



# City Code Chapter 2.04

## Council & Public Requests

City Council Regular Meeting  
November 23, 2021



# City Code Title 2 Chapter 2.04

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## Identifies City Council Processes for:

- Elected Officers and Council Composition
- Filling of Vacancies
- Oath of Office
- Financial Disclosure Statements
- Council Meetings
- Quorum and Attendance
- Chairperson's Role and Responsibilities
- Agendas
- Order of Business
- Council and Public Requests
- Minutes
- Staff Reports and Recommendations
- Rules of Order
- Public Comments
- Ordinances and Resolutions



# History

- A presentation and discussion regarding Lake Havasu City Code Title 2, Chapter 2.04, *City Organization and City Council*, was given at the City Council Planning Session on January 24, 2019.
- The presentation reviewed current processes, examples, and suggested changes from staff that focused on the following:
  - § 2.04.290 Public Requests
  - § 2.04.280 Council Requests
  - § 2.04.500 Call to the Public
  - New Call to the Public/Speaker Request Form
  - Review of Council Communication



# History

- On March 12, 2019, Ordinance No. 19-1214 was introduced amending Chapter 2.04 with changes as discussed at the Planning Session.
- On March 26, 2019, the City Council adopted Ordinance No. 19-1214 amending Lake Havasu City Code Chapter 2.04.
- At the City Council Regular Meeting on October 26, 2021, a future discussion item was requested regarding Ordinance No. 19-1214 concerning council and public requests.
- The following slides will review the prior and current processes for council and public requests with changes (as adopted by Ordinance No. 19-1214) highlighted in red.

## City Code § 2.04.290 – Public Requests

### Prior Process

Interested parties or their authorized representatives may request that an item be placed on the City Council meeting agenda by providing the request to the City Clerk or the City Council as a whole.

Only the party or authorized representatives making the request may present the item to the City Council, unless permitted otherwise by the City Council. All questions directed to the City Council must be made through the Chairperson. The presentation of the item at the City Council meeting shall be limited to 10 minutes unless additional time is granted.

### Current Process

Interested parties or their authorized representatives may request that an item be placed on the City Council meeting agenda by *submitting a written request* to the City Clerk or the City Council as a whole. *The City Manager or designee will research the request to determine if it can be handled administratively or requires City Council action. If determined that the matter should be placed before the City Council, the City Manager will ensure that documentation, if any, is compiled and any necessary material forwarded to the City Clerk in the same manner as other items are presented to the City Council, and the City Clerk shall place the item on the next available regular meeting agenda. If the City Manager determines that the matter is not appropriate to be placed on the Council agenda, the City Clerk shall notify the citizen that their request will not be placed on the agenda and provided any additional information, as applicable.*

Only the party or authorized representatives making the request may present the item to the City Council, unless permitted otherwise by the City Council. All questions directed to the City Council must be made through the Chairperson. The presentation of the item at the City Council meeting shall be limited to 10 minutes unless additional time is granted.

## City Code § 2.04.280 – Council Requests

### Prior Process

Any member of the Council may request that an item be placed on the agenda for consideration, discussion, and/or legal action by making a request during the Future Agenda Items during a meeting or by submitting a written request to the City Clerk's office prior to the deadline for the specified agenda. All communication should be addressed to Council as a whole and not to any individual member thereof.

### Current Process

Any member of the Council may request that an item be *researched further or placed* on the agenda for consideration, discussion, or legal action by:

- 1. Making a motion and receiving a second, no vote necessary, during the Future Discussion Items portion of the City Council meeting and then the requesting Councilmember will work with the City Manager to determine the best course of action for handling the request; or*
- 2. Submitting a written request to the Mayor and then the Mayor will work with the Councilmember(s) and the City Manager to determine the best course of action for handling the request.*

*If it is determined that a request should be placed on a future City Council agenda, the City Manager will obtain the necessary information and materials for placement of the item on a future agenda.*

*The Mayor may submit items for placement on an agenda by providing written notice to all Councilmembers and then he or she will work with the City Manager to obtain the necessary information and materials for placement of the item on a future agenda.*

All communication should be addressed to Council as a whole and not to any individual member thereof.



Questions?