

MINUTES
LA PUENTE CITY COUNCIL
ADJOURNED MEETING OF
APRIL 15, 2015

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.lapuate.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 April 15, 2015.

CALL TO ORDER

Mayor Lewis called the meeting to order at 8:06 a.m.

ROLL CALL

Members present: Lewis, Holloway, Klinakis and Muñoz.

Members absent: Argudo.

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, Finance Manager Gitmed and Assistant City Attorney Sparks.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Marilyn Snider.

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

All meeting attendees 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 OCTOBER 7, 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.

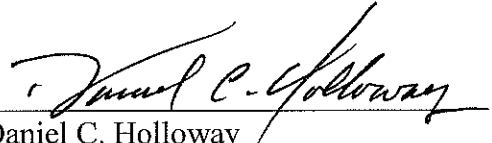
ADJOURNMENT

There being no further business to come before the Council, Mayor Chair Lewis adjourned the meeting at 12:57 p.m.

Approved this 28th day of April, 2015.



Sheryl Garcia
Chief Deputy City Clerk



Daniel C. Holloway
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
April 15, 2015 * 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
 April 15, 2015 – October 1, 2015

THREE-YEAR GOAL: ACHIEVE FINANCIAL STABILITY AND SUSTAINABILITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON-TARGET	REVISED	
1. Beginning in May 2015 and every other month thereafter	Director of Recreation Services, with input from the City Council	Report to the City Council the grant writing process and activity (i.e., grants applied for and received).				
2. By May 15, 2015	Administrative Services Director	Recommend to the City Council for action a revised budget policy to allow paydown of debt or utilization of funds for capital improvements if revenue is higher than expenditures.				
3. By June 1, 2015	Administrative Services Director and Finance Manager	Review internal financial controls to ensure best practices in safeguarding City assets, such as accounts payable, cash receipts, payroll, etc. and report the results to the City Council.				
4. By July 1, 2015	Administrative Services Director and Finance Manager	Review and recommend to the City Council for action a revised Short-Range and Long-Range Investment Policy.				
5. By October 1, 2015	Administrative Services Director and Finance Manager, working with the City Attorney	Recommend to the City Council for action a revised procurement ordinance.				
6. By October 1, 2015	Administrative Services Director	Examine the feasibility of interest rate refinancing of debt and make a recommendation to the City Council for action.				

THREE-YEAR GOAL: ENHANCE CITY FACILITIES AND INFRASTRUCTURE						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By July 1, 2015	Development Services Director	Present to the City Council the status of potential infrastructure and stormwater improvements funding, including complete street improvements at Valley Boulevard (within La Puente city limits).				
2. Beginning in July 2015 and quarterly thereafter	Development Services Director and City Engineer	Present a status report and timeline for the C.J.P.I.A sidewalk demonstration project.				
3. By August 1, 2015	Development Services Director and City Engineer	Complete design for Federal HSIP traffic signal improvements on Amar Boulevard.				
4. By September 1, 2015	Development Services Director and City Engineer	Obtain approval from LA County Community Development Commission to fund restroom improvements at La Puente Park.				
5. By October 1, 2015	Development Services Director and City Engineer	Complete 2015-2016 local street improvements.				
6. By October 1, 2015	Development Services Director and City Engineer	Complete 75% of Glendora Avenue's street resurfacing and Temple Avenue Parkway improvements.				

THREE-YEAR GOAL: IMPROVE THE IMAGE AND PERCEPTION OF THE CITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By July 1, 2015	City Manager, with assistance from the City Attorney and an ad hoc Billboard Committee	Present to the City Council for action a Development Agreement for the installation of electronic billboards.				
2. By August 1, 2015	Chief Deputy City Clerk and the Director of Recreation, with assistance of the Management Assistant	Enhance social media presence and update the City's Wikipedia page.				
3. By August 1, 2015	Chief Deputy City Clerk, working with a consultant	Schedule and hold additional customer service training for all staff and develop a program for ongoing training.				
4. By September 1, 2015	City Attorney and City Manager, working with the City Engineer and an ad hoc Public Art Committee	Recommend to the City Council for direction an Art in Public Places Program, including policies and procedures.				
5. By October 1, 2015	Chief Deputy City Clerk, working with IT vendor Client First	Implement new programming for the public access channel.				
6. By October 1, 2015	Development Services Director and Chief Deputy City Clerk	Spruce up City Hall's public and staff areas.				

THREE-YEAR GOAL: **ENHANCE CITY PROGRAMS AND ACTIVITIES**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By May 1, 2015	Director of Recreation Services, working with Council Members Valerie Munoz and Violeta Lewis	Present a budget proposal to the Administrative Services Director for the Health, Wellness and Safety Fair for the 2015-2016 fiscal year.				
2. By June 1, 2015	Director of Recreation Services	Present to the City Manager for approval an initial plan for the celebration of the City's 60 th Anniversary on August 1, 2016.				
3. By September 15, 2015	City Manager and City Council, working with the LA County Sheriff's Department and the school districts	Provide support and information for at least four school events.				
4. By October 1, 2015	Director of Recreation Services, working with Council Members Valerie Munoz and Charlie Klinakis, the Assistant City Attorney and the school districts	Determine the viability of entering into joint use agreements for use of school facilities for City programs and make a recommendation to the City Council for action.				

THREE-YEAR GOAL: ENHANCE PUBLIC SAFETY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By July 1, 2015	City Manager and Administrative Services Director, working with Lieutenant Cacheiro	Hire a permanent Code Enforcement Manager, three part-time Community Service Officers (CSOs) and three part-time Code Enforcement Officers.				
2. In July 2015 and quarterly thereafter	Chief of Police	Hold a citywide Neighborhood Watch meeting for all residents.				
3. By October 1, 2015	Chief of Police and City Manager	Develop an Emergency Preparedness Plan and present to the City Council for action.				
4. By October 1, 2015	Development Services Director and the Deputy Chief City Clerk, working with Council Members Violeta Lewis and Dan Halloway	Review and submit to the State for certification a Hazard Mitigation Plan.				
5. By October 1, 2015	City Manager, working with the LA County Fire/HazMat Department	Schedule and hold a Town Hall meeting for the public on potential hazardous materials critical incidents (e.g., train derailment, chemical spills).				
6. By October 1, 2015	Chief of Police	Expand Neighborhood Watch into at least three additional neighborhoods for a total of six.				