

ANYONE WISHING TO ADDRESS THE CITY COUNCIL REGARDING ANY TOPIC ON THIS EVENING'S AGENDA IS REQUESTED TO COMPLETE A CARD AND RETURN TO THE CITY CLERK. SPEAKERS ARE RESPECTFULLY REQUIRED TO LIMIT THEIR COMMENTS TO THREE (3) MINUTES.
THE CITY COUNCIL PROHIBITS THE USE OF CELL PHONES AND PAGERS WHICH EMIT AN AUDIBLE SOUND DURING ALL MEETINGS WITH THE EXCEPTION OF LAW ENFORCEMENT, FIRE AND RESCUE OR HEALTH CARE PROVIDERS ON CALL. PERSONS IN VIOLATION WILL BE REQUESTED TO LEAVE THE MEETING.

"Please turn off cell phones"

Charter Review Commission July 20, 2026

Date: Jul 20 2026 (6pm)

Call to Order

1. Call to Order-City Manager, Jamie Booth

City Manager Jamie Booth called the meeting to order.

Roll Call

2. Welcome and Charter Review Commission Introduction, Kyle Bennett, Kimberly Howard, Sally Jackson, Robert Sullivan, Chris Vanzo

The Charter Review Commission was welcomed by City Manager Jamie Booth.

Robert Sullivan-present

Jeff Kyle Bennet-present

Chris Vanzo-present

Kim Howard-was on the phone

Sally Jackson was unable to attend

Rich Komando, City Attorney-present

Public Comments

3. Public Comments

There were no public comments.

Action Items

4. Summary of Sunshine Body Rules- City Manager- Jamie Booth and City Attorney, Rich Komando

City Manager Jamie Booth and City Attorney Rich Komando explained the Florida Sunshine Statutes. The board must follow all of the Florida statutes about volunteering or working on a government board, commission, council, etc.

Their communication with one another must only be during the time of their meetings. This includes all phone calls, emails, and related communications. They can speak with council members or staff members.

5. Discussion of Duties and Requirements of CRC- City Manager- Jamie Booth and City Attorney, Rich Komando

📎 City Charter _March 2026.docx

"Please turn off cell phones"
City Manager Jamie Booth and City Attorney Rich Romando explained what is expected from the Charter Review Commission.

Per Sec. 42 of the city charter, "Charter review commission". The Charter Review Commission shall review the City Charter and propose any amendments or revisions, which may be advisable for placement on the regular municipal election ballot. That Election date is April 13th, 2027. No later than ninety (90) days before the regular municipal election (January 13th, 2027), the Charter Review Commission shall deliver to the City Council the proposed amendments or revisions, if any, to the City Charter. Each proposed amendment shall embrace but one subject and matter directly connected therewith.

The Charter Review Commission shall hold at least three (3) public hearings at intervals of not less than ten (10) days or more than twenty (20) days on any proposed Charter amendment or revision, and no Charter amendment or revision shall be submitted to the electorate for adoption unless favorably voted upon by a majority of the entire membership of the Charter Review Commission. So this is a minimum of a 30-day process. We recommend the Commission schedule to be completed by the public hearing process by November, which would allow for regular meetings in August, September, and October before moving into public hearings on any proposed amendments or revisions.

6. Appointment of Chair and Vice Chair of the Charter Review Commission

The Charter Review Commission decided Robert Sullivan should be chairman and Chris Vanzo should be vice-chairman.

7. Discussion of CRC Meeting Dates

📎 [City of Keystone Heights 2026 Calendar july 9 rev.docx](#)

The next meeting date is August 10, 2026, at 6 pm.