

**MINUTES**

**CITY CHARTER AND DISTRICT  
BOUNDARY REVIEW COMMITTEE**

**OLD CITY HALL, 510 GREENE STREET**

**TUESDAY, MAY 31, 2011**

A regular meeting of the Charter and District Boundary Review Committee of the City of Key West, Florida was held in Commission Chambers, Old City Hall, on Tuesday, May 31, 2011.

The Clerk called the meeting to order at 6:00 p.m.

Answering roll call were Robert Harvey, Perry Johnston, Clark Knight, Bill Lilley, Tom Milone, Virginia Panico and Philip Schaeffer.

Also present were City Manager Jim Scholl, City Attorney Shawn Smith, Commissioner Jimmy Weekley, Senior Deputy City Clerk Sue Harrison and City Clerk Cheri Smith.

**APPOINTING COMMITTEE CHAIR AND VICE-CHAIR:**

The Clerk announced the first order of business was to appoint a Chair and Vice-Chair for the Committee. Mr. Milone nominated Mr. Johnston for Chairman. Mr. Johnston declined the nomination.

It was then moved by Mr. Johnston and seconded by Mr. Harvey to appoint Ms. Panico as Chair of the Committee. There were no objections.

It was moved by Mr. Milone and seconded by Mr. ~~Clark~~<sup>Knight (S.A.)</sup> to appoint Mr. Johnston as Vice-Chair. The Chair recognized the motion and second and asked for objections. Seeing none the motion to appoint Mr. Johnston as Vice-Chair was approved.

**PRESENTATIONS:**

- a) **Sunshine Laws Review – City Attorney Smith**

City Attorney Shawn Smith briefed the Committee regarding the Sunshine Laws. He encouraged them to contact him if they had any questions. His review included emails and general socializing outside of the meeting setting. Mr. Smith also explained the voting conflict disclosure information.

Chair Panico asked the City Attorney and the City Manager if they would be in attendance at the meetings. Mr. Smith stated either he or Assistant City Attorney Larry Erskine would be in attendance. Mr. Scholl stated either he or Assistant City Manager Mark Finigan would be in attendance.

The City Clerk confirmed she would be in attendance at all the meetings. She would prepare an agenda and minutes for Committee approval.

The Chair confirmed with the Clerk and City Attorney that they would be following the same meeting format as the City Commission.

The Clerk will put an item to approve meeting procedures on the next agenda.

**b) City Charter – Commissioner Weekley**

Commissioner Weekley addressed the Committee. He thanked them all for offering their services to the City as this was a very important issue that only happens every ten years. Mr. Weekley stated the Charter was the most important document the City has. He stated once the Committee approved the Charter it would come before the City Commission for two readings. It would then be put on a ballot for the Citizens to consider. The Department of Justice would need to approve any district line changes. Any changes made to the districts should be effective for the 2013 election. There is a potential of putting the Charter changes on the ballot in 2012 three times.

Mr. Milone requested the Clerk to provide minutes from the previous (2002) Charter Review Committee for their review.

Mr. Smith would be providing information regarding inconsistencies between the Charter and the Code of Ordinances.

Mr. Milone asked the City Attorney for a copy of the Municipal Home Rules Powers Act that was mentioned in the Charter.

**SCHEDULE MEETING DATES:**

The Chair confirmed they would be holding meetings in Commission Chambers. She asked the members for input regarding their schedules. The members concurred the meetings will be held on the second and fourth Thursday of the month. The first meeting of the month would be set for 1:00 p.m. and the second meeting of the month would be set for 5:00 p.m. The Clerk will provide the full schedule of meeting dates for the remainder of the year for approval on the next agenda.

It was moved by Mr. Lilley and seconded by Mr. Milone to set the June meeting dates for June 9, 2011 at 1:00 p.m. and June 23, 2011 at 5 p.m. There were no objections.

**CITIZEN COMMENTS:**

There were no comments from the audience.

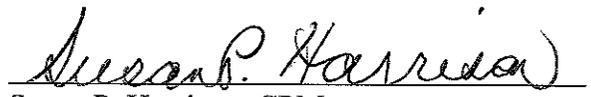
**COMMITTEE COMMENTS:**

Mr. Harvey asked about meeting requirements in terms of attendance. The City Attorney will provide the information on the uniform procedures for advisory boards from the Code. He stated if there were three consecutive absences or more than half the regularly scheduled meetings were missed in any six-month period without prior approval by the Chair then the seat would be deemed vacant. A notification to the City Attorney, City Manager or City Clerk of any absence would be acceptable. Mr. Milone notified the Chair that he would not be available to attend the meeting set for June 9, 2011.

There was discussion on how they would begin consideration of available data and materials. The general consensus was to begin with the Charter review before looking at district lines. The City Attorney listed the items he would provide to the Committee: the Home Rule Powers Act, the Advisory Board process, a memo on annexation and he would go through the Charter and note which sections are controlled by State statute.

**ADJOURNMENT:**

There being no further business the meeting was adjourned at 7:10 p.m.

  
Susan P. Harrison, CPM  
Senior Deputy City Clerk