

SHARING PUBLIC INPUT EASY AS 1 - 2 - 3

WAYS TO SHARE

1 IN PERSON

Come to a public meeting and approach the podium when public input is allowed.

2 ONLINE

Join the virtual meeting through the instructions on the agenda.

3 AHEAD OF TIME

Can't make the meeting? Submit written communication via letter or email ahead of time. The front page of the agenda lists how you can submit written communication.

WHAT TO SHARE

1 YOUR NAME

State your name for the record.

2 YOUR RESIDENCE

Share your address so the council understands how matters may impact you and your neighborhood.

3 YOUR INPUT

Now is your chance to have your voice heard! Share what is on your mind.

HOW TO SHARE

1 5 MINUTES PER PERSON

Live public input is limited to 5 minutes per person and 30 minutes in total. Keep input concise.

2 RELATED AGENDA ITEM

Make sure your input is related to the item on the agenda up for discussion (i.e. public hearings, etc.).

3 ADDRESSING THE MAYOR & COUNCIL

Please address the mayor and council by their title followed by their last name (i.e. Mayor Cavanagh).

Public input is received one resident at a time. Please be considerate as we work together to share ideas and better our city.



You can also share your thoughts regarding any topic, at any time, by contacting the city council. Scan the QR code or visit www.CityOfDubuque.org/CouncilContacts to submit a form, send an email, or find phone numbers and addresses to submit public input. Thank you for being active in city government and making a difference!

THE CITY OF
DUBUQUE
Masterpiece on the Mississippi

YOUR CITY YOUR VOICE



As a resident of Dubuque, your thoughts matter in decisions facing our city.

Providing public input allows those residing in Dubuque to share their voice and make a difference in the community.

A GUIDE TO PROVIDING PUBLIC INPUT



Important decisions that impact the future of our city are made every day. By sharing your ideas, thoughts, and opinions through public input, you can help inform these decisions by city staff, the various city boards and commissions, and the city council.

Learn more about these decisions and your local government by picking up the City Government 101 handout!

CITY GOVERNMENT 101



CITY COUNCIL MEETINGS

The Dubuque City Council meets regularly on the first and third Monday of each month in the Council Chambers on the second floor of the Historic Federal Building at 350 W. 6th Street. The meetings begin at 6:30 p.m. and are also broadcast live on CityChannel Dubuque (Mediacom channels 8 and 117.2), and streamed live and archived on the City's website and Facebook. The council occasionally meets informally in work sessions to review programs and receive progress reports. Like city council meetings, all work sessions are open to the public. However, these sessions are meant to for council to receive in-depth information with no formal action to be taken, so public input is usually not allowed.

BOARDS & COMMISSIONS MEETINGS

Dubuque's boards and commissions play an important role in advising and providing expertise to the city council and city staff in specialized policy areas. The groups meet either monthly, bi-monthly, quarterly, or as needed to discuss specific issues facing the city.

UPCOMING MEETINGS CAN BE FOUND AT

www.CityOfDubuque.org/Agendas



FOLLOW ALONG WITH THE AGENDA!

Follow along with the agenda to participate in the meeting! All meetings begin and end with the strike of the gavel.

PRESENTATIONS & PROCLAMATIONS

After the Pledge of Allegiance, the meeting starts with timely presentations and proclamations. Proclamations are an opportunity to bring awareness to and recognize an important person or event. Individuals or organizations present to receive the proclamation have the opportunity to share a few brief thoughts and/or comments at the podium. The mayor then reads, signs, and presents the proclamation.

CONSENT AGENDA

The consent agenda is a group of items that is considered routine and is usually approved with one motion and a simple majority vote. When directed by the mayor, anyone from the public or any of the council members can ask to pull any item from the consent agenda for separate discussion prior to the vote.

ITEMS SET FOR PUBLIC HEARING

Following the consent agenda are items to be set for public hearing. These items are to be scheduled and discussed in a public hearing at a later date.

BOARDS & COMMISSIONS

During this time, the city council will review and appoint applicants to city boards and commissions. Applicants being reviewed are invited to address the city council regarding their desire to serve. The council will also make appointments during this time for applications they have reviewed at a previous meeting.



LEARN EXACTLY HOW TO
PROVIDE PUBLIC INPUT
ON THE BACK PAGE!

PUBLIC HEARINGS

Next are public hearings concerning certain items of business, including certain zoning issues, the sale or lease of city-owned property, and capital projects with an estimated cost exceeding \$100,000. There is an opportunity to provide public input during each public hearing, before it is voted on by council.

PUBLIC INPUT

The mayor will then open the meeting up to public input. Anyone wishing to address the council on action items on the agenda or on matters under the control of the city council may do so. State law prohibits the city council from taking formal action on public input that does not relate to an action item on the agenda.

ACTION ITEMS

After input, the council moves onto action items. These issues require separate discussion and action. Public input is only allowed at the discretion of the mayor or by a majority vote of the city council. It is during this part of the meeting that most ordinances are adopted. Ordinances are the laws under which the city operates.

COUNCIL MEMBER REPORTS

Council members can provide individual reports on matters of their ward or the city that they deem important.

The city council will either **adjourn the meeting** or move to **convene in a closed session**. Closed sessions concern confidential matters, and are governed by state laws and are not open to the public.