

Get on the Agenda

If you want your issue formally discussed or considered for a vote:

Step 1: Submission

Complete **Speaker's Appearance Form**

Provide Topic and Purpose

Step 2: Processing

Must be **submitted at least 10 business days** (aka no weekends) in advance, must be approved by city manager

Step 3: Review

You will be notified if your item is selected to be on the agenda and given a scheduled date/time.

For public review, agendas are published ahead of meetings on the city website.



Public Comment

Most City Commission meetings include a public comment period, allowing residents to speak.

What to Know?

You can only comment on items already on the agenda.

Can be written or spoken

Time Limit: 5 minutes allowed per speaker

Tips for Effective Public Speaking:

- Clearly state your name and residency.
- Be concise and remain on topic.
- Make a specific request or recommendation.
- Provide written or supporting documents.



4 to 3 Votes

In order for anything to pass there must be at least 4 votes from the commissioners and mayor.

City Commissions usually vote on ordinances, resolutions, and policy decisions during public meetings.

When is a Vote Required?

- Passing or amending major ordinances.
- Zoning changes or land use decisions
- Budget approvals or reallocations
- Setting Policy
- Approving city budget

