

AGENDA

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

TUESDAY, OCTOBER 23, 2012

4:30 p.m. – Closed Session followed by
Workshop – Budget Review
7:00 p.m. – Regular Session
7:00 p.m. – Duarte Public Financing Authority
(Separate Agenda follows this Agenda) – Page 18

COUNCIL CHAMBERS, 1600 HUNTINGTON DRIVE, DUARTE, CALIFORNIA 91010

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

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

City/Agency/Authority Staff:

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

ADDRESSING THE CITY COUNCIL AND HOUSING AUTHORITY:

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

ADA ACCESSIBILITY NOTICE:

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

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

THE FOLLOWING ITEMS WILL BE HEARD AT 4:30 P.M.

1. CALL TO ORDER OF CITY COUNCIL, SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY, AND HOUSING AUTHORITY, AND NOTATION OF ANY ABSENCES
2. ADOPTION OF THE AGENDA
3. 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. Public Employee Performance Evaluation—Pursuant to Government Code Sections 54957(b)(1) and 54957.6; Annual evaluation of City Manager; Designated City representative: Dan Slater, City Attorney (Continued from 10/9/12)

THE FOLLOWING ITEM WILL BE HEARD AFTER THE CLOSED SESSION

4. WORKSHOP – Budget Review

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

5. PLEDGE TO THE FLAG
6. MOMENT OF REFLECTION
7. FITNESS/MENTAL WARM-UP
8. PUBLIC REPORT OF CLOSED SESSION ITEM
9. SPECIAL ITEMS
 - A. Presentation by Assemblymember Anthony Portantino – Legislative Wrap-Up
 - B. Recognition of City of Duarte by LAEDC (Los Angeles County Economic Development Corporation) – 2012 Most Business Friendly City Finalist
 - C. Public Safety Update
10. 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.
11. ORAL COMMUNICATIONS—ITEMS NOT ON THE AGENDA (30 MINUTES)
Any person wishing to speak on any issue that is not on the Agenda, but that is within the subject matter jurisdiction of the City or Authority, may do so at this time. The opportunity to speak is on a first come, first serve basis. Each person may speak once for no more than 3 minutes and there is a maximum of 30 minutes for all Oral Communications at this time. Under the Brown Act, members of the City Council/Housing Authority/Successor Agency, and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.
12. ITEMS TO BE ADDED TO THE CONSENT CALENDAR
13. CONSENT CALENDAR – Page 1
All matters listed on the Consent Calendar are to be approved with one motion unless a member of the City Council/Housing Authority/Successor Agency removes an item for separate action. Any consent calendar item for which separate action is requested shall be heard as the next Agenda item. The respective entity's consent items are shown in parentheses at the end of each item as "CC" for City Council, "HA" for Housing Authority, and "SA" for Successor Agency.
 - A. Approval of Minutes – October 9, 2012 (CC/HA/SA)
 - B. Approval of Warrants – October 23, 2012 (CC/HA/SA)
 - C. Motion to introduce and/or adopt all resolutions and ordinances presented for consideration by title only and waive further reading (CC/HA/SA)

- D. Council Bill 12-R-34 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, NAMING THE DUARTE TEEN CENTER'S MULTI-PURPOSE ROOM AS THE "DONNA GEORGINO ROOM" IN HONOR OF RETIRED DUARTE PARKS AND RECREATION DIRECTOR DONNA GEORGINO (CC)
- E. Adoption of City of Duarte Credit Card Processing and Security Policy (CC)
- F. Acceptance of Slurry Seal and Cape Seal Streets Area 1 Project (All American Asphalt), and authorization for City Clerk to initiate the Notice of Completion (CC)
- G. Acceptance of Pavement Rehabilitation Project on Central Avenue and Royal Oaks Drive (All American Asphalt), and authorization for City Clerk to initiate the Notice of Completion (CC)
- H. Notice of absence by Dino Herrera from Traffic Safety Commission meeting of October 2, 2012 (CC)
- I. Notice of resignation by Michael Goldsmith from Economic Development Commission (CC)
- J. City Council/City Manager Conference Attendance – Duarte Education Foundation Annual Recognition/Fundraising Dinner, November 4, 2012, Duarte (CC)

14. ITEMS REMOVED FROM CONSENT CALENDAR

15. CONTINUATION OF ORAL COMMUNICATIONS

*Any person who did **not** speak during the initial 30 minute Oral Communications period earlier in the meeting, who wishes to speak on any issue that is not on the Agenda but that is within the subject matter jurisdiction of the City Council/Housing Authority/Successor Agency, may do so at this time. Each person may speak once for no more than 3 minutes. Under the Brown Act, members of the City Council/Housing Authority/Successor Agency, and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.*

16. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR (AB 1234 reports on trips, conference attendance, and meetings)

17. ADJOURNMENT – In memory of Bernice Watson

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: October 18, 2012
SUBJECT: Comments on Agenda Items, Meeting of October 23, 2012

Note: The Duarte Public Financing Authority will hold its regular meeting either before or after the City Council Meeting.

ITEM 9.A. Assemblymember Anthony Portantino will attend the Council Meeting and provide a “Legislative Wrap-Up” of the past year happenings coming out of Sacramento.

ITEM 9.B. The City of Duarte will be recognized by the Los Angeles Economic Development Corporation (LAEDC) for our being named as a 2012 Most Business Friendly City Finalist. This is the third year in a row Duarte has been named a finalist.

ITEM 9.C. The Director of Public Safety will provide an update on all public safety matters.

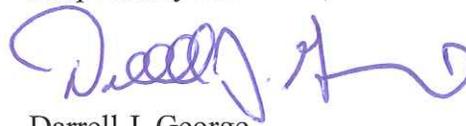
ITEM 13.D (Consent Calendar). The City Council will consider a resolution naming the Teen Center’s multi-purpose room as the “Donna Georgino Room” in honor of the retired Parks and Recreation Director.

ITEM 13.E (Consent Calendar). The Council will consider adopting a City of Duarte Credit Card Processing and Security Policy. The purpose of this policy is to define the guidelines for accepting and processing credit cards and storing personal cardholder information. The policy will help to ensure that cardholder information supplied to the City is secure and protected. The City is complying with credit card company requirements and the Payment Card Industry Data Security Standard.

ITEM 13.F (Consent Calendar). This item recommends Council accept the project “Slurry Seal and Cape Seal Streets Area 1,” and authorize the City Clerk to initiate the Notice of Completion. All American Asphalt has satisfactorily completed the project at the cost of \$1,117,720.65.

ITEM 13.G (Consent Calendar). This item recommends Council accept the project “Pavement Rehabilitation Project on Central Avenue and Royal Oaks Drive,” and authorize the City Clerk to initiate the Notice of Completion. All American Asphalt has satisfactorily completed the project at the cost of \$404,151.51.

Respectfully submitted,



Darrell J. George
City Manager

MINUTES

JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY OF THE CITY OF DUARTE REGULAR MEETING – OCTOBER 9, 2012

CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Fasana called the meeting to order at 5:37 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Finlay, Paras-Caracci, Reilly, Reyes, Fasana ABSENT: None ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Slater
ADOPTION OF AGENDA	Finlay moved, Paras-Caracci seconded to adopt the Agenda, as amended to add Public Safety Update as Item 8.E. (Special Item), and carried unanimously.
CLOSED SESSION Performance Evaluation (Continued from 9/25/12)	Lino Paras inquired about the process in Closed Session. Mayor Fasana responded. Slater stated the Closed Session is pursuant to Government Code Sections 54957(b)(1) and 54957.6; Public Employee Performance Evaluation; Annual evaluation of City Manager; Designated City representative: Dan Slater, City Attorney. The Closed Session concluded at 6:55 p.m. City Council reconvened at 7:04 p.m.
PLEDGE TO THE FLAG	Betty McWilliams led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	A moment of reflection was observed.
FITNESS/MENTAL WARM-UP	Paras-Caracci and Finlay provided the warm-up.
PUBLIC REPORT OF CLOSED SESSION	Slater stated during the Closed Session, the City Council met to commence the City Manager's annual performance evaluation, it was not completed, and the City Council will reconvene to complete it either at the end of the meeting or at the next meeting.
SPECIAL ITEMS	It was determined that Special Items A and E would be considered later in the meeting.
Recognition – Duarte Kiwanis Club	Mayor Fasana presented a certificate to the Duarte Kiwanis Club in appreciation of its many years of financial, in-kind, and volunteer support for community programs. Tina Carey provided an update about current Kiwanis programs and events.
Presentation – Foothill Unity Center – Mobile Dental Clinic	Cathy Klose, Foothill Unity Center, presented information about the previous mobile dental clinic statistics, partnership with USC, and upcoming clinic in November.

Recognition – Route 66 Parade Committee

Mayor Fasana introduced Parade Chair KC Caracci, and presented certificates of appreciation to the committee members for making the “Get Fit on Route 66” 2012 parade a success.

ANNOUNCEMENTS

Jim Bauler, DUSD, announced the grand opening of the Duarte High School Sports Stadium on November 2 at 6:00 p.m.

Carla Shollenberger and Stacey Park, Curves, presented a check for \$305 to Duarte’s Promise.

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

Karen Herrera announced upcoming community events in the months of October and November.

Reyna Diaz announced Duarte Education Foundation Dinner on November 4 at Village Restaurant.

SPECIAL ITEMS (Continued)
Proclamation–Red Ribbon Week

Mayor Fasana read and presented the Proclamation for Red Ribbon Week to Brian Villalobos, who provided information about the activities planned for the week of October 20-27, 2012.

Public Safety Update

Brian Villalobos presented an update about recent residential burglaries, and provided information about Neighborhood Watch.

Steve Hernandez related two recent incidents of soliciting by youth.

Jennie Wideman stated when her home was burglarized, she felt the response was not positive with regard to fingerprints.

Mayor Fasana stated he would like to know the response time for fingerprinting in surrounding cities.

ORAL COMMUNICATIONS

The following spoke on items not on the Agenda.

Ulises Gutierrez – Y-Life project.

Lois Gaston – Teenagers canvassing neighborhood.

Steven Carter – Attempted home burglary.

Henry Baltazar – Deputy, budget cuts.

John Newmyer – Burglary, will pay tax for Sheriff.

Harb Thind – Crime, organized professionals.

Glenn Maskell – Hearing impairment, raise tax for Sheriff.

Alice Holgin – Burglary, response time.

Karen Vance – Burglary patterns, reports, undercover vehicle.

Kayko Kameta – Communication to neighborhood, crime alert.

ITEMS ADDED TO CONSENT

Finlay moved, Reyes seconded to add attendance at USC Price Executive Education Forum for Policy, October 12-13, 2012, to Consent Item 12.J, and carried unanimously.

CONSENT CALENDAR

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

Approve Items A, B, C, I, J.

Remove Items D, E, F, G, H.

ITEMS REMOVED

Item D – Due Diligence Review
Low/Mod Income Housing Fund

Slater provided a detailed staff report about the Due Diligence Review, and stated this item is on the Agenda for the Successor Agency as a receive and file item.

Item D – Received and Filed (SA)

Reyes moved, Reilly seconded to receive and file the Due Diligence Review of the Low and Moderate Income Housing Fund of the Dissolved Redevelopment Agency of the City of Duarte, and to note to the Oversight Board the Successor Agency's belief that funds have been appropriately set aside for legitimate purposes for the betterment of the City, and request that options be maintained to continue that claim with the State of California Department of Finance, and carried unanimously.

Item E – Council Bill 12-R-32
Property for Low/Mod income
Housing

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE AFFIRMING THE INTENTION OF THE CITY COUNCIL, PURSUANT TO HEALTH AND SAFETY CODE SECTION 33334.16, THAT THE PROPERTY IDENTIFIED AS ASSESSOR PARCEL NUMBER 8530-004-902, ACQUIRED BY THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF DUARTE WITH LOW AND MODERATE INCOME HOUSING FUNDS, AND NOW CONTROLLED BY THE DUARTE HOUSING AUTHORITY, BE USED FOR THE DEVELOPMENT OF LOW AND MODERATE INCOME HOUSING

Slater described the remnant parcel referenced in the Council Bill, and provided information about redevelopment law.

Item E – Approved (CC)
RESOLUTION NO. 12-32

Reilly moved, Finlay seconded to approve Item E and adopt Resolution No. 12-32, and carried unanimously.

Items F – Agency Bill SA-12-02
Acceptance of Documents

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF DUARTE AUTHORIZING THE EXECUTIVE DIRECTOR, ASSISTANT EXECUTIVE DIRECTOR, AND SECRETARY TO ACCEPT GRANTS AND DEEDS IN ACCORDANCE WITH GOVERNMENT CODE SECTION 27281

Slater stated this item refers to the certificate of acceptance for documents that need to be recorded.

Item G – Council Bill 12-R-33
Authorizes Documentation for
Successor Agency Properties

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE AUTHORIZING THE PROCESSING OF DOCUMENTATION TO REFLECT OWNERSHIP BY THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF DUARTE OF CERTAIN FORMER REDEVELOPMENT AGENCY PROPERTIES

Item H – SA Bill SA-12-03
Confirms Successor Agency
Ownership of Properties

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF DUARTE CONFIRMING ITS OWNERSHIP OF CERTAIN FORMER REDEVELOPMENT AGENCY PROPERTIES

Slater presented a staff report about Council Bill 12-R-33 and Agency Bill SA-12-03.

Steve Hernandez inquired about the property use and payment received for the properties. Slater responded.

Items F, G, H—Approved (SA/CC)
RESOLUTION NO. SA-12-02
RESOLUTION NO. 12-33
RESOLUTION NO. SA-12-03

Reyes moved, Reilly seconded to approve Item F (Successor Agency Resolution No. SA-12-02), Item G (City Council Resolution No. 12-33), and Item H (Successor Agency Resolution No. SA-12-03), and carried unanimously.

BUSINESS ITEMS

Appointment – Town Center Ad Hoc Advisory Committee
(Continued from 9/25/12)

Reyes appointed Henry Baltazar to the Town Center Ad Hoc Committee, and asked if the Committee could outreach to the community by going to the school sites.

Steve Hernandez welcomed Mr. Baltazar to the Committee, he thinks we should go to the schools and present the information, and stated everybody should have an opportunity for input.

Appointments—Joint City/DUSD Sports Field Optimization Ad Hoc Committee

Mayor Fasana asked if two Councilmembers would like to serve on the Joint Committee. Finlay moved, Reilly seconded to appoint Councilmembers Paras-Caracci and Finlay to the Joint City/DUSD Sports Field Optimization Ad Hoc Committee, with Mayor Pro Tem Reilly as alternate, and carried unanimously.

ORAL COMMUNICATIONS (Continued)

The following spoke on items not on the Agenda.

Harb Thind – Football program, cable.

Lois Gaston – Neighborhood Watch meeting.

Steve Hernandez – Nextdoor program.

ITEMS FROM CITY COUNCIL/ CITY MANAGER

REYES: Requested status reports about In and Out, banners for veterans, Edison towers, and naming a park or street for Margaret Viramontes, thanked all involved in the parade, requested a report on COG and whether we should belong to it, requested the Mayor's rotation policy be on the next Agenda, requested a report on the economic strategy and where we are at, stated he would like to revisit Five Guys, and asked that the meeting be adjourned in memory of Larry Burrola's wife.

FINLAY: Stated she and Karen Herrera are working with the City of Hope regarding the banners for veterans, the program will be launched around Veteran's Day, provided an update on the Asian tiger mosquito, announced Ed Foundation Dinner on November 4, stated the Senior Center softball game was great, and attended the Mobility 21 conference in Anaheim.

PARAS-CARACCI: Stated the recent burglaries brought a number of people together for a common cause, different neighborhoods communicate differently, this is an opportunity to recruit block captains, she heard the Festival of Authors was wonderful, and she toured the D'Aquino Wine Importing business.

REILLY: Stated the YMCA Red Envelope Gala was a fabulous event, thanked Councilmembers for letting her attend the USC educational event, the Festival of Authors was amazing, stated a proclamation for Freedom From Workplace Bullies Week is on the Consent Calendar, and provided statistics about bullying.

FASANA: Stated the City of Hope held its community health fair, the downtown task force met, the San Gabriel Valley COG held its transportation forum at this facility, stated the COG issued temporary employment agreements to staff and provided information on topics of discussion, provided an article about Community Development Corporations, and requested either a staff report or review by the Economic Development Commission to see if this is a viable strategy.

It was determined that the Closed Session item would be continued to the next meeting beginning at 4:30 p.m., with the Budget Workshop to follow.

ADJOURNMENT

Finlay moved, Reyes seconded to adjourn the meeting at 9:55 p.m. to October 23, 2012, at 4:30 p.m., in memory of Barbara Burrola, and carried unanimously.

Mayor John Fasana

ATTEST:

City Clerk



MEMORANDUM

TO: Mayor and City Council

FROM: Cesar Monsalve, Duarte Parks and Recreation Director

SUBJECT: Resolution For Naming of the Duarte Teen Center Multi-Purpose Room the Donna Georgino Room

DATE: 10/16/12

Per the Duarte City Council's direction by the approval of the Duarte Parks and Recreation Commission's recommendation at the September 25, 2012 regular meeting to name the Duarte Teen Center's Multi-Purpose Room the Donna Georgino Room, a resolution is being placed on consent for adoption. This action will follow the procedures indicated on the City of Duarte's Park and Facility Naming and Renaming Policy.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA, NAMING THE DUARTE TEEN CENTER'S MULTI-PURPOSE ROOM
AS THE "DONNA GEORGINO ROOM" IN HONOR OF RETIRED DUARTE PARKS
AND RECREATION DIRECTOR DONNA GEORGINO**

WHEREAS, Donna Georgino as an employee of the City of Duarte and as the Director of the Duarte Parks and Recreation Department, served the Duarte community for 30 years as an advocate for youth, teens and seniors; and

WHEREAS, Donna Georgino was instrumental in the development of the Duarte Teen Center and acquisition of supplementing grant funding for its construction; and

WHEREAS, Donna Georgino is proud of the legacy she has left in the community by the development and construction of City facilities and programs such as the Duarte Teen Center; and

WHEREAS, the Duarte Mayor's Youth Council is grateful for Donna Georgino's dedication to all causes concerning Duarte's teens; and

WHEREAS, the Mayor's Youth Council initiated a request, pursuant to the City's adopted policy for the naming of City facilities, to seek the naming of the Duarte Teen Center's multi-purpose room in honor of Donna Georgino; and

WHEREAS, the Parks and Recreation Commission reviewed the request from the Mayor's Youth Council and forwarded a recommendation to the City Council that the Duarte Teen Center's multi-purpose room be renamed in honor of Donna Georgino; and

WHEREAS, the City Council, consistent with the City's adopted policy for the naming of City facilities, has reviewed and considered the recommendation of the Parks and Recreation Commission;

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

Section 1. Pursuant to the City's adopted policy for the naming of City facilities, the City Council hereby names the Duarte Teen Center Multi-Purpose Room the "Donna Georgino Room" in honor of Donna Georgino's many years of contributions to the quality of the lives of teens in the City of Duarte.

Section 2. The City Manager and authorized designees are directed to acquire and install an appropriate plaque or sign to be placed by the door of the Duarte Teen Center's Multi-Purpose Room to identify the room as the "Donna Georgino Room."

Section 3. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 23rd day of October, 2012.

Mayor John Fasana

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. 12-34 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 23rd day of October, 2012, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

City of Duarte

Credit Card Processing and Security Policy

Established October 2012

PURPOSE

The purpose of this policy is to define the guidelines for accepting and processing credit cards and storing personal cardholder information. The policy will help to ensure that cardholder information supplied to City of Duarte is secure and protected. City of Duarte is complying with credit card company requirements and the Payment Card Industry Data Security Standard.

SCOPE

This policy applies to all City of Duarte employees. The policy pertains to all departments that process, transmit, or handle cardholder information. The cardholder information may be in a physical or an electronic format.

POLICY

A Credit card numbers should not be transmitted or stored on a personal computer or e-mail account. Electronic lists of customer's credit card numbers should not be retained. Credit card information should only be accepted by telephone or in person. This information should not be accepted via e-mail and departments should not e-mail credit card information.

B Access should be limited to individuals that require the use of the data. Access should also be restricted on a 'need to know' basis.

C Only essential information should be stored. Do not store the Card Validation Code (also known as the Security Digits, V Code, or CID). Do not store users PIN's or the full data from a cards magnetic stripe.

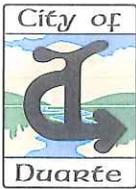
D Credit card information should only be retained for the time needed to process. Credit card information should be destroyed by shredding

(cross-cut) immediately after processing. If information does need to be retained, it should be destroyed immediately after it is no longer needed.

E Credit card receipts may only display up to the last five digits of the credit card number. If receipts display more than the last five digits, the receipts must be shredded or retained in a secure area.

SECURITY PROCEDURES

All credit card transactions must be controlled through the City of Duarte Administrative Services Department. Departments who need to accept credit cards must utilize one of the existing terminals. If a new terminal is required, the City of Duarte's Financial Services Manager must initiate the required paper work, obtain a Merchant Number, and provide instruction to those employees who will process transactions. Under no circumstance will it be permissible to obtain or send credit card information, or transmit credit card information by e-mail.



MEMORANDUM

To: Mayor and City Council

From: Rafael Casillas, P.E., Public Works Manager *RC*

Date: October 23, 2012

Subject: City Council Acceptance – Slurry Seal and Cape Seal Streets Area 1, City Project # 11-5

RECOMMENDED ACTION

Staff recommends that the City Council accept the project “Slurry Seal and Cape Seal Streets Area 1”, authorize a budget amendment and authorize the City Clerk to initiate the Notice of Completion.

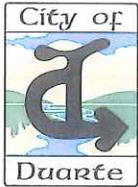
All American Asphalt has satisfactorily completed the above project. The cost for this project is \$1,117,720.65. The project is funded by Gas Tax and CalRecycle Pavement Grant Funds.

BACKGROUND

On February 28, 2012, the City Clerk’s Office publicly open bids for the above project. This project required the contractor to slurry seal and cape seal all residential streets west of Highland Avenue, from the northerly to southerly City limits. A slurry seal consists of a mixture of fine-aggregates and asphalt oil applied as a sealant to roadway surfaces. A cape seal consists of a multiple phase process that includes application of asphalt rubber followed by an imbedded layer of aggregate and then a slurry seal finish.

The Duarte City Council awarded All American Asphalt of Corona a \$1.15 million contract funded with a combination of State Gas Tax and a Cal Recycle Grant. The Cal Recycle Grant reimburses the City one dollar for every square yard of asphalt rubber aggregate membrane (ARAM) constructed, through the use of “Green” technologies. ARAM is a thin layer of rubberized asphalt with an aggregate rock coating. The rubberized asphalt mixture consists of 100% California-generated waste tires, tire-derived crumb rubber binder material and asphalt modifier. It is estimated that approximately 11,000 used rubber tires will be recycled to pave the 132,000 square yards of ARAM used.

This project is fully funded by Gas Tax and eligible for a partial CalRecycle Grant reimbursement. The CalRecycle Pavement Grant required the use of Green Technologies, Asphalt Rubber Aggregate Membrane, to resurface the roadway. The City anticipates a reimbursement of approximately \$122,287.00 from the State of California for this effort.



MEMORANDUM

To: Mayor and City Council

From: Rafael Casillas, P.E., Public Works Manager *RC*

Date: October 23, 2012

Subject: City Council Acceptance – Pavement Rehabilitation Project on Central Avenue and Royal Oaks Drive, City Project # 12-2

RECOMMENDED ACTION

Staff recommends that the City Council accept the project "Pavement Rehabilitation Project on Central Avenue and Royal Oaks Drive" and authorize the City Clerk to initiate the Notice of Completion.

All American Asphalt has satisfactorily completed the above project. The cost for this project is \$404,151.51. The project is funded by Proposition 1B, Measure R and CalRecycle Pavement Grant Funds.

BACKGROUND

On July 31, 2012, the City Clerk's Office publicly open bids for the above project. This project required the contractor to remove approximately 2" of existing pavement and replace it with Asphalt Rubber Hot Mix on Central Avenue from Highland Avenue to Bradbury Avenue and Royal Oaks Drive from Highland Avenue to westerly city limits. Work also included the placement of raised pavement markers, thermoplastic striping and pavement legends. The contractor performed the paving operations during Duarte Unified School District's Summer Break, in order to minimize traffic impact to residents.

This project is fully funded by Proposition 1B, Measure R and eligible for a partial CalRecycle Grant reimbursement. The CalRecycle Pavement Grant required the use of Green Technologies, Asphalt Rubber Hot Mix, to resurface the roadway. The City anticipates a reimbursement of approximately \$45,488.00 from the State of California for this effort.

DISTRIBUTION: Community Development Director
City Clerk
Staff

RECEIVED
OCT 15 2012
CITY OF DUARTE



Memorandum

To: City Council

From: Traffic Safety Commission – Dino Herrera

CC: File

Date: October 4, 2012

Subject: Notice of Absence Committee Meeting – Date: October 2, 2012

Reason for Absence:

_____ Accident

_____ Vacation

25th Anniversary
X Other** OUT OF TOWN

_____ Sickness

_____ Death in Family

Date of Meeting Absence 10/2/2012

** Explanation of Absence OUT OF TOWN

Dino Herrera
Signature

Absence noted by City Council

Date

From: Craig Hensley <chensley@accessduarte.com>
Subject: **Michael Goldsmith EDC Commissioner**
Date: October 17, 2012 5:03:00 PM PDT
To: Marla Akana <akanam@accessduarte.com>

Marla,

I wanted to conform for you that EDC Commissioner Michael Goldsmith telephoned me and gave his resignation from the Commission. He told me that he was involved in too many other activities that conflicted with Commission meetings and did not feel he had the time to do justice to his commissioner role.

Craig Hensley, AICP
Community Development Director
City of Duarte
1600 Huntington Drive
Duarte, CA 91010-2592
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chensley@accessduarte.com

MEMORANDUM

TO: Mayor and Councilmembers
FROM: Darrell J. George, City Manager
DATE: October 18, 2012
SUBJECT: Conference Attendance – City Council Meeting of October 23, 2012



Duarte Education Foundation
Annual Recognition/fundraising Dinner
November 4, 2012
Duarte
Ticket: \$75



The Duarte Education Foundation presents

"It Takes a Village..."

Annual Recognition and Fundraising Dinner to benefit Duarte Unified Schools



Sunday, November 4, 2012 ~ 4:00 pm

at

The Village Restaurant

1525 E. Huntington Drive • Duarte California 91010

*Within our village, we celebrate educators and students,
extraordinary collaborations with City of Hope and Citrus College,
and a vision for youth and families as we honor:*

Samuel and Martha Martinez - Duarte Parents
Sandra Mejia, Mr. and Mrs. Alfredo Mejia, Sr., Alfredo Mejia
Ranchero Mexican Restaurant
Susan Kane, Ph.D. - City of Hope
Dr. Eric R. Rabbitoy - Citrus Community College
Deanna Stumbaugh - Duarte Unified School District
Catherine Garcia - Duarte High School Alumna

*Enjoy a relaxing evening and sumptuous dinner
with wine, a silent and live auction,
plus entertainment.*

Ticket ~ \$75.00 per person
All proceeds will benefit DUSD academic programs.

Tickets are available at the Duarte Unified School District Office,
1620 Huntington Drive, or at any school site,
and at Duarte Chamber of Commerce, 1634 Third Street.

For Reservations or Tickets available on line (www.duartechamber.com)
or call Karen Wilson 626 256-6313.

Fair market value of each ticket is \$35. The amount that is tax deductible is \$40.
DEF is a non-profit 501-C3 organization, Tax ID No. 95-3920096.

THANK YOU FOR SUPPORTING
DUARTE EDUCATION FOUNDATION & DUARTE UNIFIED SCHOOL DISTRICT.

AGENDA
DUARTE PUBLIC FINANCING AUTHORITY
REGULAR MEETING – TUESDAY, OCTOBER 23, 2012
7:00 P.M. COUNCIL CHAMBERS
1600 Huntington Drive, Duarte, California

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. APPROVAL OF MINUTES – Meeting of November 8, 2011
4. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA
Anyone wishing to speak on an issue that is not on the Agenda, but that is within the subject matter jurisdiction of the Authority may do so at this time. The opportunity to speak is on a first-come first-served basis. Each person may speak once for no more than 3 minutes and there is a maximum of 30 minutes for all Oral Communications. Under the Brown Act, members of the Authority Board 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.
5. ITEMS FROM BOARD MEMBERS
6. ADJOURNMENT

ADDRESSING THE FINANCING AUTHORITY:

If you wish to address the 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 Authority. If you wish to address the Authority on any item that is not on the Agenda, but that is within the subject matter jurisdiction of the 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.

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.

The Duarte Public Financing Authority was created in 1988 through a joint powers agreement between the Duarte Redevelopment Agency of the City of Duarte and the City of Duarte. Authorization for the Authority was created by the State through the Marks-Roos Bond Act of 1985. The Successor Agency to the Dissolved Redevelopment Agency of the City of Duarte, a separate public entity, succeeded to the position of the Redevelopment Agency upon dissolution of the Redevelopment Agency on February 1, 2012. The Authority has the ability to purchase and remarket bonds and/or notes sold by the Agency and the City, thereby facilitating public improvements by helping secure lower rates of interest and otherwise reducing financing costs. Members of the Duarte City Council serve as the Authority’s Board. The Authority is required to hold a minimum of one meeting each year on the 4th Tuesday of October.

Note: Any documents distributed by the Financing Authority to a majority of the Board less than 72 hours prior to the 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.

