

MINUTES
LA PUENTE CITY COUNCIL
ADJOURNED MEETING OF
OCTOBER 7, 2014

Per *Robert's Rules of Order Newly Revised 10th Edition*, minutes are a record of the actions taken by the body. These minutes do not include a summary of the discussion but only reflect the action taken by the body. A complete audio recording of this meeting is available on the City's website www.lapueente.org

An Adjourned Meeting of the City Council of the City of La Puente was held in the La Puente Center Workman Room, 501 N. Glendora Avenue, La Puente, California, on October 7, 2014, at 8:30 a.m.

CALL TO ORDER

Mayor Lewis called the meeting to order at 8:31 a.m.

ROLL CALL

Members present: Lewis, Holloway, Argudo, Klinakis and Muñoz.

Members absent: None.

Staff members present: City Manager/Executive Director Carmany, Director of Administrative Services Bird, City Attorney/Legal Counsel Casso, Development Services Director Di Mario, Chief Deputy City Clerk Garcia, Recreation Manager Lerma, City Engineer Pagett, Executive Assistant Peeler, Finance Manager Purificacion and Assistant City Attorney Sparks.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Lewis.

WELCOME, PURPOSE OF THE RETREAT, PUBLIC COMMENT AND INTRODUCTION OF THE FACILITATOR AND RECORDER

Mayor Lewis welcomed the participants and presented an overview of the meeting.

ROLE OF THE FACILITATOR, RECORDER, GROUP AND PUBLIC; STRATEGIC PLANNING ELEMENTS; AGENDA

Marilyn Snider, Facilitator, explained her role in the process and introduced the recorder, Michelle Luna.

INTRODUCTIONS OF THE GROUP

Members of the group introduced themselves.

The following items were discussed and the Six-Month Strategic Objectives are attached to these minutes as Attachment "A":

CITY OF LA PUENTE:

- Mission/Purpose Statement
- Core Values/Guiding Principles
- Three Year Goals (2014-2017)

WHAT ARE THE STRENGTHS AND THE ACCOMPLISHMENTS OF THE CITY OF LA PUENTE SINCE THE MAY 6, 2014 STRATEGIC PLANNING RETREAT?

WHAT ARE THE CITY OF LA PUENTE'S CURRENT INTERNAL WEAKNESSES/CHALLENGES?

WHAT ARE THE EXTERNAL FACTORS/TRENDS (E.G., ECONOMIC, POLITICAL, DEMOGRAPHIC, TECHNOLOGICAL, ENVIRONMENTAL, HEALTH) THAT WILL/MIGHT HAVE AN IMPACT ON THE CITY OF LA PUENTE IN THE COMING YEAR:

- Positively (Opportunities)?
- Negatively (Threats)?

REVIEW AND REVISE, IF NEEDED, THE THREE-YEAR GOALS (WHAT THE CITY OF LA PUENTE NEEDS TO ACCOMPLISH)

IDENTIFY SIX-MONTH STRATEGIC OBJECTIVES (HOW THE GOALS WILL BE ADDRESSED – BY WHEN, WHO WILL BE ACCOUNTABLE, FOR WHAT SPECIFIC, MEASURABLE RESULTS) FOR EACH OF THE THREE-YEAR GOALS

NEXT STEPS/FOLLOW-UP PROCESS TO MONITOR PROGRESS ON THE GOALS AND OBJECTIVES (INCLUDING SETTING A DATE IN 6 MONTHS TO UPDATE THE STRATEGIC PLAN)

SUMMARY OF THE RETREAT

Ms. Snider thanked the participants, gave a summary of the meeting including positives and weaknesses and asked each participant to share a positive word regarding the process.

CLOSING REMARKS

Mayor Lewis thanked the participants.

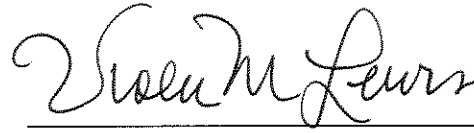
ADJOURNMENT

There being no further business to come before the Council, Mayor Chair Lewis adjourned the meeting at 12:50 p.m.

Approved this 14th day of October, 2014.



Sheryl Garcia
Chief Deputy City Clerk



Violeta M. Lewis
Mayor/Chair

Attachment "A": Six-Month Strategic Objectives

C I T Y O F L A P U E N T E
STRATEGIC PLANNING RETREAT
October 7, 2014 * Youth Learning Activity Center

Marilyn Snider, Facilitator – Snider and Associates (510) 531-2904
Michelle Snider Luna, Recorder – Snider Education & Communication (510) 610-8242

MISSION STATEMENT

*La Puente is a friendly, culturally diverse, family-oriented small town city
that provides quality services in a socially and fiscally responsible manner.*

CORE VALUES

not in priority order

The City of La Puente values . . .

Fiscal sustainability

Honesty and Integrity

Diversity

Quality of life

Professionalism

Transparency

Planning for the future

THREE-YEAR GOALS

2014-2017 * not in priority order

Achieve financial stability and sustainability

Enhance city facilities and infrastructure

Improve the image and perception of the city

Enhance city programs and activities

Enhance public safety

CITY OF LA PUENTE
SIX-MONTH STRATEGIC OBJECTIVES
 October 7, 2014 – April 1, 2015

THREE-YEAR GOAL: ACHIEVE FINANCIAL STABILITY AND SUSTAINABILITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. On October 14, 2014 and monthly thereafter	Administrative Services Director, working with the California Consulting contractor	Give an update on the City's grant writing activities to the City Council.				
2. At the January 13, 2015 City Council meeting	Administrative Services Director and City Manager	Develop and recommend to the City Council for action a comprehensive balanced budget policy, including a 2015-2016 budget calendar.				
3. At the February 10, 2015 City Council meeting	Administrative Services Director	Present the midyear budget to the City Council for review.				
4. At the February 10, 2015 City Council meeting	Administrative Services Director	Recommend to the City Council a revised procurement ordinance.				
5. At the March 10, 2015 City Council meeting	Administrative Services Director and City Manager	Evaluate the grant writing contract with California Consulting and make a recommendation whether to continue to the City Council for action.				

THREE-YEAR GOAL: **ENHANCE CITY FACILITIES AND INFRASTRUCTURE**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	OK TARGET	REVISED	
1. Quarterly	Development Services Director	Present to the City Council the status of potential funding for complete street improvements at Valley Boulevard (within La Puente city limits) within 3-5 years for a \$10 million estimated cost.				
2. By January 1, 2015	Development Services Director, working with a consultant	Complete the design for the Valley Wall Phase III Project.				
3. At the February 10, 2015 City Council meeting	Development Services Director and City Engineer	Prepare and present to the City Council the completed framework for a Five-Year CIP (Capital Improvement Plan).				
FUTURE: At the June 23, 2015 City Council meeting	Development Services Director and City Engineer	Conduct a City Facilities Needs Assessment, review the infrastructure needs in the City's Master Plan and report the results to the City Council.				
FUTURE: By July 1, 2015	Development Services Director	Complete the Temple Avenue Parkway and Glendora Avenue Street Improvement Project.				
FUTURE: By _____	Development Services Director, working with the City of Industry	Recommend to the City Council for direction an alternate solution to the Stinson Railroad crossing.				
FUTURE: By _____ subject to outside funding	Development Services Director	Begin Valley Wall construction Phase III (estimated cost \$2 million)				

THREE-YEAR GOAL: IMPROVE THE IMAGE AND PERCEPTION OF THE CITY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By December 1, 2014	City Manager, working with the Executive Assistant	Develop and begin implementation of new programming for the public access cable channel to promote citywide events and announcements.				
2. By December 15, 2014	City Manager, working with the Management Assistant and a consultant	Launch a new City web page.				
3. At the January 13, 2015 City Council meeting	City Manager, with assistance from the City Attorney	Present to the City Council for action a Development Agreement for the installation of electronic billboards.				
4. By January 15, 2015	City Manager, working with the Management Assistant	Prepare and release 6 press releases (e.g., newspapers, Facebook, City website and Twitter) promoting City events, news and accomplishments.				
5. At the March 10, 2015 City Council meeting	Development Services Director and Chief Deputy City Clerk	Develop and present to the City Council for action a plan to spruce up City Hall public and staff areas.				
6. By April 1, 2015	Chief Deputy City Clerk, working with a consultant	Schedule and hold initial customer service training for all staff and develop a program for ongoing training.				

THREE-YEAR GOAL: ENHANCE CITY PROGRAMS AND ACTIVITIES						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By November 1, 2014	Mayor Violeta Lewis and Council Member Valerie Munoz (co-leads), working with the Recreation Services Director	Hold a Community Health Fair at the Community Center followed by an evaluation of the success of the Health Fair.				
2. By November 1, 2014	Recreation Services Director	Identify and secure additional sponsors and achieve at least \$8,000 in contributions for the Main Street Run to provide scholarships of \$600 each to qualified applicants.				
3. By February 1, 2015	Councilmembers (Council Member Valerie Munoz-lead), working with the Los Angeles Sheriff Department and the School Districts	Provide support and information for at least three school events.				
4. By February 1, 2015	Recreation Services Director, with input from the City Council	Present to the City Manager an initial plan for the celebration of the City's 60 th Anniversary on August 1, 2016.				
5. By April 1, 2015	Recreation Services Director and Council Member Valerie Munoz, working with the Youth Coalition	Identify the needs of the organizations and how the City can help them to obtain those needs.				

THREE-YEAR GOAL: ENHANCE PUBLIC SAFETY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By November 15, 2014	City Manager (lead) and Police Chief	Complete Code Enforcement Officer selection and initial training.				
2. By February 1, 2015, contingent upon City Council approval	City Manager and Police Chief	Schedule and hold a Town Hall meeting for the public on public safety.				
3. By April 1, 2015	Police Chief	Present and re-establish the Neighborhood Watch Program.				
4. By April 1, 2015	Police Chief, with input from the City Council	Develop goals to support the Gang Injunction.				
5. By April 1, 2015	Police Chief (lead), Recreation Services Director and Mayor Violeta Lewis, working with an ICS Pre-Planning Committee	Develop and begin implementation of an Incident Command System Program Plan for the July 3, 2015 Independence Day Celebration.				