Conflict for County, Municipal and Other Public Officers. This form is to be used by any member who abstains. Instructions are on the form. It is to be kept with the person recording the minutes and must be recorded in the minutes.

What should a member do?

1. If the measure being voted upon is not going to result in a special financial benefit to the member or his family, the member must vote.
2. If the measure being voted upon is going to result in special financial benefit, the member must not vote.
2. If there is a doubt, see the Town Attorney or board/commission counsel before the matter comes up for discussion. Staff members, including recording secretaries, should also be alert to abstention rules so that errors can be avoided.

4. Town Advisory Committees, Boards and Agencies **Council Selection of Advisory Board, Agency and Committee Members**

Preliminary matters:

1. Council should decide how to go about voting prior to any voting taking place. Do not change mind or method during voting.
2. Also, decide the number of members on committee ahead of time.

Voting:

1. Each Council member picks his selections, marking no more than the total number of seats available (or writes the names down), and initials his ballot.

Revised: 10/1/07, 11/19/07; 12/3/07

3. Those receiving the most votes are selected to seats available.
3. If there is a tie for any number of seats still left open, there will be a runoff consisting only of the persons who are tied.

Example of Voting procedure:

First Ballot

Seats available – 9

Candidates – 15

Votes on First Ballot: Results of First Ballot

- | | |
|----------------------|-------------------------|
| 3 get 5 votes apiece | 3 are elected |
| 3 get 4 votes apiece | 3 are elected |
| 4 get 3 votes apiece | 4 go on a second ballot |
| 3 get 2 votes apiece | 3 are eliminated |
| 2 get 0 votes apiece | 2 are eliminated |

There would be a second ballot containing only the names of the four candidates who got three votes. Council would vote for three candidates. This process would be repeated in case of a tie until all seats are filled.

A variation on this method of voting is that after the first ballot, if there is a tie which prevents all of the seats from being filled, the runoff would consist of all of the un-selected candidates, not just the ones involved in the tie.

4. The ballots are given to the Town Attorney, who, with the Town Manager, conducts the tallying and announces the results.

5. Once all selections are made, a motion containing the members' names is adopted by Council.

Effective Date of Appointment and Follow Up

Newly appointed advisory board, agency and committee members who are required to file a Financial Disclosure Statements, will be notified of the

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disclosure requirements no later than the date of appointment. The “agency head” (Town Manager) is responsible for such notification. These appointments should be made effective as of some future date, so that there is sufficient time to provide the required notification. For convenience, the notice could be accompanied by a copy of the required disclosure forms, which are available from the Supervisor of Elections.

5. Reimbursement Procedures

Travel Expenses:

It is the desire of the Town of Fort Myers Beach that Town officials and employees be reimbursed for certain expenses incurred while traveling on Town business. This section of the manual is designed to define maximum limits for travel expenses authorized by Town Charter and Ordinance. In the event that this Travel Expense section conflicts with the Town personnel manual, the provisions of the Town personnel manual shall control.

These procedures are applicable to all Town officials, employees and authorized persons when making claim for travel expense allowances; the Town Council and Town Manager when authorizing, approving and reimbursing travel expenses.

It is the intent of these expense reimbursement procedures to be in conformance with Florida State Statute 112.061- Per diem and traveling expenses of public officers, employees, and authorized persons. In cases of conflict, the State statute will prevail.

Authorization

Authorization to incur travel expenses will be subject to the following rules:

1. All regular travel and mode of travel must be authorized by budgetary

action and approved in advance by the Town Manager. Under no circumstances shall a travel allowance be paid without prior approval.

2. Local mileage allowance will be authorized by budgetary action and approved in advance by the Town Manager.

Method of Travel

All travel should be by the most economical method of transportation available. Extra costs due to travel by an indirect route will be borne by the traveler.

It is the policy of the Town that air travel will be by use of air coach operated by a scheduled airline. Use of common carrier, other than air coach, will not be authorized if air coach service is available.

Private airplane expense may be authorized when Justified by convenience for the Town. Private airplane expense cannot exceed common carrier air coach fare to the same destination.

Travel by privately owned vehicle may be authorized in lieu of common carrier. No transportation allowance shall be paid when the traveler is gratuitously transported by another person or by another traveler who is entitled to a transportation allowance.

Forms Used

The following forms are used in compliance with this procedure:

Travel Approval Request, Form. This form is used for obtaining approval of method of travel, travel advances and prepayment of registration fees and tuition.

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Travel Expense Report, Form. This form provides for entering all information necessary to support claims for travel allowances.

Mileage Certificate, Form. This form provides for entering all information necessary to support claims for local or vicinity mileage.

Travel Allowances

All travel allowances must be for official Town business and within the limits prescribed by Town Charter and/or Ordinance. Convention, conference or school travel is further restricted by the provision that attendance must serve a direct public purpose with relation to the Town. Following are the only expenses authorized to be claimed as travel expenses.

Transportation Allowances:

a. Fare - Commercial, not to exceed Coach fare, utilizing the most economical route available.

b. Mileage - The mileage allowance shall not exceed thirty-one cents (\$.31) per mile for mileage traveled either during regular travel or local trips in the immediate vicinity of the Town.

2. Lodging - Reimbursement for lodging shall be at the single occupancy rate. Cost of lodging must be supported by paid bills. Choice of lodging shall be appropriate to the purpose of the travel and economical.

3. Meals allowance - Allowance for meals shall be breakfast

\$8.00, lunch \$11.00, and dinner \$25.00. Actual cost for meals may be allowed when travel is in high cost areas and reimbursement is approved by the Town Manager. Paid receipts shall be furnished to support reimbursement in excess of the general allowance.

4. Other Expense - The following incidental travel expenses may be reimbursed:

- a. Taxi, ferry, and tolls;
- b. Auto storage and parking fees;
- c. Communication expenses incurred transacting Town business;
- d. Miscellaneous expenses not to exceed \$30.00 per trip;
- e. Actual costs of registration or tuition fees while attending a convention, conference, short course or school; and
- f. Reasonable tips and gratuities.

Travel Approval Procedure

A Travel Approval Request must be processed if the traveler expects to be reimbursed for expenses incurred during the trip. Each traveler must make separate requests, even if several persons are traveling together. After preparation, the request will be processed in accordance with the following instructions:

1. The traveler will sign the request and obtain Town Manager's approval. The original will be filed in the Travel Pending file until the Travel Expense Report is received.

2. If a pre-payment is requested, a copy will be filed along with a Direct Expenditure Voucher to the payee in the amount of the pre-payment. Also, brochures will be attached when attending conventions, conferences, short courses, or school. Upon approval by the Town Manager, a check will be issued for the amount requested.

Travel Expense Procedure

A Travel Expense Report will be submitted within ten days after return from travel. The traveler will sign the report and submit it to the Town Manager for approval. After approval payment will be made. If a travel advance was made and was more than the expense, the traveler must attach a personal check for the difference.

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Mileage Certificate Procedure

A Mileage Certificate form will be used in making claims for mileage traveled on local trips in the immediate vicinity of the Town when no automobile allowance is authorized. The certificates will be submitted within thirty days after the mileage was traveled. The traveler will sign the report and submit it to the Town Manager for approval. After approval payment will be made.

Business Expenses

Front time to time it may be necessary for the Mayor, members of Town Council, the Town Manager, the Deputy Town Manager, and the Town Attorney to entertain various Federal, State and county officials while transacting official Town business. Such business expenses would normally include lunches and dinners of out-of-town guests. A Direct Expense Voucher may be submitted for reimbursement and must be signed by the person requesting reimbursement, and the Town Manager. Invoices must be attached as supporting documentary evidence.

Educational Reimbursement

The purpose of the Educational Reimbursement Program is as follows:

1. To encourage Town employees and elected officials to improve their knowledge and skills needed for the Town's effectiveness;
2. To increase the quality of Town employees through the pursuit of study directly related to their career goals;
3. To comply with applicable state and federal laws.

Eligibility:

1. Employed as a full-time permanent employee or elected official of the Town.
2. Funding must be available in the budget to cover these expenses.

Allocation of Funds:

Revised: 10/1/07, 11/19/07; 12/3/07

1. All approved educational programs are reimbursable when the Conditions of Reimbursement have been met.

2. All books, materials, supplies, and transportation expenses are reimbursable. At the conclusion of the course, the books and materials, along with a brief synopsis of the course and its value to the employee or elected official shall be added to the Town Hall library.

Conditions of Reimbursement:

1. Course must be related to applicant's present job or elected position.

2. Budget must include sufficient funds to cover reimbursement.

3. Attendance must be on applicant's own time and must not conflict with work assignments, except for seminars and conferences.

4. Payments will be made only upon submission of evidence of fee payment and satisfactory completion of the course, with a "C" average or better. These must be presented within thirty days of completion of the course. Applicants will be required to pay any necessary fees prior to the starting of the course. No reimbursement will be made for courses that are not satisfactorily completed or for incomplete courses.

5. If an employee is discharged or quits before completing the course, no tuition refund will be paid.

6. In the event of a lay-off, the Town will still pay the refund when it comes due, if all conditions are met and proper procedures are followed, as outlined in this section.

Form Used:

The Educational Reimbursement Request Form is used in compliance with this procedure. This form is used for obtaining approval of reimbursement prior to enrollment and for collecting reimbursement after successful completion of the course.

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Procedure - Applying for Approval:

The applicant, prior to enrollment in a class, completes the Educational Reimbursement Request form. A separate form is used for each course.

The applicant signs the form and forwards it to the Town Manager for approval. The Town Manager determines if the request is acceptable based on the above criteria. If not approved, the Town Manager indicates the reason for non approval and returns the request form to the applicant. Approved request forms are filed in the Reimbursement Pending file.

Procedure - Collecting the Reimbursement:

Within 30 days of completion of the approved course, the applicant sends a copy of the Educational Reimbursement Request form to the Town Manager along with the official grade report and proof of payment of fees. After the copy has been matched with the corresponding form in the pending file, payment is made.

The above are guidelines only; there may be variations if, in the opinion of the Town Manager, it is warranted.

If the course is reimbursable from another source, e.g., the Veterans Administration, then the provisions of the Town's educational reimbursement plan do not apply.

The number of courses for which one can receive reimbursement will be determined on the basis of the value of the courses to the individual and to the Town, and of the budget limitations.

6. Council Communications Policy and Processing Procedures

Council Communications Policy

Revised: 10/1/07, 11/19/07; 12/3/07

Any communication by individual council members to the media, other governmental agencies, or in public forums should, as clearly as possible, distinguish between personal opinions and actions or direction taken by Town Council. This policy in no way means to censor viewpoints or restrict individual rights, but is solely suggested to preserve the integrity of the Council, staff, and the Town.

Policies on Letters, Faxes, and Memos

No Council member or member of staff shall, at any time, in written or verbal form, insinuate, accuse, or make statements which cannot be substantiated by real evidence, e.g., minutes, correspondence, personal testimony. Once again, this policy is adopted to preserve the integrity of the Council, staff, and Town.

Mail Processing Procedures

Mail for the Town should be addressed to: 2523 Estero Boulevard, Fort Myers Beach, FL 33932

All mail is opened stamped and distributed. (It is all public record)

Council mail is given to the Administrative Assistant to log and process. Any Council mail that needs a prompt or detailed answer is pulled, copied, and a draft response is prepared for review, usually by the Mayor. The original is distributed, along with other mail, with a note stating a draft response is being prepared. When the response is finalized, it is copied and distributed to all Council members for reading at their leisure.

7. Non discrimination Policy

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It is against the public policy of the Town for the governing body of the Town or any Town agency, board, commission, department, or office, to refuse to hire or employ, to bar, or to discharge from employment any person or to otherwise discriminate against any person with respect to compensation, hire, tenure, terms, conditions, or privileges of employment, if the individual is the most competent and able to perform the services required, solely because of the race, color, national origin, sex, handicap, or religious creed of any individual.