



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**April 15, 2025**

---

**TOPIC:** Omnibus Amendments to Chapter 2 of the Santa Ana Municipal Code

---

**AGENDA TITLE**

Second Reading of the Omnibus Amendments to Chapter 2 of the Santa Ana Municipal Code Including Meeting Frequency for the Personnel Board, Contracting Authority for the City Clerk and City Attorney, and Relying on State Law Regarding Campaign Contributions Effect on Proceedings Involving a License, Permit, or other Entitlement for Use

First Reading at the April 1, 2025, City Council meeting and approved by a vote of 6-0-0-1 (Councilmember Phan absent). Published in the OC Reporter on April 2, 2025.

**RECOMMENDED ACTION**

Approve the Second reading and adopt 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 Regarding Meetings of the Personnel Board, Amending the Title of Article VII of Chapter 2, Amending Section 2-748 Regarding City Manager Contracting Authority, Adding Section 2-748 Regarding City Attorney and City Clerk Contracting Authority, and Repealing Section 2-107 Regarding Prohibited Campaign Contributions.

ORDINANCE NO. NS-3078 entitled 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

**GOVERNMENT CODE §84308 APPLIES:** No

## **DISCUSSION**

On April 1, 2025, the Ordinance was introduced for first reading. The first reading was approved by a vote of 6-0 (with Councilmember Phan absent) with one amendment to Section 2-331.5 giving the Personnel Board the ability to hold up to two additional meetings per month. This Ordinance, if adopted, will address the following:

- Delete reference to monthly Personnel Board meetings from Section 2-328;
- Add a new Section 2-331.5 regarding Personnel Board meetings and specify that such meetings will be held on the second and fourth Tuesdays of each month, if there is business before the board, instead of monthly and allowing up to two additional meetings per month.
- Clarifying that the City Manager's contracting authority for non-public works contracts is \$50,000, per department, and per fiscal year.
- Adding Section 2-749 implementing the Charter amendment approved in 2024 to provide contracting authority for the City Attorney and City Clerk. This contracting authority will be for goods or services, not to exceed \$25,000 per vendor per fiscal year.
- Repeal Section 2-107 regarding prohibited campaign contributions because the prohibited conduct is already covered by state law (Levine Act).

## **ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

## **FISCAL IMPACT**

### Sections 2-328 and 2-331.5- Frequency of Personnel Board Meetings

The estimated cost of the additional meeting per month is \$16,200 from the General Fund for the remainder of FY 24/25. These funds are already budgeted for in the Human Resources General Fund account in the current fiscal year. The estimated cost of the additional meeting per month totals \$64,800 from the General Fund for FY 25/26. The proposed FY25/26 budget will include sufficient recurring allocations for two meetings per month.

Fiscal Year	Account	Estimated Amount
24/25	01109050 62300 Contracted Services – Professional	\$13,575
24/25	01109050 62302 Contracted Services – Personnel	\$2,100
24/25	01109050 63001 Miscellaneous Operating Expenses	\$525
Total 24/25		\$16,200
25/26	01109050 62300 Contracted Services – Professional	\$54,300
25/26	01109050 62302 Contracted Services – Personnel	\$8,400
25/26	01109050 63001 Miscellaneous Operating Expenses	\$2,100
Total 25/26		\$64,800

Sections 2-748 and 2-749 [New] City Manager, City Clerk, and City Attorney Contracting Authority

There is no fiscal impact associated with this action. All contracts entered into pursuant to the City Clerk's and City Attorney's contracting authority would be taken from already budgeted accounts.

Section 2-107 Prohibited Campaign Contributions

There is no fiscal impact associated with this action. There are no expenditure of funds associated with this Section or repealing this Section.

**EXHIBIT(S)**

1. Ordinance

Submitted By: Sonia Carvalho, City Attorney

Approved By: Alvaro Nuñez, City Manager