

ORDINANCE NO. NS-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA ANA AMENDING CHAPTER 2 OF THE SANTA ANA MUNICIPAL CODE AS TO SECTION 2-328 REGARDING MEETINGS; CHAIRPERSON AND RECORDING SECRETARY OF APPOINTIVE BOARDS AND COMMISSIONS, ADDING SECTION 2-331.5 ENTITLED MEETINGS, AMENDING THE TITLE OF ARTICLE VII OF CHAPTER 2, AMENDING SECTION 2-748 REGARDING CITY MANAGER CONTRACTING AUTHORITY, ADDING SECTION 2-749 REGARDING CITY ATTORNEY AND CITY CLERK CONTRACTING AUTHORITY, AND REPEALING SECTION 2-107 REGARDING PROHIBITED CAMPAIGN CONTRIBUTIONS

THE CITY COUNCIL OF THE CITY OF SANTA ANA DOES ORDAIN AS FOLLOWS:

Section 1. Section 2-238 of Division 2 of Article IV of Chapter 2 of the Santa Ana Municipal Code is hereby amended to read as follows:

Sec. 2-328. Meetings; chairperson; recording secretary.

The election of each chairperson and vice-chairperson shall be held at the meetings of the respective boards and commissions during the month of July of each year. The board or commission, in the event of a vacancy in the office of the chairperson or vice-chair person, shall elect one (1) of its members for the unexpired term. The chairperson shall have the responsibility for informing the city council of board, commission, or committee actions or inactions and the reasons therefore.

The city manager or his or her designee shall designate a secretary for the recording of minutes for each of such boards and commissions, who shall keep a record of its proceedings and transactions. Each board and commission shall prescribe rules and regulations governing its operations which shall be consistent with the charter, this Code, and shall be filed with the city clerk for public inspection.

Section 2. Section 2-331.5 shall be added to Division 3 of Article IV of Chapter 2 of the Santa Ana Municipal Code to read as follows:

Sec. 2-331.5. - Meetings.

The personnel board shall meet twice a month on the second and fourth Thursdays, provided there is business on the agenda to come before it and may hold up to two additional meetings per month.

Section 3. The title of Article VII of Chapter 2 of the Santa Ana Municipal Code is hereby amended as follows:

ARTICLE VII. - CITY MANAGER, CITY CLERK AND CITY ATTORNEY  
CONTRACTING AUTHORITY

Section 4. Subsection (a) (1) of Section 2-748 of Article VII, of Chapter 2 of the Santa Ana Municipal Code is hereby amended to read as follows:

Sec. 2-748.- City manager's contracting authority.

(a) Non-public works contracts.

(1)The city manager is authorized to bind the city to any one (1) or more written non-public works contract, per vendor, in an amount or amounts not exceeding the sum of fifty thousand dollars (\$50,000.00) per department, and per each Fiscal Year. For purposes of this section, a non-public works contract shall mean any contract not deemed to be a public works contract under subsection (b)(1).

(2)The city manager is hereby authorized to bind the city on amendments to any one (1) non-public works contract when such amendment for any one (1) non-public works contract, together with any previously approved amendments for said contract, do not cumulatively amount to an increase of the city's expenditure obligation under said contract of more than twenty (20) percent of the original contract amount.

(b) Public works contracts.

(1)The city manager is authorized to bind the city to any one (1) or more written public works contract, per vendor, in an amount or amounts not exceeding the sum of five hundred thousand dollars (\$500,000). For purposes of this section, a public works contract shall be deemed to mean a project for the erection, improvement, and/or maintenance, inspection, testing and repair of public buildings, streets, drains, sewers, or parks.

(2)The city manager is authorized to bind the city to any one (1) written contract for emergency public works construction in an amount not exceeding the sum of five hundred thousand dollars (\$500,000).

(3)The city manager is hereby authorized to bind the city on change orders to any one (1) public works contract, when such change order for any one (1) public works contract, together with any previously approved change orders for said contract, do not cumulatively amount to an increase of the city's expenditure obligation under said contract of more than twenty (20) percent of the original contract amount.

(c)Website access and search features.

(1) All agreements approved by the City Manager shall be posted to the City's website on a quarterly basis.

(2) The City's website shall provide search capabilities allowing users to search any and all agreements approved by the city manager based on words, phrases, and dollar amounts.

Section 5. A new section 2-749 is hereby added to Article VII of Chapter 2 of the Santa Ana Municipal Code to read as follows:

Sec. 2-749. - City Attorney and City Clerk contracting authority.

(a) The city attorney is authorized to bind the city to any one (1) or more written contracts for goods or services, to conduct department business, per vendor and per each Fiscal Year where said contract does not exceed the sum of twenty-five thousand dollars (\$25,000.00).

(b) The city clerk is authorized to bind the city to any one (1) or more written contracts for goods or services, to conduct department business, per vendor and per each Fiscal Year where said contract does not exceed the sum of twenty-five thousand dollars (\$25,000.00).

(c) Website access and search features.

(1) All agreements approved by the city attorney and city clerk shall be posted to the City's website on a quarterly basis.

(2) The City's website shall provide search capabilities allowing users to search any and all agreements approved by the city attorney and city clerk based on words, phrases, and dollar amounts.

Section 6. Section 2-107 of Article II of Chapter 2 of the Santa Ana Municipal Code is repealed in its entirety.

Section 7. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Santa Ana hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

Section 8. This Ordinance shall become effective thirty (30) days after its adoption.

Section 9. The City Clerk shall certify the adoption of this Ordinance and shall cause the same to be published as required by law.

ADOPTED this \_\_\_\_ day of April, 2025.

\_\_\_\_\_  
Valerie Amezcua  
Mayor

APPROVED AS TO FORM:  
Sonia R. Carvalho, City Attorney

By: Laura A. Rossini  
Laura A. Rossini  
Chief Assistant City Attorney

AYES:	Councilmembers	_____
NOES:	Councilmembers	_____
ABSTAIN:	Councilmembers	_____
ABSENT:	Councilmembers	_____

#### **CERTIFICATE OF ATTESTATION AND ORIGINALITY**

I, JENNIFER L. HALL, City Clerk, do hereby attest to and certify the attached Ordinance No. NS-XXXXXX to be the original ordinance adopted by the City Council of the City of Santa Ana on \_\_\_\_\_, 2025.

Date: \_\_\_\_\_

\_\_\_\_\_  
Jennifer L. Hall  
City Clerk  
City of Santa Ana