

## NOTES

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### Clerk of the Council Office



### UNDERSTANDING YOUR CITY COUNCIL MEETING AGENDA



## AGENDA CATEGORIES

The Clerk of the Council Office has established Agenda categories in a set order for the conduct of Council business. The Consent Calendar portion of the Agenda was divided into three broad categories -- Administration, Budget, and Land Use

**ITEMS 10-39** are placed on the Consent Calendar – Unless an item is pulled for separate consideration by a Councilmember, actions are taken by a single vote

**ITEMS 50-95** are placed on the Business Calendar – Each item is voted on separately.

**ITEMS 75** are placed on the Business Calendar, but in a separate section to inform the Council and the Public of the legal requirement to hold a hearing on a matter

Following are brief descriptions or definitions of the Agenda Categories used by the Clerk of the Council.

### **PUBLIC COMMENTS**

Pursuant to Government Code Sec. 54954.3, the public may address the City Council, Successor Agency, and/or Housing Authority on any and all matters within the City of Santa Ana's jurisdiction. At the discretion of the Chair, at the first Public Comment portion of the meeting, all comments may be considered jointly.

### **CONSENT CALENDAR ITEMS**

#### **ADMINISTRATIVE MATTERS**

#### **ITEM 10: MINUTES**

The “minutes” are prepared by the Clerk following each meeting and include the record of all the proceedings of the prior meeting(s).

#### **ITEM 11: ORDINANCES – SECOND READING**

An ordinance is a law enacted by the City Council. Pursuant to the Santa Ana City Charter, no ordinance can be adopted finally on the day it is introduced (first reading) except for emergency ordinances, which require a 2/3 vote.

#### **ITEM 12: NOTICE OF PUBLIC HEARINGS**

A resolution which states the Council's intent to hold a public hearing at a future Council meeting. The Clerk of the Council must publish the entire resolution for Notice of Intent in a newspaper of general circulation.

#### **ITEM 13: BOARDS/COMMISSIONS/ COUNCIL COMMITTEES**

This category includes all appointments to city boards or commissions and also includes the current vacancy status.

#### **ITEM 17: FINAL TRACT MAP NOTIFICATIONS**

Pursuant to Section 34-183 of the Santa Ana Municipal Code, the City Engineer receives a final map for subdivision of property and reviews the map for final approval.

#### **ITEM 18: CHAPTER 3 APPEALS**

When an applicant is entitled under the Municipal Code to appeal to the council from an adverse determination in a matter made by a city official, board or commission and desires to so appeal, he/she shall, within 10 days after notification of the determination, submit a notice of appeal to the Clerk of the Council. The notice must be addressed to the council and shall specify the subject matter of the appeal, the official or body whose decision is appealed, date of original and amended applications or requests, date of adverse decision, basis of appeal, the action requested of the council and the name and address of the appellant.

**ITEM 19: MISCELLANEOUS - ADMINISTRATION**

Typical items in this category include: Closed Session Report, Excused Council Absences, Property and Liability Insurance, Consolidated Plan Annual Update, Investments Report, and Employee Health and Dental Benefits.

**BUDGETARY MATTERS**

**ITEM 20: APPROPRIATION ADJUSTMENTS**

Pursuant to Charter Section 609, at any council meeting after the adoption of the budget, the Council may amend or supplement the budget by motion adopted by the affirmative votes of at least two-thirds of the members. By such motion, the council may authorize the transfer of unused balances appropriated for one purpose to another purpose, or appropriate available revenue not included in the budget.

**ITEM 21: GRANTS/APPLICATIONS**

Recommended actions vary depending on the type of grant. This category is only used if there is no Council resolution associated with the Grant application or award.

**ITEM 22: SPECIFICATIONS PURCHASE OF EQUIPMENT AND SERVICES**

These contracts are administered by the Purchasing Division within the Finance and Management Services Agency and include goods or services that are readily ascertainable and measurable by an objective standard in terms of quantity or quality so as to be susceptible to competitive bidding.

**ITEM 23: PROJECTS**

These contracts generally involve public works construction.

**ITEM 25: AGREEMENTS – PROFESSIONAL SERVICES AND OTHER CONTRACTUAL OBLIGATIONS**

These contracts and agreements include all professional of services that are provided to the City.

**ITEM 29: MISCELLANEOUS - BUDGET**

Typical items in this category include gifts and donations to the City and City memberships in outside organizations such as the League of Cities.

**LAND USE MATTERS**

**ITEM 30: DEEDS - TRANSFER OF PROPERTY**

This category is used for deeds including grant deeds, quitclaim deeds, easements, and abandonment of streets or alleys.

**ITEM 31: CONDITIONAL USE PERMITS/VARIANCES**

A Conditional Use Permit is required for certain activities and uses which are permitted by the zoning code if they can be found to be compatible with surrounding uses.

**ITEM 32: TENTATIVE PARCEL/TRACT MAPS**

A Tentative Map is required for every subdivision for which a parcel map, parcel map waiver, or final map is required.

**ITEM 39: MISCELLANEOUS - LAND USE**

This category includes miscellaneous land use items.

**REGULAR BUSINESS MATTERS**

**ITEM 50: ORDINANCES/FIRST READING**

Before final adoption, ordinances, with the exception of emergency ordinances, must be “introduced” or placed on first reading on a regular meeting agenda, and the Council must authorize publication of the ordinance title in a newspaper of general circulation.

**ITEM 55: RESOLUTIONS**

The rights and powers of the City Council are exercised by ordinance, resolution or motion as may be prescribed by the Constitution or laws of the State of California, and the provisions of the Charter.

**ITEM 60: ADMINISTRATIVE MATTERS – BUSINESS**

This category includes matters where Council action is required by motion.

**ITEM 65: REPORTS**

Reports may or may not require Council action.

**ITEM 75: PUBLIC HEARINGS**

This category includes matters that require public hearings pursuant to City, State, or Federal law. These hearings allow public testimony. Notice of public hearings must be published in a newspaper of general circulation



within a time period established by law or mailed to affected parties within a specified distance of the proposed project.

**ITEM 80: JOINT SESSIONS**

This category is for matters that require action by the City Council and one or more of the agencies or authorities in which membership includes the Council Members.

**ITEM 85: COUNCIL ITEMS**

Pursuant to Charter Section 411, any member of the City Council may place items on the City Council Agenda to be considered by the City Council.

**ITEM 90: CITY MANAGER AND CITY COUNCIL COMMENTS**

The City Manager may present information to the Council at a meeting; however, no action may be taken by the Council on any comments made at this time.

Any Councilmember may comment on non-agenda matters and ask questions of staff. No action may be taken by the Council during this comment portion of the agenda except to schedule a matter for a future agenda. Also, oral reports on regional boards may also be made at this time.

AB1234 DISCLOSURE - This is the time for members of the Council to provide a brief oral report on any conference, meeting or travel paid for by the City. If more than one Councilmember attended the same event, the Mayor may designate one attendee to give the report.

For any additional information regarding the City Council agenda, please contact the Clerk of the Council Office at 714-647-6520.