



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### City Charter and District Boundary Review Committee

---

Wednesday, September 29, 2021

2:30 PM

City Hall

---

**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 - 2:36 P.M.**

#### Roll Call

**Absent** 2 - Mr. Cintron, and Chairman Haskins

**Present** 5 - Mr. Bailey, Ms. Harrison, Ms. Holtz, Vice Chair Verge, and Mr. Weekley

**Pledge of Allegiance to the Flag**

**Approval of Agenda - The agenda was unanimously approved as presented.**

#### Approval of Minutes

1 September 8, 2021

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

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

#### Action Items

- 2 Approve the following proposed changes to Article I - General:

**1.05 Height restriction.**

~~(c) The maximum allowable height for habitable space on approximately 2.62 acres of City owned property on College Road in the HDR-1 zoning district shall be 40 feet for those projects that are devoted entirely to affordable workforce housing.~~

Sponsors: Ms. Holtz

Withdrawn

**3:10 P.M - Mr. Cintron joined the Meeting**

- 3 Approve the following proposed changes to Article I - General:

**1.05 Height restriction.**

(d) The maximum allowable height for habitable space is 50 feet for mixed-use development projects that include 70 percent workforce housing and that are located in appropriately zoned areas outside the Historic District.

Sponsors: Ms. Holtz

A motion was made by Ms. Holtz, seconded by Mr. Weekley, that Article I, Section 1.05 (d) shall read:

The maximum allowable height for habitable space shall be 50 feet for mixed-use development projects that include a minimum 70 percent of workforce housing units and that are located in appropriately zoned areas outside the Historic District.

And that the type/income level of affordable workforce units will be further determined by City Commission. The motion carried by the following vote:

**No:** 1 - Mr. Cintron

**Absent:** 1 - Chairman Haskins

**Yes:** 5 - Mr. Bailey, Ms. Harrison, Ms. Holtz, Vice Chair Verge, and Mr. Weekley

- 4 Approve the following proposed changes to Article III -  
Legislative:

**3.01 City commission and mayor; election, term; term  
limits.**

- (a) There shall be a city commission with all legislative powers of the city vested therein. The city commission shall consist of seven (7) commissioners, six (6) of whom shall be elected from single member districts numbered I, II, III, IV, V and VI. The mayor shall be elected by the people at large for a term of ~~two (2)~~ four (4) years. Commissioners from districts numbered I, II, III, IV, V and VI shall be elected for a term of four (4) years.

Sponsors: Vice Chair Verge

A motion was made by Mr. Weekley, seconded by Ms. Holtz, Article III, Section 3.01 (a) shall read:

**There shall be a city commission with all legislative powers of the city vested therein. The city commission shall consist of seven (7) commissioners, six (6) of whom shall be elected from single member districts numbered I, II, III, IV, V and VI. The mayor shall be elected by the people at large for a term of four (4) years. Commissioners from districts numbered I, II, III, IV, V and VI shall be elected for a term of four (4) years.**

The motion carried by the following vote:

**No:** 2 - Mr. Bailey, and Ms. Harrison

**Absent:** 1 - Chairman Haskins

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

- 5 Confirm the previously approved changes to Article III -  
Legislative to read as follows:

**3.01 City commission and mayor; election, term; term  
limits.**

(b) The currently serving mayor, as of (TBD - date to  
commission), shall serve no more than a total of eight years  
in the position of mayor. The currently serving city  
commissioners, as of (TBD - date to commission), shall  
serve no more than a total of twelve years in the position of  
city commissioner. No previous term, or term in progress as  
of the effective date of this provision, shall be counted  
toward the limitations contained herein. If the term limit  
occurs during a term in office, the person holding the office  
may complete the term.

**A motion was made by Mr. Weekley, seconded by Ms. Holtz, that Article III,  
Section 3.01 (b) shall read:**

**The currently serving mayor, as of September 29, 2021, shall serve no more  
than a total of eight years in the position of mayor. The currently serving city  
commissioners, as of September 29, 2021, shall serve no more than a total of  
twelve years in the position of city commissioner.**

**The motion carried by the following vote:**

**Absent:** 1 - Chairman Haskins

**Yes:** 6 - Mr. Bailey, Mr. Cintron, Ms. Harrison, Ms. Holtz, Vice Chair Verge, and Mr.  
Weekley

- 6 Approve the following proposed changes to Article IV - Executive and Administrative

**4.01 City Manager.**

There shall be a city manager who shall be the chief executive and the administrative officer of the city. The manager shall be responsible to the commission for the administration of all city functions and affairs placed in their ~~his~~ charge by or under this Charter.

**4.03 Designation of administrative officer during temporary absence of manager.**

By letter filed with the clerk, the manager shall designate, subject to approval of the commission, a qualified city administrative officer to exercise the powers and perform the duties of manager during their ~~his~~ temporary absence or disability. During such absence or disability, the commission may revoke such designation at any time and appoint another officer of the city to serve until the manager shall return or their ~~his~~ disability shall cease.

**4.04 Duties of city manager.**

The city manager shall:

(a) Appoint, and when they deem ~~he deems~~ it necessary for the good of the city, suspend or remove all city employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter, civil service board rules and regulations or personnel rules adopted pursuant to this Charter. The manager ~~He~~ may authorize any administrative officer who is subject to their ~~his~~ direction and supervision to exercise these powers with respect to subordinates in that officer's department, office ~~officer~~ or agency;

- (b) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law;
- (c) Attend all commission meetings and shall have the right to take part in discussion but may not vote;
- (d) See that all laws, provisions of this Charter and acts of the commission, subject to enforcement by the manager ~~him~~ or by officers subject to their ~~his~~ direction and supervision, are faithfully executed.

#### **4.05 Departments of city.**

All functions of municipal government shall be allotted among various departments including, but not limited to, a finance department, a department of general services, a police department and a fire department. Police and fire departments shall be headed by a police chief and a fire chief whose chiefs shall have exclusive control of the stationing and transfer of all officers and employees of the department as may be prescribed by the ordinances of the city. Department heads shall not be considered employees of the city ~~and~~ covered by the civil service system.

Sponsors: Ms. Harrison

**A motion was made by Mr. Weekley, seconded by Ms. Harrison, that Article IV shall read:**

#### **4.01 City Manager.**

**There shall be a city manager who shall be the chief executive and the administrative officer of the city. The manager shall be responsible to the commission for the administration of all city functions and affairs placed in their charge by or under this Charter.**

#### **4.03 Designation of administrative officer during temporary absence of manager.**

**By letter filed with the clerk, the manager shall designate, subject to**

approval of the commission, a qualified city administrative officer to exercise the powers and perform the duties of manager during their temporary absence or disability. During such absence or disability, the commission may revoke such designation at any time and appoint another officer of the city to serve until the manager shall return or their disability shall cease.

#### 4.04 Duties of city manager.

The city manager shall:

- (a) Appoint, and when they deem it necessary for the good of the city, suspend or remove all city employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter, civil service board rules and regulations or personnel rules adopted pursuant to this Charter. The manager may authorize any administrative officer who is subject to their direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency;
- (b) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law;
- (c) Attend all commission meetings and shall have the right to take part in discussion but may not vote;
- (d) See that all laws, provisions of this Charter and acts of the commission, subject to enforcement by the manager or by officers subject to their direction and supervision, are faithfully executed.

#### 4.05 Departments of city.

All functions of municipal government shall be allotted among various departments including, but not limited to, a finance department, a department of general services, a police department and a fire department. Police and fire departments shall be headed by a police chief and a fire chief whose chiefs shall have exclusive control of the stationing and transfer of all officers and employees of the department as may be prescribed by the ordinances of the city. Department heads shall not be considered employees of the city covered by the civil service system.

The motion carried by the following vote:

**Absent:** 1 - Chairman Haskins

**Yes:** 6 - Mr. Bailey, Mr. Cintron, Ms. Harrison, Ms. Holtz, Vice Chair Verge, and Mr. Weekley

### Discussion Items

**7 Article V - Civil Service**

5.01 Civil service board

Received and Filed

**8 Article VI - Elections**

6.01 City commission election; runoff

6.02 Qualification of electors

6.03 Voter registration; precincts

6.04 Election preparations; state statutes supplementary

6.06 Recall provisions

Received and Filed

**9 Article VII - Ordinances; Right to be Heard**

7.01 Acts requiring adoption of ordinance generally

7.02 Emergency ordinances

7.03 Referendum required for conveyance of city owned  
real property; exceptions

7.04 Right of individual to be heard

Postponed



10

**Article VIII - Charter Amendments; Records; Bonds**

8.01 Methods of amending Charter

8.02 Official acts of city; authentication, record; availability of  
copies

8.03 Approval by electorate required for bond issuance;  
exception for public emergency

Postponed

**Public Comments**

**Committee Member Comments**

**Adjournment - 4:36 P.M.**