



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### City Charter and District Boundary Review Committee

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Wednesday, August 4, 2021

2:30 PM

City Hall

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**ADA Assistance:** It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number 1-800-955-8771 or for voice 1-800-955-8770 or the ADA Coordinator at 305-809-3811 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

**FOR VISUAL PRESENTATIONS:** Individuals are responsible to share their presentation at the meeting on their laptop through zoom. For City Commission meetings the City Clerk's Office will need a copy for the agenda at least 6 days before the meeting.

**Call Meeting To Order - 2:30 P.M.**

#### Roll Call

*Roll Call - Ms. Holtz and Mr. Haskin Joined the Meeting by Zoom at 2:45 P.M.*

**Absent** 1 - Mr. Bailey

**Present** 6 - Mr. Cintron, Harrison, Ms. Holtz, Vice Chair Verge, Mr. Weekley, and Chairman Haskins

#### Pledge of Allegiance to the Flag

**Approval of Agenda - The Agenda was approved as changed to hear Item 6 before Item 5 unanimously.**

#### Approval of Minutes

1 July 21, 2021

**Attachments:** [Minutes](#)

A motion was made by Mr. Cintron, seconded by Ms. Harrison, that the Minutes be Approved. The motion passed by unanimous vote.

#### Action Items

- 2 Approve proposed text changes to Article I, Section 1.04 - Equality of Rights, by adding certain verbiage.

\*Proposed changes are attached and highlighted in red.

**Sponsors:** Mr. Weekley

**Attachments:** [Section 1.04 Proposed Changes](#)

A motion was made by Mr. Cintron, seconded by Ms. Harrison, that the proposed changes be passed as follows: "The equality of rights under the laws of the City of Key West shall not be denied or abridged because of sex, sexual orientation, gender identity/expression, age, disability, race, creed, irreligion, color, immigration status, or national origin." The motion carried by the following vote:

**Absent:** 3 - Mr. Bailey, Ms. Holtz, and Chairman Haskins

**Yes:** 4 - Mr. Cintron, Ms. Harrison, Vice Chair Verge, and Mr. Weekley

3 Approve proposed text changes in Article I, Section 1.07 - Citizen Review Board, by deleting certain verbiage from:

1. VI - Meetings, quorum and voting; officers - (c) and (d)
2. IX - Review and approval of annual budget - (b) and (c)

\*Proposed changes are attached and highlighted in red.

**Sponsors:** Harrison

**Attachments:** [Section 1.07 Proposed Changes](#)

A motion was made by Mr. Cintron, seconded by Ms. Harrison, that the proposed changes in VI (c) be passed as follows: "The CRB meetings shall be open to the public as per the Florida Government in the Sunshine Law. Advertisements of meetings shall be placed in newspapers of general circulation no less than seven (7) days prior to the meeting." The motion carried unanimously.

Ms. Harrison withdrew changes to VI (d).

A motion was made by Mr. Cintron, seconded by Mr. Weekley, that the proposed changes in IX (b) be passed as follows: "The CRB will adopt a fiscal year that coincides with that of the City. The City Manager shall assign appropriate personnel to assist the CRB in the preparation of an annual budget and that budget shall be submitted to the city commission as part of the annual budget proposal.

And, IX (c) [first sentence only] "While members of the CRB are volunteers, there shall be a full-time paid Executive Director." The motion carried unanimously.

Also, a motion was made by Mr. Cintron, seconded by Mr. Weekley to delete the word "Old" under VI (a). The motion carried unanimously.

4 Approve proposed text changes in Article I, Section 1.07 - Citizen Review Board, by adding to and/or deleting certain verbiage from:

1. I - Duties and powers of the board - (a) and (c)
2. II - Board membership - (a)
3. III - Vacancies - (b)
4. IV - Qualifications for member of the CRB; training and education - (c)
5. V - Meeting, quorum and voting; officers - (a), (b) and (d)
6. VII - Procedures - (b) and (e)
7. VIII - Procedures related to city employees and witnesses - (d)
8. IX - Review and approval of annual budget - (c) and (d)

\*Proposed changes are attached; new language in red, deletions in black (strikethrough)

**Sponsors:** Mr. Cintron

**Attachments:** [Section 1.07 Proposed Changes](#)

**A motion was made by Mr. Weekley, seconded by Ms. Harrison, that the proposed changes be passed as follows and to incorporate these changes and the changes in the prior item into one document.**

**I. Duties and Powers of the Board.**

**(c) The CRB may retain the services of an attorney and professional investigators and may conduct investigations, inquiries and hearings. The existence of ongoing investigations does not preclude the CRB from acting, but the board should exercise its powers so as not to interfere with ongoing investigations and conduct its activities consistent with applicable law, including the Florida Government in the Sunshine Law.**

**II. Board Membership.**

**(a) (1) The city commission shall appoint four (4) members from nominations from community-based civic and social service organizations. Each nomination**

must be accompanied by an application from the prospective member, outlining why he or she wishes to serve, detailing qualifications and agreeing to the time demands of the job.

(2) All appointments to the CRB should be made with sensitivity to the racial, gender, ethnic, religious, linguistic and cultural diversity of the City of Key West.

III. Vacancies.

(b) If a vacancy occurs among the three members appointed by the CRB, the CRB, by majority vote, shall fill that vacancy from nominations from the general public.

IV. Qualifications for members of the CRB; training and education.

(d) Training and education. In applying to become a member of the CRB, applicants must agree to participate in at least 30 hours of structured training, as recommended by the National Association for Civilian Oversight Law Enforcement, before participating in Board activities, plus extensive continuing education throughout their term of office. In addition, the city manager and city attorney shall coordinate training for the Board concerning applicable City laws and procedures.

V. Terms of office.

(a) The terms of office for all members is four (4) years.

VI. Meetings, quorum and voting; Officers.

(a) Meetings, quorum and voting. All meetings of the CRB will be open to the public and advertised in advance as per the Florida Government in the Sunshine Law. Meetings shall be conducted at City Hall.

(d) Recordation. The CRB shall be responsible for the recordation and transmittal of its minutes as per the Florida Government in the Sunshine Law. Copies of minutes of all CRB meetings shall be furnished to the City Clerk.

VII. Procedures.

Remove (3) and replace (4) with new (3):

(3) If it is determined that there is already an ongoing investigation into the complaint submitted to the CRB, the CRB may opt to take no immediate action or delay the investigation and consideration of the complaint, except to monitor the progress and outcome of the current investigation.

Renumber (5) as (4);

Renumber (6) as (5);

Renumber (7) as (6) to read: "(6) The CRB chairperson may assign a member or committee to review internal affairs report (5) above."

Renumber (8) as (7).

VIII. Procedure related to city employees and witnesses.

Strike (d) in full.

IX. Review and approval of annual budget.

(c) While the members of the CRB are volunteers, there shall be a full-time paid Executive Director. The CRB shall also retain an attorney to advise the Board. The CRB may also engage the services of professional investigators, as needed. The cost of appropriate office space, equipment and reasonable office expenses shall also be included in the budget.

Strike (d) in full.

Rename (e) to (d).

The motion passed by unanimous vote.

- 6 Approve proposed text changes to Article I, Section 1.08 - Approval by Electorate Required for Annexation of any Real Property by deleting and adding certain verbiage.

\*Proposed changes are attached and highlighted in red.

**Sponsors:** Mr. Weekley

**Attachments:** [Section 1.08 Proposed Changes](#)

A motion was made by Mr. Cintron, seconded by Ms. Holtz, to approve the proposed changes as follows:

Annexation or acquisition by any means, of any and all real property may only be by a vote of a super-majority of the City Commission. The motion passed by unanimous vote.

- 5 Approve proposed text changes to Article I, Section 1.08 - Approval by electorate required for annexation of any real property by deleting and adding certain verbiage.

\*Proposed changes are attached and highlighted in red.

**Sponsors:** Vice Chair Verge

**Attachments:** [Section 1.08 Proposed Changes](#)

Withdrawn

## Discussion

- 7 Article II - Boundaries  
2.01 - Description

*The Committee will not be making any changes to the boundaries of the city.*

## Public Comments

### Committee Member Comments

The Committee agreed to have Article III. Legislative as the Discussion Item on the next agenda.

The next meeting is scheduled for August 18, 2021.

Adjournment - 3:25 P.M.