## AGENDA SPECIAL MEETING OF THE EASTVALE COMMUNITY FOUNDATION BOARD Tuesday, February 19, 2013 5:30 P.M.

#### City Hall, 12363 Limonite Ave. Suite 910, Eastvale, CA 91752

#### *1. CALL TO ORDER:* 5:30 p.m.

#### 2. ROLL CALL/PLEDGE OF ALLEGIANCE:

Board Members: Yvonne Benitez-Ontiveros, Al Nassar, Julie Reyes, Chris Riley and Jeff DeGrandpre.

#### 3. ADDITIONS/DELETIONS TO THE AGENDA:

#### 4. **PRESENTATIONS/ANNOUNCEMENTS:**

At this time, the Eastvale Community Foundation may recognize citizens and organizations that have made significant contributions to the community.

None

#### 5. PUBLIC COMMENT/CITIZEN PARTICIPATION:

This is the time when any member of the public may bring a matter to the attention of the Eastvale Community Foundation that is within the jurisdiction of the Board. The Ralph M. Brown act limits the Board Member's ability to respond to comments on non-agendized matters at the time such comments are made. Thus, your comments may be agendized for a future meeting. The Board Members may discuss or ask questions for clarification, if desired, at this time. **Public comment is limited to two (2) minutes each** with a maximum of six (6) minutes.

#### 6. CONSENT CALENDAR:

#### 6.1 Minutes – February 5, 2013 Regular Meeting.

<u>Recommendation</u>: Approve the minutes from the Regular Meeting held February 5, 2013.

#### 7. NEW BUSINESS ITEMS:

Public comment will be called for each non-hearing item. Please keep comments brief so that everyone who wishes to speak has the opportunity to do so. After public comment is closed, you may not further speak on the matter unless the Board requests further clarification of your statement. Public Comment is limited to two (2) minutes with a maximum of six (6) minutes.

#### 7.1 Events Update.

Recommendation: Discuss upcoming events and make duty assignments.

#### 7.2 Grant Application Approvals.

<u>Recommendation:</u> Review and approve grant applications for payment, pending approval by the City of Eastvale.

#### 7.3 Bylaws Review.

<u>Recommendation</u>: Review current Bylaws and discuss what specific changes will be asked for during the upcoming Joint Workshop Meeting with the City Council.

#### 7.4 **Board Member Appointment Recommendations.**

<u>Recommendation</u>: Discuss potential future Board Member appointments to make a recommendation to the City Council.

#### 7.5 Agenda Process.

Recommendation: Discuss agenda process.

#### 8. OLD BUSINESS ITEMS:

Public comment will be called for each item. Please keep comments brief so that everyone who wishes to speak has the opportunity to do so. After public comment is closed you may not further speak on the matter unless the Board requests further clarification of your statement. Public comment is limited to two (2) minutes with a maximum of six (6) minutes.

There are no Old Business Items.

#### 9. BOARD MEMBER COMMUNICATIONS:

(Committee Reports, Agenda Items, Meeting Requests and Review etc.)

This is an opportunity for the Board Members to report on their activities, to bring a matter to the attention of the full Board and to request agenda items. Any matter that was considered during the public hearing portion is not appropriate for discussion in this section of the agenda. <u>NO ACTION CAN BE TAKEN AT THIS TIME.</u>

#### *10. ADJOURNMENT:*

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City of Eastvale. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

#### **POSTING STATEMENT**:

*I, Ariel Berry, Assistant City Clerk or my designee hereby certify that a true and correct, accurate copy of the foregoing agenda was posted on February 14, 2013, twenty-four (24) hours prior to the meeting per Government Code 54954.2.* 

12363 Limonite Ave. Suite 910, Eastvale, CA 91752

Rosa Parks Elementary School 13830 Whispering Hills Drive

Eastvale Library, Roosevelt High School, 7447 Cleveland Ave.

2 02/19/2013 AGENDA



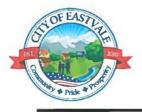
MEETING DATE: FEBRUARY 19, 2013

1. CALL TO ORDER



## MEETING DATE: FEBRUARY 19, 2013

2. ROLL CALL/PLEDGE OF ALLEGIANCE



## MEETING DATE: FEBRUARY 19, 2013

3. ADDITIONS/DELETIONS TO THE AGENDA



# MEETING DATE: FEBRUARY 19, 2013

4. PRESENTATIONS/ANNOUNCEMENTS



## MEETING DATE: FEBRUARY 19, 2013

5. PUBLIC COMMENT/CITIZEN PARTICIPATION

#### MINUTES REGULAR MEETING OF THE EASTVALE COMMUNITY FOUNDATION BOARD Tuesday, February 5, 2013 6:30 P.M. City Hall, 12363 Limonite Ave. Suite 910, Eastvale, CA 91752

1. CALL TO ORDER: 6:37 p.m.

#### 2. ROLL CALL/PLEDGE OF ALLEGIANCE/INVOCATION:

Board Members present: Yvonne Benitez-Ontiveros, Al Nassar, Julie Reyes, Chis Riley and Jeff DeGrandpre.

Staff Members present: Assistant City Clerk Berry.

#### 3. ADDITIONS/DELETIONS TO THE AGENDA:

None

#### 4. **PRESENTATIONS/ANNOUNCEMENTS:**

There were no presentations or announcements.

#### 5. PUBLIC COMMENT/CITIZEN PARTICIPATION:

None

#### 6. CONSENT CALENDAR:

#### 6.1 Minutes – January 2, 2013 Special Meeting.

<u>Recommendation</u>: Approve the minutes from the Special Meeting held January 2, 2013.

Motion: Moved by DeGrandpre, seconded by Benitez-Ontiveros to approve the Consent Calendar as presented.

Motion carried 5-0.

#### 7. NEW BUSINESS ITEMS:

7.1 Grant Program Update.

Recommendation: Discuss outreach and make duty assignments.

Board Member Nassar provided a general update on the program and discussed the process for approval.

There was discussion on what fees would qualify for scholarships. It was stated that not only registration fees would qualify, but tournament fees could also be included on the application.

It was decided that there would be a media moment associated with the first payment of scholarship funds. A large check would be made out to one of the leagues, and photos would be taken.

The Board Members stated that it would be necessary to meet more often to approve scholarship applications, and it was decided that a Special Meeting would be held on the third Tuesday of each month at 5:30 p.m. to allow for approvals.

#### 7.2 Grant Application Approvals.

<u>Recommendation</u>: Review and approve grant applications for payment, pending approval by the City of Eastvale.

The applications were reviewed and discussed. In the future, it was requested that the spreadsheet listing the applications be sent to the Board Members, separate from the agenda. A total of 10 applications, to service 22 children, were approved.

Motion: Moved by Riley, seconded by DeGrandpre to approve all the presented applications.

Motion carried 5-0.

#### 8. OLD BUSINESS ITEMS:

There were no Old Business Items.

#### 9. BOARD MEMBER COMMUNICATIONS:

Board Member Nassar stated that the Foundation should be looking at establishing big fundraisers to be held yearly. He had looked into several different golf courses to host a golf tournament. The golf courses were briefly discussed and information on additional golf courses would be gathered.

It was stated that Event Updates and the Financial Report were always to be included on the agenda in the future.

There was discussion about a potential "Night UnderThe Stars" event to be held at a local winery.

There was discussion about the possibility of using the Chino Air Museum to host events.

Board Member Nassar brought in an example of the Chino Hills Community Foundation's information folder, as a potential item that the Eastvale Community Foundation could put together. He went on to state that the Foundation Board Members should have business cards printed.

There was discussion about the possibility of hosting the "Sweetheart Dance" the following year for Valentine's Day.

Board Member Nassar asked that the Foundation get involved with the upcoming Relay for Life Event being held on June  $8^{th}$  and  $9^{th}$ .

There was discussion about the upcoming State of the City event to be held on April 9<sup>th</sup>, the Foundation would ask to have a table set up at the event.

Assistant City Clerk Berry provided the Board Members with a print out of the Volunteer Spot website's information.

There was a discussion about what information the Board Members wanted included on their business cards.

#### 10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:48 p.m.



DECOMMENDATI	ON- DISCUSS LIPCOMING EVENTS AND	MAKE	DUTV
SUBJECT:	EVENTS UPDATE		
FROM:	ARIEL BERRY, ASSISTANT CITY CLERK		
то:	BOARD MEMBERS		
<b>MEETING DATE:</b>	FEBRUARY 19, 2013		

#### **RECOMMENDATION: DISCUSS UPCOMING EVENTS AND MAKE DUTY** ASSIGNMENTS



<b>MEETING DATE:</b>	FEBRUARY 19, 2013
TO:	BOARD MEMBERS
FROM:	ARIEL BERRY, ASSISTANT CITY CLERK
SUBJECT:	GRANT APPLICATION APPROVALS

# **RECOMMENDATION: REVIEW AND APPROVE GRANT APPLICATION FOR PAYMENT, PENDING APPROVAL BY THE CITY OF EASTVALE**



 MEETING DATE:
 FEBRUARY 19, 2013

 TO:
 BOARD MEMBERS

 FROM:
 ARIEL BERRY, ASSISTANT CITY CLERK

 SUBJECT:
 BYLAWS REVIEW

 RECOMMENDATION:
 REVIEW CURRENT BYLAWS AND

RECOMMENDATION: REVIEW CURRENT BYLAWS AND DISCUSS WHAT SPECIFIC CHANGES WILL BE ASKED FOR DURING THE UPCOMING JOINT WORKSHOP MEETING WITH THE CITY COUNCIL

#### BYLAWS OF EASTVALE COMMUNITY FOUNDATION, INC.

#### A California Nonprofit Public Benefit Corporation

#### 1. <u>Name</u>

The name of this corporation is Eastvale Community Foundation, Inc.

#### 2. Principal Office of Corporation

The principal office for the transaction of the activities and affairs of this Corporation shall be located at such place within the City of Eastvale as the Board may from time to time designate by resolution. Any such change of location must be noted by the Secretary on these Bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

#### 3. Purpose of Corporation

The public and charitable purposes for which this Corporation is organized are to lessen the burdens of government and to promote and support the cultural, recreational and human services needs of the City of Eastvale.

#### 4. Directors

- A. This Corporation shall have at least 5 and not more than 7 Directors.
- B. The Directors shall be appointed to <u>two year terms</u> by the City Council of the City of Eastvale, who shall also have the power to fill vacancies and to remove Directors. Each term shall coincide with the City's regular general election date. If a vacancy occurs otherwise than by expiration of a term, it shall be filled by appointment for the unexpired portion of the term by the City Council. All Directors serve at the will and pleasure of the City Council.
- C. The qualifications of the Directors shall be as follows:
  - (1) Directors must be top quality people with reputations and characters that are beyond question.
  - (2) Directors need to have an interest in and relevance to the community and broad cultural and recreational interests.

- (3) Directors should have a good understanding of business and how it operates.
- (4) Directors, even though busy, must have the time and be willing to use it as needed to support the work of the Foundation.
- (5) Directors must exhibit a high interest in services on the Board and the goals of such service.
- (6) The Board of Directors should have a balance of interests, experience and skills.
- (7) Directors should have knowledge general business operations and it is desirable to have knowledge of major corporations and their operations. Personal contacts with corporate representatives at key locations in the operation would be desirable.
- (8) Directors should have fundraising capabilities, participate in all Foundation fundraising events and are committed to raise a minimum of \$5,000 a year for the General Fund for the administration of the Foundation.
- (9) Directors are expected to attend monthly Board meetings and the yearly organizational meeting.
- (10) Directors must be either residents of the City of Eastvale, or, conduct business within the City of Eastvale.

Therefore, the Directors are people who bring something to the Foundation, who have the ability to see the big picture and make the decisions necessary to move the Foundation forward.

- D. A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death or resignation of any director; (b) the declaration by resolution of the Board of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; (c) action by the City Council of the City of Eastvale removing the director from office.
- E. Resignation: Any director may resign by giving written notice to the Chairman of the Board, if any, or to the Executive Director or the Secretary of the Board. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective.

Bylaws

#### 5. <u>Members</u>

The Corporation shall have no Members other than the Board of Directors.

#### 6. Board of Directors

- A. The Board of Directors shall meet once a month at a time and place within the City of Eastvale as established by resolution of the Board which resolution may be amended by majority vote of the Board.
- B. A majority of Directors shall constitute a quorum to conduct business. The majority of the quorum may take action. Every action taken or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be an act of the Board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common directorships; (c) creation of and appointments to committees of the Board, and (d) indemnification of Directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of some Directors from that meeting, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.
- C. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation or Bylaws regarding actions that require approval of the members, this Corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board.
- D. The Board shall appoint all officers; for example the Executive Director, Secretary and Chief Financial Officer. No person may simultaneously serve as Executive Director and Chief Financial Officer. The Board may remove any officer with or without cause. Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the Corporation under any contract to which the officer is a party.
- E. The Board of Directors shall establish procedures by Resolution in accordance with the Brown Act for the noticing and conduct of meetings.

Bylaws

In any event, meetings of the Board shall be in accordance with the Brown Act.

- F. The Chairperson, if any, or the Executive Director, may call a special meeting of the Board at any time by written request, specifying the general nature of the business proposed to be transacted. Notice shall be promptly given in accordance with the Brown Act.
- G. This Corporation shall not compensate Directors, members of committees, officers or employees for their services, but may reimburse Directors, members of committees, officers or employees for their reasonable and necessary expenses incurred on behalf of the Corporation, in accordance with such rules and procedures as may be established by Resolution of the Board of Directors.

#### 7. <u>Restriction on Interested Persons Serving as Directors</u>

No more than 49 percent of the persons serving on the Board may be "interested persons". An interested person is (a) any person compensated by this Corporation for services rendered to it within the previous 12 months, and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. However, any violation of this paragraph shall not affect the validity or enforceability of transactions entered into by this Corporation.

#### 8. <u>Responsibilities of Officers</u>

- A. <u>Executive Director</u>: The Executive Director shall be the General Manager of this Corporation and shall supervise, direct, and control this Corporation's activities, affairs, and officers. The Executive Director shall preside at all Board meetings, committee meetings, or as required by the Board. The Executive Director shall have such other powers and duties as the Board or the Bylaws may require.
- B. <u>Assistant Executive Director</u>: If the Executive Director is absent or disabled, the Assistant Executive Director shall perform all duties of the Executive Director. When so acting, a Assistant Executive Director shall have all powers of and be subject to all restrictions on the Executive Director. The Assistant Executive Director shall have such other powers and perform such other duties as the Board or the Bylaws may require.
- C. <u>Secretary</u>: The Secretary shall keep or cause to be kept, at this Corporations' principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board, of committees of the Board, and of members' meetings. The minutes of meetings shall include the time and place that the meeting was held;

whether the meeting was annual, general, or special, and, if special, how authorized; the notice given; the names of persons present at Board and committee meetings; and the number of members present or represented at members' meetings.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the Articles of Incorporation and Bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board, and of committees of the Board that the Brown Act requires to be given. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board or the Bylaws may require.

D. <u>Chief Financial Officer</u>: The Chief Financial Officer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of this Corporation's properties and transactions. The Chief Financial Officer shall send or cause to be given to the Directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

The Chief Financial Officer shall (i) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of this Corporation with such depositories as the Board may designate; (ii) disburse this Corporations' funds as the Board may order; (iii) render to the Executive Director, Chairman of the Board, if any, and the Board, when requested, an account of all transactions as Chief Financial Officer and of the financial condition of this Corporation; and (iv) have such other powers and perform such other duties as the Board or the Bylaws may require.

The Chief Financial Officer shall be the primary cosigner and contact for the Corporation's financial institution and all third party accounting and bookkeeping firms for monthly reporting and filing annual tax returns.

If required by the Board, the Chief Financial Officer shall give this Corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office and for restoration to this Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Chief Financial Officer on his or her death, resignation, retirement, or removal from office.

#### 8. Contracts/Loans Involving Directors and Officers

No director of this Corporation nor any other corporation, firm, association, A. or other entity in which one or more of this Corporation's Directors have a material financial interest, shall be interested, directly or indirectly, in any contract or transaction with this Corporation, unless (1) the material facts regarding that director's financial interest in such contract or transaction or regarding such common Directorship, officership, or financial interest are fully disclosed in good faith and noted in the minutes, or are known to all members of the Board prior to the Board's consideration of such contract or transaction; (b) such contract or transaction is authorized in good faith by a majority of the Board by a vote sufficient for that purpose without counting the votes of the interested Directors; (c) before authorizing or approving the transaction, the Board considers and in good faith decides after reasonable investigation that this Corporation could not obtain a more advantageous arrangement with reasonable effort under the circumstances; and (d) this Corporation for its own benefit enters into the transaction, which is fair and reasonable to this Corporation at the time the transaction is entered into.

This subsection does not apply to a transaction that is part of a charitable program of this Corporation if (a) approved in good faith without favoritism, (b) results in a benefit to a director or family because they are in a class of persons to be benefited by the charitable program of this corporation.

B. This Corporation shall not lend any money or property to or guarantee the obligation of any director or officer without the approval of the California Attorney General; provided, however, that this Corporation may advance money to a director or officer of this Corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses by this Corporation.

#### 9. Maintenance of Records

This Corporation shall maintain:

- A. Adequate books and records of account.
- B. Written minutes of Board meetings.

#### 10. Right to Inspect

Every director and member of the City Council of the City of Eastvale shall have the absolute right at any reasonable time to inspect this Corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents.

#### 11. Annual Report

The Board shall cause an annual report to be sent to the Directors within (120) days after the end of this Corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- A. The assets and liabilities, including the trust funds, of this Corporation as of the end of the fiscal year;
- B. The principal changes in assets and liabilities, including trust funds;
- C. This Corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- D. This Corporation's expenses or disbursements for both general and restricted purposes;
- E. Any information required by these Bylaws; and
- F. An independent accountants' reports or, if none, the certificate of an authorized officer of this Corporation that such statements were prepared without audit from this Corporation's books and records.

This requirement of an annual report shall not apply if this Corporation receives less than \$25,000 in gross receipts during the fiscal year, provided, however, that the information specified above for inclusion in an annual report must be furnished annually to any director who requests it in writing.

#### 12. Execution of Instruments, Deposits, Checks

By Resolution the Board shall establish the authority of officers to execute instruments, receive deposits, to open bank accounts, and to sign checks for this Corporation.

#### 13. Construction and Definitions

Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

#### 14. Dedication of Assets

The property of this Corporation is irrevocably dedicated to public and charitable purposes and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets (other than trust funds) remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to one or more nonprofit corporations organized and operated for the benefit of the City of Eastvale, such corporation or corporations to be selected by the Board of Directors of this Corporation or corporations must be qualified for federal income tax exemption under Section 501(c) (3) of the Internal Revenue Code, and be organized and operate exclusively for charitable, scientific, literary or educational purposes, or for a combination of said purposes. In the alternative, upon dissolution of the City of Eastvale to be used for public purposes.

#### 15. Insurance

This Corporation shall have the right, and shall use its best efforts, to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising from the officer's, director's, employee's or agent's status as such.

#### 16. Amendment of Bylaws

A simple majority of the Board may amend the Bylaws at any meeting. However, no such amendment or modification shall alter the purpose of this Corporation as set forth in Section 6. or in the Articles of Incorporation and/or affect in any manner the tax exempt status of this Corporation and the donations to it deductible from taxable income to the extent allowed by the provisions of the Code and other applicable legislation and regulations as they now exist or as they may be amended in the future. Every amendment or modification of these Bylaws shall be in writing, shall be signed by a majority of the Board of Directors then serving and shall be delivered to each of the members of the Board then in office and shall be delivered in writing to the City Council of the City of Eastvale which shall require a vote of at least three (3) Council members for approval.

The term "majority," as used in this Section, is as defined in the California Nonprofit Corporation Law.

#### 17. Maintenance of Records

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The Secretary of the Corporation shall see that a true and correct copy of all amendments of the Bylaws, duly certified by the Secretary, is attached to the official Bylaws of the Corporation and is maintained with the official records of the Corporation at the principal office of the Corporation.

#### 18. <u>Certificate of Secretary</u>

A Certificate of the Secretary of this Corporation shall be affixed to the original, or most recent amended version of the Bylaws, such Certificate to be in the following form.

#### CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Eastvale Community Foundation, a California Nonprofit Public Benefit Corporation, that the above bylaws, consisting of \_\_\_\_\_\_ pages, are the bylaws of this Corporation as adopted by the Board of Directors on \_\_\_\_\_, and that they have not been amended or modified since that date.

Executed \_\_\_\_\_\_ at Eastvale, California.

Secretary



<b>MEETING DATE:</b>	FEBRUARY 19, 2013
TO:	BOARD MEMBERS
FROM:	ARIEL BERRY, ASSISTANT CITY CLERK
SUBJECT:	BOARD MEMBER APPOINTMENT RECOMMENDATIONS
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### **RECOMMENDATION: DISCUSS POTENTIAL FUTURE BOARD MEMBER APPOINTMENTS TO MAKE A RECOMMENDATION TO THE CITY COUNCIL**



<b>MEETING DATE:</b>	FEBRUARY 19, 2013	
TO:	BOARD MEMBERS	
FROM:	ARIEL BERRY, ASSISTANT CITY CLERK	
SUBJECT:	AGENDA PROCESS	

**RECOMMENDATION: DISCUSS AGENDA PROCESS** 



## MEETING DATE: FEBRUARY 19, 2013

#### 8. OLD BUSINESS ITEMS

There are no Old Business Items.



## MEETING DATE: FEBRUARY 19, 2013

9. BOARD MEMBER COMMUNICATIONS



# MEETING DATE: FEBRUARY 19, 2013

10. ADJOURNMENT