

**AGENDA**

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

**TUESDAY, FEBRUARY 26, 2013**

5:30 p.m. – Closed Session  
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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MARGARET FINLAY, MAYOR  
LIZ REILLY, MAYOR PRO TEM  
JOHN FASANA, CITY COUNCILMEMBER  
TZEITEL PARAS-CARACCI, CITY COUNCILMEMBER  
PHIL REYES, CITY COUNCILMEMBER

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*City/Agency/Authority Staff:*

Darrell George, City Manager  
Kristen Petersen, Assistant City Manager 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/SUCCESSOR AGENCY/HOUSING AND FINANCING AUTHORITIES:**

If you wish to address the City Council, Successor Agency, Housing Authority, or Financing Authority 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/Successor Agency/Housing Authority/Financing Authority. If you wish to address the City Council, Successor Agency, Housing Authority, or Financing Authority on any item that is not on the Agenda, but that is within the subject matter jurisdiction of the City/Agency/Housing Authority/Financing Authority, 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/Agency/Authorities to a majority of the City Council/Successor Agency/Housing Authority/Financing Authority Board less than 72 hours prior to the City Council/Successor Agency/Housing Authority/Financing Authority 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.

**THE FOLLOWING ITEMS WILL BE HEARD AT 5:30 P.M.**

1. CALL TO ORDER OF CITY COUNCIL, SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY, HOUSING AUTHORITY, AND COMMUNITY FACILITIES FINANCING AUTHORITY, AND NOTATION OF ANY ABSENCES
2. ADOPTION OF THE AGENDA
3. CLOSED SESSION
  - A. Public Input – *Members of the public wishing to speak concerning the closed sessions listed below may do so at this time. Each person may speak once for no more than 3 minutes.*
  - B. Conference with Legal Counsel—Existing Litigation, pursuant to Government Code Section 54956.9(d)(1); *In the Matter of: The California Regional Water Quality Control Board, Los Angeles Region's Adoption of Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges Within The Coastal Watersheds of Los Angeles County, Except Those Discharges Originating from the City of Long Beach MS4, Order No. R4-2012-0175, NPDES No. CAS004001, State Water Resources Control Board.*
  - C. Conference with Legal Counsel—Existing Litigation, pursuant to Government Code Section 54956.9(d)(1); *City of Duarte, et al., Petitioners/Plaintiffs, vs. Ana J. Matosantos, in her official capacity as Director of the State of California Department of Finance, et al., Sacramento County Superior Court Case No. Case No. 34-2012-80001338.*
  - D. Conference with Legal Counsel—Existing Litigation, pursuant to Government Code Section 54956.9(d)(1); *City of Duarte, Appellant and Petitioner/Plaintiff, v. City of Azusa, Respondent and Respondent/Defendant; Azusa Rock, Inc., a California corporation; Calmat Co., a Delaware corporation, D.B.A. Vulcan Materials Company, Western Division; Vulcan Materials Company, Western Division, an unknown business entity, Respondents and Real Parties in Interest; Court of Appeal of The State of California, Second Appellate District, Division Four, Case No. B235097.*
  - E. Conference with Legal Counsel—Existing Litigation, pursuant to Government Code Section 54956.9(d)(1); *Metro Gold Line Foothill Extension Construction Authority, a public entity, Plaintiffs, vs. Hydraulic Units, Inc.; City of Duarte, Los Angeles County Flood Control District, Southern California Edison Company, California Water & Telephone Company, Pioneer Electronics (USA), Inc., etc., Defendants; Los Angeles County Superior Court, Case No. BC 498261.*

**THE FOLLOWING ITEMS WILL BE HEARD NOT EARLIER THAN 7:00 P.M.**

4. PLEDGE TO THE FLAG
5. MOMENT OF REFLECTION
6. FITNESS/MENTAL WARM-UP
7. PUBLIC REPORT OF CLOSED SESSION ITEMS
8. SPECIAL ITEM – Page 1
  - A. Proclamation for Fix a Leak Week – California American Water
  - B. Redevelopment dissolution status update
  - C. Public safety update
9. 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.*
10. 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/Agency or Authorities, 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/Successor Agency/Housing Authority/Financing Authority, 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.*

11. ITEMS TO BE ADDED TO THE CONSENT CALENDAR

12. CONSENT CALENDAR – Page 2

*All matters listed on the Consent Calendar are to be approved with one motion unless a member of the City Council/Successor Agency/Housing Authority/Financing Authority 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, "SA" for Successor Agency, "HA" for Housing Authority, and "FA" for C.F. Financing Authority.*

- A. Approval of Minutes – February 12, 2013 (Joint and Regular meetings) (CC/HA/SA/FA)
- B. Approval of Warrants –February 26, 2013 (CC/HA/SA/FA)
- C. Motion to introduce and/or adopt all resolutions and ordinances presented for consideration by title only and waive further reading (CC/HA/SA/FA)
- D. Receive and file Public Services Commission reorganization (CC)
- E. Council Bill 13-R-02 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM, THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO, AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM (CC)
- F. CFFA-13-01 A RESOLUTION OF THE DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY ADOPTING THE BY-LAWS OF THE AUTHORITY, CONFIRMING THE OFFICERS OF THE AUTHORITY, AND ESTABLISHING THE DATES, TIME, AND PLACE OF REGULAR MEETINGS OF THE AUTHORITY (FA)
- G. CFFA-13-02 A RESOLUTION OF THE DUARTE COMMUNITY FACILITIES FINANCING ADOPTING A CONFLICT OF INTEREST CODE AND ESTABLISHING DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES (FA)
- H. City Council/City Manager Conference Attendance – California Contract Cities Association Annual Municipal Seminar, May 16-19, 2013, Indian Wells; Santa Anita Family YMCA Installation and Awards Dinner, March 13, 2013, Monrovia (CC)

13. ITEMS REMOVED FROM CONSENT CALENDAR

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/Successor Agency/Housing Authority/Financing Authority, 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/Successor Agency/Housing Authority/Financing Authority, 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/SUCCESSOR AGENCY/HOUSING AUTHORITY/FINANCING AUTHORITY 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:** February 21, 2013  
**SUBJECT:** Comments on Agenda Items, Meeting of February 26, 2013

**ITEM 8.A.** A proclamation will be read and then accepted by California American Water representative Brian Barreto, proclaiming the week of March 18-24, 2013, as Fix a Leak Week. Fix a Leak Week was introduced in 2009 by the U.S. Environmental Protection Agency's WaterSense program. California American Water is a partner in WaterSense, and supports the goals of Fix a Leak Week to encourage residents and businesses to take action to repair water leaks, which account for a surprising amount of water waste across the country. Repairing leaks in toilets, faucets, showerheads, and irrigation systems is relatively simple, and can make a big difference in protecting our natural resources and producing savings on water bills. Given California's ongoing water crisis, Fix a Leak Week is both timely and extremely relevant for our community.

**ITEM 8.B.** Staff will provide the City Council with an update on the status of the dissolution of the Redevelopment Agency.

**ITEM 8.C.** The Public Safety Director will provide an update on public safety matters facing the City this past month.

**ITEM 12.E (Consent).** This is a resolution of the City Council to consider authorizing the submittal of an application to the California State Department of Housing and Community Development for funding under the CalHome Program, the execution of an associated agreement, and any other related documents necessary to participate in the CalHome Program.

On January 22, 2013, the California State Department of Housing and Community Development issued a Notice of Funding Availability (NOFA) making \$49 million available under the CalHome Program ("Program") with approximately \$22 million allocated to Southern California. The Arroyo Strategy Group (ASG) has brought this funding opportunity to staff's attention, as it requires no matching funds and ASG staff would write the competitive grant application on behalf of the City. ASG has recommended the City request a \$1 million grant, the maximum application amount, for the purpose of funding a City Housing Rehabilitation Loan Program serving qualified low- or very-low income households (i.e. households with an income that does not exceed 80% of area median income). It is Arroyo Strategy Group's experience that a CalHome funded housing rehabilitation loan program can be administered effectively and efficiently, without the burden of many of the restrictions of other funding sources such as CDBG. Staff anticipates that the CalHome loan program will assist anywhere from 15-95 households over a three-year period.

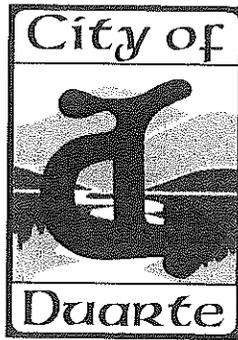
**ITEMS 12.F and 12.G. (Consent).** At the February 12, 2013, City Council meeting, the City Council and Board of the Duarte Housing Authority adopted resolutions establishing a new joint powers financing entity known as the Duarte Community Facilities Financing Authority (DCFFA). Now that the DCFFA has been established, the City Council, acting as the Board of the DCFFA, must adopt a resolution addressing certain administrative matters and also must adopt a resolution

establishing a conflict of interest code for the DCFFA. The first resolution approves by-laws for the DCFFA and confirms the date and time of meetings. The second resolution adopts a conflict of interest code by incorporating the City's conflict of interest code by reference and identifying the positions, the holders of which must file Form 700 disclosure statements.

Respectfully submitted,



Darrell J. George  
City Manager



## Proclamation

### **FIX A LEAK WEEK**

**WHEREAS**, water is a precious life resource which must be conserved and protected to ensure a healthy and vibrant community; and

**WHEREAS**, Southern California continues to face significant long-term challenges to maintaining reliability of the region's water supplies due to regulatory restrictions on pumping water from the San Francisco Bay/Sacramento-San Joaquin River Delta Estuary; and

**WHEREAS**, California's Colorado River water users are working to reduce their reliance on Colorado River water by implementing the State's Colorado River Water Use Plan; and

**WHEREAS**, on average, household water leaks can account for 10,000 gallons of water wasted each year, which is enough to fill a backyard swimming pool, and minor residential water leaks account for more than one trillion gallons of wasted water in United States homes annually; and

**WHEREAS**, correcting easily fixed leaks in the home is not only good for our water supply and environment, it helps the residents of the City of Duarte reduce their water usage; and

**WHEREAS**, do-it-yourself fixes such as replacement of worn faucet washers and gaskets, leaky toilet flappers, garden hoses, and loose spigots can save significant amounts of water; and

**WHEREAS**, to remind Americans to check their household plumbing fixtures and irrigation systems for leaks, the United States Environmental Protection Agency's WaterSense Program, in partnership with California American Water, has created "Fix a Leak Week;"

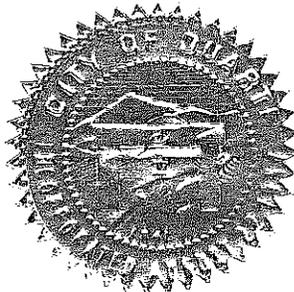
**NOW, THEREFORE, BE IT RESOLVED** that the City of Duarte hereby proclaims March 18-24, 2013, as **FIX A LEAK WEEK** in the City of Duarte, and invites and encourages all residents of Duarte to participate in this water-conservation effort.

\_\_\_\_\_  
Mayor Margaret Finlay

ATTEST:

\_\_\_\_\_  
City Clerk Marla Akana  
Duarte, California

February 26, 2013



**MINUTES**

**DUARTE CITY COUNCIL/DUARTE UNIFIED SCHOOL DISTRICT/  
MONROVIA-ARCADIA-DUARTE TOWN COUNCIL  
SPECIAL MEETING – JOINT SESSION – FEBRUARY 12, 2013**

**CALL TO ORDER** The City Council of the City of Duarte, the Board of Directors of the Duarte Unified School District, and the Monrovia-Arcadia-Duarte Town Council met in a joint session in the Duarte Community Center, 1600 Huntington Drive, Duarte, California. The meeting was called to order at 5:07 p.m.

**PLEDGE TO THE FLAG** Terrence Williams led the Pledge of Allegiance to the Flag.

**ROLL CALL**

**CITY COUNCIL**  
PRESENT: Fasana (5:10 p.m.), Reilly, Reyes (5:20 p.m.), Finlay  
ABSENT: Paras-Caracci  
STAFF: City Manager Darrell George

**SCHOOL DISTRICT**  
PRESENT: Bell, Diaz, Figueroa, Kawasaki, Reyes  
ABSENT: None  
STAFF: Superintendent Terry Nichols

**TOWN COUNCIL**  
PRESENT: Bullock, Hall, Nicoloro, Sells, Williams  
ABSENT: Huss

**ADOPTION OF AGENDA** Reilly moved, Fasana seconded to adopt the Agenda, and carried unanimously. Kawasaki moved, Diaz seconded to adopt the Agenda, and carried unanimously. Sells moved, Bullock seconded to adopt the Agenda, and carried unanimously.

**PRESENTATION**  
La Banda El Salvador Edgardo and Lily Moreno thanked all who helped them to bring La Banda El Salvador to the City of Duarte and to perform in the Rose Parade, and presented drumheads to the City and School District. Mayor Finlay and President Bell presented certificates to Edgardo and Lily Moreno and the committee members, and congratulations were extended.

**AGENDA ITEMS**  
Collaboration between City, District, and Town Council Steve Hernandez discussed an incident with a publication that accused two School Board members of embezzling funds, and feels the publishers and authors of the article should be sued, and the City and School District should file a class action suit.

There was discussion about items on which the three entities could collaborate, need for awareness of opportunities so as not to duplicate efforts, and importance of reaching out to other entities for information in both the City and County areas.

Brian Villalobos presented information about public safety collaboration, overlapping County areas, Cal-GRIP grant, school resource deputy, and vision for the whole community.

Hall and Williams noted previous barriers have been removed, there is a need to be able to contact other entities in a way that is precise, the County, City, and unincorporated areas should be a community, and County residents are Monrovians, Duarteans, and Arcadians.

Bell stated the CMT meetings offer an opportunity for communication between the three entities.

City Councilmembers noted there are challenges, we will work together, and a County representative serves as one of the positions on the Public Safety Commission.

#### Mentors

Cesar Monsalve described the Duarte Share Mentoring Program, youth sports programs, and Youth and Family Master Plan, and distributed mentoring application forms. Alicia Fields, DUSD, provided information about the mentoring programs at school sites. Bell stated the goal is to change the hearts and minds of youth, and have them make proper choices. Finlay inquired about funding. Nichols stated Title 1 money is available for parent education. Deborah Evans-Vincent, PTA, described the “not in our town and not in our school” bullying prevention program.

#### Broadband Access

Nichols presented information about the NIU course utilized by the School District that trains parents to use the internet for communication, social networking, PowerPoint, and email. Hall stated the two County libraries offer programs to access online tutors, and it would be excellent to merge those two programs. Nichols encouraged discussion with legislators and cable companies pertaining to funding. Fasana stated the City has no authority over cable, as it is regulated by the State. Reilly noted the city of Long Beach is looking into free Wi-Fi citywide.

#### School Safety Action Plan

Brian Villalobos presented an update on school safety, law enforcement changes, monthly school safety meetings, action plans, and pro-active action. Brad Patterson, Miriam Fox, and Joilyn Campitiello, DUSD, discussed signage in classrooms, security consultant, wrought iron fence, entrance through office, gate codes, cameras, panic buttons, door locks, door glass, restricted access, JPA training, and employee badges.

#### ORAL COMMUNICATIONS

The following spoke on items not on the Agenda.  
Joyce Roys-Aguilera – Carol Liu representative.  
Ulises Gutierrez – Communication, CMT meetings.  
Karen Herrera – Youth Summit, community meetings.

Steve Hernandez – City and school progress.  
Lois Gaston – DHS student achievements, talent show.

ITEMS FROM CITY COUNCIL  
AND SCHOOL BOARD

School District: Reyes discussed safe routes to school, need for crosswalk and crossing guard, and lawsuit. Figueroa thanked all for making themselves available for this meeting, and discussed management of Board funds. Board Members thanked all for attending the meeting.

City Council: Fasana provided information about the litigation relative to Redevelopment Agency funding. City Councilmembers thanked all entities for attending the meeting.

Town Council: Members of the Town Council appreciated the opportunity to meet together.

ADJOURNMENT

Reilly moved, Fasana seconded to adjourn the meeting at 7:12 p.m., to the City Council Meeting of February 12, 2013, and carried unanimously. Kawasaki moved, Diaz seconded to adjourn the meeting at 7:12 p.m., and carried unanimously. Sells moved, Bullock seconded to adjourn the meeting at 7:12 p.m., and carried unanimously.

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Mayor Margaret Finlay

ATTEST:

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City Clerk

## MINUTES

### JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY OF THE CITY OF DUARTE REGULAR MEETING – FEBRUARY 12, 2013

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 Finlay called the meeting to order at 7:24 p.m.

RECORDATION OF ATTENDANCE The following were in attendance:  
PRESENT: Fasana, Reilly, Reyes, Finlay  
ABSENT: Paras-Caracci  
ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Slater

ADOPTION OF AGENDA Reyes moved, Reilly seconded to adopt the Agenda, and carried unanimously.

PLEDGE TO THE FLAG Bryan Urias led the Pledge of Allegiance to the Flag.  
Mayor Finlay thanked Bryan Urias and the Upper San Gabriel Valley Municipal Water District for sponsoring the upcoming Youth Summit Breakfast.  
Mayor Pro Tem Reilly asked that the meeting be adjourned in memory of Leo J. Garcia.

MOMENT OF REFLECTION A moment of reflection was observed.

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

SPECIAL ITEMS  
Presentation – Tobacco Control  
Glendale Adventist Medical Ctr. Guadulesa Rivera, Glendale Adventist Medical Center, described the Duarte Community Advocacy Coalition and Campaign for Tobacco Free Kids, and presented statistics about the effects of smoking, comparison of results by California Healthy Kids, and increased trends of youth smoking, and suggested a license fee for tobacco sales and compliance checks.  
Kristine Glaze, Glendale Adventist, stated free nicotine patches and counseling sessions are available for L.A. County residents.  
Laura Cortez, DHS senior, provided the teen perspective of smoking and sale of tobacco to youth, and provided statistics about stores willing to sell tobacco to youth.  
There was discussion about cost recovery fees to pay for law enforcement stings, and cost of enforcement in relation to potential fee. Reilly inquired about the item being brought back to City Council. George indicated this item is scheduled for a Council Meeting in April.

Gabriel Morgan presented his testimony, challenges, and experiences as an underage smoker, and stated he quit smoking six months ago.

Miguel Olivares discussed smoke-free parks in Duarte, grading, comprehensive smoke-free outdoor air policy, and second hand smoke reports and statistics.

Allan Field stated City Council authorized the club to go to stores and buy cigarettes, and no one said what dealer is selling to youth.

Finlay stated the City did not authorize the youth to go out and buy cigarettes. Slater clarified that the presentation made at an earlier Council Meeting was not a City program, and it was not promoted or sponsored by the City, as it was done by a non-profit organization.

Recognition – Nextdoor Contest

Mayor Finlay described Nextdoor.com, the social network for neighborhoods, and presented a certificate to Carie Osburn from the Duarte Mesa Association for winning the contest to acquire new members, and stated they will receive \$500 from Nextdoor.com for a block party.

Bryan Urias introduced Perla Hernandez, Deputy District Director for Congressman Grace Napolitano, who invited residents to contact her for assistance.

Presentation – SCE – Tehachapi Renewable Transmission Project

Fasana left the room, as he is an employee of Southern California Edison Company.

Veronica Gutierrez, Southern California Edison, presented an overview of the Tehachapi Renewable Transmission Project, including completed segments, estimated completion dates for the balance of segments, clarification that undergrounding was not done in Chino Hills, and meetings planned for Duarte residents.

There was discussion about notification of residents, compensation, landscape plan, corporate responsibility, movement of earth north of Las Lomas, and location of homes in Duarte compared to those in Chino Hills.

Reyes and George requested a copy from SCE of the list of residents contacted about meetings to be held by Edison.

Steve Hernandez stated an EMF field will radiate off lines and could cause problems, and the towers are higher.

Fasana returned to the room and resumed his Chair on the dais.

ANNOUNCEMENTS

Joanna Gee, Duarte Library, announced upcoming library programs for teens, families, and youth in February.

Karen Herrera announced upcoming community events and programs in the months of February and March.

#### ORAL COMMUNICATIONS

The following spoke on items not on the Agenda.  
Steve Hernandez – Joint meeting, lawsuit.

Slater presented information about the lawsuit filed against the Department of Finance, which includes all taxing agencies, stated the School District needed to be legally named, and provided names of the other defendants.

#### CONSENT CALENDAR

Reyes moved, Reilly seconded to approve the Consent Calendar as follows, and carried with Reyes abstaining from the Minutes.  
Approve Items A, B, C, D, F, J, K.  
Remove Items E, G, I.  
Receive and File Item H.

#### ITEMS REMOVED

Item E – Council Bill 13-R-01  
Authority Bill 13-H-01  
Duarte Community Facilities  
Financing Authority

Item E.1 – Council Bill 13-R-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE APPROVING A JOINT EXERCISE OF POWERS AGREEMENT BETWEEN THE CITY OF DUARTE AND THE DUARTE HOUSING AUTHORITY CREATING THE DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY

Item E.2 – Housing Authority Bill 13-H-01 A RESOLUTION OF THE DUARTE HOUSING AUTHORITY APPROVING A JOINT EXERCISE OF POWERS AGREEMENT BETWEEN THE DUARTE HOUSING AUTHORITY AND THE CITY OF DUARTE CREATING THE DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY

Slater read the two bills by title and presented a staff report about the establishment of the Duarte Community Facilities Financing Authority between the City and the Housing Authority, which will replace the Duarte Public Financing Authority that was between the City and the Redevelopment Agency, and stated this will allow the Authority to take advantage of lower interest rates for refinancing.

Item E – Approved  
RESOLUTION NO. 13-01  
RESOLUTION NO. 13-H-01

Reilly moved, Reyes seconded to approve Item E adopting Resolution No. 13-01 and Resolution 13-H-01, and carried unanimously.

Item G – Contract to RBF  
Local Hazard Mitigation Plan

Irma Hernandez, Senior Planner, provided a staff report about updating the Local Hazard Mitigation Plan, and staff recommendation for award of the contract.

Item G – Approved

Fasana moved, Reilly seconded to approve Item G awarding the contract to RBF Consulting to update the City of Duarte Local Hazard Mitigation Plan, funded by State CDBG funds, per staff recommendation, and carried unanimously.

Item I – Agreement – LA County Traffic Control Systems

Craig Hensley presented a report on the synchronization of traffic signals, stated this will increase our control and monitoring abilities for traffic, and answered questions from Councilmembers.

Item I – Approved

Fasana moved, Reilly seconded to approve Item I approving the Cooperative Agreement with the County of Los Angeles for installation of traffic control systems at specified traffic signal locations in the City, and carried unanimously.

ITEMS FROM CITY COUNCIL/  
CITY MANAGER

REILLY: Attended 2013 kick-off event for the Senior Center, attended Share Mentoring Program recognition dinner and congratulated Nelci Perez for receiving the award, and stated the Valley View Talent Show was magical.

FASANA: Stated there is active construction on Duarte Road and asked if there was anything to report on the Highland Avenue closure. Hensley stated there have been no law enforcement issues, and the project is on schedule.

REYES: Thanked all involved in the yes vote related to CDBG, stated he was absent from that meeting due to illness, attended Martin Luther King, Jr., events throughout the Valley, thanked staff for the Duarte event, participated in a planning retreat in San Diego for the Latino Caucus, attended the League Board Meeting at the Rose Bowl, met with Roger Hernandez and discussed transportation, health, and other issues, and stated he would like the Dial-A-Ride item back on the Agenda to give staff direction.

FINLAY: Met with the grant writer and they are still looking for money for a community gardens at the City of Hope, stated the Highland Avenue construction will be through March 4, and will then happen on Buena Vista and then on Mountain, there has been an uptick in burglaries in the State due to the public safety realignment act, and provided statistics for Los Angeles County.

Fasana suggested that as legislation becomes available about prisoner realignment, we get the word out through Nextdoor.

ADJOURNMENT

Reilly moved, Reyes seconded to adjourn the meeting at 9:20 p.m., in memory of Leo J. Garcia, and carried unanimously.

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Mayor Margaret Finlay

ATTEST:

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City Clerk

## MEMORANDUM

**TO:** City Council

**FROM:** Public Services Commission

**DATE:** February 19, 2013

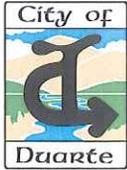
**SUBJECT:** Commission Reorganization



At the regular meeting of the Public Services Commission held on Wednesday, February 13, 2013, the Commission reorganized as follows:

Chairperson – David Gallivan  
Vice Chairperson – Carol Ciminelli

In addition, Frank Haynes was selected as the DCTV representative.



# MEMORANDUM

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**To:** Honorable Mayor and Councilmembers

**From:** Irma Hernandez, Senior Planner

**Date:** February 26, 2013

**Subject:** Adopt Resolution No. 13-R-02 authorizing submittal of an application to the California Department of Housing and Community Development (HCD) for a \$1 million grant from the CalHome Program to fund a City Home Improvement (Housing Rehabilitation) Loan Program

## RECOMMENDATION

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Staff recommends that the City Council adopt Resolution No. 13-R-02 (i) Authorizing the submittal of an application to the California State Department of Housing and Community Development for funding under the CalHome Program; and (ii) if selected for such funding, authorizing the City Manager to execute a standard agreement, any amendments thereto and any related documents necessary to participate in the CalHome Program.

## DISCUSSION

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On January 22, 2013, the California State Department of Housing and Community Development issued a Notice of Funding Availability (NOFA) making \$49 million available under the CalHome Program ("Program") with approximately \$22 million allocated to Southern California. The Arroyo Strategy Group (ASG) has brought this funding opportunity to Staff's attention, as it requires no matching funds and ASG staff would write the competitive grant application on behalf of the City. ASG has recommended the City request a \$1 million grant, the maximum application amount, for the purpose of funding a City Housing Rehabilitation Loan Program serving qualified low- or very-low income households (i.e. households with an income that does not exceed 80% of area median income). It is Arroyo Strategy Group's experience that a CalHome funded housing rehabilitation loan programs can be administered effectively and efficiently, without the burden of many of the restrictions of other funding sources such as CDBG. Staff anticipates that the CalHome loan program will assist anywhere from 15-95 households over a three-year period.

The current NOFA limits the use of the funds to a maximum loan amount of \$60,000 per assisted owner-occupied housing unit. The specific terms of the loan program, including loan limits per housing unit and an interest rate, would be determined once the City receives a final determination on its application for funding from HCD. It is typical for CalHome funded loan rehabilitation programs to offer qualified homeowners low simple interest loans, in the range of \$10,000-\$60,000 per unit, in the form of a deferred

loan with up to a 30 year term. The loans are secured by a second deed of trust and are subordinated to other encumbrances against the property.

If the City's application is selected for funding, the grant terms provide three years in which to expend all funds. All loan repayment revenue from the CalHome loans issued would need to be retained by the City in a reuse account for funding of future CalHome eligible activities.

The majority of the CalHome funds must be used to fund deferred loans to qualified lower income homeowners for rehabilitation projects; however the program allows grantees to use a portion of the funds for an "activity delivery fee" to cover the actual costs of operating the program. If the City's application is selected for funding, it is proposed that the Arroyo Strategy Group administer the program on behalf of the City. The Arroyo Strategy Group has experience working on CalHome funded programs in the cities of South El Monte, Covina, Pomona, Alhambra, and Bell Gardens.

The CalHome rehabilitation loan program will not require funding from the General Fund. The grant covers administrative costs and advance funding up to 25 percent of the grant amount may be requested from HCD.

This is a time sensitive item which requires City Council authorization in order to submit the City's CalHome Program application to HCD. The City's application to HCD must be accompanied with Resolution No. 13-R-02 by the due date of March 20, 2013.

Attachment:  
Resolution No. 13-R-02



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM, THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO, AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM**

WHEREAS, the City of Duarte, a municipality and political subdivision of the State of California, wishes to apply for and receive an allocation of funds through the CalHome Program; and

WHEREAS, the California Department of Housing and Community Development (hereinafter referred to as "HCD") has issued a Notice of Funding Availability ("NOFA") for the CalHome program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with Section 50650) of Part 2 of Division 31 of the Health and Safety Code (the "statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome program, subject to the terms and conditions of the statute and the CalHome Program Regulations adopted by HCD in April 2004; and

WHEREAS, the City of Duarte wishes to submit an application to obtain from HCD an allocation of CalHome funds in the amount of \$1,000,000.00 (One Million dollars); and

NOW, THEREFORE, the City Council of the City of Duarte resolves as follows:

Section 1. The City of Duarte shall submit to HCD an application to participate in the CalHome Program in response to the NOFA issued on January 22, 2013 on which will request a funding allocation for the following activity:

**Owner Occupied Rehabilitation  
Total Funding Requested \$1,000,000.00**

The City of Duarte is dedicated to the preservation of housing for low income households, and the City has established the Owner Occupied Rehabilitation Program which provides loans for the reconstruction, rehabilitation or restoration of single-family owner occupied residential dwellings located within the City of Duarte, County of Los Angeles.

Section 2. If the application for funding is approved, the City of Duarte hereby agrees to use the CalHome funds for eligible activities in the manner presented in the application as approved by

HCD and in accordance with program regulations cited above. It also may execute any and all other instruments necessary or required by HCD for participation in the CalHome Program.

Section 3. The City of Duarte authorizes the City Manager to execute in the name of the City the application, the Standard Agreement, and all other documents required by HCD for participation in the CalHome Program, and any amendments thereto.

PASSED, APPROVED, AND ADOPTED this 26th day of February, 2013.

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Mayor Margaret Finlay

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF DUARTE                )

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 13-02 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 26th day of February, 2013, by the following vote:

AYES:       Councilmembers:  
NOES:       Councilmembers:  
ABSENT:     Councilmembers:

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City Clerk Marla Akana  
City of Duarte, California

# MEMORANDUM

**TO:** Darrell J George, City Manager  
**FROM:** Kristen Petersen, Assistant City Manager  
**DATE:** February 26, 2013  
**SUBJECT:** **ADOPTION OF BY-LAWS AND CONFLICT OF INTEREST CODE FOR THE DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY**

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## Recommendation

It is recommended that the Board of Directors of the Duarte Community Facilities Financing Authority adopt:

- 1) Resolution No. CFFA-13-01 adopting the by-laws of the Financing Authority, confirming the officers of the Financing Authority, and establishing the dates, time and place of regular meetings of the Financing Authority; and
- 2) Resolution No. CFFA-13-02 adopting a Conflict of Interest Code for the Financing Authority.

## Background

On February 12, 2013, the City Council of the City of Duarte and the Board of Directors of the Duarte Housing Authority approved a joint exercise agreement forming the Duarte Community Facilities Financing Authority (“Financing Authority”). The Financing Authority is a joint exercise of powers authority authorized to purchase bonds issued by its member entities for financing public capital improvements and to sell such bonds to public or private purchasers at public or by negotiated sale. The Financing Authority also may borrow money for the purpose of refunding its bonds, notes and other obligations and to provide financing and refinancing for capital improvements of member entities.

As its first order of business, the Financing Authority must adopt By-Laws and a Conflict of Interest Code.

The By-Laws confirm the appointment the City Council as the members of the Board of Directors of the Financing Authority. The Mayor and Mayor Pro Tem are appointed to act as the Chair and Vice Chair of the Financing Authority, the City Manager is appointed to act as the Executive Director, the City Clerk is appointed to act as Secretary and the City Treasurer is appointed to act as the Treasurer. The By-Laws establish the regular meetings of the Financing Authority, which will take place on the same dates as the regular City Council meetings.

For the Financing Authority’s conflict of interest code, it is recommended the Financing Authority adopt the City’s Conflict of Interest Code by reference. The resolution recommended for adoption also identifies the designated positions of the Financing Authority, the holders of which must file Form 700 disclosure statements.

**RESOLUTION NO.**

**A RESOLUTION OF THE DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY ADOPTING THE BY-LAWS OF THE AUTHORITY, CONFIRMING THE OFFICERS OF THE AUTHORITY, AND ESTABLISHING THE DATES, TIME AND PLACE OF REGULAR MEETINGS OF THE AUTHORITY**

WHEREAS, the City of Duarte (the “City”) and the Duarte Housing Authority (the “Housing Authority”) have heretofore executed a Joint Exercise of Powers Agreement, dated February 1, 2013 (the “Agreement”), by and between the City and the Housing Authority, which agreement created and established the Duarte Community Facilities Financing Authority (“Authority”); and

WHEREAS, it is now necessary and desirable for the Authority to take certain administrative actions relating to the Authority;

NOW, THEREFORE, the Board of the Duarte Community Facilities Financing Authority resolves as follows:

Section 1. The by-laws attached hereto as Exhibit A (the “By-Laws”) are adopted as the By-Laws of the Authority.

Section 2. Pursuant to Section 2.2 of the By-Laws, the Mayor of the City shall be Chair of the Authority.

Section 3. Pursuant to Section 2.3 of the By-Laws, the Mayor Pro Tem of the City shall be Vice Chair of the Authority.

Section 4. Pursuant to Section 2.4 of the By-Laws, the City Manager of the City shall be Executive Director of the Authority.

Section 5. Pursuant to Section 2.5 of the By-Laws, the City Clerk shall be Secretary of the Authority.

Section 6. Pursuant to Section 2.6 of the By-Laws, the City Treasurer shall be Treasurer of the Authority.

Section 7. The regular meetings of the Authority shall be held at Duarte City Hall at 1600 Huntington Drive, Duarte, California 91010, or such other place as this Board of Directors of the Authority may designate from time to time, at such time as may be designated by appropriate notice. Such regular meetings shall occur on the regular City Council meeting dates in each year.

Section 8. Whenever an officer of the City is designated an officer of the Authority, the assistants and deputies of such officer from time to time shall also be, ex officio, officers of the Authority; and whenever a power is granted to, or a duty imposed upon, such officer, the power may be exercised, or the duty performed, by such assistant or deputy.

Section 9. This Resolution shall take effect from and after its adoption.

PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of February, 2013.

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Chair Margaret Finlay

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF DUARTE                )

I, Marla Akana, Secretary of the Duarte Community Facilities Financing Authority, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. CCFA-13-01 was adopted by the Duarte Community Facilities Financing Authority at a regular meeting of said Authority held on the 26<sup>th</sup> day of February, 2013, by the following vote:

AYES:        Authority Members:

NOES:        Authority Members:

ABSENT:     Authority Members:

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Secretary Marla Akana

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**BY-LAWS  
OF THE  
DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY**

**Adopted February 26, 2013**

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## ARTICLE I - THE AUTHORITY

Section 1.1. Name. The official name of the Authority shall be the “Duarte Community Facilities Financing Authority.” The Authority was created pursuant to the Joint Exercise of Powers Agreement, dated as of February 1, 2013 (the “Agreement”), between the City of Duarte (the “City”) and the Duarte Housing Authority (the “Housing Authority”).

Section 1.2. Authority Board Members. The Authority shall be administered by a governing board of directors (the “Board”) that shall consist of five members of the City Council. The term of office as a member of the Board shall terminate when such member of the Board shall cease to hold its respective office on the City Council, and the successor to such director of the City shall become a member of the Board, upon assuming such office.

Section 1.3. Office. The business office of the Authority shall be Duarte City Hall at 1600 Huntington Drive, Duarte, California 91010, or at such other place as may be designated by the Board.

Section 1.4. Compensation. Board members shall serve without compensation by the Authority. Board members shall receive compensation or reimbursement of expenses by the City in the same manner as other duties performed in the course of service to the City.

Section 1.5. Conflicts of Interest. The Authority shall adopt a Conflict of Interest Code pursuant to Government Code Section 87300.

## ARTICLE II - OFFICERS

Section 2.1. Officers. The Officers of the Authority shall be the Chair, Vice Chair, Executive Director, Secretary, and Treasurer.

Section 2.2. Chair. The Chair of the Authority shall be the member who is the Mayor of the City. The term of office shall be the same as the term of the Mayor of the City. The Chair shall preside at all meetings of the Authority.

Section 2.3. Vice Chair. The Vice Chair shall be the member who is the Mayor Pro Tem of the City. The term of office shall be the same as the term of Mayor Pro Tem of the City. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair, until such time as a new Chair is selected or appointed.

Section 2.4. Executive Director. The City Manager of the City is hereby designated as the Executive Director of the Authority. The Executive Director of the Authority shall be responsible for execution and supervision of the affairs of the Authority. Except as otherwise authorized by resolution of the Board, the Executive Director or the Executive Director’s designee shall sign all contracts, deeds and other instruments executed by the Authority.

Section 2.5. Secretary. The Secretary shall be the person who is the City Clerk and shall serve at the pleasure of the Authority. The Secretary shall keep the records of the

Authority, shall act as Secretary at the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all incident to the office.

Section 2.6. Treasurer. The City Treasurer is hereby designated as Treasurer of the Authority. Subject to the applicable provisions of any trust agreement, indenture or resolution providing for a trustee or other fiscal agent, the Treasurer is designated as the depository of the Authority to have custody of all the money of the Authority, from whatever source, and, as such, shall have the powers, duties and responsibilities specified in section 6505.5 of the Act.

Section 2.7. Legal Advisor. The person serving in the position of City Attorney shall act as the legal advisor of the Authority and shall perform such duties as may be prescribed by the Board; *provided, however*, that in the event that the City Attorney determines that a conflict exists in connection with his or her representation of the Authority as to any specific matter, he or she shall so advise the Board and the Board shall select such other attorney or firm of attorneys as it shall determine to act as the legal advisor to the Authority with respect to such matter.

Section 2.8. Power to Bind Authority. No member, officer, agent or employee of the Authority, without prior specific or general authority by a vote of the Board, shall have any power or authority to bind the Authority by any contract, to pledge its credit, or to render it liable for any purpose in any amount; provided, however, that notwithstanding the foregoing, the Executive Director shall have the power to contractually bind the Authority on any individual contract up to but not exceeding Ten Thousand Dollars (\$10,000.00).

### ARTICLE III - EMPLOYEES AND AGENTS

Section 3.1. Appointment of Employees and Agents. The Authority may from time to time request from the City the services of such personnel, counsel or agents, permanent or temporary, as may be necessary to carry out the business and affairs of the Authority. The Board may in addition employ temporary professional and technical personnel on such terms and at such rates of compensation as the Board may determine, for the performance of Authority business and affairs, provided that adequate sources of funds are identified for the payment of such temporary professional and technical services.

### ARTICLE IV - MEETINGS

Section 4.1. Regular Meetings. Regular meetings shall be held at the City Hall, or at such other place as the Chair may designate, on dates and at a time as fixed by Resolution of the Authority. If at any time any regular meeting falls on a legal holiday, such regular meeting shall be held on the next business day at the same time. Regular meeting will be held in accordance with the Ralph M. Brown Act.

Section 4.2. Special Meetings. A special meeting may be called at any time by the Chair or the Executive Director by delivering written notice to each member. Such written notice may be dispensed with as to any Board member who at or prior to the time the meeting convenes files with the Secretary of the Authority a written waiver of notice. Such waiver may be given by telegram or telecopy. Such written notice may also be dispensed with as to any

member who is actually present at the meeting. Special meetings will be held in accordance with the Ralph M. Brown Act.

Section 4.3. Closed Sessions. Nothing contained in these bylaws shall be construed to prevent the Board from holding closed sessions during a regular or special meeting concerning any matter permitted by law to be considered in a closed session.

Section 4.4. Public Hearings. All public hearings held by the Board shall be held during regular or special meetings of the Board.

Section 4.5. Adjourning Meetings and Continuing Public Hearings to Other Times or Places. The Board may adjourn any meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all Board members are absent from any regular meeting or adjourned regular meeting the Secretary or Acting Secretary of the Authority may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided for special meetings unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

Any public hearing being held, or any hearing noticed or ordered to be held at any meeting may by order or notice of continuance be continued or re-continued to any subsequent meeting in the same manner and to the same extent set forth herein for the adjournment of the meetings; provided, that if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing a copy of the order or notice of continuance shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

Section 4.6. Ralph M. Brown Act. The Ralph M. Brown Act applies to all meetings of the Board.

Section 4.7. Quorum. A majority of the members of the Board shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other official purposes, except that less than a quorum may adjourn from time to time until a quorum is obtained. Any action or decision of the Authority shall be on motion duly approved by a majority of a quorum of the Board at a lawfully held meeting.

Section 4.8. Order of Business. The Executive Director or Secretary shall prepare the agenda of all meetings. Business shall be conducted according to the agenda, except when determined by the Board as permitted by law.

Section 4.9. Parliamentary Procedure. Parliamentary procedure for the Authority meetings shall follow Robert's Rules of Order, but failure to follow Robert's Rules of Order

shall not affect the validity of any action or motion duly taken or adopted by the Board at any lawfully held meeting.

#### ARTICLE V - AMENDMENTS

Section 5.1. Amendments to By-Laws. These by-laws may be amended by the Board at any regular or special meeting by majority vote of the quorum present at the meeting.

[end]

RESOLUTION NO.

**A RESOLUTION OF THE DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY ADOPTING A CONFLICT OF INTEREST CODE AND ESTABLISHING DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES**

WHEREAS, by previous action duly and regularly taken, the City of Duarte ("City") and the Duarte Housing Authority ("Housing Authority") have heretofore executed a Joint Exercise of Powers Agreement, dated February 1, 2013 (the "Agreement"), by and between the City and the Housing Authority, which agreement created and established the Duarte Community Facilities Financing Authority ("Authority"); and

WHEREAS, the Political Reform Act (Gov. Code §87300 *et seq.*) requires the Authority to adopt a conflict of interest code; and

WHEREAS, the Authority is permitted to use the conflict of interest code adopted by the City of Duarte as the Authority's code; and

WHEREAS, the Authority has determined that it is in the best interest of the Authority to adopt and use the City's conflict of interest code as the Authority's code and to comply therewith to insure uniformity in the application of conflict of interest provisions;

NOW, THEREFORE, the Board of the Duarte Community Facilities Financing Authority resolves as follows:

Section 1. The Authority hereby adopts the City of Duarte's conflict of interest code, as set forth in Chapter 2.44 of the Duarte Municipal Code, including, without further action of the Authority, any amendments to said conflict of interest code as the City may adopt from time to time.

Section 2. The designated positions under the Authority's conflict of interest code shall be the following: Authority Board Members, Executive Director, Assistant Executive Director, Authority Treasurer, and Authority Legal Counsel.

Section 3. The disclosure categories applicable to City officials and personnel in their City capacities shall be applicable to those officials and personnel in their Authority capacities.

Section 4. The Authority Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 26<sup>th</sup> day of February, 2013.

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Chair Margaret Finlay

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF DUARTE                )

I, Marla Akana, Secretary of the Duarte Community Facilities Financing Authority, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. CCFA-13-02 was adopted by the Duarte Community Facilities Financing Authority at a regular meeting of said Authority held on the 26<sup>th</sup> day of February, 2013, by the following vote:

AYES:        Authority Members:

NOES:        Authority Members:

ABSENT:     Authority Members:

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Secretary Marla Akana

## MEMORANDUM

**TO:** Mayor and Councilmembers  
**FROM:** Darrell J. George, City Manager  
**DATE:** February 21, 2013  
**SUBJECT:** Conference Attendance – City Council Meeting of February 26, 2013

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California Contract Cities Association  
Annual Municipal Seminar  
May 16-19, 2013  
Indian Wells, California  
Registration: \$450  
Hotel: \$219/day + tax

Santa Anita Family YMCA  
Installation and Awards Dinner  
March 13, 2013  
Monrovia  
\$30 per person

## SEMINAR REGISTRATION INFORMATION

A paid registration is required for each conference attendee. If more space is required, copy form. Registrants are solely responsible for compliance with the requirements of Government Code Sections 53232.2 and 53232.3 (AB 1234) regarding reimbursement of expenses associated with attendance at this event.

To accommodate conference attendees, hotel headquarters (Renaissance Esmeralda Resort) reservations will be given to registered attendees only. NO EXCEPTIONS WILL BE MADE.

### MEMBER AND NON-MEMBER REGISTRATION DESCRIPTIONS

**MEMBER REGISTRATION** designed for Member Cities, Associate Members, PAC Members, County personnel and affiliates contributing financially to the seminar.

**NON-MEMBER REGISTRATION** designed for non-member cities, and affiliates who do not contribute financially to the seminar.

### REGISTRATION TYPES AND COST

*IMPORTANT INFORMATION: Name badges must be worn at all conference programs/activities. Replacement badges may be purchased for \$20.00 each. NO EXCEPTIONS.*

	<u>Member</u>	<u>Non-Member</u>
<b>(FULL) Conference Registration:</b> Includes seminar registration materials, official seminar program, admission for <u>one</u> to all program sessions and each of the following seminar meals and sessions: Thursday Reception, Friday Lunch, Saturday Breakfast, Saturday Lunch, Saturday Installation Banquet, and Sunday Brunch.	\$450	\$500
<b>(PARTIAL) Conference Registration:</b> Includes seminar registration materials, official program, and <u>admission to all business program sessions only. NO MEALS INCLUDED</u>	\$250	\$300

**Individual meal tickets** for members and non-members may be purchased as follows:

Fri Lunch.....\$60.00    Sat Breakfast .....\$40.00    Sat Lunch .....\$60.00    Sat Banquet ..... \$75.00

*Thursday Welcome Reception and Sunday Brunch are meals hosted by our Associate Members Program participants and the CCCA.*

### REGISTRATION DEADLINE DATE

Deadline for seminar registration is **Thursday, May 2, 2013**. No cancellations accepted or refunds given after this date. Call our staff office regarding cancellations (letter must follow).

# HOTEL RESERVATION FORM

All reservation requests must be guaranteed with a major credit card or accompanied by the first night's deposit. In order for the reservation to be processed and confirmed, proof of seminar registration must be provided. Deposits are refundable if cancelled with ten (10) day notice prior to arrival date. Upon arrival, the deposit will be applied to your final night's stay. Early departure must be noted at check-in, or additional charges will apply.

All reservations must be received at Renaissance Esmeralda by April 26, 2013. *LIMITED ROOMS THIS YEAR.* Reservations received after this date will be confirmed on a space available basis at the group rate offered if available.

Name \_\_\_\_\_ Shared with (if any) \_\_\_\_\_  
 City/Firm \_\_\_\_\_ Marriott Rewards # \_\_\_\_\_  
 Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Business Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

**SPECIAL REQUESTS**  
 Please note any special room requests at time of reservation

Room Type	Rate	# of Rms Req.	Arrival	Departure
KING	\$219.00			
DOUBLE/DBL	\$219.00			

Estimated time of arrival at the Resort: \_\_\_\_\_ AM  / PM

Taxes & Fees: Room tax – 13.25% currently  
 Current California Tourism Fee – .25¢  
*\*Please note that taxes and fees may change without notice*

Resort Fee: *OPTIONAL AT \$25.00 PER DAY. Please advise front desk when checking in to decline fee.*

ALL RESORT GUEST ROOMS ARE NON SMOKING  
 Please Note: To secure your room reservation, CHECK-IN TIME IS 4:00 PM – CHECK-OUT TIME IS 11 AM  
 Room type preferences, although noted, are not guaranteed.

Credit Card utilized for final payment: (Please circle one)

AMERICAN EXPRESS      DINERS CLUB      JCB      VISA  
 CARTE BLANCHE      DISCOVER CARD      MASTER CARD

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

You may fax your completed reservation form *and proof of seminar registration to CCGA Group Housing* at (760) 773-9250 or mail to Renaissance Esmeralda Resort, 44-400 Indian Wells Lane, Indian Wells, CA 92210 or call (760) 773-4444.



FOR YOUTH DEVELOPMENT\*  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SANTA ANITA FAMILY YMCA

Board of Managers  
and  
Chairman Steve Baker

### Invite you to the

Annual Board of Managers Installation  
and  
Impact Awards Dinner

## Double Tree by Hilton - Monrovia Wednesday, March 13, 2013

### HONORING

Derek Blow  
Youth Development Impact Award

Margaret Finlay  
Healthy Living Impact Award

Post Alarm Systems  
Social Responsibility Impact Award

## Reception No Host Bar 6:00pm Dinner and Awards Presentation 7:00pm

\$30 per person or \$240 for table of 8  
Please RSVP by March 8th, 2013  
For more information contact Cheryl Reynolds at:  
(213) 639-7682 or cherylreynolds@ymcala.org



FOR YOUTH DEVELOPMENT\*  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**SANTA ANITA FAMILY YMCA**  
Annual Board of Managers Installation  
and  
Impact Awards Dinner

## Wednesday, March 13, 2013

### HONORING

Derek Blow  
Youth Development Impact Award

Margaret Finlay  
Healthy Living Impact Award

Post Alarm Systems  
Social Responsibility Impact Award

Please return with payment to YMCA by March 8th, 2013  
\$30 per person or \$240 for table of 8  
For more information contact Cheryl Reynolds at:  
(213) 639-7682 or cherylreynolds@ymcala.org

\_\_\_\_\_ Reservation(s) in the name(s) of: \_\_\_\_\_

\_\_\_\_\_ I cannot attend, but I have enclosed a contribution to the Y. \_\_\_\_\_

\_\_\_\_\_ Visa/MC/Amex # \_\_\_\_\_

\_\_\_\_\_ Exp. Date \_\_\_\_\_ \$ Amount \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_