



# PUBLIC PARTICIPATION AT CITY COUNCIL MEETINGS

Answers to commonly asked questions about North Las Vegas City Council Meetings



**CITY HALL INFORMATION**  
2200 Civic Center Drive  
North Las Vegas, Nevada 89030



The North Las Vegas City Council created this informative brochure to answer some commonly asked questions about public participation in the City Council Meetings. If your question isn't answered, or you would like more information, please contact the City Clerk's Office at 633-1030.

### When and where are City Council meetings held?

North Las Vegas City Council Meetings are held on the first and third Wednesdays of every month at 6:00 p.m. in the City Council Chambers, North Las Vegas City Hall, 2200 Civic Center Drive, North Las Vegas.

### When and where are agendas posted?

Agendas are posted and mailed no later than 9:00 a.m. on the third working day before the meeting (the day of the meeting is not counted). For a typical agenda, the City Clerk's Office posts on the Thursday before the next Wednesday meeting.

### The agendas (City Council and Redevelopment Agency) are posted at the following locations:

- City Hall
- Public Safety Building
- North Las Vegas Public Library
- Northwest Branch Public Library
- North Las Vegas Post Office at Lake Mead Boulevard
- City's website [www.cityofnorthlasvegas.com](http://www.cityofnorthlasvegas.com)

### Who do I contact to obtain information about City Council Meetings?

Call the City Clerk's Office at 633-1030.

### What are the components of a City Council Meeting?

**Public Hearings:** Public Hearings are invitations to the public to provide comments on specific items. Public Hearing Notices are mailed to each property owner in a pre-determined radius at least ten calendar days prior to the hearing. Certain public hearings require the notice to be mailed by certified, return receipt mail. Public Hearing notices are also posted at the same locations as the City Council agenda. In addition, Public Hearing notices are published in the legal notice section of the Las Vegas Review-Journal newspaper at least ten days before the hearing. The Notice of Public Hearing is also posted on the property in question.

**Consent Agenda:** If a large number of routine matters are presented for approval, the City Council uses a common method of action known as the Consent Agenda. The Consent Agenda, as a section of the regular agenda, includes noncontroversial matters. Any member of the Council has the right to move any item from the Consent Agenda to the regular agenda for discussion. If, prior to the vote, a request is received from a member of the public, the Mayor and Council have the option to remove any item from the Consent Agenda for discussion. The Consent Agenda is then voted on, in total, without discussion (excluding those items previously removed for individual action).

**Business Agenda:** The Business Agenda contains matters that typically require discussion and deliberation from the City

Council before a vote is taken. Business Agenda items are heard individually with a separate action and vote taken on each item.

**Ordinances, Introduction Only:** All proposed ordinances must be read to the City Council by title and made available to the public for inspection. The ordinances are set for final action to announce the date the ordinance will be considered for adoption. Once introduced, the title of the ordinance is published in the Las Vegas Review-Journal newspaper at least ten days before the proposed adoption of the ordinance. Typically, there is no public participation for this type of item as it is announcing the date for discussion, deliberation and action.

**Ordinances, Final Action:** At the next regular meeting of the City Council following the introduction, the ordinance is again read by title as it was first introduced at a prior meeting. Amendments may be proposed and discussed. Public participation is invited. Once final action is voted upon and the ordinance is adopted, the ordinance is again published in the Las Vegas Review-Journal newspaper giving the public Notice of Passage of the ordinance. Ordinances do not become law until the day after they are published in the newspaper.

**Council Items:** This section of the agenda gives Council members the opportunity to request future agenda items, and ask for reports and findings from staff.

**City Manager's Report:** This section gives the City Manager the opportunity to provide the Council and public with necessary facts, reports, updates about upcoming events and any other information of interest.

**Public Forum:** The Public Forum is a period devoted to comments by the general public. Comments need not be restricted to items contained in the agenda, however, no action may be taken on a matter raised in this section until the matter is specifically included on an agenda as an item for action. Comments must address the Council as a whole, not individual members, and should be limited to issues regarding City government.

### Can a member of the City Council have an item added to the City Council agenda?

Currently, by City Charter, the City Manager is the City's Chief Administrative Officer and therefore sets the City Council agenda. The City Council has the opportunity to address any subject as part of the Council Items agenda item. If a member of the City Council wants to discuss any subject, they discuss it at that time. Although no action can be taken on the subjects brought forth during Council Items, if the item is something that needs to be researched or brought forth on a future agenda for discussion and/or action, the Council will direct staff to do so.

### Can a member of the public have an item added to the City Council agenda?

This opportunity is available through the public comment portion of the City Council meeting. If a member of the public wants to discuss any subject, they simply need to complete a blue card and submit it to the City Clerk. Regardless of the subject, they will be called upon to speak. Although no action can be taken on the subjects brought forth during public comment, if the item is

something that needs to be researched or brought forth on a future agenda for discussion and/or action, the Council will direct staff appropriately.

### Didn't the City allow residents to add agenda items in the past? If so, why did they change this policy?

Yes, prior to 1996, residents and/or council members were permitted to add agenda items to the North Las Vegas City Council agenda. To do this, they were required to submit their request a week prior to the meeting so the item could be properly posted. This was cumbersome for the public and resulted in items being heard and decisions being made without ample information available from city staff and potentially affected parties. When agenda items have gone through the preparation and submitting process via the City Manager and City Clerk, they contain appropriate research and recommendations, resulting in informed decision-making and efficient, effective use of meeting time. Currently, the public may address the City Council on any subject during the public forum portion of the meetings.

### Can a member of the public speak on any agenda item, including Consent Agenda items?

Yes. To speak on any agenda item, complete a blue card and hand it to the City Clerk. The Mayor, or presiding officer, will call upon you to speak when the item is heard. If you're requesting to speak on an item that's part of the Consent Agenda, your request to speak will be reviewed by all City Council members and they may pull that item from the Consent Agenda, hearing from interested parties, then voting on that item individually.

### How much time do I get to speak during public forum?

Persons speaking during the public forum portion of the meeting are given 5 minutes to speak. North Las Vegas (and Henderson) provide the longest time for any member of the public to speak. In Las Vegas and Clark County, the time is set at 3 minutes. In all agencies, the presiding officer may extend the length at their discretion. When speaking during a public hearing, there is no time limit on comments.

### Is 5 minutes enough time to address the City Council?

Five minutes is ample time to present an issue, pose a question, make a recommendation, or otherwise present information to the Council. Most often, speakers are connected/referred to a city staff member for more assistance. The City staff is prompt in responding, often immediately after the public comment portion, or the following business day. No agency in Southern Nevada provides more time for the public to speak during public comment than North Las Vegas.

### What if I don't want to wait until the end of the meeting to address the City Council?

City Council meetings are just one method of communicating with your City Council. If you are unable to attend a meeting, or stay until the public comment portion, you can contact your City Council during regular business hours by calling 633-1000. In addition, you can visit the City's web site at [www.cityofnorthlasvegas.com](http://www.cityofnorthlasvegas.com) and submit a general inquiry or send a Council member an email.

### Does the City Council want to hear from me?

Absolutely. The City Council's role is to represent and protect the public's interest in the administration of City government. The City Council more than wants to hear from you, they need to hear from you in order to ensure that the decisions made are in the best interest of the public and affected parties.

### Does North Las Vegas protect the public's right to speak at City Council meetings and are they abiding by the Nevada Open Meeting Law?

Yes. City Council meetings are conducted in accordance with the Nevada Open Meeting Law. Cities throughout the United States, and here in Southern Nevada, follow similar methods. The current City Council meeting process has proven to be an efficient, inclusive, and effective method of carrying out the business of City government.

### For more information contact:

CITY OF NORTH LAS VEGAS  
2200 Civic Center Drive  
North Las Vegas, NV 89030-4178  
Telephone (702) 633-1000  
[www.cityofnorthlasvegas.com](http://www.cityofnorthlasvegas.com)

### Referrals

Emergency Police or Fire .....	911
Non-Emergency Police .....	633-1390
or .....	311
Abandoned Shopping Carts .....	1-800-252-4613
Abandoned Vehicles on the Street .....	633-1390
Animal Control .....	633-1750
Building Complaints .....	633-1922
Building Permits .....	633-1536
Business Licensing .....	633-1520
Debris in the Street .....	633-1313
Environmental Hazards .....	633-1290
Graffiti Removal .....	633-1871
Neighborhood Watch/Crime Prevention .....	633-1810
Park Maintenance .....	633-1256
Street Lights .....	633-1264
Street Repair .....	633-1313
Traffic Signals/Lights/Signs .....	633-1264
Water Waste .....	633-1216
Water Shutoff .....	633-1275

Let's all work together to make North Las Vegas  
"Your Community of Choice!"

**Mayor**  
Michael L. Montandon

**Council Members**  
William E. Robinson  
Stephanie S. Smith  
Shari Buck  
Robert L. Eliason