



# City of South Pasadena

7047 SUNSET DRIVE SOUTH  
SOUTH PASADENA, FLORIDA 33707-2819  
PH: (727) 347-4171 FAX: (727) 345-0518  
[www.ci.south-pasadena.fl.us](http://www.ci.south-pasadena.fl.us)

## A G E N D A

REGULAR COMMISSION MEETING  
SOUTH PASADENA, FLORIDA

TUESDAY, NOVEMBER 8, 2011  
COMMISSION CHAMBERS 7:00 P.M.

CALL TO ORDER  
INVOCATION  
PLEDGE OF ALLEGIANCE  
ROLL CALL  
PEOPLE'S FORUM  
AGENDA COMMENT  
REPORTS

## DISCUSSION ITEMS

### PUBLIC HEARING - LEGISLATIVE

1. ORDINANCE NO. 2011-13 - AN ORDINANCE OF THE CITY OF SOUTH PASADENA, FLORIDA, APPROVING A 3.2% PAY INCREASE FOR THE MAYOR AND COMMISSIONERS, PROVIDING AN EFFECTIVE DATE OF JANUARY 1, 2012 - SECOND AND FINAL READING.

### UNFINISHED BUSINESS

NONE

### CONSENT AGENDA

Resolutions and Motions of a non-controversial nature may be placed on the Consent Agenda. One motion for approval is required to pass the entire Consent Agenda; however, any item(s) may be removed prior to motion for approval.

2. APPROVAL OF COMMISSION MEETING MINUTES FOR MONTH OF OCTOBER, 2011 ON FILE IN CITY CLERK'S OFFICE  
AGENDA MEETING, OCTOBER 4, 2011; ADMINISTRATIVE WORKSHOP MEETING, OCTOBER 4, 2011; REGULAR COMMISSION MEETING, OCTOBER 11, 2011; ADMINISTRATIVE WORKSHOP MEETING, OCTOBER 18, 2011.

REGULAR COMMISSION MEETING  
TUESDAY, NOVEMBER 8, 2011 - 7:00 P.M.

**NEW BUSINESS**

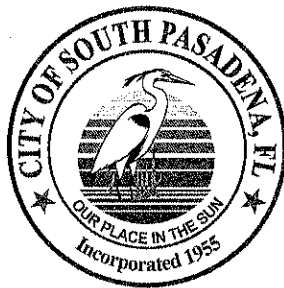
3. ORDINANCE NO. 2011-14 - AN ORDINANCE OF THE CITY OF SOUTH PASADENA, FLORIDA, REZONING THE PROPERTY LOCATED AT 3400 PASADENA AVENUE (STARLITE PRINCESS PROPERTY) FROM RESIDENTIAL MULTIFAMILY 12.5 TO COMMERCIAL GENERAL, PROVIDING AN EFFECTIVE DATE - FIRST READING.
4. RESOLUTION NO. 2011-14 - A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION FOR THE ELECTION OF TWO COMMISSIONERS.
5. RESOLUTION NO. 2011-15 - A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA, APPOINTING A MEMBER TO THE BOARD OF TRUSTEES OF THE FIREFIGHTERS' PENSION BOARD.
6. RESOLUTION NO. 2011-16 - A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA, REPEALING RESOLUTION NO. 2000-03 WHICH ESTABLISHED A FIXED DATE FOR CITY SPONSORED MEET THE CANDIDATES MEETINGS.
7. RESOLUTION NO. 2011-17 - A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA, AMENDING THE EMPLOYEES HANDBOOK TO ADD A POLICY REGARDING EMPLOYEES PARTICIPATING AS OFFICERS OR BOARD MEMBERS IN PROFESSIONAL ORGANIZATIONS AND REQUIRING PERMISSION FROM THE CITY COMMISSION IF THE PARTICIPATION INVOLVES CITY PAID TIME AND/OR EXPENSES, AMENDING SECTION 10-5 OF THE EMPLOYEE HANDBOOK TO REQUIRE EMPLOYEE TIME SHEETS TO REFLECT PAID HOURS DEDICATED TO PERFORMING DUTIES FOR A PROFESSIONAL ORGANIZATION.

ADJOURN

Ordinances may be inspected by the public in the office of the City Clerk at City Hall from 8:00 a.m. to 4:00 p.m. Monday through Friday with the exception of holidays. In accordance with Florida Statutes, you are hereby notified that if a person decides to appeal any decision made by the Board, Agency or Commission with respect to any matter considered at such meeting or hearing as noticed in this notice, he will need to insure that a verbatim record of the proceedings is made, which record includes testimony and evidence upon which the appeal is to be based. Any persons who may need such a record can arrange for a court reporter to attend the public hearing.

In accordance with the Americans with Disabilities Act and F.S. 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact the Clerk's Office at (727) 347-4171 at least 72 hours prior to the meeting.

CITY OF SOUTH PASADENA



AGENDA SUBMITTAL FORM

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Ordinance: NO. 2011-13

Date Submitted: 09/23/2011

Resolution:


Agenda Meeting Date: 10/04/2011

Motion:

Regular Meeting Date: 10/11/2011

Information Only  
No Action Needed:

Submitted By: COMMISSIONER CROWLEY

Written By: 

Discussion:

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**Subject Title:** (If Ordinance or Resolution, state number and title in full.)

ORDINANCE NO. 2011-13 - AN ORDINANCE OF THE CITY OF SOUTH PASADENA, FLORIDA, APPROVING A 3.2% PAY INCREASE FOR THE MAYOR AND COMMISSIONERS, PROVIDING AN EFFECTIVE DATE OF JANUARY 1, 2012.

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**Motion Proposed:**

TO PASS ORDINANCE NO. 2011-13 ON FIRST READING OCTOBER 11, 2011

TO PASS ORDINANCE NO. 2011-13 ON SECOND AND FINAL READING

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SUBMIT ORIGINAL TO CITY CLERK FOR INCLUSION ON AGENDA BY WEDNESDAY.

ORDINANCE NO. 2011-13

AN ORDINANCE OF THE CITY OF SOUTH PASADENA, FLORIDA, APPROVING A 3.2% PAY INCREASE FOR THE MAYOR AND COMMISSIONERS, PROVIDING AN EFFECTIVE DATE OF JANUARY 1, 2012.

WHEREAS, the City Commission has not had a pay raise since January 1, 2007; and

WHEREAS, the City Charter allows the City Commission to raise their own salaries by adopting an ordinance by super majority during the month of November with an effective date of January 1<sup>st</sup> of the following year; and

WHEREAS, over the past five years the cost of living has increased by more than 10% while Commission salaries have remained the same.

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of South Pasadena, Florida:

SECTION 1. Section 2.08 of the City Charter is hereby amended to increase the salary for Mayor from \$672.81 to \$694.34 and to increase the salary for Commissioners from \$511.34 to \$527.70 per month.

SECTION 2. This ordinance shall become effective January 1, 2012 after final adoption by a super majority of the City Commission at a Public Hearing held in November 2011.

VOTE: COMMISSIONER PENNY  
COMMISSIONER CROWLEY  
COMMISSIONER ELSON  
VICE MAYOR HOWRY  
MAYOR PETERS

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Kathleen Peters, Mayor

ATTEST:

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Mary Braisted, City Clerk

PASSED ON FIRST READING \_\_\_\_\_ October 11 \_\_\_\_\_, 2011.

PASSED ON SECOND AND FINAL READING \_\_\_\_\_, 2011.

THIS IS TO CERTIFY THAT I, the undersigned City Clerk did cause the noticing of the above ordinance in accordance with Chapter 166.041 of the Florida Statutes.

\_\_\_\_\_  
Mary Braisted, City Clerk

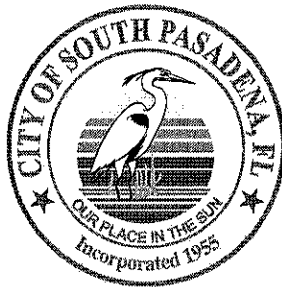
THIS ORDINANCE HAS BEEN APPROVED AS TO FORM AND CONTENT BY THE CITY ATTORNEY.

2. APPROVAL OF COMMISSION MEETING MINUTES FOR MONTH OF OCTOBER, 2011 ON FILE IN CITY CLERK'S OFFICE  
AGENDA MEETING, OCTOBER 4, 2011; ADMINISTRATIVE WORKSHOP MEETING, OCTOBER 4, 2011; REGULAR COMMISSION MEETING, OCTOBER 11, 2011; ADMINISTRATIVE WORKSHOP MEETING, OCTOBER 18, 2011.

Draft minutes can be viewed at:

<http://ci.south-pasadena.fl.us/Government/minutes.htm>

CITY OF SOUTH PASADENA



AGENDA SUBMITTAL FORM

Ordinance: NO. 2011-14

Date Submitted: 10/25/2011

Resolution:

Agenda Meeting Date: 11/01/2011

Motion:

Regular Meeting Date: 11/08/2011

Information Only  
No Action Needed:

Submitted By: COMMISSIONER ELSON *WE*

Written By: CITY ATTORNEY HALLAS

Discussion:

**Subject Title:** (If Ordinance or Resolution, state number and title in full.)

ORDINANCE NO. 2011-14 - AN ORDINANCE OF THE CITY OF SOUTH PASADENA, FLORIDA, REZONING THE PROPERTY LOCATED AT 3400 PASADENA AVENUE (STARLITE PRINCESS PROPERTY) FROM RESIDENTIAL MULTIFAMILY 12.5 TO COMMERCIAL GENERAL, PROVIDING AN EFFECTIVE DATE.

**Motion Proposed:**

TO PASS ORDINANCE NO. 2011-14 ON FIRST READING

SUBMIT ORIGINAL TO CITY CLERK FOR INCLUSION ON AGENDA BY WEDNESDAY.

ORDINANCE NO. 2011-14

AN ORDINANCE OF THE CITY OF SOUTH PASADENA, FLORIDA, REZONING THE PROPERTY LOCATED AT 3400 PASADENA AVENUE (STARLITE PRINCESS PROPERTY) FROM RESIDENTIAL MULTIFAMILY 12.5 TO COMMERCIAL GENERAL, PROVIDING AN EFFECTIVE DATE.

WHEREAS, in 1989 this property was designated and has remained Commercial General-Water Dependent on the City's Future Land Use Map. There is an inconsistency between the future land use and zoning which is multifamily residential 12.5. The owner of the property can obtain no permits for development without the inconsistency being resolved and the inconsistency is a result of the adoption of the Comprehensive Plan by the City; and

WHEREAS, although zoned residential the property is used as parking and staging area for a commercial marina that includes a dinner boat and dolphin watching tour boat pursuant to a special exception use permit; and

WHEREAS, it is in the best interest of the City to have zoning made consistent with the future land use designation;

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of South Pasadena, Florida:

SECTION 1. The Uplands portion of UPLAND & SUBM LAND LYING IN SEC 36-31-15 & 31-31-16 DESC AS FROM NE COR SEC 36 RUN N73DE 99FT(S) FOR POB TH S41DE 430FT(S) TO NW R/W OF OLD CSWY TH SW ALG R/W 500FT(S) TH N89DW 318FT(S) TO S R/W OF NEW COREY CSWY TH N23DE 70.8FT TH SE 20FT TH N23DE 50FT TH NW 30FT TH N23DE 228.3FT TH N27DE ALG CVE TO RT RAD 1829.66 FT ARC 278.94FT TH S58DE 20FT TH NE ALG ARC OF CVE TO RT 150.27FT RAD 1809.86 FT CB N35DE 150FT TO POB is hereby rezoned from Residential Multifamily 12.5 to Commercial General.

SECTION 2. The Official Zoning Map of the City of South Pasadena shall be amended to reflect the rezoning of the uplands portion of the property described in Section 1 of this Ordinance.

SECTION 3. This ordinance shall become effective immediately upon final passage.

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Kathleen Peters, Mayor

ATTEST:

\_\_\_\_\_  
Mary Braisted, City Clerk

PASSED ON FIRST READING \_\_\_\_\_, 2011.

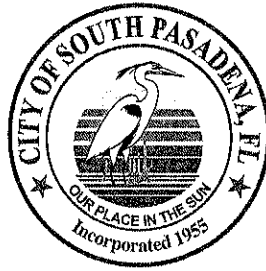
PASSED ON SECOND AND FINAL READING \_\_\_\_\_, 2011.

THIS IS TO CERTIFY THAT I, the undersigned City Clerk did cause the noticing of the above ordinance in accordance with Chapter 166.041 of the Florida Statutes.

\_\_\_\_\_  
Mary Braisted, City Clerk

THIS ORDINANCE HAS BEEN APPROVED AS TO FORM AND CONTENT BY THE CITY ATTORNEY.

CITY OF SOUTH PASADENA



AGENDA SUBMITTAL FORM

Ordinance: Date Submitted: 10/25/11  
 Resolution: NO. 2011-14 Agenda Meeting Date: 11/01/11  
 Motion: Regular Meeting Date: 11/08/11  
 Information Only Submitted By: MAYOR PETERS *MP*  
 No Action Needed: Written By:  
 Discussion:

**Subject Title:** (If Ordinance or Resolution, state number and title in full.)

RESOLUTION NO. 2011-14 - A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION FOR THE ELECTION OF TWO COMMISSIONERS.

**Motion Proposed:**

TO PASS RESOLUTION NO. 2011-14

SUBMIT ORIGINAL TO CITY CLERK FOR INCLUSION ON AGENDA BY WEDNESDAY.

RESOLUTION NO. 2011-14

A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA,  
PROVIDING FOR THE HOLDING OF A GENERAL ELECTION FOR THE  
ELECTION OF TWO COMMISSIONERS.

BE IT RESOLVED by the City Commission of the City of South  
Pasadena, Florida, that:

A General Municipal Election will be held in the City of South  
Pasadena, Florida, on Tuesday, March 13, 2012 at which time two  
Commissioners are to be elected.

The polling place for both precincts (213 & 214) for said  
election shall be the City of South Pasadena, City Hall, 7047  
Sunset Drive South, South Pasadena, Florida.

That the hours of the balloting shall be from 7:00 a.m. to  
7:00 p.m. on the 13<sup>th</sup> day of March, 2012.

Such election shall be held in accordance with the provisions  
of the Charter and Chapter 22 of the Code of Ordinances of the City  
of South Pasadena and the General Election Laws of the State of  
Florida pertaining to municipal elections.

Every person who shall be a candidate for the office of  
Commissioner shall file the necessary papers with the City Clerk  
beginning at 12:00 noon, November 1, 2011 and ending at 12:00 noon,  
November 15, 2011.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

\_\_\_\_\_  
Kathleen Peters, Mayor

ATTEST:

\_\_\_\_\_  
Mary Braisted, City Clerk

THIS RESOLUTION HAS BEEN APPROVED AS TO FORM AND CONTENT BY THE  
CITY ATTORNEY.

CITY OF SOUTH PASADENA



AGENDA SUBMITTAL FORM

Ordinance:

Date Submitted: 10/25/11

Resolution: NO. 2011-15

Agenda Meeting Date: 11/01/11

Motion:

Regular Meeting Date: 11/08/11

Information Only  
No Action Needed:

Submitted By: VICE MAYOR HOWRY

Written By:

Discussion:

**Subject Title:** (If Ordinance or Resolution, state number and title in full.)

RESOLUTION NO. 2011-15 - A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA, APPOINTING A MEMBER TO THE BOARD OF TRUSTEES OF THE FIREFIGHTERS' PENSION BOARD.

**Motion Proposed:**

TO PASS RESOLUTION NO. 2011-15

SUBMIT ORIGINAL TO CITY CLERK FOR INCLUSION ON AGENDA BY WEDNESDAY.

RESOLUTION NO. 2011-15

A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA,  
APPOINTING ONE MEMBER TO THE BOARD OF TRUSTEES OF THE  
FIREFIGHTERS' PENSION BOARD.

WHEREAS, Florida Statue 175.061 provides that the City  
Commission shall appoint two members to the Board of Trustees of  
the Firefighters' Pension Board; and

WHEREAS, Thomas McFadden was appointed as one member to fill  
the unexpired term of Alan Devereaux and will serve until November,  
2012; and

WHEREAS, Peter Galietta is the second member appointed by the  
City Commission and his term expires in November, 2011.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the  
City of South Pasadena that \_\_\_\_\_ is hereby appointed as a  
member of the South Pasadena Firefighters' Pension Board of  
Trustees and shall serve a term of two years, expiring in November,  
2013, unless replaced by action of the City Commission.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

\_\_\_\_\_  
Kathleen Peters, Mayor

ATTEST:

\_\_\_\_\_  
Mary Braisted, City Clerk

THIS RESOLUTION HAS BEEN APPROVED AS TO FORM AND CONTENT BY THE  
CITY ATTORNEY.

FOR \_\_\_\_\_  
MAYOR \_\_\_\_\_  
CITY CLERK \_\_\_\_\_  
PLANNING \_\_\_\_\_  
FINANCE \_\_\_\_\_  
PUBLIC WORKS \_\_\_\_\_  
PUBLIC SAFETY \_\_\_\_\_  
COMMUNITY IMPROVEMENT \_\_\_\_\_



Interested to be re-appointed  
City of South Pasadena

2015 JUL 27 P 2 57  
CITY OF SOUTH PASADENA, FL

APPLICATION TO SERVE ON: FIRE DEPT TRUSTEE

NAME: PETER S. GALIETA

2. ADDRESS: 7862 SAIL BOAT KEY BLVD S #10
3. PHONE: 367-9216
4. VOTER REGISTRATION NUMBER: 09 67 4714
5. NUMBER OF YEARS IN RESIDENCE: 12+
6. PRESENT OR FORMER OCCUPATION: ACEO MTR Inc SPECIALTY VEH Sales
7. NUMBER OF YEARS RETIRED: —
8. ARE YOU ENGAGED IN ANY REAL ESTATE BUSINESS OR LAND DEVELOPMENT ACTIVITIES? YES \_\_\_\_\_ NO
9. IF APPOINTED, ARE YOU WILLING TO COMPLETE FINANCIAL DISCLOSURE FORMS OR ANY OTHER FORMS REQUIRED BY LAW? YES  NO \_\_\_\_\_
10. LIST ANY BUSINESS RELATIONSHIP WITH THE CITY AND/OR INDIVIDUAL CITY COMMISSIONERS PRESENTLY AND OVER THE PAST THREE YEARS:  
None

11. GIVE BRIEF HISTORY OF YOUR EDUCATIONAL BACKGROUND:

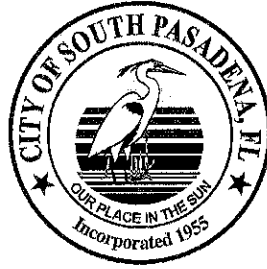
B.S. Civil Engineering  
M.S. Business

12. WHAT DO YOU THINK YOU CAN CONTRIBUTE TO THE BOARD IF YOU WERE APPOINTED?

Fullly UNDERSTAND INVESTMENT Allocation

ANYONE SERVING ON THE PLANNING & ZONING BOARD OR THE CODE ENFORCEMENT BOARD SHOULD BE AWARE OF THE PROVISIONS OF F.S. 99.012 REGARDING RESIGNING IN ORDER TO QUALIFY AS A CANDIDATE IN AN ELECTION.

CITY OF SOUTH PASADENA



AGENDA SUBMITTAL FORM

Ordinance:

Date Submitted: 10/25/11


Resolution: NO. 2011-16

Agenda Meeting Date: 11/01/11

Motion:

Regular Meeting Date: 11/08/11

Information Only  
No Action Needed:

Submitted By: MAYOR PETERS 

Written By:

Discussion:

**Subject Title:** (If Ordinance or Resolution, state number and title in full.)

RESOLUTION NO. 2011-16 - A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA, REPEALING RESOLUTION NO. 2000-03 WHICH ESTABLISHED A FIXED DATE FOR CITY SPONSORED MEET THE CANDIDATES MEETINGS.

**Motion Proposed:**

TO PASS RESOLUTION NO. 2011-16

SUBMIT ORIGINAL TO CITY CLERK FOR INCLUSION ON AGENDA BY WEDNESDAY.

RESOLUTION NO. 2011-16

A RESOLUTION OF THE CITY OF SOUTH PASADENA, FLORIDA, REPEALING RESOLUTION NO. 2000-03 WHICH ESTABLISHED A FIXED DATE FOR CITY SPONSORED MEET THE CANDIDATES MEETINGS.

WHEREAS, the City sponsors a meet the candidates meeting which is moderated by the League of Women Voters and televised. In order to avoid conflicts with other candidate forums sponsored by individual condominium complexes, in 2000, the City established a set date of the Wednesday prior to the election as the date for the City sponsored meeting; and

WHEREAS, most condominium complexes have discontinued the practice of hosting meet the candidates meetings; and

WHEREAS, with the introduction of early voting and the opportunity for any voter to request an absentee ballot and vote by mail, the date of the meet the candidates meeting is after many residents have already cast their votes. Therefore it makes more sense for the Department of Administration to schedule the meet the candidates meeting based upon the early voting schedule on a year to year basis.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of South Pasadena that Resolution No. 2000-03 is hereby repealed and the City Clerk shall set the date for the City sponsored Meet the Candidates Meeting to closely coincide with the start of early voting.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

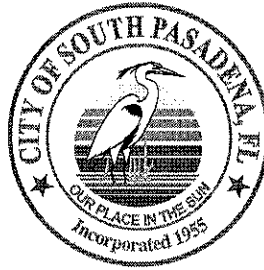
\_\_\_\_\_  
Kathleen Peters, Mayor

ATTEST:

\_\_\_\_\_  
Mary Braisted, City Clerk

THIS RESOLUTION HAS BEEN APPROVED AS TO FORM AND CONTENT BY THE CITY ATTORNEY.

CITY OF SOUTH PASADENA



AGENDA SUBMITTAL FORM

7

Ordinance:

Date Submitted: 10/25/11


Resolution: NO. 2011-17

Agenda Meeting Date: 11/01/11

Motion:

Regular Meeting Date: 11/08/11

Information Only  
No Action Needed:

Submitted By: MAYOR PETERS 

Written By: CITY ATTORNEY HALLAS

Discussion:

**Subject Title:** (If Ordinance or Resolution, state number and title in full.)

RESOLUTION NO. 2011-17 - A RESOLUTION OF THE OF CITY OF SOUTH PASADENA, FLORIDA, AMENDING THE EMPLOYEES HANDBOOK TO ADD A POLICY REGARDING EMPLOYEES PARTICIPATING AS OFFICERS OR BOARD MEMBERS IN PROFESSIONAL ORGANIZATIONS AND REQUIRING PERMISSION FROM THE CITY COMMISSION IF THE PARTICIPATION INVOLVES CITY PAID TIME AND/OR EXPENSES, AMENDING SECTION 10-5 OF THE EMPLOYEE HANDBOOK TO REQUIRE EMPLOYEE TIME SHEETS TO REFLECT PAID HOURS DEDICATED TO PERFORMING DUTIES FOR A PROFESSIONAL ORGANIZATION.

**Motion Proposed:**

TO PASS RESOLUTION NO. 2011-17

SUBMIT ORIGINAL TO CITY CLERK FOR INCLUSION ON AGENDA BY WEDNESDAY.

RESOLUTION NO. 2011-17

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WHEREAS, participation in professional organizations at the officer or board of director level can require a time commitment to the organization that does not necessarily have a direct benefit to the taxpayers of South Pasadena; and

WHEREAS, acting as an officer in a professional organization such as Building Officials of Florida or Pinellas County Municipal Clerks' Association or Pinellas County Fire Chiefs' Association may require employees to attend meetings or conferences that take them away from their everyday duties; and

WHEREAS, the City Commission should determine whether and the extent to which an employee's participation benefits the City and if approved should set limits on the amount of time an employee can dedicate to an organization while being paid by the City;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of South Pasadena that Section 14-7 of the Employee Handbook is hereby created to read as follows:

14-7 Participation in Professional Organizations

The City encourages professional development and may consider allowing an employee to act as an officer or board member of a professional organization provided the time dedicated to the position doesn't interfere with their job duties and the City Commission determines that participation is in the best interest of the City. If a City employee wishes to participate in a professional organization that has a direct affiliation with their position, and said employee intends to spend any paid City time fulfilling their obligations to the organization, the employee must obtain permission from the City Commission. In cases where the employee is not a Department Head the employee must first obtain the permission of their Department Head. The Department Head who is requesting approval either on behalf of themselves or one of their employees shall schedule a discussion for the Commission workshop. The Department Head shall furnish a written request detailing the regular work hours anticipated to be needed for

participation. If the City Commission approves the employee's participation it shall establish the number of regular work hours per year that the employee can devote to the organization. In no event will an employee who chooses to participate in such an organization be entitled to earn any flex time, compensatory time or overtime pay for time spent travelling to or attending meetings outside normal work hours or on weekends. It shall be the choice of the employee to volunteer after hours if they so desire. Any use of City vehicles, or reimbursement of any travel related expenses incurred in connection with the employee's participation shall require pre-approval by the City Commission. If the City Commission approves use of a City vehicle after hours said use shall be as an off duty benefit to the employee and shall in no way imply that the employee is working. The purpose of this policy is to have complete transparency in the true cost of allowing employees to participate in professional organizations. All time spent working on organization related issues during normal working hours must be specifically recorded on the employee's time sheet. Meeting agendas shall be attached. A running total of payable hours spent shall be tracked and reported monthly by the Department Head or respective Commissioner to ensure that the number of approved hours is not exceeded.

BE IT FURTHER RESOLVED by the City Commission of the City of South Pasadena that Section 10-5 of the Employee Handbook Time Sheets is hereby amended to add the following final sentences:

Any employee who obtains permission to participate in a professional organization pursuant to Section 14-7 of this handbook shall record all time spent fulfilling their duties to the organization on their time sheet. In addition, the employee is responsible for keeping a running total of hours spent to document that the time spent does not exceed the hours approved by the City Commission.

BE IT FURTHER resolved that the City Clerk shall publish these amendments and supply copies to each employee upon adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

\_\_\_\_\_  
Kathleen Peters, Mayor

ATTEST:

\_\_\_\_\_  
Mary Braisted, City Clerk

THIS RESOLUTION HAS BEEN APPROVED AS TO FORM AND CONTENT BY THE CITY ATTORNEY.