



## Additional Documents Distributed for the Regular City Council Meeting January 4, 2017

| Item No. | Agenda Item Description  | Distributor                         | Document  |
|----------|--|-------------------------------------|---|
| 2        | Councilmember Communications   | Marina Khubesrian, M.D.             | PowerPoint, Snow Day 2017                                   |
| 3        | City Manager Communications  | Sergio Gonzalez                     | PowerPoint, CERT Refresher and Drill                        |
| 3        | City Manager Communications  | Sergio Gonzalez                     | PowerPoint, General Plan Update                             |
| 6        | Warrant Register   | Paul Toor,<br>Public Works Director | Memo to Council   |
| 10       | First Reading and Introduction of an Ordinance for Adoption of the City of South Pasadena adding a New Section 2.78.5 (Suspension of Library Privileges) to Article IVJ (Library Board of Trustees) of Chapter 2 (Administration of) The South Pasadena Municipal Code | Diana Mahmud,<br>Councilmember      | Memo to Council, Revisions to Ordinance and Code of Conduct |
| 11       | First Reading and Introduction of an Ordinance to Amend Chapter 2 of the South Pasadena Municipal Code Concerning the Disposal of Surplus Real Property  | Diana Mahmud,<br>Councilmember      | Memo to Council, Revisions to Ordinance                     |



CITY OF SOUTH PASADENA  
COMMUNITY SERVICES DEPARTMENT - RECREATION DIVISION

# Snow Day

SATURDAY, JANUARY 21, 2017

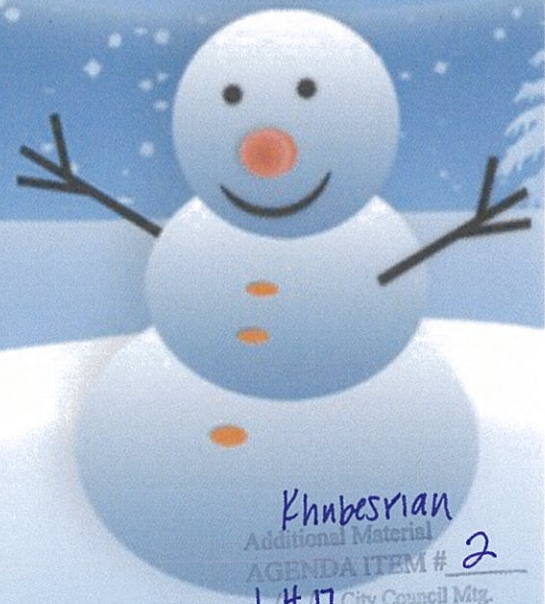
10:00AM - 2:00PM

GARFIELD PARK

1000 PARK AVE

Tickets: \$10 presale

\$15 at the door



Khnbesrian  
Additional Material  
AGENDA ITEM # 2  
1/4/17 City Council Mtg.

Sled Runs ❄️ Tot Land ❄️ Snow Play

# CERT Refresher and Drill

San Marino ▪ South Pasadena ▪ San Gabriel



*San Gabriel, San Marino and South Pasadena Firefighters will be conducting a refresher and hands-on scenario drill to allow CERT graduates and members to practice the skills developed in the CERT curriculum.*

## Contact:

South Pasadena Fire Department

Fire Captain Saxon

(626) 403-7300

[CERT@southpasadenaca.gov](mailto:CERT@southpasadenaca.gov)

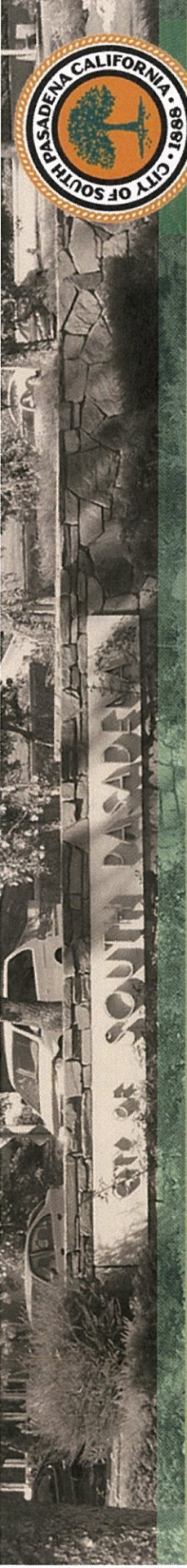
## Topics Covered:

- Triage and Treatment
- Search and Rescue
- Rescue Carries
- Lifting and Cribbing
- Fire Suppression
- Securing Utilities

When: Saturday, January 14, 2017  
Time: 8:00 a.m. to Noon  
Where: Alhambra Fire Training Center  
911 S. New Avenue, Alhambra, CA 91801

Attire: Long pants, comfortable shirt, closed toe shoes, and CERT Personal Protective Equipment.

RSVP: Space is limited, to register for this informative learning opportunity please RSVP to Captain Saxon at contact information above.



## South Pasadena General Plan

The City is updating our General Plan and Mission Street Specific Plan and needs your participation. The General Plan is the long-term blueprint for the community's vision of future growth.

To participate fill out an Application for the Advisory Committee and Focus Groups. Applications are due by January 27, 2017.

- Advisory Committee
- CORE Focus Group
- Our Natural Community Focus Group
- Our Prosperous Community Focus Group
- Our Healthy & Safe Community Focus Group
- Our Active Community Focus Group
- Our Creative Community Focus Group

*Gonzalez*  
Additional Material  
AGENDA ITEM # 3  
1/4/17 City Council Mtg.

For more info, contact [PlanSouthPasadena@southpasadenaca.gov](mailto:PlanSouthPasadena@southpasadenaca.gov)  
or go to [www.SouthPasadenaCA.gov](http://www.SouthPasadenaCA.gov)

# Memo

**Date:** January 4, 2017  
**To:** Mayor and City Council  
**From:** Paul Toor, Public Works Director  
**Via:** Sergio Gonzalez, City Manager  
**Re:** Warrant Register Payment in the Amount of \$697,000 to Main San Gabriel Basin Water Master

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A request for payment in the amount of \$697,000 to the Main San Gabriel Basin Water Master is reflected on the warrant register for the January 4, 2017 City Council Meeting for the Pre Purchase of Untreated Tier 1 Water for the Cyclic storage account. In September 2016, staff placed a request to the Water Master to purchase 1,000 Acre Foot of untreated water prior to an anticipated water rate increase of 12% by the Metropolitan Water District as of January 2017. A total of 34,000 Acre Foot was pre-purchased by water purveyors including the Cities of Arcadia, Monrovia, and Glendora along with the County Water District and other private water companies. The water has been delivered and credited to the City of South Pasadena's Cyclic Storage account.

Enc. Memorandum dated September 15, 2016

# Memo

**Date:** September 15, 2016

**To:** Mayor and City Council

**From:** Paul Toor, Public Works Director

**Via:** Sergio Gonzalez, City Manager

**Re:** Pre Purchase of Untreated Tier 1 Cyclic Storage Water

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The Main San Gabriel Water Basin is operating at historic low ground water level in spite of aggressive water conservation efforts by all the basin producers with a record low production for Fiscal Year 1915-16. Water master has established the Main Basin safe yield at 150,000 acre feet resulting into South Pasadena's annual water production right at 2700 Acre feet and we do not expect safe yield going up for at least next three years. If the drought continued and basin level is not maintained at current level by imported water and continued water conservation efforts, the Water Master may elect to lower the safe yield further. Our water production for the Fiscal year 2015-16 is 3300 Acre Feet and we have roughly 2000 Acre feet in our reserve account. We are anticipating Metropolitan Water District (MWD) raising the whole water rates from \$697 per acre foot to \$780 per acre foot, an increase of approximately 12% effective January, 2017. A block of Tier 1 untreated water has been made available by MWD. Staff has placed an order with Water Master to procure 1000 Acre feet at current prices before the MWD's anticipated increase is in place. Anticipated delivery of ordered untreated water is January, 2017 and payment will be due upon delivery. It is prudent to have the additional 1000 acre feet for the City's cyclic storage account while staff will continue to look for additional water for lease or even permanent rights if available. We have successfully leased water for the last few years from the secondary market at a discounted price in the range of 8% to 15% from the established rates by Upper San Gabriel Valley Water District.

**City of South Pasadena  
Office of the City Council**

# Memo

**Date:** January 4, 2017

**To:** The Honorable City Council

**From:** Diana Mahmud, Councilmember

**Via:** Sergio Gonzalez, City Manager

**Re:** January 4, 2017 City Council Meeting, Additional Document for Item No. 10 - First Reading and Introduction of an Ordinance for Adoption of the City of South Pasadena adding a New Section 2.78.5 (Suspension of Library Privileges) to Article IVJ (Library Board of Trustees) of Chapter 2 (Administration of) The South Pasadena Municipal Code

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Attached for your consideration are edits to the Suspension of Library Privileges ordinance and the Library Code of Conduct.

CC: Council; CM; CA; CCC; DEPT; Reference Binder; Original to 1/4/17 Addl Docs

Mahmud  
Additional Material  
AGENDA ITEM # 10  
1/4/17 City Council Mtg.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADDING A NEW SECTION 2.78.5 (SUSPENSION OF LIBRARY  
PRIVILEGES) TO ARTICLE IVJ (LIBRARY BOARD OF  
TRUSTEES) OF CHAPTER 2 (ADMINISTRATION)  
OF THE SOUTH PASADENA MUNICIPAL CODE**

**WHEREAS**, the South Pasadena Public Library (Library) has experienced problems with visitors disrupting Library staff and disturbing other visitors endeavoring to enjoy the privileges of the Library; and

**WHEREAS**, the disruptions at the South Pasadena Public Library have led to a need to suspend the privileges of the Library for said disruptive individuals; and

**WHEREAS**, Library staff has found that a withdrawal of consent for a subject individual prohibiting him or her from attending the Library for a short period of time, may not be sufficiently effective to deter the disruptive conduct of all disruptive individuals; and

**WHEREAS**, the courts in the United States have found libraries to be limited public forums in that certain expressive activity may be legitimately prohibited on library premises and library restrictions need only be reasonable and not an effort to suppress expression merely because public officials oppose the speaker's view; and

**WHEREAS**, pursuant to California Education Code Section 18919, the board of library trustees of a municipal library may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto; and

**WHEREAS**, California Education Code section 18960 provides that every municipal library established pursuant to the Code shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations, and bylaws as may be made by boards of library trustees. The section further states that any person who violates any library rule, regulations, or bylaw may be fined or excluded from the privileges of the library; and

**WHEREAS**, the City Council wishes to provide procedures to restrict Library access for disruptive individuals by way of a progressive suspension, and where warranted, expulsion from the Library for sufficiently disruptive conduct and by establishing an appeals procedure for such suspensions and expulsions.



**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** A new Section 2.78.5 (Suspension of Library Privileges) is added to Article IVJ (Library Board of Trustees) to Chapter 2 (Administration) to read as follows:

**2-78.5 Suspension or Expulsion for Violation of Library Rules.**

- (a) No person shall willfully disrupt the orderly operation of the Library of the City of South Pasadena or violate any rule adopted by resolution of the City Council or bylaw, rule or regulation adopted by the Library Board of Trustees to protect the orderly operation of the Library. All such polices, rules and regulations are referred to collectively as “Library Rules.”
- (b) The Library Director or the “staff member in charge” of maintaining order and to securing compliance with the Library rules may notify a person that ~~consent to their Library privileges, including the ability to occupy remain in the Library building premises and on the Library grounds~~ has been ~~withdrawn suspended~~ and then may order such person to leave the Library ~~building and grounds premises~~ whenever there is reasonable cause to believe that such person has willfully violated such Library rules. For purposes of this Section, “~~Library grounds premises~~” includes the Library ~~and Library~~ Park, except for the entry way to the Senior Center and the area within the Senior Center.
  - (i) ~~Consent~~ ~~A suspended library privilege~~ shall automatically be reinstated at the end of twenty-four (24) hours unless within that time such person is notified by the Library Director or said designated person that consent shall not be reinstated for a specified period, not exceeding fourteen (14) days.
  - (ii) In addition, expulsion(s) from the Library ~~premises building or the Library grounds~~ and suspension of all privileges of the Library may be imposed against a person whose conduct is sufficiently disruptive to merit expulsion or suspension of privileges for a period of fifteen (15) days or more.
  - (iii) Expulsion and suspension of privileges up to thirty (30) days may be imposed whenever there is reasonable cause to believe that a person has done any of the following:
    - 1. Engaged in loud or disruptive conversations, talking, singing, or other disruptive, noisy, or boisterous behavior; or

**Comment [DM1]:** I am concerned due process requires a more detailed description of the Library Director's determination of the duration of Library privilege suspension or expulsion under items (i), (ii) and (iii). Such criteria could include, for example, severity of rules violated, number of complaints received re violated Rules of Conduct, prior warnings or the individual's history of prior violations.

2. Behaved in a manner which reasonably can be expected to disturb other patrons, volunteers, or Library staff; or
  3. Violated the Library Code of Conduct adopted by the Library Board of Trustees or the City Council from time to time as posted in a conspicuous location in the Library such as near the front door and public service area.
- (iv) Expulsion and suspension of privileges of up to one hundred eighty (180) days may be imposed whenever there is reasonable cause to believe that a person has done any of the following:
1. Violated Library Rules and been expelled for a period of thirty (30) days each on two (2) or more occasions within the prior twelve (12) months; or
  2. Engaged in any behavior, conduct, or activity which may damage Library property or pose a written, oral or physical threat to other patrons, volunteers, or Library staff, as reasonably determined by the Library Director, or designee, and refused or failed to cease such behavior, conduct, or activity when requested by Library staff.
- (v) Expulsion and suspension of privileges of up to one (1) year may be imposed whenever there is reasonable cause to believe that a person has done any of the following:
1. Seriously threatened verbally or physically, seriously harassed verbally or physically, or aggressively or annoyingly stared at or followed, other patrons, volunteers, or Library staff about the Library ~~premises building or grounds~~, as reasonably determined by the Library Director, or designee; or
  2. Destroyed, defaced, or illegally removed Library materials or property in violation of California Education Code section 1991; or
  3. Behaved in any manner prohibited by federal, state, or local law.
- (vi) Only the Library Director or the “staff member in charge” of maintaining order and securing compliance with the Library rules may expel a person from the Library ~~premises building and the library grounds~~; only the Library Director or person designated in writing by the Library Director may suspend all privileges of the Library, for the foregoing periods, as befitting the person's conduct.

- (c) Appeals of suspension of less than 30 days. Any person expelled from the Library for a period of thirty (30) days or less may appeal the expulsion to the City Manager, whose decision regarding the appeal shall be final and conclusive.
- (d) Appeal of suspension or expulsion for more than 30 days. Any person expelled from the Library for a period of more than thirty (30) days may appeal the expulsion to the Library Board of Trustees. Such appeal must be submitted in writing to the Library Board of Trustees no later than thirty (30) calendar days following the issuance of the notice of expulsion to the appellant. The Library Board of Trustees shall render its decision in writing to the appellant to uphold or overturn the expulsion, with a copy to the Library Director no later than forty-five (45) calendar days following completion of the Board's hearing on the appeal. The decision of the Library Board of Trustees shall be final and conclusive.
- (e) Notwithstanding any provision herein to the contrary, a notice of expulsion or suspension of privileges shall remain in effect during the period of any appeal thereof.
- (f) Any person who willfully violates any rule adopted and posted in accordance with this Section or who willfully enters or remains in the Library ~~premises~~ ~~or on the Library grounds~~ during the period for which consent has been withdrawn or the individual has been expelled is guilty of a misdemeanor.

**SECTION 2. SEVERABILITY.** If any provision, section, paragraph, sentence or word of this ordinance, or the application thereof to any person or circumstance, is rendered or declared invalid by any court of competent jurisdiction, the remaining provisions, sections, paragraphs, sentences or words of this ordinance, and their application to other persons or circumstances, shall not be affected thereby and shall remain in full force and effect and, to that end, the provisions of this ordinance are severable.

**SECTION 3. CEQA.** This ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to 14 Cal. Code Regs. Section 15378(b)(5) as an agency organizational or administrative activity that produces no physical changes to the environment.

**SECTION 4. EFFECTIVE DATE.** This ordinance shall take effect thirty (30) days after its passage and adoption pursuant to California Government Code section 36937.

**SECTION 5.** This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by

the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

**PASSED, APPROVED, AND ADOPTED ON** this 18<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

Date: \_\_\_\_\_

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 18<sup>th</sup> day of January, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

## LIBRARY CODE OF CONDUCT (Draft 12-22-16)

Some basic rules to make our Library enjoyable and useful for everyone.

The users of the South Pasadena Public Library have the right to expect the facility to be a clean, safe, and accommodating place for reading, writing, doing homework or research, drawing, browsing for Library materials; quietly conferring with others, including Library staff; and attending programs and meetings. Visitors are urged to report disruptive behavior so that appropriate steps can be taken. We thank our valued visitors for their cooperation.

**Respect Toward the Library, Staff, and Visitors is Required at all Times.** Everyone has a right to quality Library services and an atmosphere that is safe and free of disturbances from others. These position policies include:

- Shoes and shirts must be worn at all times in order to protect health and safety.
- Visitors shall refrain from loud talking or shouting.
- Eating, drinking, and chewing gum are not allowed in the Library. Capped water bottles are allowed.
- Damaging or destroying Library materials, furniture, equipment, or property is prohibited.
- The Library is a smoke-free environment. Vaping, e-cigarettes, or other uses of tobacco are not allowed inside the Library.
- No unruly behavior, such as running, jumping, hitting, wrestling, throwing things, or other aggressive actions or statements.
- No use of sports equipment in the Library.
- Skateboard, roller skates, and scooters must be in a backpack or skate bag (available at the Checkout Desk).
- Sleeping (except for children under the age of four years) is not permitted in the Library.
- Loitering is not allowed in the Library or on its property. The public must leave at closing time except when using the Library Community Room after hours.
- Commercial solicitation, selling, and panhandling are prohibited.
- Animals are prohibited, except for trained and certified service animals for the disabled, or animals used in Library programs.
- Verbal or physical abuse or sexual harassment of Library users or staff is prohibited.
- No illegal behavior of any type.
- No more than four people per table. Only one person at a time may sit on any chair. No chair may be occupied by more than one person. Each person at the table is to be seated while at the table.
- Seating infants or children on desks, counters or tables is a safety hazard and not permitted.
- Placing feet on tables, tipping back in chairs and scratching or any other activity which defaces, mars or otherwise damages Library furniture, facilities or equipment is considered abuse and is not permitted.

**Comment [DM1]:** This seems like a very difficult term to define within a library; I think a more detailed description of the type of prohibited behavior is required for enforcement.

**Comment [DM2]:** As written, could imply that only one person may sit in a chair at a table.

- No person may sit or lie upon Library furniture or carpeting while wearing clothing that is soiled in such a manner that it is likely to soil or stain the furniture or carpeting.
- A person whose personal hygiene is offensive, including odors, so as to disturb a reasonable person and interfere with or impair the ability of other visitors to use the Library facilities will be asked to leave the Library.
- Public restrooms are not to be used as bathing facilities.
- Individuals may not reserve seats and may not leave their Library materials unattended for more than 15 minutes. Library materials left longer than the time limit may be removed by staff. Visitors are responsible for their own personal possessions. The Library is not responsible for the loss of any personal possessions.
- No tampering with or destroying computer equipment or files.
- Weapons are not allowed in the Library or on Library grounds. This includes, but is not limited to, guns and knives.

#### **Bicycles, Skateboards, Scooters, etc.**

- Bicycles are not allowed in the Library. They should be locked in the bike rack outside.
- Skateboarding, roller skating, or riding scooters are not permitted in the Library or on Library grounds.
- Sleeping bags, bedrolls, blankets, large boxes, shopping carts, and large backpacks are not allowed in the Library.

#### **Harmful Substances**

- No possessing, being under the influence of, or using alcohol or controlled substances, including but not limited to, marijuana in any form, on Library premises.

#### **Personal Appliances**

- Personal appliances such as smart phones or cell phones, tablets, computers, cassette players, laptops, and calculators may be used as long as the noise level is low and use does not interfere with others.
- Cell phones and pagers should be turned off or switched to a low or non-audible signal and answered outside the Library.

#### **Printed Postings, Political Campaigning, and Religious Proselytizing**

- No printed matter can be posted or given out inside Libraries without staff permission.
- Political campaigning and religious proselytizing are not permitted inside the Library proper, although meetings in the Library Community Room that are sponsored by outside organizations are not subject to this policy.
- Gathering signatures for petitions within the Library is prohibited.

#### **Children Under 11 years old**

- Children under 11 years old must be accompanied by an adult.
- Staff is not responsible for unattended children.
- Parents are responsible for ensuring the appropriate behavior of their children while they are in the Library.

**PERSONS UNABLE OR UNWILLING TO STOP UNACCEPTABLE  
CONDUCT WILL BE ASKED TO LEAVE.**

**After proper warning to desist, the Library Director or designee may exclude for the duration of the business day any person violating these rules and standards.**

**The Library Director may suspend any person's use of the Library for repeated violations of this policy for periods of up to one year, pursuant to SPMC Section 2-78.5.**

**City of South Pasadena  
Office of the City Council**

# Memo

**Date:** January 4, 2017

**To:** The Honorable City Council

**From:** Diana Mahmud, Councilmember

**Via:** Sergio Gonzalez, City Manager

**Re:** January 4, 2017 City Council Meeting, Additional Document for Item No. 11 - First Reading and Introduction of an Ordinance to Amend Chapter 2 of the South Pasadena Municipal Code Concerning the Disposal of Surplus Real Property

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Attached for your consideration are edits to the Disposal of Surplus Real Property ordinance.

CC: Council; CM; CA; CCL; DEPT; Reference Binder; Original to 1/4/17 Addl Docs

Mahmud  
Additional Material  
AGENDA ITEM # 11  
1/4/17 City Council Mtg.



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA  
ADDING SECTION 2.99-29B (DISPOSAL  
OF SURPLUS REAL PROPERTY) OF ARTICLE XI (PURCHASING)  
OF CHAPTER 2 (ADMINISTRATION)  
OF THE SOUTH PASADENA MUNICIPAL CODE  
RELATING TO DISPOSAL OF SURPLUS REAL PROPERTY

**SECTION 1.** Section 2.99-29B (Purchase and sale of real property) is added to Article XI (Purchasing) of Chapter 2 (Administration) to read as follows:

**“2.99-29B Disposal of surplus real property.**

- (a) Prior to disposal of surplus real property by public sale, the city manager shall:
1. Provide written notice to public agencies in the manner prescribed by Government Code Section 54220 et seq. and
  2. Submit the proposed sale and disposition of the property to the planning commission for a determination of conformance to the general plan, pursuant to Government Code section 65402.
- (b) For all surplus real property not purchased by a public agency pursuant to Government Code section 54222:
1. Surplus real property shall require city council approve for final agreement of the sale.
  2. Conveyance of surplus real property shall be made to the highest responsible bidder who most closely meets the terms and conditions of the notice inviting bids. The city council may set a minimum acceptable bid amount and may reject any and all bids presented.
  3. In cases where the city wishes the surplus property to be developed or used in a manner to support specified economic development, retail, industrial or housing goals and policies, the notice inviting bids shall require bidders to specify end-uses for the property and the city may specify deadlines for the accomplishment of the end-use. Preference shall be given to the bid with the highest monetary purchase price which most closely accomplishes the end-use goals. As to all cases, the city and the purchaser shall enter into a purchase agreement approved by the city council.
  4. Unless otherwise specified in the notice to bidders, sale of surplus property shall be completed in an escrow of the city’s choice. All successful bids shall be incorporated into a sale and purchase agreement to be approved by the city council.

5. The successful bidder shall close escrow as specified in the purchase agreement.
6. All bidders' deposits shall be retained until escrow closes. If the apparent purchaser fails to complete the transaction and to close escrow, then the city may enter into a purchase agreement with the next lowest monetary bidder who most closely meets the requirements of subsection 3. of this section and retain the original apparent purchaser's deposit.
7. No city official, officer or employee shall bid or be financially interested in any bid for surplus real property sold in accordance with these procedures.

(c) If the parcel which is surplus real property is an uneconomic remnant such that it is not ~~buildable-eligible~~ for ~~self-development~~ under ~~the~~ current zoning, then the city manager may negotiate a fair market value sale price with the adjoining property owner without advertising the property for sale. Such a transaction shall require city council approval.

(d) No area of the public right of way shall be sold or encumbered by a lease or otherwise converted to private use without first complying with the vacation of public right-of-way procedure set forth in Streets and Highways Code Sections 8300 through 8363.

**SECTION 2. SEVERABILITY.** If any provision, section, paragraph, sentence or word of this Ordinance, or the application thereof to any person or circumstance, is rendered or declared invalid by any court of competent jurisdiction, the remaining provisions, sections, paragraphs, sentences or words of this ordinance, and their application to other persons or circumstances, shall not be affected thereby and shall remain in full force and effect and, to that end, the provisions of this ordinance are severable.

**SECTION 3. CEQA.** This Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to 14 Cal. Code Regs. Section 15378(b)(5) as an agency organizational or administrative activity that produces no physical changes to the environment.

**SECTION 4. EFFECTIVE DATE.** This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code section 36937.

**SECTION 5.** This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by

the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

**PASSED, APPROVED, AND ADOPTED** this 18<sup>th</sup> day of January, 2017

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

Date: \_\_\_\_\_

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 18<sup>th</sup> day of January 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)