

MINUTES
LA PUENTE CITY COUNCIL
ADJOURNED MEETING OF
OCTOBER 21, 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.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 21, 2015.

CALL TO ORDER

Mayor Holloway called the meeting to order at 8:02 a.m.

ROLL CALL

Members present: Holloway, Munoz, Klinakis and Lewis.

Members absent: Argudo.

Staff members present: City Manager/Executive Director Carmany, Director of Administrative Services Bird, Lieutenant Cachiero, City Attorney/Legal Counsel Casso, Development Services Director Di Mario, Chief Deputy City Clerk Garcia, Finance Manager Gitmed, Recreation Manager Lerma, Management Assistant Mastrosimone, City Engineer Pagett and Executive Assistant Lapow.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Holloway.

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

Mayor Holloway 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

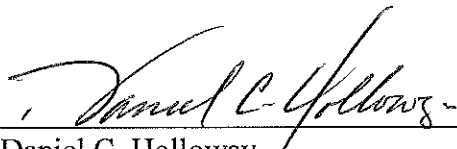
Mayor Holloway thanked the participants.

ADJOURNMENT

There being no further business to come before the Council, Mayor Holloway adjourned the meeting at 1:00 p.m.

Approved this 10th day of November, 2015.



Sheryl Garcia
Chief Deputy City Clerk

Daniel C. Holloway
Mayor/Chair

Attachment "A": Six-Month Strategic Objectives

CITY OF LA PUENTE
SIX-MONTH STRATEGIC OBJECTIVES
 October 21, 2015 – April 15, 2016

THREE-YEAR GOAL: ACHIEVE FINANCIAL STABILITY AND SUSTAINABILITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By December 1, 2015	Director of Administrative Services	Present to the City Council for action a contract for a Cost Allocation Plan and User Fee Study.				
2. By January 1, 2016	Director of Administrative Services	Prepare and distribute to the City Council and Department Heads the Budget Calendar for FY 2016-2017.				
3. By February 1, 2016	City Manager	Review and implement financial audit findings and recommendations, if any and appropriate.				
4. By March 1, 2016	Administrative Services Director and Finance Manager, working with the City Attorney	Recommend to the City Council for action a revised procurement ordinance.				

THREE-YEAR GOAL: ENHANCE CITY FACILITIES AND INFRASTRUCTURE						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the December 8, 2015 City Council meeting	Development Services Director and City Engineer	Complete the design for the Valley Boulevard Wall and recommend to the City Council for action authorization to go out to bid.				
2. At the January 12, 2016 City Council meeting	Development Services Director and City Engineer	Recommend to the City Council authorization for Amar Road Highway Safety Improvement Program (HSIP) Signal Improvement Project.				
3. By February 1, 2016	Development Services Director and City Engineer	Complete the Sidewalk Maintenance Project at 11,000 locations (Phase I).				
4. By February 1, 2016	Development Services Director and City Engineer	Complete plans and specifications for the Sidewalk Removal and Replacement Capital Improvement Project (Phase II).				
5. By April 1, 2016	Development Services Director and City Engineer	Begin citywide inventory of street name signs and regulatory signs for replacement and identify funds for implementation.				

THREE-YEAR GOAL: **ENHANCE THE IMAGE AND PERCEPTION OF THE CITY**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the December 8, 2015 City Council meeting	City Manager and City Attorney, with input from the ad hoc Public Art Committee	Develop and recommend to the City Council an Art in Public Places ordinance.				
2. By January 15, 2016	Chief Deputy City Clerk and the Director of Recreation, with assistance of Consultant Vince Mastro Simone	Enhance social media presence and update the City's Wikipedia page.				
3. At the February 9, 2016 City Council meeting	City Attorney and City Manager, working with the City Engineer, Consultant Vince Mastro Simone and an ad hoc Public Art Committee	Recommend to the City Council for direction an Art in Public Places Program, including policies and procedures.				
4. By April 1, 2016	Executive Assistant, working with IT staff	Develop a plan for implementing new programming for the public access channel and present to the City Manager.				
5. By April 1, 2016	Mayor and City Manager	Develop and begin implementation of a plan for media outreach with reporters and editorial staff.				
6. By April 15, 2016	City Manager, with assistance from the City Attorney and an ad hoc Billboard Committee	Present to the City Council for action an amended electronic sign ordinance and a Development Agreement for the installation of electronic signs.				

THREE-YEAR GOAL: ENHANCE CITY PROGRAMS AND ACTIVITIES						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 10, 2015 City Council meeting	Director of Recreation Services and the ad hoc 60 th Anniversary Committee (Mayor Dan Hallaway and Council Member Violeta Lewis)	Present to the City Council a concept for the La Puente 60 th Anniversary Celebration and get feedback from Council.				
2. By January 1, 2016	Director of Recreation Services, working with Council Members Valerie Munoz and Violeta Lewis	Secure at least five major health screening providers for the 2016 Health Fair and present to the City Council.				
3. By January 1, 2016	Director of Recreation Services and Council Member Violeta Lewis	Present to the City Manager for approval a budget proposal for the City's Diamond Anniversary Celebration on August 1, 2016.				
4. At the January 12, 2016 City Council meeting	Council Member Valerie Munoz (lead), Council Member Charlie Klinakis and Consultant Vince Mastro Simone	Recommend to the City Council for action a grant writing framework, authorization to go out to bid for a grant writing contractor/firm or identification of a grant writer in-house.				
5. By April 15, 2016	Director of Recreation Services, working with the City Council, City Attorney and the School Districts	Pursue joint use agreements for the use of school facilities for City programs and make a recommendation to the City Council for action.				
6. By April 15, 2016	City Manager and City Council, working with the LA County Sheriff's Department	Provide information and support for at least four additional school events.				

THREE-YEAR GOAL: **ENHANCE PUBLIC SAFETY**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. On November 3, 2015	Police Chief	Ensure two City of La Puente staff members attend the LASD Office of Emergency Management (OEM) Training Program.				
2. At the December 8, 2015 City Council meeting	Police Chief, working with the Code Enforcement Manager	Present to the City Council a Code Enforcement Department Progress Report, including case loads and staffing levels (code, parking and CSO).				
3. At the December 8, 2015 City Council meeting	City Attorney	Present to the City Council information about State law regarding marijuana cultivation and distribution and direction regarding whether or not an amendment to our local medical marijuana ordinances is desired by the Council.				
4. At the March 22, 2016 City Council meeting	City Manager (lead), City Attorney and Development Services Director	Present to the City Council for action an amendment to the Municipal Code regarding taxi franchises.				
5. By April 1, 2016	Police Chief	Enhance the Community Policing and Strategic Deployment Program, including adding a task force, reserves and additional part-time and full-time motorcycle deployment.				
6. By April 1, 2016	Police Chief and City Manager	Develop an Emergency Preparedness Plan and the Hazard Mitigation Plan and present to the City Council for action.				
7. By April 1, 2016 and quarterly thereafter	Police Chief	Enhance the Citywide Neighborhood Watch Program for all residents, including adding tools and procedures, a Marketing Program, signage for neighborhoods and deployment of Hamwatch (a program for utilizing ham radio operators).				