

## Helpful Search Tips

Below are some helpful search tips that will improve your success when searching through our Meeting Minutes. If you would like additional details for searching, or an explanation of items found on the search and results screens, click on these topics:

[Search Examples](#)

[Beginning Your Search](#)

[Reviewing the Search Results](#)

[Viewing the Returned Documents](#)

[Meeting Type Codes/Categories](#)

### **Search Tips:**

- **The search application is not case sensitive.**  
Entering 'Sanibel', 'Sanibel', or 'SANIBEL' will return the same results.
- **If you know what you are looking for, be as specific as possible when searching.**  
The Search application will return all documents with occurrences of the keywords you specify when searching, so to obtain the most accurate results it is recommended that you be as specific as possible.
- **If you are not quite sure what you are looking for, let the search application help you.**  
When the search application returns results, it also displays a summary window to the right of the results that will allow you to further limit the items selected. For example, a search of the 2023 Minutes for "Sanibel" returns 15 documents. The window to the right displays the phrases within the results that contain the word "Sanibel" (such as "Sanibel Causeway" and "Sanibel Island"). Clicking on an item in this window will then limit returned results to those that include the phrase you selected.
- **Use quotation marks when searching for phrases.**  
The Search application searches separately for each word entered unless directed to do otherwise. For example, if you enter the words *Sanibel Causeway* with no quotation marks, the application will return all documents containing the word 'Sanibel' AND all the documents containing the word 'Causeway'. Alternatively, using quotation marks and entering "Sanibel Causeway" will return results that only include the entire phrase. You may use either single or double quotation marks.
- **If you are looking for a specific meeting, enter the meeting date if you have it available.**  
If you know the meeting date, including it in the keywords to search for will greatly improve your results. You may enter this date with or without slashes (060623 or 06/06/23) and entering either a four digit or two digit year generally returns the same results. You may also enter "June 6, 2023", but this should be in quotation marks.

If you do not know the specific meeting date, you may be able to find it on the County website here: [Agendas & Transcripts \(leegov.com\)](#) (scroll to the bottom of the page for meeting dates).

If you also know the meeting type, you can be even more specific in your search by adding the meeting type designation to the date. For example, a search for '011823ZCP' (with or without quotes) will return a single result: the meeting minutes for the Zoning and Comprehensive Planning meeting that occurred on 01/18/2023. The complete list of Meeting Type codes is provided [here](#).

- **We are working to include more historical minutes on our site.**  
We are working to digitize the historical documents that were originally retained on Microfilm and are adding these to our site, to expand the list of minutes available to the public online. In the meantime, if you are in need of minutes or documents that are unavailable on the site, please click on 'Minutes' in the Department Directory located here [Contact Us | Lee County Clerk of Court, FL \(leeclerk.org\)](#) to find our mailing address and phone number.
- **If you encounter an error when using our Minutes Search site, or you need technical assistance:**  
Please click [here](#) for our Service Desk contact information.

## Search Examples

[Return to Top](#)

<u>Search Term(s)</u>	<u>Results</u>
Sanibel	Documents containing the word "Sanibel" (whether capitalized, lowercase, or uppercase)
Sanibel Causeway	Documents containing the word "Sanibel" <b>or</b> the word "Causeway"
"Sanibel Causeway"	Documents containing the complete phrase "Sanibel Causeway"
"Sanibel Causeway" AND "Matlacha"	Documents containing <b>both</b> the phrase "Sanibel Causeway" <b>and</b> the word "Matlacha"
"Sanibel" NOT "Causeway"	Documents containing the word "Sanibel" <b>but not</b> containing the word "Causeway"
"Regular Meeting"	Documents (minutes) for Regular Meetings, and any reference to "Regular Meeting" found in other documents
60623 06/06/23 06/06/2023 "June 6, 2023"	Documents (minutes) for the date of 06/06/23, and any reference to this date found in other documents

## Beginning Your Search

[Return to Top](#)

1-Start your search by entering one or more keywords or phrases. Use quotation marks for phrases.

2-Select the year you wish to search by clicking on the dropdown.

3-Click on the arrow in green to submit your search.

The screenshot shows a search interface for the Lee County Board of County Commissioners Minutes. At the top, there are links for "Search Home" and "Return to LeeClerk.org". The search area includes a "Search For" input field containing the text "'Sanibel Causeway'", an "in" dropdown menu set to "Minutes 2023", and a green arrow button to submit the search. Below the search area are "Search Options" for "Advanced Search" and "Menu Assisted Search". To the right of the search area, the page title is "Welcome to the Lee County Board of County Commissioners Minutes", followed by "Prepared by the Lee County Clerk of Court Minutes Office". A section titled "The following meeting minutes are available on this site:" lists several meeting types: Board of County Commissioners (with sub-items: Regular Meeting, Zoning Meeting, Budget Meeting, Special Meeting, and Management and Planning Committee Meeting), Board of Port Commissioners Meeting, Leasing Corporation Meeting, and Value Adjustment Board (VAB). It also lists "Airports Special Management Committee Meetings (ASMC)" with a note that ASMC Minutes are available through May 29, 2007, and a link to view ASMC Minutes after June 1, 2007. Below the list, there is a paragraph about executed documents (contracts, ordinances, resolutions) being linked to minutes, and another paragraph stating that Lee County Ordinances are available on the Lee County Board of County Commissioners website, with a link to view the Ordinances.

1-Enter keyword(s) for search

2-Select the year (folder) to be searched using the dropdown.

3-Click on the arrow to start the search

Search Home Return to LeeClerk.org

Search For  
'Sanibel Causeway'

in Minutes 2023

Search Options:  
[Advanced Search](#)  
[Menu Assisted Search](#)

### Welcome to the Lee County Board of County Commissioners Minutes

Prepared by the Lee County Clerk of Court Minutes Office

The following meeting minutes are available on this site:

- Board of County Commissioners
  - Regular Meeting
  - Zoning Meeting
  - Budget Meeting
  - Special Meeting
  - Management and Planning Committee Meeting
- Board of Port Commissioners Meeting
- Leasing Corporation Meeting
- Value Adjustment Board (VAB)
- Airports Special Management Committee Meetings (ASMC):  
ASMC Minutes are available through May 29, 2007  
[Click here to view the ASMC Minutes after June 1, 2007](#)

Executed documents such as contracts, ordinances and resolutions are linked to the minutes. More supporting documentation may be included with the agenda which can be found on the County website.

Lee County Ordinances are available on the Lee County Board of County Commissioners web site. [Click here to view the Ordinances.](#)

## Reviewing the Search Results

[Return to Top](#)

Results are returned on a summary screen that provides you with the following information:

- The number of documents returned and the number of occurrences of the keyword(s) found.
- A list of the documents returned. Click on the document name (in blue) to open it in a new window.
- A preview of each document, with keywords highlighted.
- The document file name (e.g. [020623W.pdf](#)). Click on the file name (in green) to download it.
- An option to sort the results by date or size, and an option to filter results by date.
- An “Are you looking for” option to limit your results by selecting more specific phrases that were found. You may also select a Category, which represents a particular Meeting Type.

The screenshot shows a search interface with the following elements:

- Search Bar:** Contains the text "Sanibel Causeway" and a search button. Above it are links for "Search Home" and "Return to LeeClerk.org".
- Filters:** "Minutes 2023" is selected. Other options include "Menu-Assisted", "Advanced", and "Preferences".
- Results Summary:** "Showing 1 to 6 of 6 (48 hits)".
- Document List:**
  - Document 1:** "Monday, February 6, 2023 Workshop Meeting". It has 4 stars and 24 hits. A preview shows text about Cape Coral Bridge replacement and Sanibel Causeway repairs. A file name "020623W.pdf" is listed in green. A callout 'B' points to the document title, and 'C' points to the preview text.
  - Document 2:** "Tuesday, August 1, 2023 Regular Meeting". It has 4 stars and 8 hits. A preview shows text about Sanibel Causeway Toll Suspension. A file name "080123R.pdf" is listed in green. A callout 'D' points to the document title.
  - Document 3:** "Tuesday, February 21, 2023 Regular Meeting". It has 4 stars and 10 hits. A preview shows text about Sanibel Causeway Resiliency Measures.
- Right Sidebar:**
  - Are you looking for:** A list of search filters with counts: "Sanibel Causeway Re..." (2), "Approve Sanibel Caus..." (1), "Causeway Improve..." (1), "Federal Funding Such ..." (1), "Permanent Repairs to ..." (1).
  - Categories:** A list of meeting types with counts: "Regular Meeting" (5), "Workshop Meeting" (1).
- Callouts:** 'A' points to the results summary, 'E' points to the sort/filter icons, and 'F' points to the "Are you looking for" filter.

### Additional details:

The number of stars in yellow represents the ‘relevance’ of the document, which is an indication of how well the document met the search criteria. A document with more ‘hits’ (occurrences of the keyword) will be considered more relevant.

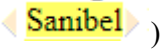
The file name that is provided in green (e.g. [020623W.pdf](#)) is formatted as the two-digit month, day, and two-digit year of the meeting, with the meeting type appended to the end (‘W’ for workshop). You can download the document from this screen by clicking on the abbreviated document name, or you can open the document and then use the download option found there.

You do not need to download the document to view it. Just click on the blue hyperlink and the document will open in a separate browser tab. Downloading provides you with an option to save the document to your pc or device.

## Viewing the Returned Documents

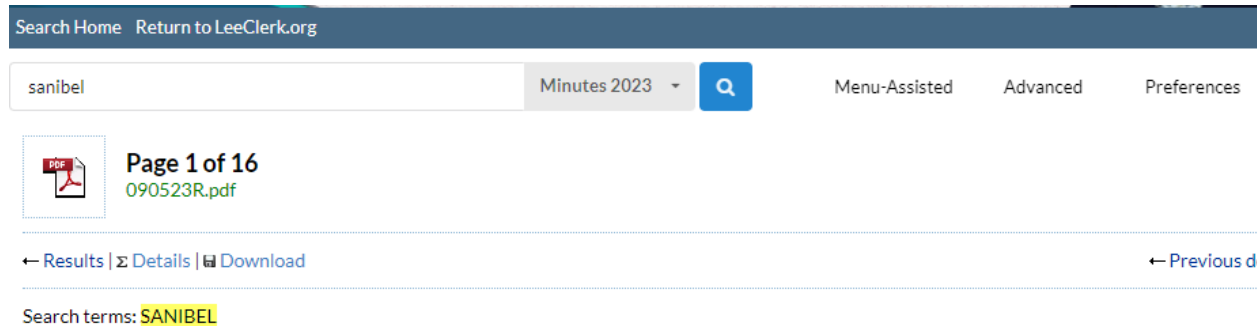
[Return to Top](#)

When you click on a document on the search results page, the document will open to the first page. To locate the keywords within the document, click on the search term that is highlighted in color ('Sanibel' in the example below). Thereafter, you may locate the next or previous occurrence of that keyword by clicking on the small arrow to the right (for previous) or left (for next) of the keyword in the text.


(example: )


Hyperlinks to documents and other items that are referenced within the search document are identified in blue, with underlines. These referenced documents can themselves be viewed by clicking on the hyperlinks. These documents are displayed on separate tabs in your browser, so you can always return to the original document by selecting the corresponding tab.

From this window, you can also return to the search results, display details about the document keywords (metadata), or download the document.



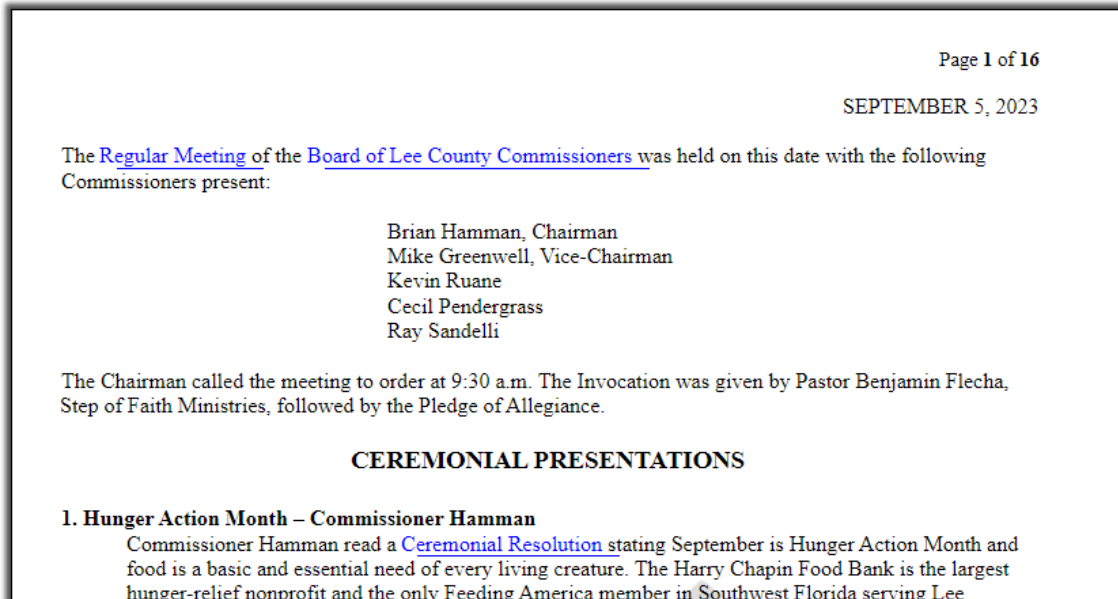
Search Home [Return to LeeClerk.org](#)

sanibel Minutes 2023  Menu-Assisted Advanced Preferences

 **Page 1 of 16**  
090523R.pdf

[← Results](#) | [Details](#) | [Download](#) [← Previous d](#)

Search terms: **SANIBEL**



Page 1 of 16  
SEPTEMBER 5, 2023

The [Regular Meeting](#) of the [Board of Lee County Commissioners](#) was held on this date with the following Commissioners present:

Brian Hamman, Chairman  
Mike Greenwell, Vice-Chairman  
Kevin Ruane  
Cecil Pendergrass  
Ray Sandelli

The Chairman called the meeting to order at 9:30 a.m. The Invocation was given by Pastor Benjamin Flecha, Step of Faith Ministries, followed by the Pledge of Allegiance.

**CEREMONIAL PRESENTATIONS**

**1. Hunger Action Month – Commissioner Hamman**  
Commissioner Hamman read a [Ceremonial Resolution](#) stating September is Hunger Action Month and food is a basic and essential need of every living creature. The Harry Chapin Food Bank is the largest hunger-relief nonprofit and the only Feeding America member in Southwest Florida serving Lee

## Meeting Type Codes/Categories

[Return to Top](#)

Meeting Types are included in the Document Name, but can also be identified based on the letter(s) appended to the abbreviated file name. You can search for a specific meeting by using the meeting date and appending the meeting type to it:

<u>Meeting Type</u>	<u>Letter(s) Appended to Meeting Name</u>
Airports Special Management Committee Meeting	A, AA
Budget Meeting	B
Committee Meeting	C, CC
Community Redevelopment Agency Meeting	CA, CR, CRR
Comprehensive Plan Amendment Meeting	CP, CPP
Executive Attorney Client Session	E
Joint Meeting	J
Leasing Corporation Meeting	L
Lee County Regional Water Authority Meeting	WA, WAA
Management and Planning Meeting	M
Port Authority Meeting	P, PP
Regular Meeting	R, RR
Special Meeting	S, SS
Value Adjustment Board Meeting	G
Workshop Meeting	W, WW
Zoning and Comp Plan	ZCP
Zoning Meeting	Z

So, for example, '020623W' represents the Workshop meeting held on 02/06/23