



# Lake Havasu City

Lake Havasu City  
Municipal Courthouse  
Council Chambers  
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## Legislation Text

File #: ID 21-3057, Version: 1

### COUNCIL COMMUNICATION

**TO:** Honorable Mayor and Council

**FROM:** Kelly Williams, City Clerk

**SUBJECT:**

Discussion Regarding Lake Havasu City Code Chapter 2.04, Administration and City Council, Council Requests and Public Requests (*Kelly Williams*)

**FUNDING SOURCE:**

N/A

**PURPOSE:**

Discussion regarding Lake Havasu City Code Chapter 2.04, Administration and City Council, Council Requests (§ 2.04.280) and Public Requests (§ 2.04.290).

**BACKGROUND:**

At the January 24, 2019, City Council Planning Session, City staff sought direction from the City Council regarding the processes for future agenda items (City Code § 2.04.250), council requests (City Code § 2.04.280), public requests (City Code § 2.04.290), call to the public (City Code § 2.04.500), and boards and commissions. The presentation at the Planning Session included current processes, examples, and suggested changes from City staff, and provided the City Council with the opportunity to review and discuss these processes and provide comments and suggested changes to City Code Chapter 2.04.

On March 26, 2019, the City Council adopted Ordinance No. 19-1214 which made the following changes to the City Code:

- 1) Revising § 2.04.090 “Special Meetings”, § 2.04.110 “Work Sessions” and § 2.04.130 “Executive Sessions” to allow the Council, in accordance with § 2.04.280, or the City Manager (or City Attorney for executive sessions) to schedule a meeting.
- 2) Revising § 2.04.250 to remove “Future Agenda Items” from the Order of Business of each meeting of the Council and replace with “Future Discussion Items.”
- 3) Revising § 2.04.280 to include that any member of the Council may request that an item be placed on the agenda for consideration, discussion, and/or legal action by:
  - 1) Making a motion and receiving a second, no vote necessary, during the Future

Discussion Items portion of a 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 prior to the deadline for the specified agenda. 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. The Mayor will work with the City Manager to obtain the necessary documentation for placement on a future agenda.

- 4) Revising § 2.04.290 to clarify that a formal written request must be submitted to the City Clerk or the City Council, and reviewed by the City Manager, or designee, who will research the request to determine if it can be handled administratively or requires City Council action. Also clarifies the “meeting agenda” as the next available Regular Meeting Agenda.
- 5) Revising § 2.04.500 to clarify how members of the public are to address the Council during call to the public, and sets the call to the public time limitation to three (3) minutes, unless further time is granted by the Council. Currently, the code does not define the time limit for call to the public.
- 6) Revising § 2.04.520 to correct the enacting clause of all ordinances.
- 7) Removing § 2.04.600 “Council Requests for Ordinances or Resolutions” in its entirety. This process is covered under “Council Requests.”
- 8) Amending § 2.04.610, General, to add new subsection (F) regarding board requests.

At the October 26, 2021, City Council Regular Meeting, the City Council requested a future discussion regarding council and public requests and the adoption of Ordinance No. 19-1214. A copy of the January 24, 2019, planning session minutes, Ordinance No. 19-1214 with tracked changes, and March 26, 2019, City Council meeting minutes are attached.

**COMMUNITY IMPACT:**

Clear and up-to-date City Code provisions promote efficient and effective operations.

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

City Council Planning Session Minutes (1/24/2019)

Ordinance No. 19-1214

City Council Regular Meeting Minutes (3/26/2019)

PowerPoint Presentation

**SUGGESTED MOTION:**

N/A