

JUNE LAGMAY  
CITY CLERK

# CITY OF LOS ANGELES

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CITY CLERK

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ANTONIO R. VILLARAIGOSA  
MAYOR

July 25, 2012

Honorable Members of the City Council  
c/o City Clerk  
Room 395, City Hall  
200 N. Spring Street  
Los Angeles, CA 90012

C.F. 11-0329-S6

**RE: COST OF ADMINISTERING SPECIAL COMMUNITY FACILITIES DISTRICT  
ELECTION FOR CITY OF LOS ANGELES COMMUNITY FACILITIES DISTRICT  
NO. 9 (DOWNTOWN STREETCAR) AND RELATED OFFICIAL NOTICES**

Honorable Members:

**Summary**

On June 27, 2012, the City Council adopted a Resolution of Intention to Establish Community Facilities District No. 9 and a Resolution to Incur Bond Indebtedness for Community Facilities District No. 9, the Downtown Streetcar (District). The first Resolution states that the levy of the special tax is subject to the approval of the electors of the District pursuant to the Mello-Roos Act. The Resolution further states that ballots will be mailed to all voters registered in the District.

The City Attorney has prepared a proposed Ordinance Calling a Special Community Facilities District Election for City of Los Angeles Community Facilities District No. 9 (Election) to proceed with the next step of this proposal. If approved, the Office of the City Clerk will be administering this Election. On June 22, 2012, the Office of the City Administrative Officer (CAO) reported that all administrative costs associated with the formation of the District are to be paid by the developer. This report presents the City Clerk's administrative costs associated with the Special Community Facilities Election and the printing and mailing of required Official Notices.

### Official Notices

The Mello-Roos Act allows for all registered voters and property owners to be notified of the Resolution to establish the District and notice of the public hearing. On July 13, 2012, the City Clerk caused 15,000 official notices to be printed and 14,902 official notices to be mailed to all property owners and registered voters in the proposed District. The Public Hearing is scheduled for July 31, 2012. The cost of the printing and mailing of the notices is estimated at \$9,000.

### Costs of Administering the Election

If approved, the Election will be entirely vote-by-mail, with the Election Division Office serving as the only precinct location, for the estimated 10,000 registered voters in the area designated by the Resolution. Among the activities performed by the City Clerk to administer the Election will be:

- Sending all voters an Official Sample Ballot containing the ballot language, ballot instructions, an impartial summary to be prepared by the City Attorney, and any arguments and related rebuttals for and against the establishment of the District;
- Sending the ballot mailer, complete with these same materials, and a pre-paid return envelope;
- Accepting ballots dropped off by voters in person at the Election Division; and,
- Tallying and auditing all votes received, and preparing the certification of the results for approval by the City Council.

Although these election materials are not required to be translated into the eight different languages that apply to Citywide municipal elections under the Federal Voting Rights Act, translation into Spanish may be warranted considering the language composition of the surrounding area. The approximate additional cost of preparing and mailing ballot materials in Spanish in addition to English is \$8,500.

The estimated total cost of administering the Election will be approximately \$43,500 inclusive of Spanish translation services. These costs are detailed as follows:

Acct. No.	Acct. Name	Description	Amount
1010	Salaries, General	Election planning, voter verification, vote tally, and certification.	\$ 6,000
1070	Salaries, As Needed	Mailer preparation, voter verification, and vote tally.	8,000
4170	Election Expenses	Printing and mailing of voter materials.	29,500
<b>Total:</b>			<b>\$ 43,500</b>

Total City Clerk costs are estimated at \$52,500 inclusive of Election administration and printing and mailing of Official Notices. If additional unforeseen costs are identified, the City Clerk will notify the CAO for inclusion in their earliest Financial Status Report.

**Recommendation**

That the City Council:

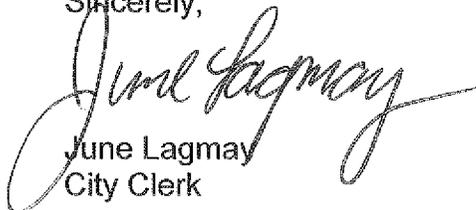
1. Instruct the CAO to include in the City billing to the developer of the Community Facilities District No. 9 (Downtown Streetcar) all actual costs incurred by the City Clerk as a result of its administration of the Special Community Facilities District Election and the printing and mailing of the Official Notices
2. Instruct the City Clerk to utilize existing budgeted funds to conduct all required activities relative to the Community Facilities District including all election and Official Notices costs to be reimbursed by the developer and allocated back to the City Clerk in future Financial Status Reports or as provided for by the CAO.
3. Instruct the City Clerk to provide Spanish translation for the printing and mailing of voting materials and other assistance as may be required.
4. Authorize the CAO to make any technical corrections to effectuate the intent of this report.

**Fiscal Impact Statement**

The estimated cost to the City Clerk of administering the Special Community Facilities District Election for the establishment of Community Facilities District No. 9 (Downtown Streetcar) (District) would be \$43,500. In addition, the Official Notices have cost approximately \$9,000 to print and mail. The recommendation in this report is that those costs be billed to the developer of the District and that those funds be returned to the City Clerk. As a result, there would be no impact on the General Fund.

If you have any questions or would like further information regarding this report, please feel free to contact me directly at (213) 978-1020.

Sincerely,



June Lagmay  
City Clerk