

 <p style="text-align: center;">City of Santa Ana Administrative Policies and Procedures</p>	<p style="text-align: center;">City Council Adoption Date: [month], [day], [year]</p>
<p style="text-align: center;">City Council Policy Regarding Councilmember-Requested Items</p>	

PURPOSE

Provide guidance to the City Council, with the goal of presenting councilmember-requested items to facilitate efficient and effective discussion among the members of the City Council.

POLICY

The City Manager and City Clerk shall publish a councilmember-requested item in accordance with the City of Santa Ana's Sunshine Ordinance (Santa Ana Municipal Code Section 2-150) and in accordance with the procedures below. The agenda item shall include a written description that is sufficient to apprise interested persons of the subject matter of the discussion to be conducted.

PROCEDURE

In accordance with Chapter 9, Part 1 of Division 2 of Title 5 of the California Government Code beginning with Section 54950 (the Ralph M. "Brown Act"), Santa Ana City Charter Section 411 ("Rules and Procedures"), City Council Resolution 2013-019 ("A Resolution of the City Council of the City of Santa Ana Amending the City Council Rules and Procedures to Establish Procedures for Calling Special Meetings, Altering the Agenda Format to Provide for Council Reports, Changing the Day of Regular Council Meetings, and Repealing Resolution No. 2012-025"), and all other applicable laws and regulations, members of the City Council may add a councilmember-requested item to a City Council meeting agenda for discussion only by completing the following procedures:

1. The member of the City Council prepares a written report using the attached Councilmember-Requested Item template (Attachment A) that outlines the following:
 - A. Topic: Use plain language to describe the topic of the report.
 - B. Title: Describe the action and subject of the report.
 - C. Recommendation: Identify the action that you would like the City Council to take.
 - D. Discussion: Provide a brief chronology of the item. Identify issues. If there is a provision of law, rule, policy, and/or previous City Council action related to this item, note it in this section. Provide a brief explanation of the item, focusing on data collection, analysis, and evaluation, which justifies your recommendation.

- E. The member of the City Council confers with the City Manager, City Clerk, and City Attorney in writing to inform them of the councilmember-requested item.
- 2. The written communication from the member of the City Council to the City Manager, City Clerk, and City Attorney includes the written report, using the Councilmember-Requested Item template, as described in Section 1 of this section.
 - A. The written communication from the member of the City Council to the City Manager, City Clerk, and City Attorney must be submitted by no later than 12:00 p.m. on the regular City Council meeting agenda publishing due date, in accordance with the established due dates to ensure compliance with the City's Sunshine Ordinance (see Sec. 2-150 of the Santa Ana Municipal Code).
- 3. Once the report is written and after the member of the City Council has conferred with the City Manager, City Clerk, and City Attorney in writing, the councilmember submits the report to the City Manager's Office and City Clerk's Office to be added to an upcoming City Council meeting agenda.
 - A. The report must be submitted by no later than 12:00 p.m. on the regular City Council meeting agenda publishing due date, in accordance with the established due dates to ensure compliance with the City's Sunshine Ordinance (see Sec. 2-150 of the Santa Ana Municipal Code).