Clerk of the Council Office

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.

**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.

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 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.