



CITY OF CEDAR KEY

Office of the City Clerk

809 6th Street • Cedar Key, Florida 32625 • cityofcedarkey.org

PUBLIC NOTICE MEETING AGENDA SUBMISSIONS

Regularly scheduled City Commission meetings are held on the **third Tuesday of each month at 5:00 p.m.** at Cedar Key City Hall, 809 6th Street, Cedar Key, Florida. Special meetings may also be called when necessary and may follow different notice, agenda, and submission timelines.

The following agenda submission process applies to regularly scheduled City Commission meetings.

To support clear communication, transparency, and an organized meeting process, individuals or organizations requesting placement of an item on a regular meeting agenda should submit the request and all supporting information to the City Clerk's Office **no later than 12:00 p.m. on the Monday of the week before the meeting.**

The Clerk's Office will prepare and format approved items for the agenda and meeting packet. Requestors should provide as much relevant information as possible while keeping the request clear and concise to assist with meeting flow and time management. Submissions should include:

- The purpose and background of the request;
- The specific action or decision requested from the Commission;
- Relevant dates, deadlines, costs, or funding information;
- Names and contact information for the individuals involved; and
- Supporting documents, agreements, maps, photographs, correspondence, proposals, or other relevant materials.

The proposed agenda will be submitted to the Mayor for review and approval on the **Tuesday before the meeting.** The final agenda and meeting packet will be published on the **Friday before the meeting.**

Submitting a request does not guarantee placement on a particular agenda. Late or incomplete requests may be scheduled for a future meeting. The Clerk's Office may contact the requestor for clarification or additional documentation.

Members of the public may also address the Commission during the designated public comment period. Public comments are limited to **four minutes per speaker.** Speakers are encouraged to organize their remarks and present them as clearly and concisely as possible.

Agenda requests and supporting materials may be emailed to cityclerk@cedarkeyfl.us.

The City appreciates the public's cooperation and participation in the local government process.