Agenda Item #13.13
For Council Meeting of: September 30, 2025

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DINA MANIS, CITY CLERK
TERESA STRICKER, CITY ATTORNEY
SUBJECT: MODIFY CITY CODE AND COUNCIL PROCEDURES AND PROTOCOLS RELATED TO ORDINANCE INTRODUCTION AND PASSAGE, AND CLERICAL CORRECTIONS TO ORDINANCES AND RESOLUTIONS

AGENDA ACTION: ORDINANCE INTRODUCTION AND RESOLUTION

RECOMMENDATION

The City Clerk's and City Attorney's Offices recommend that the Council 1) introduce an ordinance to (a) amend Santa Rosa City Code (SRCC) Sections 1-08.010 and 1-08.020 to eliminate the requirement of reading ordinance titles prior to introduction and adoption where the title of the ordinance appears on the agenda and the full text of the proposed ordinance is available to the public, and to eliminate the requirement that the titles or text of resolutions be read; and (b) add Section 1-09 to grant authority to the City Attorney and City Clerk to correct clerical errors in the City Code, ordinances, resolutions and minutes; and 2) by resolution, amend City Council Manual of Procedures and Protocols (CCMPP) Section IX(C)3, to eliminate a similar requirement that ordinance titles be read prior to adoption. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

The purpose of the proposed actions to align SRCC and the City Council Manual of Procedures and Protocols with recent updates to the California Government Code (GC) Section 36934 by eliminating the need for reading ordinance and resolution titles or text provided that, in the case of ordinances, the title of the ordinance is listed on the agenda and the full text of the ordinance is made available to the public, and streamline procedures for correcting clerical errors in the City Code, ordinances, resolutions, and minutes.

GOAL

This item is not directly tied to a Council goal but provides for operational efficiencies in the delivery of core services.

BACKGROUND/PRIOR COUNCIL REVIEW

In 2022, GC Section 36934 (Attachment 1) was amended under Senate Bill 1489 (effective January 1, 2023), to provide that a reading of the title or text of ordinances is no longer required if the title of the ordinance is included on the published agenda and a copy of the full ordinance is made available to the public online and in print at the meeting prior to the introduction or passage of the ordinance.

ANALYSIS

SRCC Sections 1-08.010 and 1-08.020 (Attachment 2), and CCMPP (Attachment 3) Section IX(C)3 currently require the reading of the full text of ordinances and resolutions, unless after reading of the titles of the ordinances or resolutions, further reading of all or any part is waived by motion of the Council.

The proposed ordinance amends SRCC to align more closely with the process set forth in with GC 36934, which governs ordinance adoption requirements for general law cities. The proposed amendment to SRCC would eliminate the need for reading out loud of the full text or title of ordinances and resolutions so long as, in the case of ordinances, the full title of the ordinance is listed on the agenda and the full text of the ordinance is made available to the public online and at a designated location at City offices. The proposed resolution amends the CCMPP Section IX(C)3 to similarly eliminate the requirement of that ordinance titles be read out loud. The resolution, if adopted by Council, will take effect only if and when the ordinance takes effect.

Additionally, the proposed ordinance adds Chapter 1-09, Authority to Correct Scrivener's Errors to the SRCC. This new chapter would give both the City Attorney and the City Clerk authority to correct "scrivener's errors" in the City Code and ordinances, resolutions and minutes adopted by the City Council without bringing those items back to the City Council for future action..
Under the proposed ordinance, a "scrivener's error" is a clerical error such as a misspelling, grammatical error, numbering error, cross-referencing error or inconsistency with style used for City Code. The ordinance would require a written report summarizing all errors corrected by staff as "scrivener's errors" to be provided to Council annually at a regular City Council meeting.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

The proposed actions do not constitute a "project" under CEQA Guidelines Section 15378(b)(2). The proposed actions are limited to procedural updates to City Code and the City Council's Manual of Procedures and Protocols. They do not involve any

physical changes to the environment; nor do they authorize construction or operational activities that could result in environmental impacts.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – GC 36934
- Attachment 2 – Redline of Santa Rosa City Code Section 1-08 and 1-09
- Attachment 3 – Redline of CCMPP
- Ordinance
- Resolution/Exhibit A – Updated CCMPP

PRESENTER(S)

Dina Manis, City Clerk
Teresa Stricker, City Attorney