

 <p style="text-align: center;">City of Santa Ana Administrative Policies and Procedures</p>	<p style="text-align: center;">City Council Adoption Date: September 19, 2023</p>
<p style="text-align: center;">City Council Policy Regarding Councilmember-Requested Items</p>	

PURPOSE

Provide guidance to the members of the City Council (“councilmembers”) for presenting councilmember-requested items for discussion at City Council meetings to facilitate efficient and effective policy discussion.

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 councilmember-requested item shall include a written description that is sufficient to apprise interested persons of the subject matter of the discussion to be conducted.

PROCEDURES

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 2023-047 (“A Resolution of the City Council of the City of Santa Ana Amending the City Council Rules and Procedures to Change the Time of Regular Meetings, Update the Rules of Procedure, Clarify Decorum Regulations, and Repealing Resolution No. 2013-019”), and all other applicable laws and regulations, councilmembers may add a councilmember-requested item to a City Council meeting agenda by completing the following procedures:

1. The councilmember prepares a written report that outlines the following:
 - A. **Date:** Specify the City Council meeting date in which you would like to discuss the report.
 - B. **Topic:** Use plain language to describe the topic of the report.
 - C. **Councilmember-Requested Item Title:** Describe the action you are requesting, which relates to the topic of the report.
 - 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.
 - E. **Submitted By:** Add your name to your report.

- F. **Exhibit(s):** If you are including supplemental documents to your report, list them here.
- 2. The councilmember informs the City Manager, City Clerk, and City Attorney in writing to notify them of the councilmember-requested item.
 - A. The written communication from the councilmember to the City Manager, City Clerk, and City Attorney shall include the report as described in Section 1 of this section.
 - B. The councilmember shall inform the City Manager, City Clerk, and City Attorney by no later than five hours prior to the time of publishing of the City Council meeting agenda for the City Council meeting in which the councilmember-requested item is to be discussed.
- 3. Once the report is written and after the councilmember has informed the City Manager, City Clerk, and City Attorney in writing, the councilmember submits the final version of their report to the City Manager's Office and City Clerk's Office to be added to an upcoming City Council meeting agenda.
 - A. The Councilmember shall use the Councilmember-Requested Item Policy template, attached to this policy as Attachment 1.
 - B. The report shall be submitted for publishing by no later than five hours prior to the time of publishing of the City Council meeting agenda for the City Council meeting in which the councilmember-requested item is to be discussed.
 - C. The report shall be published 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).

City Council Policy Regarding Councilmember-Requested Items
Attachment A



CITY OF SANTA ANA

Councilmember-Requested Item Report

DATE

[month], [day], [year]

TOPIC

[Use plain language to describe the topic of the report.]

COUNCILMEMBER-REQUESTED ITEM TITLE

[Describe the action you are requesting, which relates to the topic of the report.]

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.]

SUBMITTED BY

[councilmember name]

EXHIBIT(S)

[If you are including supplemental documents to your report, list them here.]