

OFFICE OF THE CITY ATTORNEY  
Ronald Ramsingh, City Attorney  
Nicholas Trovato, Assistant City Attorney  
Kendal Harden, Assistant City Attorney  
Amanda Willett, Paralegal  
Claire Hurd, Legal Assistant



PHONE: (305) 809-3770  
FAX: (305) 809-3771  
EMAIL: [cityattorney@cityofkeywest-fl.gov](mailto:cityattorney@cityofkeywest-fl.gov)

## THE CITY OF KEY WEST

1300 WHITE STREET  
KEY WEST, FLORIDA 33040

To: The City Commission for the City of Key West  
From: Ronald J. Ramsingh, City Attorney  
Meeting Date: January 11, 2024  
Agenda Item: Amending Sec. 2-285 to allow the City's advisory boards to determine their annual meeting schedule with a minimum requirement of bimonthly meetings.  
Sponsor: Commissioner Weekley

### COVER MEMO

#### **Action Statement:**

The proposed ordinance seeks to amend Sec. 2-285 to allow the City's advisory boards to determine their annual meeting schedule with a minimum requirement of bimonthly meetings (every other month).

#### **Background:**

Recently the Clerk's office has reported an increase in instances of meetings being cancelled due to a lack of quorum. One particular advisory board member opined that it was his belief that going to bimonthly meetings could promote participation, when there is more of a likelihood of having action items. Meeting cancellations due to a lack of quorum can result in potential issues with overtime for staff or needless use of comp time.

#### **Procurement/Financial:**

The proposed amendment has no impact on the City's procurement processes, finance, or financial impact to businesses.

#### **Options:**

1. To pass the proposed amendment to permit advisory boards to set their own annual meeting schedules with a minimum of bimonthly meetings (every other month).
2. To deny the proposed ordinance amendment. Advisory boards will continue to meet monthly irrespective of any action items. We anticipate that quorum issues will continue.

**Recommendation:** To pass the proposed ordinance.