

**AGENDA**  
**REGULAR JOINT MEETING OF THE**  
**CITY COUNCIL OF THE CITY OF DUARTE, SUCCESSOR**  
**AGENCY TO DISSOLVED REDEVELOPMENT AGENCY OF THE**  
**CITY OF DUARTE, AND DUARTE HOUSING AUTHORITY**

**TUESDAY, NOVEMBER 13, 2012**

7:00 p.m. – Regular Session

COUNCIL CHAMBERS, 1600 HUNTINGTON DRIVE, DUARTE, CALIFORNIA 91010

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**MISSION STATEMENT**

*With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our community's future*

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JOHN FASANA, MAYOR & CHAIR HOUSING AUTHORITY/SUCCESSOR AGENCY  
LIZ REILLY, MAYOR PRO TEM & VICE CHAIR HOUSING AUTHORITY/SUCCESSOR AGENCY  
MARGARET FINLAY, CITY COUNCIL & HOUSING AUTHORITY/SUCCESSOR AGENCY BOARD  
TZEITEL PARAS-CARACCI, CITY COUNCIL & HOUSING AUTHORITY/SUCCESSOR AGENCY BOARD  
PHIL REYES, CITY COUNCIL & HOUSING AUTHORITY/SUCCESSOR AGENCY BOARD

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*City/Agency/Authority Staff:*

Darrell George, City Manager & Successor Agency/Housing Authority Executive Director  
Kristen Petersen, Assistant City Manager & Successor Agency/Housing Authority Assistant  
Executive Director and Director of Administrative Services  
Craig Hensley, Community Development Director  
Cesar Monsalve, Director of Parks and Recreation  
Brian Villalobos, Director of Public Safety Services  
Dan Slater, City Attorney & Successor Agency/Housing Authority General Counsel  
Marla Akana, City Clerk

**ADDRESSING THE CITY COUNCIL AND HOUSING AUTHORITY:**

If you wish to address the City Council, Housing Authority, or Successor Agency on any item on the Agenda, you should fill out a Speaker Card indicating which item or items on the Agenda you wish to speak about, and hand the card to the City Clerk. You will be called to the Podium when that item is heard by the City Council/Housing Authority/Successor Agency. If you wish to address the City Council, Housing Authority, or Successor Agency on any item that is not on the Agenda, but that is within the subject matter jurisdiction of the City/Housing Authority/Successor Agency, you may do so under the "Oral Communications" portion of the Agenda. At the podium, before starting your remarks, please state your name and city of residence for the record.

**ADA ACCESSIBILITY NOTICE:**

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, you should contact the City Manager's office at (626) 357-7931. Notification no later than 1:00 p.m. on the day preceding the meeting will enable the City to make reasonable arrangements to assist your accessibility to this meeting.

Note: Any documents distributed by the City/Authority to a majority of the City Council/Housing Authority/Successor Agency Board less than 72 hours prior to the City Council/Housing Authority/Successor Agency meeting will be made available for public inspection at City Hall, 1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

1. CALL TO ORDER OF CITY COUNCIL, SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY, AND HOUSING AUTHORITY, AND NOTATION OF ANY ABSENCES
2. ADOPTION OF THE AGENDA
3. PLEDGE TO THE FLAG
4. MOMENT OF REFLECTION
5. FITNESS/MENTAL WARM-UP
6. SPECIAL ITEMS – Page 1
  - A. Introduction of Youth @ Work Program Student Interns
  - B. Recognition – Red Ribbon Week Contest Winners and Sponsors
  - C. Recognition – Outgoing Economic Development Commissioner Michael Goldsmith
  - D. Presentation by Sister Mary Patrice, Santa Teresita – Hayden Child Care 5K event
  - E. Presentation by Fran Delach, Acting Executive Director – SGV Council of Governments
7. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS  
*Any person who wishes to make a brief announcement of a future community event that is open to the general public may do so at this time.*
8. ORAL COMMUNICATIONS—ITEMS NOT ON THE AGENDA (30 MINUTES)  
*Any person wishing to speak on any issue that is not on the Agenda, but that is within the subject matter jurisdiction of the City or Authority, may do so at this time. The opportunity to speak is on a first come, first serve basis. Each person may speak once for no more than 3 minutes and there is a maximum of 30 minutes for all Oral Communications at this time. Under the Brown Act, members of the City Council/Housing Authority/Successor Agency, and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.*
9. ITEMS TO BE ADDED TO THE CONSENT CALENDAR
10. CONSENT CALENDAR – Page 10  
*All matters listed on the Consent Calendar are to be approved with one motion unless a member of the City Council/Housing Authority/Successor Agency removes an item for separate action. Any consent calendar item for which separate action is requested shall be heard as the next Agenda item. The respective entity's consent items are shown in parentheses at the end of each item as "CC" for City Council, "HA" for Housing Authority, and "SA" for Successor Agency.*
  - A. Approval of Minutes – October 23, 2012 (CC/HA/SA)
  - B. Approval of Warrants – November 13, 2012 (CC/HA/SA)
  - C. Motion to introduce and/or adopt all resolutions and ordinances presented for consideration by title only and waive further reading (CC/HA/SA)
  - D. Request from Hayden Child Care for approval of Exclusive City Bike Trail Use Application, and request for City of Duarte co-sponsorship of Hayden 5K event on March 9, 2013 (CC)
  - E. Approval of Amendment Three to the Joint Exercise of Powers Agreement for Gold Line Phase II Joint Powers Authority (CC)
  - F. Approval of Amendment No. 7 to the City Manager Employment Agreement (CC)
  - G. Proclamation – Entrepreneurship Week (CC)
  - H. Notice of absence by Barbie Bylsma-Houghton from Parks and Recreation Commission meeting of November 12, 2012 (Receive and File) (CC)
  - I. Notice of resignation by Hank Chapjian from Public Safety Commission (Receive and File) (CC)
  - J. City Council/City Manager Conference Attendance – League of California Cities City Manager's Department Meeting, January 30, 2013 – February 1, 2013, San Francisco (CC)
11. ITEMS REMOVED FROM CONSENT CALENDAR

12. RESOLUTION – Page 47  
12-R-35 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE APPROVING AND ADOPTING THE CITY OF DUARTE ENERGY ACTION PLAN
13. BUSINESS ITEMS – Page 53
  - A. Appointment of two City Councilmembers to the Youth and Family Committee Interview Panel
  - B. Approval of annual Burrtec refuse collection and recycling rate adjustment
  - C. Southern California Edison (SCE) Tehachapi Renewable Transmission Project update
  - D. City Council discussion/direction regarding whether to agendize a Mayoral rotation policy
14. CONTINUATION OF ORAL COMMUNICATIONS  
*Any person who did **not** speak during the initial 30 minute Oral Communications period earlier in the meeting, who wishes to speak on any issue that is not on the Agenda but that is within the subject matter jurisdiction of the City Council/Housing Authority/Successor Agency, may do so at this time. Each person may speak once for no more than 3 minutes. Under the Brown Act, members of the City Council/Housing Authority/Successor Agency, and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.*
15. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR (AB 1234 reports on trips, conference attendance, and meetings)
16. ADJOURNMENT

## MEMORANDUM

**TO:** City Council  
**FROM:** City Manager  
**DATE:** November 8, 2012  
**SUBJECT:** Comments on Agenda Items, Meeting of November 13, 2012

**ITEM 6.A.** The new Youth @ Work Program student interns will be introduced to the City Council. The Youth @ Work Student Intern program provides Duarte High School students with a volunteer opportunity to assist with day-to-day operations in a specific City department. The program has been very successful and has proven to be beneficial to not only the students by presenting them with critical real-world work and programming experience, but also to City staff in need of assistance. Marilyn Mays, Teen Center Supervisor, coordinates this program and she has completed the recruitment, interviews, and department assignment process. We would like to congratulate the following Duarte students who were selected:

Alyssa Driggers	Duarte Teen Center
Stephanie Enciso	City Manager's Office
William Glover	Parks and Recreation/Youth Sports
Daniela Hernandez	Public Safety Office
Gabriel Morgan	Parks and Recreation Facilities Maintenance
Angelica Valdez	Parks and Recreation Office

**ITEM 6.B.** The following four Red Ribbon Week Winners and SCE, as the official sponsor, will be recognized by the City Council and Public Safety Department: Northview Intermediate Essay Contest winners Lisette Leon and Lindsay Lathrop, and Northview Intermediate Art Contest winners Isabella Zadian and Kalina Jenkins Gittens. The City of Duarte's Official Red Ribbon Week Sponsors SCE Federal Credit Union, Duarte Branch Manager Javier Velasquez, will be recognized for the \$200 donation to the Red Ribbon Week winners.

**ITEM 6.C.** Outgoing Economic Development Commissioner Michael Goldsmith will be recognized for his service to the City on the EDC from January 2011 to October 2012.

**ITEM 6.D.** A presentation will be given by Sister Mary Patrice from Santa Teresita on the upcoming Hayden Child Care 5K event. An item is also on the Consent Calendar requesting City Council approval of an application for exclusive use of the City bike trail, and the City's co-sponsorship of the event. The fifth annual race is scheduled to begin at 9:00 a.m., and should be completed by 11:00 a.m. on March 9, 2013. Hayden Child Care has applied to the U.S. Track and Field Association to officially sanction the event. The start and finish line will be on the corner of Buena Vista Street and Royal Oaks Drive. Participants will line up on Royal Oaks Drive east of Buena Vista Street to Junipero Drive at the starting line, and then run along Royal Oaks Drive until they reach Royal Oaks Drive North. Participants will then move onto the Royal Oaks bike trail, and continue to Royal Oaks School, where they will turn around and return on the bike trail. Following the run, all participants are invited to enjoy a morning of family fun with games, food, and entertainment in the parking area just north of Hayden Child Care.

**ITEM 6.E.** Acting Executive Director of the San Gabriel Valley Council of Governments (SGVCOG) Mr. Fran Delach will give a presentation and overview of the organization, including its accomplishments, current projects, and initiatives.

**ITEM 10.D (Consent Calendar).** This item requests City Council approval of an Exclusive City Bike Trail Use Application, and City co-sponsorship of the Hayden 5K event to be held on March 9, 2013.

Hayden Child Care is proposing to keep the same route as 2012. The 2012 route was designed to avoid some of the traffic problems that were experienced in 2011, and the traffic situation was indeed greatly improved. The route will once again include running eastbound on Royal Oaks Drive from the start line at Buena Vista Street to Royal Oaks Drive North. The remainder of the eastbound route to Royal Oaks School, and the entire westbound route, will take place on the bike trail. Hayden Child Care is requesting City of Duarte approval of its request to close Royal Oaks Drive at the start of the event, between Buena Vista Street to Royal Oaks Drive North, approval of two banner permits, a temporary sign permit, a special event permit, exclusive use of the bike trail, and co-sponsorship of the event to include various in-kind donations.

**ITEM 10.E (Consent Calendar).** This item requests Council to consider an Amendment to the Gold Line Phase II JPA Agreement, accepting the City of Monclair's membership into the JPA. On April 14, 2011, the Metro Gold Line Phase II Joint Powers Authority (JPA) Board unanimously voted to extend invitations of membership to the JPA to the cities of Montclair, Upland, and Rancho Cucamonga. Letters of invitation were sent to all cities along with the proposed Amendment Three. The cities of Upland and Rancho Cucamonga have declined the invitation to join at this time.

**ITEM 10.F (Consent Calendar).** Amendment No. 7 to the City Manager Employment Agreement implements the unanimous decision by the City Council, as reported by the City Attorney, at the October 23, 2012, Council meeting, in his public report of the closed session held for the City Manager's annual performance evaluation, to extend the City Manager's contract by one year to September 26, 2014.

**ITEM 12.** Staff recommends that the City Council adopt Resolution 12-R-35, approving and adopting the City of Duarte Energy Action Plan (EAP). The EAP demonstrates the City's commitment to pursue energy efficiency and reduce greenhouse gas emissions, consistent with Assembly Bill 32. The purpose of the EAP is to identify the City of Duarte's long-term vision and commitment to achieve energy efficiency in the community and in municipal operations.

**ITEM 13.A.** This item asks the City Council to appoint two Councilmembers to sit on an Interview Panel responsible for interviewing the Youth and Family Committee applicants. Applications for the Youth and Family Committee were made available online and at City Hall. The deadline for submitting an application was November 8, 2012. Interviews are scheduled to be held during the first week of December at a day and time to be agreed upon by the Interview Panel. The appointment of a Youth and Family Committee is critical to the implementation of Duarte's Youth and Family Master Plan, and will mark the completion of Action Step #66.

**ITEM 13.B.** This item recommends that the City Council approve the refuse collection and recycling rates set forth by Burrtec Waste Services, to become effective January 1, 2013. On October 4, 2012, Burrtec submitted its request for adjustments to its refuse collection and recycling rates, to become effective January 1, 2013. The rates have not been increased in two years because Burrtec did not request a fee increase in 2012.

Since receiving Burrtec's request, City staff has been reviewing the cost data supplied by Burrtec, and the cost increases calculated by Burrtec have been confirmed. There will be no increase of Residential Service rates for the second year in a row. The most commonly used Commercial Refuse Service rate will increase by 3.95%, Commercial Recycling Service rate will increase by 5.26%, and Commercial Green Service rate will increase by 6.9%. However, taking into account that there was not an increase to any of the rates last year, all of these increases are well below 4% per year.

**ITEM 13.C.** Representatives from Southern California Edison will provide an update on the Tehachapi Renewable Transmission Project, and will be prepared to respond to any City Council questions and/or concerns about the project.

**ITEM 13.D.** This item provides for City Council discussion and direction on whether to agendaize, at a future City Council Meeting, an item to establish a Mayoral rotation policy.

Respectfully submitted,



Darrell J. George  
City Manager



# MEMORANDUM

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**TO:** CITY MANAGER, DARRELL GEORGE

**FROM:** CESAR MONSALVE, PARKS AND RECREATION DIRECTOR

**SUBJECT:** INTRODUCTION OF YOUTH@WORK PROGRAM STUDENT INTERNS

**DATE:** NOVEMBER 7, 2012

The Youth@Work Student Intern program provides Duarte High School students with a volunteer opportunity to assist with day-to-day operations in a specific City department. The program has been very successful and has proven to be beneficial to not only the students by presenting them with critical real-world work and programming experience, but also to City staff in need of assistance. Marilyn Mays, Teen Center Supervisor, coordinates this program and she has completed the recruitment, interviews and department assignment process.

The volunteer positions will be assigned to three City departments and in addition to the great work experience and professional environment the teens will be working in, the positions will include a stipend of \$100.00 per month, funded through the LA County Probation CEO grant funds. The work term will last from October 2012 to February 2013 and then in January of 2013, in anticipation of the current volunteer term ending, new students will be interviewed for positions for a March to July 2013 term. All selected students will work under the supervision of a City Department Director or his/her designate. They will perform administrative and staff support duties that may include filing, answering phones, maintenance and general support to the department.

On September 25, 2012, 10 Duarte teens were interviewed to fill 6 student intern positions. We would like to congratulate the following Duarte students who were selected:

Alyssa Driggers	Duarte Teen Center
Stephanie Enciso	City Manager's Office
William Glover	Parks and Recreation/Youth Sports
Daniela Hernandez	Public Safety Office
Gabriel Morgan	Parks and Recreation Facilities Maintenance
Angelica Valdez	Parks and Recreation Office

All six students have been invited to attend the November 13, Duarte City Council meeting for introductions.



# Memo

To: Darrell George  
From: Aida Torres  
CC: Brian Villalobos, Marla Akana  
Date: 11/5/12  
Re: Red Ribbon Week Recognition – 11/13/2012

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**The Duarte Public Safety Department would like to recognize the following four Red Ribbon Week Winners and SCE as official sponsor during Council Meeting 11/13/12:**

Northview Intermediate Essay Contest Winners:

1. Lisette Leon
2. Lindsay Lathrop

Northview Intermediate Art Contest Winners:

1. Isabella Zadian
2. Kalina Jenkins Gittens

City of Duarte's Official Red Ribbon Week Sponsors:

SCE Federal Credit Union  
Branch Manager-Duarte  
Javier Velasquez  
For their \$200 donation to the Red Ribbon Week Winners

Thank you,

For any questions please contact me.

Aida Torres  
626-359-5671 ext. 316

# Overview of the San Gabriel Valley Council of Governments



**PREPARED FOR: DUARTE CITY COUNCIL**  
**DATE: NOVEMBER 13<sup>TH</sup>, 2012**

# SGVCOG Background

- Founded in 1994 as a Joint Powers Authority (JPA)
- Current membership includes the 31 incorporated cities in the San Gabriel Valley, three Supervisorial Districts representing the unincorporated areas in the San Gabriel Valley, and the Valley’s three water agencies.

- ***The Mission***

*“The San Gabriel Valley Council of Governments is a unified voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley.”*

# Governance Structure



- **Governing Board**

- Duarte Representatives:
  - ✦ John Fasana, Delegate (Chair of the Transportation Committee)
  - ✦ Margaret Finlay, Alternate

- **Policy Committees**

- Transportation
- Housing, Community, and Economic Development
- Energy, Environment, and Natural Resources

- **Technical Advisory Committees**

- City Managers
- Planning
- Public Works

# Major Accomplishments (1994 – Present)

- **Transportation**
  - Gold Line Foothill Extension
  - Alameda Corridor East (ACE) Construction Authority
  - Metro West San Gabriel Valley Sector Governance Council
- **Environment & Open Space**
  - San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
  - Proposition A Funding (Examples: Smith Park in San Gabriel, El Monte Aquatic Center, Bonita High School Athletic Complex, and the Glendora Teen Center)
  - Electric vehicle charging stations along the 210, 20 and 60 corridors with grant funding worth \$500,000.
- **Health Care**
  - Expansion of the **Air Transport Medivac System** to ensure dedicated 24 hour air transport in the East San Gabriel Valley for trauma care (Proposition B funding)

# Current Projects and Initiatives

- **Transportation**
  - Gold Line Foothill Extension
  - Corridor Planning
  - 10/605 Interchange
  - MTA Congestion Management Program
  - High Speed Rail
- **Housing and Economic Development**
  - Small Business Development Services
  - Regional Housing Needs Assessment (RHNA) State Requirements
  - Affordable Housing Development Technical Assistance and Homelessness
- **Environment**
  - AB 32 (Nunez) Compliance
  - Storm Water Permitting and Funding
  - Battery Recycling (Duarte locations: Frontier Hardware, Route 66 Carwash)

# Grant Benefits Summary

Grant	Cash Incentives	Staff Reimbursements	Consultant & Software Costs	Averted Utility Costs (\$/11/kWh)	Energy Savings (kWh)
San Gabriel Valley Energy Wise Partnership	\$12,063			\$15,703	142,757
SCE CEESP – Energy Action Plans		\$18,910	\$80,000		
SCE CEESP – Online Energy Management System		\$20,280	\$45,000		
<b>Total</b>	\$12,063	\$39,190	\$125,000	\$15,703	

Total Cash Received: \$51,253  
 Averted Costs: \$140,703

**Project in Progress: Pool Upgrade (VFD and LED Lighting Retrofit)**

Estimated Energy Savings: 125,127 kWh  
 Estimated Averted Utility Savings (\$/15/kWh): \$18,769  
 Estimated Incentive: \$15,317

## Energy Upgrade: Duarte's Participation

- Provides cash incentives to residents completing home energy retrofits
- Contractor training and education program
- Aligns with goals and strategies identified in Duarte's draft Energy Action Plan

## MINUTES

### JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY OF THE CITY OF DUARTE ADJOURNED REGULAR MEETING – OCTOBER 23, 2012

CALL TO ORDER The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Pro Tem Reilly called the meeting to order at 4:39 p.m.

RECORDATION OF ATTENDANCE The following were in attendance:  
PRESENT: Finlay, Paras-Caracci, Reilly, Reyes, Fasana (arrived prior to the Closed Session)  
ABSENT: None  
ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Slater

ADOPTION OF AGENDA Finlay moved, Reyes seconded to adopt the Agenda, as amended to adjourn in memory of Gayle Butler Lockhart, and carried unanimously.

CLOSED SESSION Performance Evaluation (Continued from 10/9/12) There was no public input. Slater stated the Closed Session was continued from October 9, 2012, and is pursuant to Government Code Sections 54957(b)(1) and 54957.6; Public Employee Performance Evaluation; Annual evaluation of City Manager; Designated City representative: Dan Slater, City Attorney. The Closed Session concluded at 5:35 p.m. City Council reconvened at 5:42 p.m.

WORKSHOP – Budget Review George provided a brief overview of the previous workshop held concerning City revenues and cash flow, and previous Council Meetings pertaining to budget strategy. Petersen provided a presentation about deferred capital repairs/projects needed over the next five years, net cost of programs/projects, one-time asset sales, other revenue generators, and next steps. City Council discussed options, and requested additional information be provided when the mid-year budget adjustments are agendized.

RECESS Mayor Fasana called a Recess at 6:42 p.m. City Council reconvened at 7:03 p.m.

PLEDGE TO THE FLAG Rona Lunde led the Pledge of Allegiance to the Flag.

MOMENT OF REFLECTION A moment of reflection was observed.

FITNESS/MENTAL WARM-UP Finlay provided the warm-up.

PUBLIC REPORT OF CLOSED SESSION Slater stated during the Closed Session, the City Council discussed the City Manager's annual performance evaluation, and completed it, and unanimously voted to extend the current contract term for one additional year. The current contract's term is September 2013, and the amendment will extend the term to

September 2014. The amendment will be on the next City Council Meeting Agenda for formal approval.

**SPECIAL ITEMS**

Presentation by Assembly Member Portantino

Assemblymember Portantino presented a legislative wrap-up and recap of his six years representing the City. Mayor Fasana presented him with a plaque in appreciation of his outstanding vision, leadership, and representation for the past six years.

Recognition by LAEDC Most Business Friendly City Finalist

Bob Machuca, LAEDC (Los Angeles County Economic Development Corporation) presented a scroll and plaque to the City of Duarte for being named a 2012 Most Business Friendly City Finalist.

Steve Hernandez stated this is great for a City our size, and he looks forward to the City receiving the award.

Public Safety update

Brian Villalobos provided the public safety update, including the City's emergency action plan and evacuation drill, and reported on fingerprinting timeframes in surrounding cities.

**ANNOUNCEMENTS**

Joanna Gee, Duarte Library, announced upcoming events and programs in the months of October and November.

Cesar Monsalve invited all to the Halloween Howl on October 31 at Royal Oaks Park.

**ORAL COMMUNICATIONS**

The following spoke on items not on the Agenda.

Miriam Fox – DUSD grant application, high school field.

Ahmad Solomon – Tehachapi Renewable Transmission Project.

It was suggested that City Council can provide questions about the Edison Company's TRTP project to the City Manager, and he will provide them to Mr. Solomon. Mayor Fasana noted that should this item be agendaized, he would remove himself from the dais.

**CONSENT CALENDAR**

Reyes moved, Finlay seconded to approve the Consent Calendar as follows, and carried unanimously.

Approve Items A, B, C, D, E, F, G, J.

Receive and File Items H, I.

**RESOLUTION NO. 12-34**

Donna Georgino Room

(Item D) 12-R-34 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, NAMING THE DUARTE TEEN CENTER'S MULTI-PURPOSE ROOM AS THE "DONNA GEORGINO ROOM" IN HONOR OF RETIRED DUARTE PARKS AND RECREATION DIRECTOR DONNA GEORGINO

**ITEMS FROM CITY COUNCIL/  
CITY MANAGER**

GEORGE: Provided status reports on outreach for the Town Center Ad Hoc Advisory Committee meeting, military banners, parks and facilities naming policy, San Gabriel Valley Council of Governments presentation at upcoming Council Meeting, no policy pertaining to Mayor's rotation, economic strategy presentation at upcoming Council Meeting, In and Out, and Five Guys.

Reyes stated regarding the Ad Hoc Committee, his inquiry was about holding the meeting at school sites if the Committee is open to that.

Mayor Fasana asked that staff pursue an honorary street sign policy.

Mayor Fasana and Finlay stated they are not interested in agendizing an item about the Mayor's rotation policy.

REYES: Asked if anything can be done about the Edison towers, stated in Chino, they took action and were ordered to go underground, and he thinks we need to look at this issue again, stated Five Guys has been an issue for over one year, he talked to a Department of Finance representative who will manage redevelopment agency dissolutions, and was assured that a certificate of compliance could be received with 60-90 days, he hopes we can work with Mark Sandoval on an ENA, and announced event to meet Grace Napolitano at the Golf Course on October 25.

PARAS-CARACCI: Stated grant funding is available each year for bus stop enhancements from Foothill Transit and she will provide the information to staff, wished all a fun and safe Halloween, and encouraged all to get out and vote.

FINLAY: Stated she has been following the story about the young girl from Pakistan who was shot for writing a blog, noted at times we take education for granted, we have many benefits, encouraged all to vote, attended Grandparents Day event at Royal Oaks School, announced Health Summit at City of Hope on October 25, thanked all involved with the Rotary golf tournament, announced City of Hope community meeting on October 24, emergency preparedness event on October 27, and Education Foundation Dinner on November 4, and stated clocks will be turned back an hour on November 4.

REILLY: Displayed Business Life magazine with Elizabeth Bagwell on the cover and the City of Duarte article as a finalist for Most Business Friendly City, attended USC Seminar on October 12 and 13 about cost management and control, provided information about Food Day, and announced next Ad Hoc Committee meeting on November 7.

FASANA: Provided information to City Manager about homes facing foreclosure, provided correspondence to City Manager regarding Grand Jury applications and asked that it be placed on the City's website, attended Santa Teresita Gala, announced new El Monte bus station is open, stated he joined Nextdoor, clarified comments made about City Council healthcare benefits and suggested the information be put on the City's website, announced Grace Napolitano event on October 25 at the Golf Course, stated

the COG entered into a termination with Arroyo Associates, Fran Delach is the Interim Executive Director, regarding economic development, stated we appreciate recognition for our hard work and are open for opportunities that can benefit our community, and reminded all to get out and vote on election day.

ADJOURNMENT

Steve Hernandez stated Donna Georgino gave a huge amount to this City in grants, and it is appropriate to name a room after her.

Finlay moved, Reilly seconded to adjourn the meeting at 8:58 p.m., in memory of Bernice Watson and Gayle Butler Lockhart, and carried unanimously.

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Mayor John Fasana

ATTEST:

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City Clerk



# MEMORANDUM

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**TO:** MAYOR AND CITY COUNCIL

**FROM:** CESAR MONSALVE, DIRECTOR OF PARKS AND RECREATION

**SUBJECT:** APPROVAL OF EXCLUSIVE CITY BIKE TRAIL USE APPLICATION AND REQUEST FOR CITY OF DUARTE CO-SPONSORSHIP OF HAYDEN CHILD CARE 5K EVENT ON MARCH 9, 2013

**DATE:** NOVEMBER 5, 2012

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**Recommendation:** That the Duarte City Council discuss and direct staff on a request from the Hayden Child Care of Santa Teresita regarding its desire to host the fifth annual Hayden Memorial 5K Run, Family Walk and Roll on March 9, 2013.

**Background:** Hayden Child Care, a DBA of Santa Teresita, Inc. since 1967 is requesting exclusive use of the Duarte Bike Trail and Royal Oaks Drive for a fundraiser on March 9, 2013. The fifth annual race is scheduled to begin at 9:00am and should be completed by 11:00am. Hayden Child Care has applied to the United States Track and Field Association to officially sanction the event. The start and finish line will be on the corner of Buena Vista Street and Royal Oaks Drive. Participants will line up on Royal Oaks Drive east of Buena Vista Street to Junipero Drive at the starting line and then run along Royal Oaks Drive until they reach the Royal Oaks Drive North. Participants will then move onto the Royal Oaks Bike Trail and continue to Royal Oaks School where they will turn around and return on the bike trail. Following the run, all participants are invited to enjoy a morning of family fun with games, food, and entertainment in the parking area just north of Hayden Child Care.

**Discussion:** Hayden Child Care is proposing to keep the same route as 2012. The 2012 route was designed to avoid some of the traffic problems that were experienced in 2011 and the traffic situation was indeed greatly improved. The route will once again include running eastbound on Royal Oaks Drive from the start line at Buena Vista Street to Royal Oaks Drive North. The remainder of the eastbound route to Royal Oaks School, and the entire westbound route will take place on the bike trail. Hayden Child Care is requesting City of Duarte approval of their request to close Royal Oaks Drive at the start of the event between Buena Vista Street to Royal Oaks Drive North; approval of two banner permits, a temporary sign permit, and a special event permit; approval of exclusive use of the bike trail; and co-sponsorship of the event to include various in-kind donations.

Hayden Child Care is prepared to handle the following event logistics:

- **Staffing** – Hayden Child Care will supply the staff for the water stations and the post event activities. They have agreed to reimburse the city any overtime expenses for field services staff, deputies, and community service officers needed for traffic flow and road closures.

- **Set-up/Break down** – Hayden Child Care staff and volunteers will be responsible for setting up and breaking down a series of lightweight tables along the trail without the need for a vehicle entering the trail.
- **Street Closures/Event Parking** – Parking for the event will be on the grounds of Santa Teresita Medical Center and on neighboring streets. Hayden Child Care is also looking into the possibility of using parking lots at local businesses. The route will only entail the closure of Royal Oaks Drive between Buena Vista Street and Royal Oaks Drive North for a short period of time. Hayden Child Care has agreed to notify residents on the affected streets via flyer about the event and its impact to the neighborhood.
- **Insurance** – United States Track and Field Association has been requested to sanction this event. Upon approval of the application with the USTFA, Hayden Child Care will provide the City with a \$2 million dollar insurance policy naming the City as additionally insured.
- **Royal Oaks Elementary School Permit** – Hayden Child Care will be responsible for securing a permit from the school district to block the entrance to the school during the event.

Hayden Child Care is requesting that the City of Duarte co-sponsor the event. Co-sponsorship would entail the following in-kind services and expenditures:

- **Marketing** – Hayden Child Care would primarily handle the marketing for the event, but is requesting that as an in-kind donation that city staff prepare and distribute a press release to both electronic and written media, post the item on our website, put it on both the cable scroll and the community calendar, etc.
- **Volunteers** – Although the bulk of the volunteers will come from Hayden Child Care, they would appreciate it if the City could supply people to help with the event through either DART, Duarte’s Promise, or with in-kind donations of paid staff time.
- **Barricades/Trash Removal** – Hayden Child Care is requesting use of barricades for street closures. Burrtec Waste Industries also would be asked to provide cardboard trash containers and liners at no cost that would be placed along the trail by applicant. Upon completion of the race, volunteers would remove temporary containers, which will be taken back to the school for disposal.
- **Temporary Banner** - Hayden Child Care is requesting permission to display a temporary banner on the grass by the bike trail at Buena Vista and Royal Oaks Drive. The banner would not only publicize the event, but would be another way of notifying residents of the potential impacts of the event.

- **Traffic Flow/Road Closures/Crowd Control** – Hayden Child Care is asking for exclusive use of Duarte Bike Trail and closure of Royal Oaks Drive from Buena Vista Street to Royal Oaks Drive North, entailing some intersection closures for a short period of time. Hayden Child Care is anticipating approximately 1,000 persons in attendance. Based on this plan, Duarte Public Safety is recommending use of deputies, Public Safety staff, and Field Services staff. Hayden Child Care has agreed to reimburse the City of Duarte for all overtime expenses. Emergency medical response, if needed, would be provided by Los Angeles County Fire.
  
- **Exclusive Trail Usage** – In accordance with the City of Duarte's Facility Use Policies and Procedures, "When exclusive use of a park restricts the availability of the general public to use the park, approval of the City Council will be required. Applications for preferential use must be submitted at least 60 days prior to date of use." The fees for the requested 3.5 hours of use have been calculated at the Resident Discount rate of \$100 for the first hour and \$40 per hour for 2.5 additional hours for a total of \$200. In addition, a \$300 cleaning/damage bond has been assessed. Total cost for the exclusive use would be \$500. (Note: the \$300 bond is refundable if there is no damage or cleaning required upon the conclusion of the event.) Hayden Child Care is requesting that all fees be waived.

**Fiscal Impact:**

Exclusive Trail Park Usage	\$500 (\$300 Refundable)
Two Banner Permits	\$100
Special Events Permit	\$ 25
Traffic Control Right-of-Way Permit	\$180

The cost for the City would be approximately \$805.00 before refund. Should the City co-sponsor the event, the other services outlined including promotion, volunteers, usage of barricades, etc. would be considered as in-kind donations. As indicated before, Hayden Child Care has agreed to reimburse the City any overtime expenses for Field Services staff, deputies, and community service officers needed for traffic flow and road closures. In terms of revenues from the event, all revenue generated would go to the enhancement of the programs and environment of the Hayden Child Care of Santa Teresita, Inc.

**ATTACHMENTS:** Letter to Mayor, Letter to Parks and Recreation Director Cesar Monsalve, Special Events Permit Application, Traffic Control Right-of-Way Permit, Rental Application and Agreement, Street Banner Pole Permit Applications, Temporary Sign and Banner Permit, letter to residents, and maps.



October 10, 2012

Mayor John Fasana  
City of Duarte  
1600 Huntington Drive  
Duarte, CA 91010

Dear Mayor John Fasana,

With much gratitude and wonderful memories, Hayden Child Care Center, a DBA of Santa Teresita, Inc., a non-profit organization sponsored by the Carmelite Sisters of the Most Sacred Heart of Los Angeles, is looking forward to hosting its fifth annual Hayden 5K Run, Family Walk, and Roll. It is our hope that our 5K event will once again be a building block for our local community, strengthen family bonds, and promote a healthy lifestyle for people of all ages and abilities as we invite them to a wholesome event at Santa Teresita in the "The City of Health." To make this event a true success, we invite the City of Duarte to co-sponsor the Hayden 5K Run, Family Walk, and Roll.

The 5K Run will begin on the corner of Buena Vista and Royal Oaks on Saturday, March 9th, 2013 at 9:00 a.m. As the starting horn blows, the runners will run east on Royal Oaks Drive, until they reach Royal Oaks North where they will catch the Trail. The runners will continue running east until almost reaching Royal Oaks School where they will turn around and begin their return to Santa Teresita. Activities including food, entertainment, vendors, and games will complete the event and will be held at Santa Teresita. All netted funds will be used for the enhancement of Hayden Child Care Center of Santa Teresita, Inc.

It is our desire that this event will be a day of celebration for the whole community. Our joint effort will bring a greater promotion to the city's commitment to provide events that will unite its citizens, strengthen families, and foster healthy living. Your co-sponsorship will not only affect those who participate on the day, but will be long lasting in our efforts to provide an optimal program for the numerous small children of our community that come through Hayden's doors each year. It is also an investment in building community by exemplifying the City's commitment to work with the local businesses and service organizations for the betterment of its people.

We look forward to hearing from you in the very near future. Until the day of the event, we can only anticipate the joy that each participant, whether running, walking, or being pushed in a stroller or wheelchair will experience. It will be a day that will bring community together! Thank you for your consideration, generosity, and partnership.

Please be assured of our prayers for you and all in the City of Duarte and our gratitude for the numerous events that have brought us together in the past. We have great hopes for the continuation of working together in the future.

Sincerely,

*Sister Mary Patrice, OCD*

Sister Mary Patrice, OCD  
Director, Hayden Child Care Center  
(626) 359-9592

*Sister Mary Clare, OCD*

Sister Mary Clare, OCD  
CEO, Santa Teresita, Inc.  
(626) 408-7802

017



October 10, 2012

Cesar Monsalva  
City of Duarte  
Director of Parks and Recreation  
1600 Huntington Dr.  
Duarte, CA 91010

Dear Cesar Monsalva,

Hayden Child Care, a DBA of Santa Teresita, Inc., respectfully requests permission to use Royal Oaks Drive from Buena Vista to the driveway of Royal Oaks Elementary School in addition to the Duarte Recreational Trail for the Hayden 5K Run, Family Walk and Roll to be held on Saturday, March 9th, 2013. The whole event will be from 7 a.m. to 1:30 p.m. The use of city property, the streets and bike trail would be from 7:a.m. to approximately 10:30 a.m. The following plan is an overview of the event, including how we intend to use the street and bike path and the measures we will take to ensure that our event has minimal impact on the surrounding neighborhoods.

#### Course Layout

The start line will be on Buena Vista Street just south of Royal Oaks. Participants will run on Buena Vista Street and turn onto Royal Oaks, running east they will remain on Royal Oaks Drive until entering the Trail at Royal Oaks North. The 5k continues until the driveway of Royal Oaks Elementary School. Participants will then turn about and run west on the Trail until they reach Santa Teresita. Traffic at this location as well as other intersections throughout the course will be redirected and controlled by the Sheriff's Department and/or staff appointed by Mr. Brian Villalobos. The attached maps show the proposed route. Along the course we will also have two water stations that will be set up prior to the race. Each station will have at least six volunteers appointed by the school to pass out water and will also be responsible for picking up the trash. Tables will be lightweight and will be easily brought onto the trail without the need of a vehicle entering the trail. Upon completion of the race, each station along with the trash will be removed from the location. The trash will be taken back to the school for disposal. Two portable restrooms will be provided on the trail and will be placed in a suitable location for easy access to runners/walkers and easy delivery for drop off and pick up by the rental company in a timely manner.

#### Parking

Limited parking will be available on the grounds of Santa Teresita. As a result of the overflow parking into the surrounding streets and areas, we will notify of our neighbors. We are working with some of the local businesses to obtain permission for the use to their parking lot.

018

Crowd Control

The focus of the crowd will be at the Start and Finish line which will be controlled by the Sheriff's Department.

Activities

The Hayden 5K festivities will also include at food, entertainment, vendors, and games at Santa Teresita.

Notification to Residents on Royal Oaks Drive

A letter will be left at each home by Brian Villalobos and his team prior to the city council meeting when the Hayden 5k will be discussed. This will allow residents to attend the city council meeting to express their view to the council.

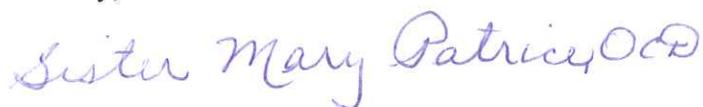
Sponsorship Opportunity

Hayden Child Care Center of Santa Teresita, Inc, respectfully requests the benevolence of the City of Duarte to co-sponsor the Hayden 5K Run, Family Walk and Roll. We would be most grateful if the City would grant the previous in-kind donation toward this fundraiser, waiving city fees.

We understand that due to the new 5K route there will be an additional expense that we are willing to pay for.

In advance we would like to thank you for your time and look forward to working with you and your office to make our event successful. Please feel free to contact me if there are any revisions to be made to our plan. I can be reached at (626) 359-9592.

Sincerely,



Sister Mary Patrice, OCD  
Director, Hayden Child Care Center  
of Santa Teresita, Inc.  
(626) 359-9592



# SPECIAL EVENT PERMIT

**\$25 APPLICATION FEE**

COMMUNITY DEVELOPMENT DEPARTMENT • 1600 Huntington Drive • Duarte, CA 91010 • (626) 357-7931 • www.accessduarte.com

**Please print the following information:**

**Name of applicant:** Hayden Child Care Center (DBA)

**Name of business:** Santa Teresita, Inc First Last

**Mailing address:** 819 Buena Vista Street, Duarte, CA 91010

**Phone Number:** (626)359-9592 **Fax Number** (626)357-7918 **Email:** hayden@santa-teresita.org

**Date(s) of event:** Saturday, March 9, 2013 **Hours of event:** 7 a.m. - 1:30 p.m.

**Location (address) of event:** Buena Vista St./Royal Oaks Dr./Duarte Recreation Trail; Santa Teresita

**Type of event:** Hayden 5k Run, Family Walk, and Roll and Family Festival

**The event will be held:** Indoors \_\_\_\_\_ Outdoors X

**Please check all applicable uses: (Site plan may be required, depending on event)**

Live Band X D.J. X P.A. \_\_\_\_\_ Sound Amplifiers X Games X Entertainment X Alcohol \_\_\_\_\_

Cameras/Photography X Carnival Rides X Jumper/Bouncer X Banners/Balloons X Vehicles/R.V. X

Street Closure (Barricades) X Temporary Removal of Parking Restrictions X

Other Pop up tents, Rental Tents, Stage

**Number of parking stalls event set-up will occupy** \_\_\_\_\_ **Number of persons expected to attend event** 1,000

**Please be advised that you will be responsible for any extra security or law enforcement costs deemed necessary by the City of Duarte for policing your event. The issuance of this permit does not grant permission to the permit holder or the event to break any laws.**

Applicant: Sister Mary Patricia, OOD Date: 10/10/12  
Director, Hayden ccc

**CITY STAFF ONLY**

**Community Development Recommendations:** \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
City Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**Public Safety/Sheriffs Dept. Recommendations:** \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
City Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**Finance Recommendations:** \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
City Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

020

DATE FEE PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_



# City of Duarte

1600 Huntington Drive, Duarte, California 91010 · (626) 357-7931

## APPLICATION & PERMIT FOR STREET & PUBLIC RIGHT OF WAY CONSTRUCTION

OWNER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ TEL. NO. \_\_\_\_\_  
 CONTRACTOR \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ TEL. NO. \_\_\_\_\_  
 State License No. \_\_\_\_\_ Duarte Business License No. \_\_\_\_\_

## VALIDATION

Date \_\_\_\_\_

By \_\_\_\_\_

This is a Permit When Properly Filled Out, Signed and Validated.

LOCATION OF WORK \_\_\_\_\_

NEAREST CROSS STREET \_\_\_\_\_

Permittee shall be responsible for proper protection with barricades and lights. Restoration of pavement will be done by applicant. Work must start 60 days from date of issue.

APPLICATION FOR  REMOVAL & RECONSTRUCTION  NEW CONSTRUCTION

INSPECTION APPROVAL BY

1. CURB & GUTTER \_\_\_\_\_ LINEAR FT.
2. SIDEWALK \_\_\_\_\_ SQ. FT.
3. DRIVEWAY APPROACH \_\_\_\_\_ SQ. FT.
4. CURB \_\_\_\_\_ LINEAR FT.
5. GUTTER \_\_\_\_\_ LINEAR FT.
6. \_\_\_\_\_ BY \_\_\_\_\_ STREET CUT
7. OTHER \_\_\_\_\_

FEE	
	FINAL BY

TOTAL FEE

CASH BOND REQUIRED \$ \_\_\_\_\_ FOR \_\_\_\_\_

IF REFUNDABLE TO BE RETURNED TO:  CONTRACTOR  OWNER

I acknowledge that I have read this application and state that the above is correct and I agree to comply with all city ordinances and state laws.

I further agree to comply with all city standards and specifications currently in force and to pay for removal and proper replacement of any item installed under this permit which does not comply with the above. I agree to pay for any additional replacements in excess of the amounts shown above which may be cut or damaged as a result of any work accomplished under this permit.

CONTRACTOR X \_\_\_\_\_ (Signature)

PERMIT NO. 5387 DATE ISSUED \_\_\_\_\_

ISSUING OFFICER \_\_\_\_\_

WHITE SHEET - INSPECTOR'S COPY  
CANARY SHEET - PERMITTEE'S COPY  
PINK SHEET - FINANCE DEPARTMENT

021

- 4. No/Yes attendant on duty.
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

DUARTE S

on behalf of this group for any damage or unnecessary abuse of the occupancy of said premises by our group. I agree to the condition and further agree to abide by and enforce the rules and above statements are true and correct. I understand that any cancellation of use of the facility. I am working days in advance of the activity.

**RENTAL APPLICATION**

Name of Organization/Responsible Person: 19 Buena Vista St., Duarte, CA (626) 359-9592  
 Street Address City Phone

Address: 819 Buena Vista St  
 Street Address

**Official Use Only**

**FACILITIES REQUESTED** - Bike Trail

on Denied: \_\_\_\_\_ Classification: \_\_\_\_\_

**DUARTE SPORTS FIELDS:**

**OTIS G SPORT**

Deposit: \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_ Rcpt. #: \_\_\_\_\_

\_\_\_\_\_ Baseball Field

\_\_\_\_\_

Date Rcvd.: \_\_\_\_\_ Rcvd. By: \_\_\_\_\_  
 Bal. Due: \$ \_\_\_\_\_ Due By: \_\_\_\_\_

\_\_\_\_\_ Lights

\_\_\_\_\_ Softball Field "A"

\_\_\_\_\_

\_\_\_\_\_ Lights

\_\_\_\_\_ Softball Field "B"

\_\_\_\_\_

\_\_\_\_\_ Lights

\_\_\_\_\_ Softball Field "C"

**BEARD**

Balance Paid: \_\_\_\_\_  
 Amount Rcvd: \_\_\_\_\_ Rcpt. #: \_\_\_\_\_

\_\_\_\_\_ Lights

Date Rcvd: \_\_\_\_\_ Rcvd. By: \_\_\_\_\_

\_\_\_\_\_ Field Prep

\_\_\_\_\_

Date/s of Use: Saturday, 3/9/13

Authorized Designate \_\_\_\_\_

**OTHER PARK SITE:**

Location: Duarte Rec. Trail

022

Purpose of Rental: Hayden 5k

Estimated Attendance: Adults 550

Admission/Fee: \$30 Ad./\$12 ch. What will be Concessions Served? \_\_\_\_\_

Facilities approval subject to conditions listed below:

**SPORTS FACILITIES** Fields \_\_\_\_\_ 100-4407  
 Parks \_\_\_\_\_ 100-4406

1. NO ALCOHOLIC BEVERAGES.
2. Must do own clean up.
3. Use of own equipment.

**TERMS AND AGREEMENT**

I hereby certify that I shall be personally responsible for any building, grounds, or equipment growing out of the conditions set forth in the approval of this application and the regulations of the City of Duarte. I certify that all information herein is true and correct. I am aware that all fees are due and payable eight (8) days in advance of the activity.

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

Sister Mary Patricia  
 Signature of Applicant Director

Hayden Child Care of Santa Teresita  
Duarte 91010 Telephone #: (626) 359-9592  
 City Zip Bus. Phone #: \_\_\_\_\_

Application Approved: \_\_\_\_\_ Applica \_\_\_\_\_

**DUARTE PARK**  
 \_\_\_\_\_ Lt. Olive  
 \_\_\_\_\_ Lights  
 \_\_\_\_\_ Andres Duarte  
 \_\_\_\_\_ Lights  
 \_\_\_\_\_ Field Prep.

**TENNIS COURTS (Circle one)**  
**BASKETBALL COURTS**  
 \_\_\_\_\_ Duarte Sports Park  
 \_\_\_\_\_ Royal Oaks Park  
 \_\_\_\_\_ Encanto Park

Fees:  
 Rental Hours \_\_\_\_\_ @ \$ \_\_\_\_\_ \$

**DUARTE PARK**  
 \_\_\_\_\_ Skate Park

Cleaning/Damage Bond \$ \_\_\_\_\_  
 Miscellaneous Charges \_\_\_\_\_

**ENCANTO PARK**  
 \_\_\_\_\_ Soccer Field  
 \_\_\_\_\_ Restrooms

**ENCANTO PARK**  
 \_\_\_\_\_ Restrooms

TOTAL FEES \$ \_\_\_\_\_

Time: 8:30am to 10:30am

Date: 3/9/13 Time: 8:30am to 10:30am

Director of Parks & Recreation Department of \_\_\_\_\_

Run, Family Walk and Roll  
 Teens \_\_\_\_\_ Children 200 Total 750  
 Proceeds be used for? Hayden Ccc  
 Concessions Sold? No



**CITY OF DUARTE  
COMMUNITY DEVELOPMENT DEPARTMENT  
APPLICATION FOR STREET BANNER POLE PERMIT**

Name of Organization: Hayden Child Care Center

Individual Responsible: Sister Mary Patricia

Phone Number: (626) 359-9592 Fax Number \_\_\_\_\_

Address: 819 Buena Vista Street, Duarte, CA

Banner Size: 4' x 30 Banner Color: yellow

Exact Wording on Banner: Hayden 5k Run, Family Walk & Roll

If possible, draw picture of banner: Logo, Date, Website

Requested date for banner installation (at least 30 days from proposed installation): 2/25/13

Requested date for banner removal (maximum display of 2 weeks): 3/11/13

Date of Event: 3/9/13

I have received a copy of the Street Banner Pole Regulations and will comply with the terms prescribed.

The undersigned organization agrees to indemnify and hold harmless the City of Duarte, its officers, employees and agents from any claim, demand or judgment in favor of any person, arising out of the location installation, maintenance or removal of the banner named in the application.

Sister Mary Patricia, O.C.D.  
Applicant's Signature Director

10/11/12  
Date

**(FOR OFFICE USE ONLY)**

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

Paid: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Community Development \_\_\_\_\_ Date \_\_\_\_\_

Date Installed: \_\_\_\_\_ (Field Services Initials) \_\_\_\_\_

Date Removed: \_\_\_\_\_ (Field Services Initials) \_\_\_\_\_



**CITY OF DUARTE  
COMMUNITY DEVELOPMENT DEPARTMENT  
APPLICATION FOR STREET BANNER POLE PERMIT**

Name of Organization: Hayden Child Care Center  
 Individual Responsible: Sister Mary Patrice  
 Phone Number: (626)359-9592 Fax Number \_\_\_\_\_  
 Address: 819 Buena Vista Street, Duarte  
 Banner Size: 4' x 30' Banner Color: Yellow  
 Exact Wording on Banner: Hayden 5k Run, Family Walk & Roll  
 If possible, draw picture of banner: Logo, Date, website

Requested date for banner installation (at least 30 days from proposed installation): 1/28/13  
 Requested date for banner removal (maximum display of 2 weeks): 2/11/13  
 Date of Event: 3/9/13, Saturday

I have received a copy of the Street Banner Pole Regulations and will comply with the terms prescribed.

The undersigned organization agrees to indemnify and hold harmless the City of Duarte, its officers, employees and agents from any claim, demand or judgment in favor of any person, arising out of the location installation, maintenance or removal of the banner named in the application.

Sr Mary Patrice, OGD 10/11/12  
 Applicant's Signature Director, HCCC Date

**(FOR OFFICE USE ONLY)**

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_  
 Paid: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Community Development \_\_\_\_\_ Date \_\_\_\_\_  
 Date Installed: \_\_\_\_\_ (Field Services Initials) \_\_\_\_\_  
 Date Removed: \_\_\_\_\_ (Field Services Initials) \_\_\_\_\_

# TEMPORARY SIGNS

CITY OF DUARTE  
COMMUNITY DEVELOPMENT DEPARTMENT

## Permit Application

1600 HUNTINGTON DRIVE  
DUARTE, CA 91010  
626.357.7931  
www.accessduarte.com

### TYPE OF TEMPORARY SIGN(S) PROPOSED:

- BANNER  
 DISPLAY OF (CHECK ALL THAT APPLY):  
     PENNANTS    FLAGS    STREAMERS    BALLOON(S)  
 BANNER FOR A FUTURE TENANT  
 A-FRAME SIGN ON PRIVATE PROPERTY (REFER TO DDC 19.42.100(A))  
 NEW DEVELOPMENT DIRECTIONAL SIGNS (REFER TO DDC 19.42.090(D))

### BUSINESS INFORMATION:

Name: \_\_\_\_\_  
Street Address: 819 Buena Vista Street, Duarte Suite/Unit: \_\_\_\_\_  
Telephone: 626 359-9592 Contact Person: Sister Mary Patrice, OCD

### APPLICANT INFORMATION:

First Name: Havden Child Care Center of Santa Teresita Last Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_  
City: Duarte State: CA Zip Code: 91010  
Telephone Number: 626 359-9592 Email Address: havden@santa-teresita.org

### TEMPORARY SIGN INFORMATION:

Sign(s) will be attached to (check all that apply):  front of building \_\_\_\_\_  side of building \_\_\_\_\_  
 Other Duarte Recreation Trail Submit a site plan if sign is placed anywhere other than on a building.

**BANNER** (Maximum 105 days per calendar year, max. 30 days per permit; future tenant banners up to 90 additional days, max. 45 days per permit)

Banner Width: 4 Feet Banner Height: 4 Feet Banner Area: 16 sq.ft. Color: Yellow

Banner Text: Havden 5k Run, Family Walk & Roll

Installation Date: 2/25/2013 Removal Date: 3/9/12 # of days: 13

**PENNANTS, FLAGS, STREAMERS** (Maximum 20 days per calendar year, max. 10 days per permit)

Will the pennants, flags, or streamers remain attached to the banner and primary place of business?  Yes  No

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_ # of days: \_\_\_\_\_

**BALLOONS** (Allowable time counts toward the maximum allowable 20 days in a calendar year)

Generally a maximum of 15, standard 12" diameter sized balloons are allowed; total maximum inflatable volume is 8 cubic feet.

How many balloons are proposed to be displayed? \_\_\_\_\_ What is the approximate size of each balloon? \_\_\_\_\_ inches

Will the balloons take up parking spaces?  Yes  No How many parking spaces? \_\_\_\_\_ spaces

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_ # of days: \_\_\_\_\_

**A-FRAME SIGN** (An approved A-frame sign may be displayed during business hours for which the business is open)

Attach a separate sheet with a detailed drawing of the proposed A-frame sign that meets DDC Section 19.42.100(A).

### FOR OFFICE USE ONLY

Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Account No. 4206 Receipt No. \_\_\_\_\_

Approve  Deny By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

#### 105 days per calendar year

Used to Date \_\_\_\_\_ days  
Approved \_\_\_\_\_ days (30 days max)  
Remaining \_\_\_\_\_ days (available for future permits)

#### 20 days per calendar year

Used to date \_\_\_\_\_ days  
Approved \_\_\_\_\_ days (10 days max)  
Remaining \_\_\_\_\_ days (available for future permits)

#### 90 days per calendar year

Used to date \_\_\_\_\_ days  
Approved \_\_\_\_\_ days (90 days max)  
Remaining \_\_\_\_\_ days (available for future permits)

# TEMPORARY SIGNS

CITY OF DUARTE  
COMMUNITY DEVELOPMENT DEPARTMENT

## Permit Application

1600 HUNTINGTON DRIVE  
DUARTE, CA 91010  
626.357.7931  
www.accessduarte.com

### TYPE OF TEMPORARY SIGN(S) PROPOSED:

- BANNER  
 DISPLAY OF (CHECK ALL THAT APPLY):  
     PENNANTS    FLAGS    STREAMERS    BALLOON(S)  
 BANNER FOR A FUTURE TENANT  
 A-FRAME SIGN ON PRIVATE PROPERTY (REFER TO DDC 19.42.100(A))  
 NEW DEVELOPMENT DIRECTIONAL SIGNS (REFER TO DDC 19.42.090(D))

### BUSINESS INFORMATION:

Name: \_\_\_\_\_  
Street Address: 819 Buena Vista Street, Duarte Suite/Unit: \_\_\_\_\_  
Telephone: 626 359-9592 Contact Person: Sister Marv Patrice, OCD

### APPLICANT INFORMATION:

First Name: Havden Child Care Center of Santa Teresita Last Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_  
City: Duarte State: CA Zip Code: 91010  
Telephone Number: 626 359-9592 Email Address: havden@santa-teresita.org

### TEMPORARY SIGN INFORMATION:

Sign(s) will be attached to (check all that apply):  front of building \_\_\_\_\_  side of building \_\_\_\_\_  
 Other On Trail by Mount Olive Submit a site plan if sign is placed anywhere other than on a building.

**BANNER** (Maximum 105 days per calendar year, max. 30 days per permit; future tenant banners up to 90 additional days, max. 45 days per permit)

Banner Width: 4 Feet Banner Height: 4 Feet Banner Area: 16 sq.ft. Color: Yellow  
Banner Text: Havden 5k Run, Family Walk & Roll, Date, Logo, Expect 3-5 minute delay between 9:00 a.m. and 10:30 a.m.  
Installation Date: 2/25/2013 Removal Date: 3/9/12 # of days: 13

**PENNANTS, FLAGS, STREAMERS** (Maximum 20 days per calendar year, max. 10 days per permit)

Will the pennants, flags, or streamers remain attached to the banner and primary place of business?  Yes  No  
Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_ # of days: \_\_\_\_\_

**BALLOONS** (Allowable time counts toward the maximum allowable 20 days in a calendar year)

Generally a maximum of 15, standard 12" diameter sized balloons are allowed; total maximum inflatable volume is 8 cubic feet.  
How many balloons are proposed to be displayed? \_\_\_\_\_ What is the approximate size of each balloon? \_\_\_\_\_ inches  
Will the balloons take up parking spaces?  Yes  No How many parking spaces? \_\_\_\_\_ spaces  
Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_ # of days: \_\_\_\_\_

**A-FRAME SIGN** (An approved A-frame sign may be displayed during business hours for which the business is open)

Attach a separate sheet with a detailed drawing of the proposed A-frame sign that meets DDC Section 19.42.100(A).

### FOR OFFICE USE ONLY

Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Account No. 4206 Receipt No. \_\_\_\_\_  
 Approve  Deny By: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

#### 105 days per calendar year

Used to date \_\_\_\_\_ days  
Approved \_\_\_\_\_ days (30 days max)  
Remaining \_\_\_\_\_ days (available for future permits)

#### 20 days per calendar year

Used to date \_\_\_\_\_ days  
Approved \_\_\_\_\_ days (10 days max)  
Remaining \_\_\_\_\_ days (available for future permits)

#### 90 days per calendar year

Used to date \_\_\_\_\_ days  
Approved \_\_\_\_\_ days (90 days max)  
Remaining \_\_\_\_\_ days (available for future permits)

November 5, 2012

Dear Neighbors,

With much joy, Hayden Child Care Center of Santa Teresita, Inc. announces its 5<sup>th</sup> annual Hayden 5K Run, Family Walk, & Roll which will be held on Saturday, March 9, 2013. The Race, co-sponsored by the City of Duarte, will begin at 9:00 a.m. It is our hope that this year's race will begin on Buena Vista Street just south of Royal Oaks in the City of Duarte. Participants will begin at Buena Vista Street, run east on Royal Oaks Drive until Royal Oaks North where they will enter the trail. The race continues east on the Duarte Recreation Trail until the turn about near Royal Oaks Elementary School. The return will be on the trail until Buena Vista Street with the finish line in the parking area of Santa Teresita at 819 Buena Vista Street, Duarte. Following the race, we will have activities for all on the grounds of Santa Teresita until 1:30 p.m.

The purpose of this letter is two-fold. First, we would like to invite you to participate in the day and invite your friends. Secondly, we want to inform you of the potential street closures and parking restriction of the event if permission is granted by the City of Duarte Council:

- Royal Oaks Drive east of Buena Vista Street until Royal Oaks North, east of Highland Avenue.
  - Street Closure from 8:45 a.m. until approximately 10:00 a.m.
  - Overnight parking restrictions from Friday, March 8, 2013 until approximately 10:00 a.m. on Saturday, March 9 2013.

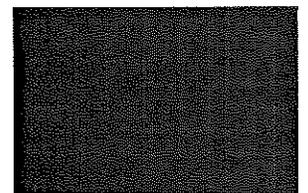
Hayden Child Care Center will be making this request of the City of Duarte Council on Tuesday, November 13, 2012 during its meeting open to all Duarte citizens at the City Hall at 7:00 p.m. It is our hope that our request will cause little inconvenience to you, the residents on Royal Oaks Drive, and that the event will be a fun-filled one for the participants that come out to run and/or walk in the 5K. Our "City of Health" has much to offer and a morning run down one of its most beautiful streets and its recreation trail will hopefully bring many wonderful and lasting memories to all who join in the 5K.

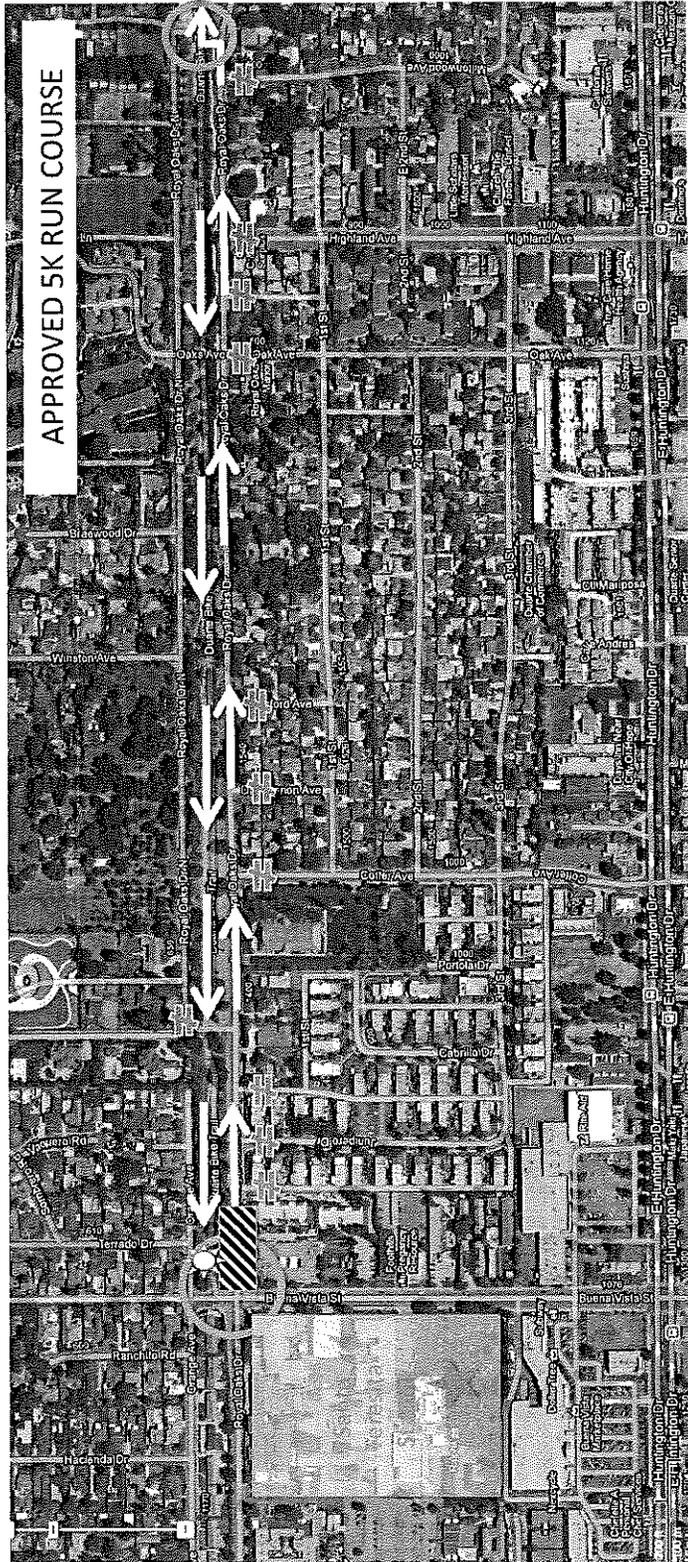
Please visit our website, [www.hayden5k.com](http://www.hayden5k.com), for details about the 5K and how to register as a participant. The website also has details on the activities that will follow at Santa Teresita.

Join us for a day of fun, health, and entertainment that the entire family can enjoy. We look forward to seeing you there!

With gratitude,

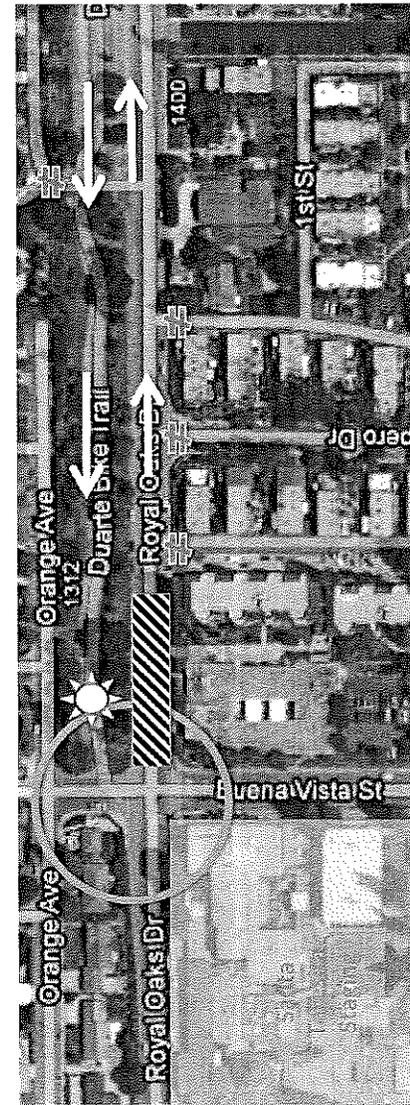
Sister Mary Patrice, OCD  
Director, Hayden Child Care Center of Santa Teresita

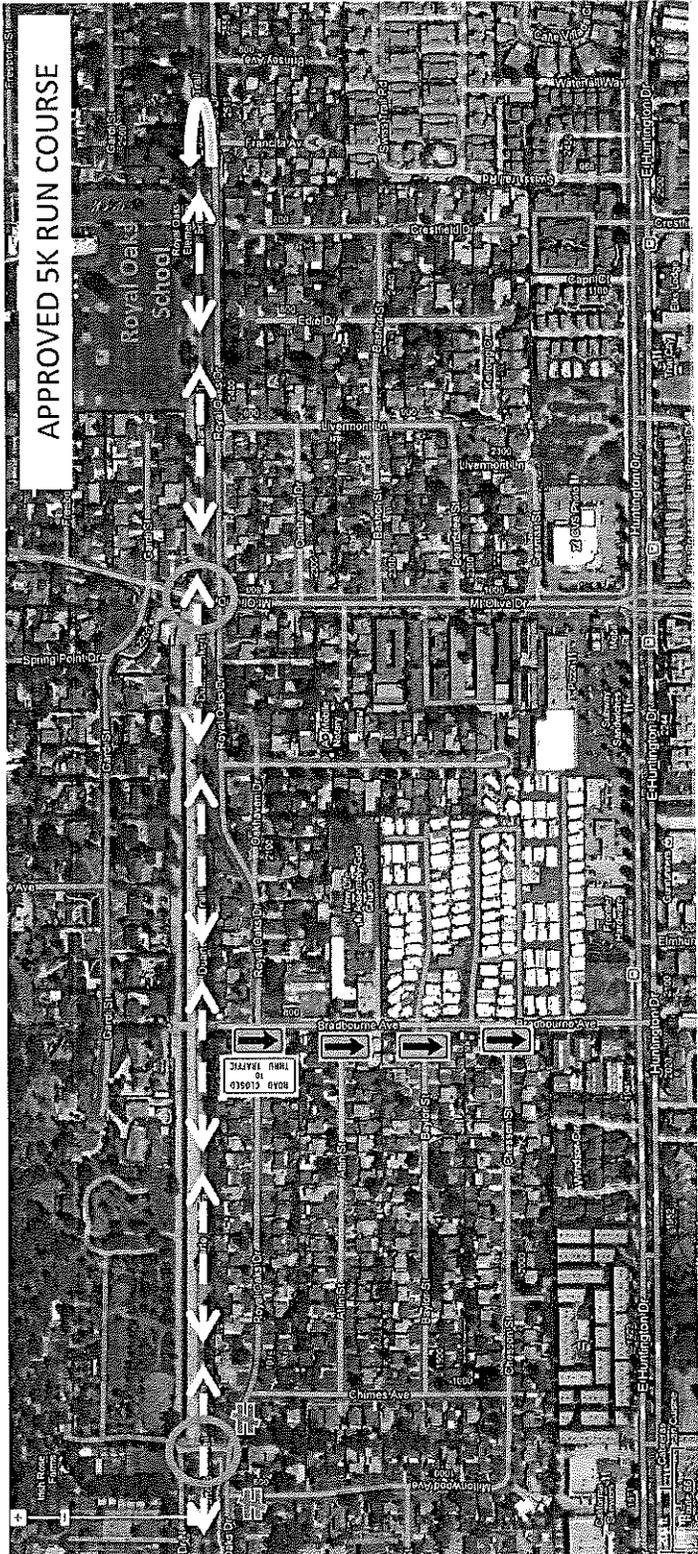




**LEGEND**

- FINISH LINE
- STARTING LINE
- APPROVED 5K ROUTE
- APPROVED BI-DIRECTIONAL 5K ROYAL OAKS TRAIL ONLY
- TURN AROUND
- PUBLIC SAFETY STAFF
- SOFT CLOSURE
- HARD CLOSURE / BARRICADES





**APPROVED 5K RUN COURSE**

**LEGEND**

-  FINISH LINE
-  STARTING LINE
-  APPROVED 5K ROUTE
-  APPROVED BI-DIRECTIONAL 5K ROYAL OAKS TRAIL ONLY
-  TURN AROUND
-  PUBLIC SAFETY STAFF SOETI CLOSURE
-  HARD CLOSURE / BARRICADES