

# City of Key Colony Beach

PO Box 510141 Key Colony Beach, Florida • Phone# 305-289-1212 • Fax# 305-289-1767



Dear Residents of Key Colony Beach,

This letter is to give you some guidance on navigating the City's website, as well as some other useful information. Please do not hesitate to contact me with any further questions!

Silvia Gransee

[cityclerk@keycolonybeach.net](mailto:cityclerk@keycolonybeach.net)

305-289-1212 Ext. 2

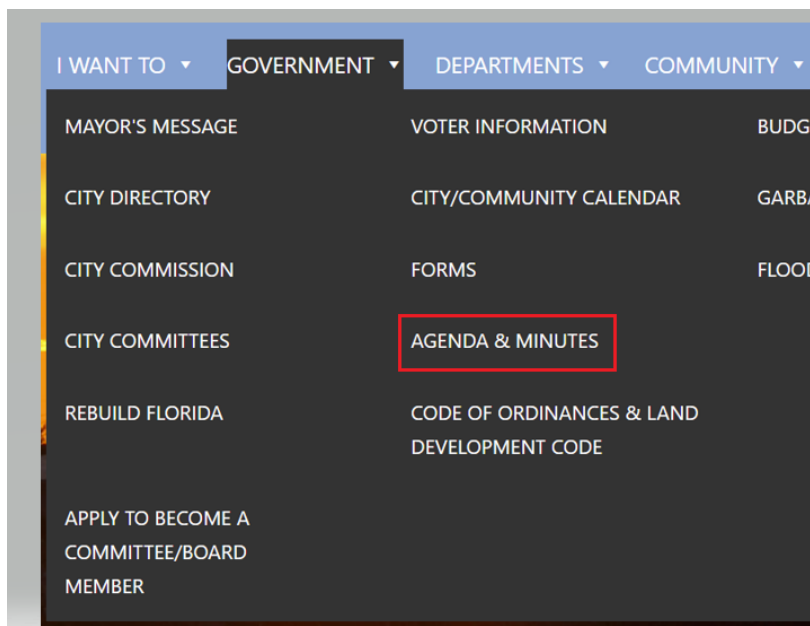
City's website address: [www.keycolonybeach.net](http://www.keycolonybeach.net)

## WHERE TO FIND AGENDAS & MINUTES

1. Go to GOVERNMENT

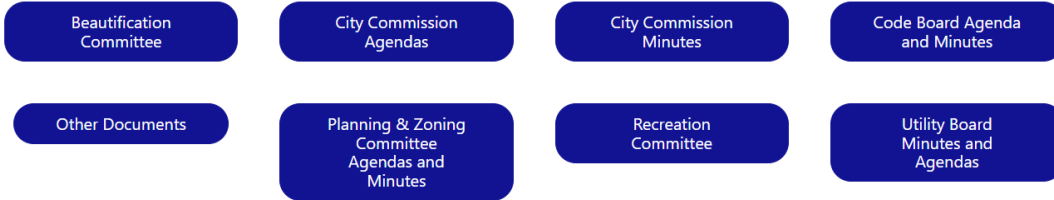


2. Hold your cursor over the tab and click on AGENDA & MINUTES



3. This will bring you to the Agendas & Minutes page of the City Commission, Boards, and Committees.

## Agendas and Minutes



4. From there you can easily navigate to find whichever agendas or minutes you like to view.

## City Commission Minutes

— 2023

- [Townhall Meeting Minutes January 9, 2023](#)
- [City Commission Regular Meeting Minutes January 19, 2023](#)
- [City Commission Public Hearing Minutes February 16, 2023](#)
- [City Commission Regular Meeting Minutes February 16, 2023](#)
- [City Commission Regular Meeting Minutes March 16, 2023](#)
- [City Commission Regular Meeting April 2023 \\*\\*TBA\\*\\*](#)
- [City Commission Regular Meeting May 2023 \\*\\*TBA\\*\\*](#)
- [City Commission Regular Meeting June 2023 \\*\\*TBA\\*\\*](#)
- [City Commission Regular Meeting July 2023 \\*\\*TBA\\*\\*](#)
- [City Commission Regular Meeting August 2023 \\*\\*TBA\\*\\*](#)

### WHERE TO FIND FACTS ON CITY HALL?

1. Go to I WANT TO



2. Hold your cursor over the tab and go to CITY HALL – FAQ (towards the bottom)



3. Here you will find some frequently asked questions on City Hall.

## City Hall - Frequently Asked Questions

[City Hall Architectural Renderings and Conceptual Drawings](#)

[Approved USPS Post Office Design](#)

City Hall Repair or Replace FAQ's

- + Why is the center/admin section of the building condemned?
- + Why not just repair the structure and add the additional space we need?
- + What does the new building design provide?
- + Will the Postal Service move into a temporary trailer and then into the new building?

➤ **WHERE TO FIND City Officials & Staff phone numbers & email addresses can be found under**

GOVERNMENT > CITY DIRECTORY

➤ **WHERE TO FIND Vacation Rental & Property Manager Information**

I WANT TO > Vacation Rentals/Property Managers

➤ **Citizen Correspondence**

Citizen correspondence addressed to the City Commission will always be shared with the Commission and made part of the record at the next Commission meeting, i.e. “The City Commission received a letter from Mr. John Doe pertaining to proposed changes to building heights”. Letters will not be read into the record but are a public record and available to anyone wishing to obtain a copy.

➤ **Citizen Comments during Commission Meetings**

Citizens may give comments during the specific “Citizen Comments and Correspondence” section on the agenda.

Citizen comments may only pertain to agenda items.

Citizens may speak for three minutes only, once, unless waived by a majority of the Commission.

It is my responsibility as the City Clerk to inform when the time is up. The citizen may ask the Commission for additional time to finish their comments. It is not the City Clerks decision to make.

➤ **Questions answered by the Commission**

The Commission does not answer questions during Citizen Comments. Citizen Comments is the opportunity for the Citizen to speak to the Commission in a public setting to have their voices heard. Asking and answering questions would lead to an open-ended discussion, which is not the purpose of a Commission meeting. Commission meetings are for the Commissioners to conduct their business in an organized manner that abides by parliamentary order.

Please contact me with any questions you might have, or if you wish you can personally contact the Mayor, Vice-Mayor, or Commissioners! The Commissioners contact information is under the City Directory on our website.

➤ **Video Recordings**

City Commission meetings are recorded via Zoom and you may contact me at [cityclerk@keycolonybeach.net](mailto:cityclerk@keycolonybeach.net) for a copy of the recording.

➤ **Meeting Minutes**

Meeting Minutes are uploaded to the City website after they have been approved. Usually, the month following a meeting.

➤ **Agenda Packets**

City Commission Meeting Agenda Packets are uploaded the Tuesday before a Commission Meeting. The information provided within is the same the Commissioners receive.