



AGENDA
REGULAR MEETING OF
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
COUNCIL CHAMBERS
15900 EAST MAIN STREET, LA PUENTE
FEBRUARY 11, 2020
7:00 P.M. REGULAR SESSION

CALL TO ORDER

ROLL CALL

COUNCIL/AGENCY MEMBERS: Klinakis, Lewis, Holloway, Munoz and Solis

PLEDGE OF ALLEGIANCE

PRESENTATIONS

Introduction of LEAD Students Attending the City Council Meeting

Presentation of Certificates to La Puente Jr. All American Cheer National Champions

ORAL COMMUNICATIONS

If you wish to address the City Council - Successor Agency on an item other than a closed session and public hearing matter, please complete the Request for Oral Presentation form and submit it to the City Clerk no later than prior to the conclusion of the first speaker's remarks. (Ordinance No. 06-843.)

BOARDS/COMMISSION/COMMITTEE REPORTS

Council Members provide a report on any Boards/Commission/Committee meetings, listed below, that they have attended or that have occurred.

<u>ORGANIZATION</u>	<u>DEL/ALT</u>	<u>MONTHLY MEETINGS</u>	<u>TIME</u>
California Contract Cities Association	Solis/Munoz	3 rd Wednesday	6:30 p.m.
Sanitation District 15 & 21	Klinakis/Holloway	4 th Wednesday	1:30 p.m.
League of California Cities L.A. Div.	Solis/Lewis	1 st Thursday	6:30 p.m.
City Selection Committee	Klinakis/Lewis	When Necessary	6:30 p.m.
San Gabriel Valley COG	Holloway/Munoz	3 rd Thursday	6:00 p.m.
Southern California JPIA	Solis/All Council	4 th Wednesday	6:30 p.m.
Foothill Transit Governing Board	Munoz/Lewis	3 times per year or as need	7:30 a.m.
San Gabriel Valley Mosquito & Vector Control District	Holloway	2 nd Friday	7:00 a.m.

A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS

A-1 READ AND APPROVE THE MINUTES OF THE CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS OF NOVEMBER 8, 2019 AND JANUARY 28, 2020

Staff Recommendation: It is recommended that the City Council and Successor Agency waive the reading and approve the Minutes of the City Council and Successor Agency meeting of November 8, 2019 and January 28, 2020.

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL – None

C. UNFINISHED BUSINESS OF THE CITY COUNCIL

C-1 CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION NO. 19-5526 AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM FOR FULL-TIME POSITIONS TO CHANGE ONE OF THE COMMUNITY SERVICE COORDINATORS POSITIONS TO A COMMUNITY SERVICE SUPERVISOR POSITION

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 20-5535 rescinding Resolution No. 19-5526 and approving authorized full-time positions and salary ranges.

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

All matters listed under Consent Calendar are considered to be routine in nature and may be enacted by one motion approving the recommendation listed on the Agenda. One or more items may be removed from the Consent Calendar so that said item(s) may be discussed and considered individually by the City Council/Successor Agency, if a motion to remove the item(s) is approved by an affirmative vote of a majority of the members of the City Council/Successor Agency. Those specific item(s) will be considered as the first item under New Business.

D-1 CONSIDERATION OF A RESOLUTION APPROVING WARRANT REGISTER NO. 1486

Staff Recommendation: It is recommended that the City Council and Successor Agency adopt Resolution No. 20-5537 approving Warrant Register No. 1486.

D-2 CONSIDERATION OF A RESOLUTION ADOPTING BID PROTEST PROCEDURES FOR PUBLIC PROJECTS

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 20-5538 adopting bid protest procedures for public projects.

D-3 CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION NO. 19-5493 AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM FOR ESTABLISHING THE HOURLY RATES FOR PART-TIME EMPLOYEES

Staff Recommendation: It is recommended that the City Council: (1) adopt Resolution No. 20-5539 rescinding Resolution No. 20-5531 and approving authorized part-time positions and salary ranges for City employees; and (2) adopt Resolution No. 20-5540 amending the adopted Operating Budget for Fiscal Year 2019/20 in the amount of \$60,000.00.

D-4 CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO HARDY & HARPER, INC. FOR THE HACIENDA BOULEVARD INTERSECTION IMPROVEMENTS PROJECT IN THE AMOUNT OF \$92,211.00

Staff Recommendation: It is recommended that the City Council: (1) award the contract to Hardy & Harper Inc. in the amount of \$92,211; (2) authorize the City Manager to execute the Agreement and approve change orders up to 10% of the original bid amount; and (3) approve an additional allocation of \$12,500 in Prop C funds to cover the cost of the project.

- D-5 CONSIDERATION OF CONTRACT CHANGE ORDER FOR THE VALLEY BOULEVARD SANITARY SEWER IMPROVEMENT AND PAVEMENT RESURFACING PROJECT IN THE AMOUNT OF \$171,000.00

Staff Recommendation: It is recommended that the City Council authorize the City Manager to execute a contract change order with Excel Paving Company in the amount of \$171,000.00.

- D-6 PRESENTATION OF MID-YEAR GENERAL FUND BUDGET FOR FISCAL YEAR 2019-2020

Staff Recommendation: It is recommended that the City Council receive and file this report.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

- E-1 INTRODUCTION AND CONSIDERATION OF AN ORDINANCE OF THE CITY OF LA PUENTE, CALIFORNIA, REPEALING CHAPTER 3.74 (SEX OFFENDER RESIDENCE RESTRICTIONS) OF TITLE 3 (PUBLIC SAFETY AND MORALS) OF THE LA PUENTE MUNICIPAL CODE IN ITS ENTIRETY

Staff Recommendation: It is recommended that the City Council: (1) waive reading of Ordinance No. 20-968 and read by title only; and (2) introduce Ordinance No. 20-968, an Ordinance of the City of La Puente, California, Repealing Chapter 3.74 (Sex Offender Residence Restrictions) Of Title 3 (Public Safety And Morals) Of The La Puente Municipal Code In Its Entirety.

ADHOC COMMITTEE REPORTS

Council Members provide a report on any Ad Hoc Committee meetings that they have attended.

<u>NAME</u>	<u>MEMBERS</u>
1. Code Enforcement	Klinakis/Lewis
2. La Puente Park Master Plan and Youth Program Oversight	Munoz/Lewis
3. Military Banner Recognition Program	Munoz/Solis
4. Comprehensive Fee Schedule	Klinakis/Solis
5. Communications	Holloway/Lewis
6. Electronic Billboards	Klinakis/Holloway
7. Education and Puente Pride Commissions	Holloway/Solis
8. Park Ordinance Oversight	Klinakis/Lewis

AB 1234 REPORTS

ORAL COMMENTS FROM COUNCIL

ORAL COMMENTS FROM STAFF

ADJOURNMENT

AVAILABILITY

Any writings or documents provided to a majority of the City Council/Successor Agency regarding any item on this agenda will be made available for public inspection at the City Clerk Department at City Hall located at 15900 E. Main Street and the Reference Desk at the Library located at 15920 E. Central during normal business hours. In addition, such writings and documents will be posted on the City's website at <http://www.lapunte.org>.

AMERICANS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by the City, please contact the City Clerk's Office at (626) 855-1500. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

MEETING TIMES

Meetings of the City Council shall be adjourned no later than 10:30 p.m., unless a motion to supersede the 10:30 time limit to consider some or all of the remaining items listed on the Agenda, or to consider items which have been added to the Agenda in accordance with the provisions of the Ralph M. Brown Act, Government Code Section 54950, et seq., is approved by a majority of the members of the City Council. (Ordinance No. 95-727.)

CERTIFICATION

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements.

Dated this 6th day of February, 2020.



Sheryl Garcia, City Clerk

MINUTES
LA PUENTE CITY COUNCIL
SPECIAL MEETING OF
NOVEMBER 8, 2019

Per *Robert's Rules of Order Newly Revised 11th 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.

A Special Meeting of the City Council of the City of La Puente was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on Friday, November 8, 2019, at 9:00 a.m.

9:00 A.M.
CLOSED SESSION

CALL TO ORDER

Mayor Munoz called the meeting to order at 9:02 a.m.

ROLL CALL

Members present: Munoz, Klinakis, Holloway, Lewis and Solis.

Members absent: None.

Staff members present: City Manager Bob Lindsey, Assistant City Attorney Matthew Gorman, City Clerk Sheryl Garcia, and Management Assistant Cece Dunlap.

PLEDGE OF ALLEGIANCE

Council Member Holloway led the Pledge of Allegiance.

ORAL COMMUNICATIONS – None.

RECESS INTO CLOSED SESSION

The City Council recessed into closed session at 9:02 a.m. to discuss items as posted on the agenda.

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Pursuant to Government Code Section 54957(b)(2))
TITLE: CITY MANAGER (Per City Manager's Employment Agreement)

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 10:20 a.m.

REPORT OUT OF CLOSED SESSION

Assistant City Attorney Gorman reported that as to Item 1, direction was given to the City Attorney's office, no final action was taken and there was nothing further to report.

ADJOURNMENT

There being no further business before the City Council, Mayor Munoz adjourned the meeting at 10:21 a.m.

Approved this 11th day of February, 2020.

Sheryl Garcia
City Clerk

Charlie Klinakis
Mayor/Chair

MINUTES
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
REGULAR MEETING OF
JANUARY 28, 2020

Per *Robert's Rules of Order Newly Revised 11th 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.

A Regular Meeting of the City Council of the City of La Puente was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on Tuesday, January 28, 2020, at 7:00 p.m.

7:00 P.M. AGENDA
OPEN SESSION

CALL TO ORDER

Mayor Klinakis called the meeting to order at 7:01 p.m.

ROLL CALL

Members present: Klinakis, Lewis, Holloway, Munoz, Solis.

Members absent: None.

Staff members present: City Manager Bob Lindsey, City Attorney Jamie Casso, Director of Administrative Services Troy Grunklee, Director of Development Services John Di Mario, City Clerk Sheryl Garcia, Director of Community Services Roxanne Lerma, Principal Accountant Alex Merkel-Medina, Management Assistant Cece Dunlap and City Engineer William Pagett.

PLEDGE OF ALLEGIANCE

Council Member Holloway led the Pledge of Allegiance.

PRESENTATIONS

Alan Carrillo, Sierra Vista Middle School Student, expressed his gratitude for the Youth in Government opportunity; spoke regarding: the "I Love La Puente" project to celebrate and show appreciation of the City of La Puente; noted the school's participation in 17 Global Goals for Sustainable Development project; reported on Project Lead where discussion included the safety of people in the community; spoke regarding the school's rallies, plays, and extracurricular activities; thanked Deputy Guzman for visiting their forensics science class; stated that the school learned about history of the City from the Historical Society; and expressed his excitement for the upcoming LEAD meeting.

Victoria Hernandez Cabral, Sparks Middle School Student, spoke regarding volleyball and after school club where students from different classes have a chance to interact; reported that career day was a success and inspired students; thanked the City for hosting Youth in Government day; and stated she is looking forward to upcoming lead events.

Joel Herman, a representative from HdL Companies, gave a presentation regarding property tax revenue basics and city growth trends.

ORAL COMMUNICATIONS

Satoshi Iwasaki spoke regarding his affiliation with the skating industry and being a part of the grand opening for the La Puente Skate Park.

Anthony Duarte, School Board President of the La Puente Hacienda Unified School District, spoke regarding the process of transitioning from being an at large district to trustee district for elections and provided a timeframe for residents. He encouraged residents to participate during this time of redistricting.

John Marinakis inquired regarding street parking on street sweeping days and the status of permit parking.

Manuel Maldonado expressed his concern regarding the La Puente Hacienda Unified School District redistricting, the 2020 Census, tax revenues, and street sweeping.

BOARDS/COMMISSION/COMMITTEE REPORTS – None

A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY

A-1 READ AND APPROVE THE MINUTES OF THE CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS OF JANUARY 9 AND JANUARY 14, 2020

A motion was made by Council Member Munoz, seconded by Council Member Solis, to waive the reading and approve the minutes of the City Council and Successor Agency meetings of January 9 and January 14, 2020. The motion carried by the following roll call vote:

AYES:	Klinakis, Lewis, Holloway, Munoz, Solis
NOES:	None
ABSTAIN:	None
ABSENT:	None

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL

B-1 CONSIDERATION OF A RESOLUTION APPROVING THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEAR 2020-21 (CONTINUED)

Director of Development Services Di Mario stated that the public hearing was continued from the January 14, 2020, City Council Meeting and provided a staff report regarding funding levels for the City's CDBG Program for Fiscal Year 2020-21. He recommended continuing to fund the three core programs: senior services, housing rehabilitation, and code enforcement.

Mayor Klinakis opened the public hearing at 7:39 p.m. There being no members of the public wishing to speak, Mayor Klinakis closed the public hearing.

City Manager Lindsey noted that there is a deadline in order to receive funds and moving forward staff would provide a yearly listing of CDBG programs that are potentially available to spend funding on.

A motion was made by Council Member Munoz, seconded by Council Member Solis, to adopt Resolution No. 20-5529 authorizing the City's CDBG Program for Fiscal Year 2020-21, directing staff to return prior to Fiscal Year 2021-2022 to revisit funding opportunities. The motion carried by the following roll call vote:

AYES: Klinakis, Lewis, Holloway, Munoz, Solis
NOES: None
ABSTAIN: None
ABSENT: None

C. UNFINISHED BUSINESS OF THE CITY COUNCIL

C-1 PRESENTATION REGARDING THE ALTERNATE LOCATION FOR THE YOUTH COALITION CARNIVAL

Director of Community Services Lerma provided a PowerPoint presentation on the alternate location for the Youth Coalition Carnival identified by the Youth Coalition and the carnival operator.

Discussion ensued regarding the use of Glendora Avenue as an alternate location and the timeframe of the sewer construction.

City Manager Lindsey thanked the Youth Coalition for their patience and thanked City maintenance staff for their hard work.

Action taken: The City Council received and filed the presentation.

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

Council Member Solis pulled Item D-1 for further discussion.

Mayor Pro Tem Lewis pulled Items D-5 and D-7 for further discussion.

A motion was made by Council Member Munoz, seconded by Council Member Solis, to approve Consent Calendar Items D-2 through D-4, D-6, D-8 through D-10. The motion carried by the following roll call vote:

AYES: Klinakis, Lewis, Holloway, Munoz, Solis
NOES: None
ABSTAIN: None
ABSENT: None

After approval of the Consent Calendar, Council Member Solis stated he would like more information on Item D-10 and requested it be pulled from the agenda to be heard at a later date.

A motion was made by Council Member Munoz, seconded by Council Member Holloway, to reconsider the approval of Consent Calendar Item D-10. The motion carried by the following roll call vote:

AYES: Klinakis, Lewis, Holloway, Munoz, Solis
NOES: None
ABSTAIN: None
ABSENT: None

Direction was given to Staff to bring Item D-10 back at the February 11, 2020, City Council Meeting.

D-1 CONSIDERATION OF A RESOLUTION APPROVING WARRANT REGISTER NO. 1485

This item was pulled by Council Member Solis for further discussion.

In response to an inquiry by Council Member Solis regarding a warrant register item related to the purchase of badges, City Manager Lindsey noted that staff would follow-up on the item.

A motion was made by Council Member Solis, seconded by Council Member Munoz, to adopted Resolution No. 20-5533 approving Warrant Register No. 1485. The motion carried by the following roll call vote:

AYES: Klinakis, Lewis, Holloway, Munoz, Solis
NOES: None
ABSTAIN: None
ABSENT: None

D-2 PRESENTATION OF OCTOBER, NOVEMBER, AND DECEMBER 2019 INVESTMENT REPORTS

Action taken: The City Council received and filed these reports.

D-3 PRESENTATION OF DECEMBER 2019 REQUISITION SUMMARY REPORT

Action taken: The City Council received and filed this report.

D-4 CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH VAN LANT & FANKHANEL, LLP FOR AUDITING SERVICES IN THE AMOUNT OF \$87,900

Action taken: The City Council: (1) approved the Agreement with Van Lant & Fankhanel, LLP for auditing services in the amount of \$87,900; and (2) authorized the City Manager to execute the Agreement on behalf of the City.

D-5 CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO LEONIDA BUILDERS FOR THE SEWER AND PARK IMPROVEMENT PROJECT IN THE AMOUNT OF \$1,648,031.50

This item was pulled by Mayor Pro Tem Lewis for further discussion.

In response to an inquiry by Mayor Pro Tem Lewis regarding certain project costs, Director of Development Services Di Mario noted the fee in question is a contractual service paid to Willdan Engineering.

A motion was made by Council Member Munoz, seconded by Council Member Solis, to (1) award the contract to Leonida Builders, Inc. in the amount of \$1,648,031.50; (2) authorize the City Manager to execute the Agreement and approve change orders up to 10% of the original bid amount; and (3) authorize the appropriation of \$1,594,000 of Sewer Funds, \$86,000 of Lighting and Landscape Funds, and \$83,000 of General Fund, from available fund balances. The motion carried by the following roll call vote:

AYES:	Klinakis, Lewis, Holloway, Munoz, Solis
NOES:	None
ABSTAIN:	None
ABSENT:	None

D-6 CONSIDERATION OF A PURCHASE ORDER CONTRACT WITH MUSCO SPORTS LIGHTING, LLC FOR THE PURCHASE OF 15 LIGHT POLES INCLUDING THE CONCRETE PIERS, FIXTURES, AND LIGHTING CONTROLS TO BE INSTALLED AT LA PUENTE PARK IN THE AMOUNT OF \$730,000

Action taken: The City Council: (1) approved the purchase order contract with Musco Sports Lighting, LLC for the purchase of 15 light poles including the concrete piers, fixtures, and lighting controls to be installed at La Puente Park in the amount of \$730,000; (2) approved the installation in an amount not to exceed \$120,000; and (3) authorized the City Manager to execute, on behalf of the City, all documents necessary to effectuate this action.

D-7 CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS FOR THE LA PUENTE SAFE ROUTES TO SCHOOL MASTER PLAN PROJECT

This item was pulled by Mayor Pro Tem Lewis for further discussion.

Director of Development Services Di Mario provided a staff report regarding implementing a grant from the Southern California Association of Governments to develop a citywide Safe Routes to School Master Plan.

Discussion ensued regarding bonds and future road work, the probability of receiving other grants, and the City's contributions towards the study of the Safe Routes to School Master Plan.

A motion was made by Council Member Munoz, seconded by Mayor Klinakis, to: (1) approve the Memorandum of Understanding with the Southern California Association of Governments; and (2) authorize the City Manager to execute the Agreement on behalf of the City. The motion carried by the following roll call vote:

AYES: Klinakis, Lewis, Holloway, Munoz, Solis
NOES: None
ABSTAIN: None
ABSENT: None

D-8 CONSIDERATION OF A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE STATE OF CALIFORNIA FOR 2020 CALHOME PROGRAM GRANT FUNDS

Action taken: The City Council adopted Resolution No. 20-5534 authorizing the submittal of an application for CalHome Program funds in the amount of \$600,000.

- D-9 CONSIDERATION OF AWARD OF BID TO SPOHN RANCH, INC. FOR THE SKATE PARK AND BASKETBALL COURT CONSTRUCTION PROJECT IN THE AMOUNT OF \$1,049,769.23

Action taken: The City Council: (1) awarded the contract to Spohn Ranch, Inc. in the amount of \$1,049,769.23; (2) adopted Resolution No. 20-5536 amending the adopted Capital Improvement Program Budget for Fiscal Year 2019/20 in the amount of \$2,358,000; and (3) authorized the City Manager to execute the Agreement and approve change orders up to 10% of the original bid amount.

- D-10 CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION NO. 19-5526 AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM FOR FULL-TIME POSITIONS TO CHANGE ONE OF THE COMMUNITY SERVICE COORDINATORS POSITIONS TO A COMMUNITY SERVICE SUPERVISOR POSITION

After approval of a motion to reconsider, direction was given to Staff to bring this item back at the February 11, 2020, City Council Meeting.

- E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

- E-1 CONSIDERATION OF APPOINTMENTS TO THE LA PUENTE COMMUNITY FOUNDATION

City Manager Lindsey provided a staff report regarding consideration of appointments to the La Puente Community Foundation.

A motion was made by Council Member Munoz, seconded by Council Member Solis to appoint Kevin Xie, Rajeev Parikh, Samantha Marquez, Gil Anthony Duarte, and Barour Deirmenjian to the La Puente Community Foundation. The motion carried by the following roll call vote:

AYES: Klinakis, Lewis, Holloway, Munoz, Solis
NOES: None
ABSTAIN: None
ABSENT: None

- E-2 UPDATE AND DIRECTION REGARDING THE CITY'S COMMUNICATIONS PLAN (MAYOR PRO TEM LEWIS)

Mayor Pro Tem Lewis introduced Communications/Information Technology Analyst Overstreet and provided an overview of the City's new website.

AD HOC COMMITTEE REPORTS

Landscape and Lighting District: Nothing to report.

Code Enforcement: Nothing to report.

La Puente Park Master Plan and Youth Program Oversight: Council Member Munoz reported that the ad hoc committee met on Tuesday, January 21, 2020, to provide an update on the La Puente Park Master Plan and phasing of the project. She noted a special meeting will be held on Tuesday, February 11, 2020 at 5:00 p.m. to provide a detailed update.

Military Banner Recognition Program: Nothing to report.

Grant Writing: Nothing to report.

Traffic Sign Inventory and Revitalization: Nothing to report.

Noise Ordinance: Nothing to report.

Comprehensive Fee Schedule: Mayor Klinakis reported that the ad hoc committee met to discuss the fee schedule and determined to wait until the park is further along in completion to determine fees.

Communications: Mayor Pro Tem Lewis reported that the ad hoc committee met on Tuesday, January 21, 2020, to discuss the City's website, marketing goals and software management.

Electronic Billboards: Mayor Klinakis reported that the ad hoc committee members have made several attempts to connect with the electronic billboard contractor inquiring about the status of the project.

Education and Puente Pride Commissions: Nothing to report.

Park Ordinance Oversight: Nothing to report.

AB 1234 REPORTS – None.

ORAL COMMENTS FROM COUNCIL

Council Member Holloway reported that he and City Manager Lindsey attended a roundtable briefing with Senator Rubio regarding SB 50 housing bill authored by Senator Wiener and encouraged the City Council to review and notify Senator Rubio of their stance on the bill.

Council Member Solis requested the meeting be adjourned in memory of Margarita Finchum.

Mayor Klinakis reported that he attended the City of West Covina's tribute to Martin Luther King Jr. and he spoke with Supervisor Hilda Solis regarding a bill she introduced for law enforcement funding for homeless.

ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked the City Council for moving forward on the La Puente Park project and thanked staff for all of their hard work and he also thanked William Pagett for his dedication to the City.

ADJOURNMENT

There being no further business before the City Council, Mayor Klinakis adjourned the meeting at 8:48 p.m. in memory of Margarita Finchum and Kobe Bryant.

Approved this 11th day of February, 2020.

Sheryl Garcia
City Clerk

Charlie Klinakis
Mayor/Chair



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: February 11, 2020

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION NO. 19-5526 AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM FOR FULL-TIME POSITIONS TO CHANGE ONE OF THE COMMUNITY SERVICE COORDINATORS POSITIONS TO A COMMUNITY SERVICE SUPERVISOR POSITION

BACKGROUND

The City of La Puente, on July 1st of each year, adopts salary resolutions for full-time and part-time employees to authorize positions and salary ranges to ensure adequate staffing for the fiscal year. On July 1, 2019 the City Council adopted Resolution No. 19-5494 establishing the number of authorized full-time positions and salary ranges for City employees.

On August 13, 2019, the City Council amended Resolution No. 19-5494 and approved Resolution No. 19-5506 which added the Communications/Information Technology Analyst position to the City's authorized full-time staff.

On November 11, 2019, the City Council amended Resolution No. 19-5506 and approved Resolution No. 19-5526 which added the Maintenance Lead position to the City's authorized full-time staff.

At the January 28, 2020 council meeting, the City Council asked that the item be removed from the consent calendar so they could review additional materials and gain a better understanding related to this position.

DISCUSSION

The City is continually looking for ways to broaden the employees' knowledge and responsibility base along with creating a succession plan when and/or if key employees such as a director were to leave the City. That being said, the City is looking to reclassify one of the three current Community Services Coordinator positions to a Community Service Supervisor position. This position would offer the Community Services Department a person besides the Director of Community Services to be responsible for overseeing regular full-time, part-time, and contract staff with the planning, developing, coordinating, and staffing a variety of recreation and special events.

A memo and job description (Attachment B) was emailed to the Southern California Public Service Workers - Service Employees International Union Local 721 ("SEIU") on January 7, 2020 and a follow-up email was sent on January 15, 2020 because no response had been received. City staff asked for comments in both emails by January 16, 2020. The SEIU replied on January 16, 2020, stating they would review the documents and respond with any questions or concerns by January 17, 2020. City staff received email correspondence from the SEIU over the past couple weeks regarding the employment class of the position as well as whether this position would be a represented or non-represented position.

City Staff originally proposed this position as a Classified Exempt that would not be represented but the SEIU requested that this position would be a Classified Non-Exempt position that is represented. City staff concurred with this change and the job description was updated as such. City staff's only requested to the SEIU was that this position since it is supervisory in nature will be required to evaluate the performance of full and part-time staff.

FISCAL IMPACT

The change of position from Community Service Coordinator to Community Service Supervisor is projected to cost an additional \$4,000.00 for salaries and benefits on a yearly basis and only \$1,350.00 for the remainder of the fiscal year.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 20-5535 rescinding Resolution No. 19-5526 and approving authorized full-time positions and salary ranges.

ATTACHMENTS

Attachment "A": Resolution No. 20-5535

Attachment "B": Community Service Supervisor Job Description

RESOLUTION NO. 20-5535

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA, RESCINDING
RESOLUTION NO. 19-5526 AND AMENDING THE
COMPREHENSIVE PERSONNEL SYSTEM AND
ESTABLISHING THE NUMBER OF AUTHORIZED FULL-
TIME POSITIONS AND MONTHLY SALARY RANGES
FOR CITY EMPLOYEES**

WHEREAS, the City aims to restructure the supervisory staff of the Community Services Department; and

WHEREAS, one Community Service Coordinator position will be removed and a Community Service Supervisor position and salary range will be added to the Classified Non-Exempt class; and

WHEREAS, all other full-time positions will remain the same for the remainder of the 2019-2020 fiscal year as previously approved by the City Council; and

WHEREAS, the City Council wishes to rescind Resolution 19-5526 to establish the number of authorized full-time positions and monthly salary ranges for City employees for Fiscal Year 2019-2020 fiscal year, effective February 11, 2020.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE
HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

SECTION 1. Effective February 11, 2020, Resolution 19-5526 is hereby rescinded.

SECTION 2. The salary ranges and position title of Unclassified Management Exempt, Exempt At-Will, Classified Exempt authorized positions are as follows:

A. Unclassified Management Exempt Positions	Authorized Positions	Range	Monthly Salary Steps A - F
City Manager	1	Contract	15,417 – 17,917

B. Exempt, At-Will	Authorized Positions	Range	Monthly Salary Steps A – F
Director of Administrative Services	1	A11	12,411 – 16,146
Director of Development Services	1	A10	11,820 – 15,377
Director of Community Services	1	A8	9,343 – 13,313
Assistant City Engineer	1	A4	7,663 – 9,969
City Clerk	1	A4	7,663 – 9,969
Finance Manager	1	A3	7,162 – 9,317
Code Enforcement Manager	1	A3	7,162 – 9,317
D. Classified, Exempt Positions	Authorized Positions	Range	Monthly Salary Steps A – E
Senior Planner	1	E8	6,472 – 7,868
Maintenance Superintendent	1	E8	6,472 – 7,868
Code Enforcement Supervisor	1	E6	5,870 – 7,137
Communications/ Information Technology Analyst	1	E6	5,870 – 7,137
Principal Accountant	1	E6	5,870 – 7,137
Community Engagement Supervisor	1	E5	5,591 – 6,797
Management Analyst	1	E5	5,591 – 6,797
Assistant Planner	1	E4	5,325 – 6,473
Maintenance Supervisor	1	E3	5,071 – 6,165
Management Assistant	1	E2	4,830 – 5,871

SECTION 3. The salary ranges and position title of Classified, Non-Exempt authorized positions are as follows:

F. Classified, Non-Exempt Positions	Authorized Positions	Range	Monthly Salary Step A - E
Rehabilitation/Grants Specialist	1	N22	5,172 – 6,288
Community Service Supervisor	1	N21	4,926 – 5,988
Community Services Coordinator	2	N20	4,691 – 5,704
Accounting Technician II	1	N20	4,691 – 5,704
Administrative Assistant	1	N19	4,468 – 5,432
Maintenance Lead	1	N19	4,468 – 5,432
Accounting Technician	1	N18	4,255 – 5,173
Maintenance Worker	2	N17	4,053 – 4,927
Accounting Assistant	2	N16	3,860 – 4,692
Community Services Specialist	2	N15	3,676 – 4,469

SECTION 4. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 5. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 11th day of February 2020, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk



Community Services Supervisor

Department/Division:	Community Services/Recreation or Senior Center
Reports To:	Director of Community Services
Provides Direction To:	Community Services Leaders; Community Services Specialists; Community Services Coordinators
Exemption Status:	Classified Non-Exempt
Date Prepared:	December 10, 2019

GENERAL PURPOSE

Under general direction; plan, organize, develop, direct and supervise major recreational programs, facilities and specialty classes such as senior, adult and youth recreation activities, community engagement, sports, special events, and contract classes; and to perform a variety of professional and technical tasks relative to assigned area of responsibility.

CLASS CHARACTERISTICS

The Community Services Supervisor has primary responsibility for planning, developing, coordinating, staffing, and managing a variety of recreation and special events within the Community Services Department. This position is distinguished from the Community Services Coordinator in that it oversees regular full-time, part-time and contract staff and has larger budgetary accountabilities and scope of responsibilities.

This is a full-time classification responsible for exercising independent judgment on diverse and specialized major recreational programs. Incumbent is responsible for planning, organizing, supervising, reviewing, and evaluating the major recreation programs, specialty classes, sports and special events, and contract classes or programs.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. As directed, or as determined to be necessary, identify, secure, and oversee third-party instructors, contractors, or providers to assist with the implementation of recreational programs.
2. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
3. Plans, coordinates, schedules, trains, supervises, and evaluates the work of full-time and part-time staff assigned to recreation activities, programs, facility rentals, and special events; explains departmental policies and procedures.
4. Reviews lesson plans and crafts activities for Tiny Tots and other programs.
5. Reviews league schedules and marketing materials to promote City's recreation programs; maintains activity records and prepares special reports and correspondence.
6. Supervises the collection and accounting of fees for program registrations including review daily deposits, website payments, and refunds; prepares budget recommendations for the allocation of personnel, equipment, and supplies for program activity areas; participates in budget preparation and administration; monitors expenses; submits purchase requisitions for supplies, equipment, and awards; negotiates and administers contracts for program activities.
7. Serves as a department liaison and works with program participants, community groups, and school officials within and outside the City regarding programs, activities, and special events.
8. Attends and participates in a variety of meetings, training sessions, and committees, such as California Parks and Recreation Conference, CPR and First Aid Trainings, Summer Food Service training, Teen Voice, and staff meetings.
9. Supervises and coordinates the planning, organization, and promotion of recreation activities, programs, Senior Services, special events, after school programs, adult sports and contract classes. Along with services and programs for youth, teens, seniors.

ESSENTIAL FUNCTIONS (continued)

10. Monitors and keeps informed of current trends in the recreation and senior services field, including program development trends and best practices, and potential operational improvements.
11. Reviews contracted services, such as those provided by contract instructors, food service providers, and referees, for conformance with work standards.
12. Directs and participates in the interviewing, hiring, training, supervision, and evaluation of community service personnel, including permanent and seasonal staff, contract employees, and volunteers.
13. Updates, maintains, and organizes website as needed; may administer the City's website and work with social media platforms.
14. Participates in the maintenance of the facilities and equipment, including the proper use and care of facility rooms and equipment.
15. Responds to City emergencies as needed.

QUALIFICATIONS GUIDELINES

Knowledge of:

Theories, principles, and practices of local government recreation, senior services, and leisure management; applicable federal, State and local health and safety codes and ADA public facilities accessibility regulations; sports rules and league scheduling practices; field standards for games and maintenance practices; research methods and statistical techniques and applications; modern recreation services practices, including program planning, marketing, budgeting practices and fee schedules; contract administration practices; program evaluation practices; computer software applications, such as word processing, spreadsheet, graphics, and publishing software and website applications; principles of employee supervision; customer service practices.

Ability to:

Supervise, plan, organize, assign, and review the work of full-time and part-time staff; effectively explain department policies and procedures and train personnel; organize, plan, develop, and manage a variety of recreational, aquatics, and sports programs; communicate effectively, both orally and in writing; read and produce contracts; establish and maintain effective working relationships with staff, management, community groups, sports officials, the media, facility users, school representatives, and the general public; discuss recreation issues, needs, and expectations; prepare a variety of financial,

administrative, and activity reports and correspondence; operate computer equipment and use word processing, spreadsheet, graphics, basic web design and HTML, and related recreation software applications programs.

Education/Training/Experience:

Four years of responsible program experience related to area of assignment including one year of administrative and/or lead supervisory experience involving significant experience in planning, implementing, evaluating, and supervising programs supplemented by a Bachelor's degree from an accredited college or university with major course work in recreation administration, human services, social ecology, public administration, business administration, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Licenses, Certificates; Special Requirements:

American Red Cross or equivalent CPR, AED, and First Aid Certification. Tuberculosis (TB) certification from the California Department of Public Health.

Depending upon position assignment, a valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Must be able to provide a valid work permit.

May be required to work a varied schedule of hours that may include early mornings, evenings, weekends, and holidays.

In accordance with California Government Code Section 3100, City of La Puente employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

Physical Demands

While performing the duties of this class, the employee is regularly required to stand, sit, or walk; talk or hear, in person and by telephone. Lifting, straightening, and moving tables and chairs and/or equipment to arrange facilities for special events and/or meetings. Depending upon the position assignment, the employee is expected to demonstrate skills and participate in or lead sports and events. The employee may occasionally lift, move, and carry objects typically weighing up to 40 pounds. The employee must be able to physically lift, push, pull, and/or carry materials and equipment used for special events weighing up to 50 pounds.

Sensory demands include the ability to see within normal range; talk, and hear, and use electronic touch keypads.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work with frequent interruptions; and interact with staff, management, contract instructors, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The employee works in both office and field settings, and occasional travel is required to different community centers, events, as well as user group and public meeting sites. In the office setting, the noise level is frequently moderate, and typically below 70 decibels.

In field settings, the employee is occasionally exposed to loud noise during sporting and recreational activities which exceeds 80 decibels. The employee works under variable weather conditions at different sites and events.

RESOLUTION NO. 20-5537

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE ALLOWING CERTAIN CLAIMS AND
DEMANDS IN THE AMOUNT OF \$488,485.85 (WARRANT
REGISTER 1486)**

THE CITY COUNCIL OF THE CITY OF LA PUENTE DOES HEREBY RESOLVE,
DETERMINE AND ORDER AS FOLLOWS:

SECTION 1: That in accordance with Section 37202 of the Government Code, the Director of Administrative Services, or designated representative, hereby certifies, and the City Manager hereby approves the accuracy of the following demands and the availability of funds for payment thereof.

APPROVED

EXAMINED

Bob Lindsey, City Manager

Troy Grunklee, CPA
Director of Administrative Services

SECTION 2: That the following claims and demands numbered 2968 through 3067 and Drafts numbered 00827 through 00838 and ACH number 159 through 163 except for voided warrants 2968-2972, 3017, and 3031-3033 have been audited as required by law and the same are hereby allowed in the amounts hereinafter set forth on the attached check registers.

CERTIFIED, PURSUANT TO GOVERNMENT CODE, SECTION 37208, AS CONFORMING TO ADOPTED BUDGET, EXCEPT WARRANT NOS: NONE

Sheryl Garcia, City Clerk

PASSED, APPROVED AND ADOPTED this 11th day of February, 2020, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk



City of La Puente

Check Register Report By Payment Number

Payment Dates 01/20/2020 - 01/31/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
159	1/20/2020 7590281203-2	SCEDIS SVC REQ 2783617-15614 TEMPLE AVE LP	SOUTHERN CALIFORNIA EDISON	280-5594-59300	23,622.17 23,622.17
160	1/23/2020 62614	TANKO LIGHT CONVERSION PROJECT	TANKO LIGHTING	285-5522-59300	87,480.00 87,480.00
161	1/23/2020 3004857515 3005025161	THYSSE 10/01-12/31 CH ELEVATOR MTCE 01/01-03/31 CC ELEVATOR MTCE	THYSSENKRUPP ELEVATOR CORP.	100-1150-53811 285-3330-53813	1,555.97 1,099.45 456.52
162	1/31/2020 5610199774 5620021399 5620023249 5620027715	SIEIND 11/19 TS MTCE SVC TS REPAIR - GLENDORA/HACIENDA TS REPAIR - FERRERO/VALLEY 11/19 TS MTCE SVC	SIEMENS INDUSTRY INC.	200-3120-53819 200-3120-53819 200-3120-53819 200-3120-53819	6,426.44 1,560.50 1,319.03 3,108.25 438.66
163	1/31/2020 62581 62634	TANKO 12/19 STEET LIGHT MTCE SVC 12/19 STREET LIGHT MTCE SVC	TANKO LIGHTING	285-3330-53111 285-5522-59300	8,951.27 1,620.00 7,331.27
2973	1/24/2020 10500664	ARC PLANS - ELLIOTT/AMAR PROJECT	ARC	215-5518-59600	297.62 297.62
2974	1/24/2020 INV0004716	ARLVAL SCHOLARSHIP REIM - VALLES	ARLYN ESMERALDA VALLES	100-4140-53992	500.00 500.00
2975	1/24/2020 000014030383 000014030388 000014030389 000014099904 000014099905 000014099906 000014099907 000014099908 000014099909 000014141624 000014141625 000014172568	ATT 11/13-12/12 PHONE - CC FIRE ALARM 11/13-12/12 PHONE - LP SNACK BAR 11/13-12/12 PHONE - YLAC FIRE ALARM 11/28-12/27 PHONE - CC FIRE ALARM BACKUP 11/28-12/27 PHONE - PRIMARY RATE ISDN 11/28-12/27 PHONE - SR CTR 911 LINE 11/28-12/27 PHONE - MTCE YARD ALARM 11/28-12/27 PHONE - CH FAX LINE 11/28-12/27 PHONE - CH LINE 12/06-01/05 PHONE - CH 911 LINE 12/06-01/05 PHONE - MTCE 911 LINE 12/13-01/12 PHONE - CC FAX LINE	AT&T	100-4100-53715 285-3330-53715 100-4110-53715 100-4100-53715 100-1150-53715 100-4130-53715 285-3330-53715 100-1150-53715 100-1150-53715 100-1150-53715 285-3330-53715 100-4100-53715	858.95 59.16 20.30 19.90 19.72 164.69 59.20 19.68 100.67 316.38 19.72 19.72 39.81
2976	1/24/2020 49815 49824	BARRCL ASBT TEST CLEARANCE - WATTS LBP/ASBT TEST - LAW	BARR AND CLARK, INC.	260-3320-53977 260-3320-53977	1,155.00 520.00 635.00
2977	1/24/2020 0082771	BRYAN BUSS CARDS - COUNCIL	BRYAN PRESS	100-1100-53976	275.50 275.50
2978	1/24/2020 INV0004724 INV0004724	CABUST 10-12/19 BLDG REV FUND 10-12/19 BLDG REV FUND	CALIFORNIA BUILDING STANDARDS	100-48900 600-47441	122.40 -13.60 136.00
2979	1/24/2020 INV0004726	STATE 10/01-12/31 SALES TAX ACCURAL	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	100-2130-53011	27.00 27.00
2980	1/24/2020 66542626	CBEEQU 01/20 CH COPIER LEASE	CELL BUSINESS EQUIPMENT	100-1150-53911	435.02 435.02

Check Register Report

Payment Dates: 01/20/2020 - 01/31/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
2981	1/24/2020 33867	CHAMBERS 11/19 PARK MASTER PLAN CEQA	CHAMBERS GROUP	285-3330-53111	4,463.50 4,463.50
2982	1/24/2020 05670993	CHAFEN FENCING - VALLEY/OLD VALLEY	CHARLIE'S FENCE CO.	200-3120-53111	11,125.00 11,125.00
2983	1/24/2020 81993983 82001354	CORLOG 11/19 PROPERTY DATA SVC 12/19 PROPERTY DATA SVC	CORELOGIC SOLUTIONS, LLC	100-3320-53111 100-3320-53111	200.00 100.00 100.00
2984	1/24/2020 INV0004725 INV0004725	DEPTC 10/19-12/19 SMIP FEES 10/19-12/19 SMIP FEES	DEPT OF CONSERVATION	100-48900 600-47440	338.55 -17.82 356.37
2985	1/24/2020 INV0004719	DFM 2020 ELECTION CODE BOOK	DFM ASSOCIATES	100-1120-53115	113.69 113.69
2986	1/24/2020 12673	DISPEN ASPHALT COLD PATCH	DISPENSING TECHNOLOGY	200-3120-53817	1,095.41 1,095.41
2987	1/24/2020 INV0004711	EASTVA RE-ISSUE PYMT - JUDO CLASS	EAST VALLEY BOYS AND GIRLS CLUB	100-4100-53111	609.00 609.00
2988	1/24/2020 FBN3855178 FBN3855178	ENTFMT 12/10-1/31 VEH MTCE 12/10-1/31 MONTHLY LEASE	ENTERPRISE FM TRUST	555-3150-53812 555-3150-53912	5,688.84 4,637.07 1,051.77
2989	1/24/2020 CD2009004077	EXPERI 12/19 CREDIT REPORT SVC	EXPERIAN	100-3320-53111	27.00 27.00
2990	1/24/2020 INV0004714	VERIC 01/16-02/15 PHONE - CH MAIN	FRONTIER COMMUNICATIONS	100-1150-53715	64.06 64.06
2991	1/24/2020 3418	HACLWN MTCE SUPPLIES	HACIENDA LAWNMOWER SHOP	285-3330-53813	65.34 65.34
2992	1/24/2020 INV0004721	HERHEC REIM - HERNANDEZ	HECTOR HERNANDEZ	100-1135-53406	37.70 37.70
2993	1/24/2020 2370219 2624687 274373 4274047 5020442 5062970 9274511 9973516	HMEDEP WIRE/REBAR DRILL BATTERY CH-POINSETTIA POINSETAS PLYWOOD MTCE TOOLS MINI POINSETTIA 50LB QUIKRETE/SAFETY BARRIER	HOME DEPOT CRC	100-3330-53822 100-3330-53012 100-1150-53814 100-1150-53814 100-1150-53012 100-3330-53012 100-1150-53814 200-3120-53817	2,318.43 115.67 97.90 261.33 87.16 248.28 377.29 16.35 1,114.45
2994	1/24/2020 292712	INDTI TIRE REPAIR (1)	INDUSTRY TIRE SERVICE	555-3150-53812	130.66 130.66
2995	1/24/2020 1178 1181	KSKFAC 01/20 SC JANITORIAL SVC 01/20 - CC/YLAC JANITORIAL SVC	KSK FACILITIES	100-4130-53813 100-1150-53813	2,805.00 885.00 1,920.00
2996	1/24/2020 RE-PW-19120902903 RE-PW-19120902945	LACRD 11/19 TS MAINT DDG 11/19 TS MAINT DDG	LA CO DEPT PUBLIC WORKS	200-3120-53819 200-3120-53819	5,576.68 5,531.89 44.79
2997	1/24/2020 105064	LACMTA 12/19 EZ MONTHLY PASSES	LAC METROPOLITAN TRANSPORTATION AUTHORITY	210-3130-53915	1,577.50 1,577.50

Check Register Report

Payment Dates: 01/20/2020 - 01/31/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
2998	1/24/2020 5538488	LOGGOV POLICYMAKERS CONFERENCE - MUNOZ	LOCAL GOVERNMENT COMMISSION	100-1100-53972	550.00 550.00
2999	1/24/2020 1473984	MALNAM WATER TRUCK RENTAL - HOLIDAY PARADE	MALOOF NAMAN BUILDERS, INC	100-4140-53979	1,304.65 1,304.65
3000	1/24/2020 13687	MANCIL ANIMAL CONTROL - PRINTED PAPER/FORMS	MANCILLA'S QUALITY PRINTING	100-2130-53411	159.50 159.50
3001	1/24/2020 INV0004722	URIMA REFUND - OVERPAYMENT URIOSTEGUI	MARIA URIOSTEGUI	100-42140	20.00 20.00
3002	1/24/2020 50269	NADABU 12/19 TEEN VOICE FIELD TRIP TRANSPORTATION	NADA BUS, INC	600-20250	365.00 365.00
3003	1/24/2020 INV0004715 INV0004715 INV0004715 INV0004715	LAPUPC GRANT POSTAGE POSTAGE HOLIDAY PARADE INVITATIONS FACILITY USE FOR HOLIDAY PARADE PARKING	PETTY CASH	100-4110-53011 100-4110-53011 100-4140-53979 100-4140-53979	50.85 7.35 1.60 31.90 10.00
3004	1/24/2020 282X22476809 282X22476908	PURORAB 02/20-02/21 CC FILTER RENTAL 02/20-02/21 YLAC FILTER RENTAL	PURO RABJOHN LLC	285-3330-53813 100-4110-53811	127.20 63.60 63.60
3005	1/24/2020 1010189 1012848 1013009 1014028 1016770	QUINMO FUEL-MTCE TRUCK FUEL-CE VEHICLE FUEL-VEH FUEL-CE VEH FUEL-CE VEH	QUINTIN'S MOBIL	555-3150-53014 555-3150-53014 555-3150-53014 555-3150-53014 555-3150-53014	389.27 87.75 60.19 114.10 72.88 54.35
3006	1/24/2020 6011829	REGION 12/19 FH TAP MONTHLY PASSES	REGIONAL TAP SERVICE CENTER	210-3130-53915	4,044.90 4,044.90
3007	1/24/2020 INV0004718	ROSMAR SCHOLARSHIP REIM - ARIAS	ROSANA MARIS ARIAS	100-4140-53992	350.00 350.00
3008	1/24/2020 INV0004720 INV0004727 INV0004728	SGVWC 12/12-01/13 WTR - 715 IRRIG PUENTE 12/11-01/10 WTR - 545 IRRGI PUENTE 12/11-01/10 WTR - 13760 IRRIG	S.G.V. WATER CO	200-3120-53714 200-3120-53714 200-3120-53714	423.28 183.04 183.04 57.20
3009	1/24/2020 96498353-001	SITEON IRRIGATION SUPPLIES- W SIDE PARK RENOVATION	SITEONE LANDSCAPE SUPPLY, LLC	285-3330-53822	94.76 94.76
3010	1/24/2020 034898 049605 052645 052646 053421	SMART SUPPLIES - HOLIDAY LUNCHEON SUPPLIES - HOLIDAY LUNCHEON YOUTH GOVERNMENT DAY TINY TOT SUPPLIES SUPPLIES - CENSUS TRAINING	SMART & FINAL	100-1135-53976 100-1135-53976 100-4140-53993 100-4100-53012 100-1130-53972	853.76 483.66 43.69 240.17 28.57 57.67
3011	1/24/2020 2404299271 2419649581 2419651131	STAPLE MOUSE PAD, USB FLASH CARD AND BATTERIES OFFICE SUPPLIES BUSS CARD HOLDER/STAPLER/KEY BOARD/MOUSE	STAPLES CREDIT PLAN	100-1150-53011 100-1150-53011 100-3300-53011	410.27 94.34 109.00 206.93
3012	1/24/2020 392368262	TERMI 12/19 CH PEST CONTROL	TERMINIX PROCESSING CENTER	100-1150-53813	77.00 77.00
3013	1/24/2020 INV0004712	GARCTRA RE-ISSUE - CLASS REFUND - GARCIA	TRACY GARCIA	100-47260	38.00 38.00

Check Register Report

Payment Dates: 01/20/2020 - 01/31/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
3014	1/24/2020 581280	TRAFFI TRAFFIC CONTROL - HOLIDAY PARADE	TRAFFIC MANAGEMENT INC.	100-3100-53111	10,825.00 10,825.00
3015	1/24/2020 045-288665	INC0DE 12/19 EXECUTIME PROF SVC	TYLER TECHNOLOGIES, INC.	550-6100-53017	156.25 156.25
3016	1/24/2020	CALCARD	US BANK CALCARD		6,876.65
	INV0004729	LUNCH MEETING WITH ANIMAL CONTROL		100-1110-53972	63.90
	INV0004729	MEETING WITH GOGREEN REPS		100-1110-53972	31.70
	INV0004729	HOLIDAY PARADE DECO		100-1110-53976	154.15
	INV0004729	VESTA PREPAID AT&T		100-2130-53011	50.47
	INV0004729	VESTA PREPAID AT&T		100-2130-53011	50.47
	INV0004729	VESTA PREPAID AT&T		100-2130-53011	50.47
	INV0004729	VESTA PREPAID AT&T		100-2130-53011	40.38
	INV0004729	GAS		555-3150-53014	41.13
	INV0004730	SUPPLIES FOR REORG		100-1100-53976	11.05
	INV0004730	CAKE FOR REORG		100-1100-53976	66.75
	INV0004730	SUPPLIES FOR CITY COUNCIL REORG		100-1110-53011	12.20
	INV0004730	SUPPLIES FOR CITY COUNCIL MTG		100-1110-53011	29.71
	INV0004730	SUPPLIES FOR SPECIAL CITY COUNCIL MTG		100-1110-53011	48.09
	INV0004730	DECORATIONS FOR CITY COUNCIL REORG		100-1120-53976	48.14
	INV0004730	DRYCLEAN TABLECLOTHS		100-1120-53976	54.00
	INV0004730	EMPLOYEE HOLIDAY LUNCHEON GIFT CARDS		100-1135-53976	750.00
	INV0004730	EMPLOYEE HOLIDAY LUNCHEON GIFT CARDS		100-1135-53976	250.00
	INV0004730	SUPPLIES FOR REORG		100-1150-53011	12.27
	INV0004730	SUPPLIES FOR REORG		100-1150-53011	79.03
	INV0004731	STAFF HOLIDAY LUNCHEON		100-1135-53976	42.70
	INV0004731	OFFICE SUPPLIES		100-4100-53011	17.59
	INV0004731	OFFICE SUPPLIES		100-4100-53011	16.49
	INV0004731	OFFICE SUPPLIES		100-4100-53011	6.83
	INV0004731	OFFICE SUPPLIES		100-4100-53011	144.88
	INV0004731	OFFICE SUPPLIES		100-4110-53011	180.38
	INV0004731	YLAC TREE TOPPER		100-4110-53012	19.69
	INV0004731	CHRISTMAS TREE FOR FRONT LOBBY		100-4110-53012	135.73
	INV0004731	LOBBY DECORATIONS		100-4110-53012	61.80
	INV0004731	TABLECLOTHS WITH CITY LOGO (2)		100-4140-53979	64.20
	INV0004731	HOLIDAY PARADE SUPPLIES		100-4140-53979	16.43
	INV0004731	HOLIDAY PARADE STAFF MEETING		100-4140-53979	150.00
	INV0004731	HOLIDAY PARADE RENTAL VEH		100-4140-53979	230.44
	INV0004731	HOLIDAY PARADE RENTAL VEH		100-4140-53979	230.44
	INV0004731	HOLIDAY PARADE RENTAL VEH		100-4140-53979	236.57
	INV0004731	LUNCH FOR VOLUNTEERS/SHERIFF/STAFF		100-4140-53979	719.27
	INV0004731	RADIO RENTAL		100-4140-53979	881.48
	INV0004731	STAFF HOLIDAY LUNCHEON		100-4140-53979	1,000.00
	INV0004731	ADOPT A FAMILY GIFT BAGS		100-4140-53993	24.20
	INV0004731	SUPPLIES		100-4140-53993	8.80
	INV0004731	OFFICE SUPPLIES		600-20250	78.56
	INV0004731	TEEN VOICE KNOTTS BERRY FARM TRIP		600-20250	432.00
	INV0004732	AED TRAINING LUNCHEON		100-1135-53972	109.87
	INV0004732	OFFICE SUPPLIES		100-1150-53011	38.25
	INV0004732	LAW HANDBOOK		100-2130-53011	65.00
	INV0004732	VESTA PREPAID AT&T		100-2130-53011	40.38
	INV0004732	VESTA PREPAID AT&T		100-2130-53011	40.38
	INV0004732	VESTA PREPAID AT&T		100-2130-53011	40.38
3018	1/24/2020 INV0004713	VOLDEF 11/19 HOUSING SVC	VOLUNTEERS IN DEFENSE OF ANIMALS	100-2130-53111	3,276.00 3,276.00
3019	1/24/2020 005733	WALMRT HOLIDAY PARADE SUPPLIES	WALMART COMMUNITY INC	100-4140-53979	108.81 49.17

Payment Dates: 01/20/2020 - 01/31/2020

2/4/2020 1:13:19 PM Page 5 of 14

Check Register Report

Payment Dates: 01/20/2020 - 01/31/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0004753	STD INSURANCE		205-20330	31.61
	INV0004753	STD INSURANCE		210-20330	30.61
	INV0004753	STD INSURANCE		215-20330	19.39
	INV0004753	STD INSURANCE		260-20330	28.92
	INV0004753	STD INSURANCE		270-20330	1.09
	INV0004753	STD INSURANCE		285-20330	83.50
3028	1/31/2020	FTB	STATE OF CALIFORNIA FRANCHISE TAX BOARD		223.18
	INV0004743	PR WITHOLDING ORDER		100-20399	223.18
3029	1/31/2020	USBANK	U.S BANK PARS ACCT# 6746022400		3,846.94
	INV0004752	PARS RETIREMENT		100-20340	2,394.42
	INV0004752	PARS RETIREMENT		200-20340	172.89
	INV0004752	PARS RETIREMENT		203-20340	81.69
	INV0004752	PARS RETIREMENT		205-20340	43.94
	INV0004752	PARS RETIREMENT		260-20340	795.13
	INV0004752	PARS RETIREMENT		285-20340	358.87
3030	1/31/2020	ICMARC	VANTAGEPOINT TRANSFER AGENTS-457		1,416.27
	INV0004744	EMPLOYEE LOAN REPYMT		100-20399	96.83
	INV0004744	EMPLOYEE LOAN REPYMT		200-20399	6.48
	INV0004744	EMPLOYEE LOAN REPYMT		203-20399	1.05
	INV0004744	EMPLOYEE LOAN REPYMT		205-20399	1.05
	INV0004744	EMPLOYEE LOAN REPYMT		210-20399	33.23
	INV0004744	EMPLOYEE LOAN REPYMT		215-20399	1.05
	INV0004744	EMPLOYEE LOAN REPYMT		260-20399	1.58
	INV0004745	EMPLOYEE CONTRIBUTIONS		100-20399	579.23
	INV0004745	EMPLOYEE CONTRIBUTIONS		200-20399	36.06
	INV0004745	EMPLOYEE CONTRIBUTIONS		203-20399	143.24
	INV0004745	EMPLOYEE CONTRIBUTIONS		205-20399	147.76
	INV0004745	EMPLOYEE CONTRIBUTIONS		210-20399	94.39
	INV0004745	EMPLOYEE CONTRIBUTIONS		215-20399	118.35
	INV0004745	EMPLOYEE CONTRIBUTIONS		260-20399	43.97
	INV0004745	EMPLOYEE CONTRIBUTIONS		285-20399	112.00
3034	1/31/2020	ATT	AT&T		19.89
	000014172569	12/13-01/12 PHONE - LP SNACK BAR		285-3330-53715	19.89
3035	1/31/2020	BARRCL	BARR AND CLARK, INC.		590.00
	49994	LBP/ASBT TEST - MARTINEZ		260-3320-53977	590.00
3036	1/31/2020	CONCEN	CONCENTRA		106.00
	66825633	HEALTH SCREENING NEW EMPLOYEE		100-1135-53406	106.00
3037	1/31/2020	DISTREE	DISCOUNT TREE SERVICE		2,250.00
	2019021480	01/09 - LP PARK TREE STUMP REMOVAL		285-3330-53814	400.00
	2019021482	01/20 - LP PARK TREE STUMP REMOVAL		285-3330-53814	650.00
	2019021483	01/20 - LP PARK TREE STUMP REMOVAL		285-3330-53814	1,000.00
	2019021484	01/22 - LP PARK TREE STUMP REMOVAL		285-3330-53814	200.00
3038	1/31/2020	EDISON	EDISON CO		298.57
	INV0004735	12/19-01/21 ELEC - 14746 TEMPLE AVE		200-3120-53713	12.47
	INV0004736	12/19-01/21 ELEC - 13798 TEMPLE AVE		200-3120-53713	12.32
	INV0004737	12/09-01/21 ELEC - VARIOUS		200-3120-53713	273.78
3039	1/31/2020	FERGUS	FERGUSON ENTERPRISES, INC.		92.40
	8195381	LP PARK - PLUMBING SUPPLIES		100-3330-53012	41.17
	8224842	IRRIGATION SUPPLIES		100-3330-53012	49.10
	SC526009	SVC CHARGE		100-3330-53012	2.13
3040	1/31/2020	FIRMAS	FIREMASTER		2,456.64
	0000717641	SC ANNUAL EXTINGUISHER MTCE		100-4130-53811	362.01
	0000717643	CH ANNUAL EXTINGUISHER MTCE		100-1150-53811	1,077.05

Check Register Report

Payment Dates: 01/20/2020 - 01/31/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	0000717644	SNACK BAR/MTCE YARD ANNUAL EXTINGUISHER MTCE		100-3330-53811	1,017.58
3041	1/31/2020	HACLWN	HACIENDA LAWNMOWER SHOP		43.50
	3400	MTCE TOOLS		100-3330-53012	31.50
	3455	MTCE TOOLS		100-3330-53012	12.00
3042	1/31/2020	INHOFA	INDUSTRY HOSES & FASTNERS		19.95
	55472	WATER BUFFALO REPAIR		100-3330-53012	19.95
3043	1/31/2020	JCA	JCA ENGINEERING INC		26,210.00
	19-2558.0	LP PARK - ELECTRICAL DESIGN		285-5591-59300	14,720.00
	19-2568P1.0	LP PARK - ELECTRICAL DESIGN		500-5595-59210	5,280.00
	19-2568P2.0	LP PARK - ELECTRICAL DESIGN		500-5595-59210	6,210.00
3044	1/31/2020	JCLBAR	JCL TRAFFIC		1,274.85
	102586	SIGNS - 4 - WAY (4)		200-3120-53821	47.35
	103244	SIGNS - NO TRESPASSING (7)		285-3330-53813	151.43
	103245	STREET SIGNS SUPPLIES		200-3120-53012	126.74
	103270	SIGN - UNEVEN PAVEMENT (6)		200-3120-53821	65.70
	103271	PAINT - STREET MARKINGS		200-3120-53821	112.75
	103281	SIGNS - SEWER PROJECT (10)		500-5580-59600	770.88
3045	1/31/2020	GONSALV	JOE A. GONSALVES & SON		2,500.00
	157977	02/20 LEGISLATIVE SVC		100-1100-53111	2,500.00
3046	1/31/2020	KSKFAC	KSK FACILITIES		1,515.00
	1177	01/20 CH JANITORIAL SVC		100-1150-53813	1,515.00
3047	1/31/2020	LANWEST	LANDSCAPE WEST MANAGEMENT SERVICES INC		7,657.91
	8933	12/19 LANDSCAPE SVC		100-1150-53814	2,080.69
	8933	12/19 LANDSCAPE SVC		100-4130-53814	168.48
	8933	12/19 LANDSCAPE SVC		200-3120-53814	5,408.74
3048	1/31/2020	LCAC	LEAGUE OF CALIF CITIES		15,997.00
	628251	2020 LCC MEMBERSHIP		100-1100-53971	15,997.00
3049	1/31/2020	LOCKSP	LOCKS PLUS, INC		49.28
	24753	CH KEYS		100-1150-53012	49.28
3050	1/31/2020	MALNAM	MALOOF NAMAN BUILDERS, INC		22,125.70
	1473996	DEMOLITION - BASKETBALL/HANDBALL COURT		500-20220	-1,164.51
	1473996	DEMOLITION - BASKETBALL/HANDBALL COURT		500-5595-59300	23,290.21
3051	1/31/2020	MANCIL	MANCILLA'S QUALITY PRINTING		196.90
	13673	BLDG PERMIT APPLICATION FORMS		100-3310-53011	196.90
3052	1/31/2020	PRUDOV	PRUDENTIAL OVERALL SUPPLY		183.20
	52325623	01/20 CH MAT RENTAL		100-1150-53813	91.60
	52330034	01/20 CH MAT RENTAL		100-1150-53813	91.60
3053	1/31/2020	RYDIN	RYDIN DECAL		552.51
	366036	2021 BL DECALS		100-1130-53011	552.51
3054	1/31/2020	SMART	SMART & FINAL		158.23
	018689	LEAD - HOMELESS COUNT		100-3320-53011	102.58
	055546	LEAD MTG - LUNCH		100-4140-53993	13.79
	055789	HOMELESS COUNT		100-3320-53011	9.88
	058648	LEAD MTG SUPPLIES		100-4140-53993	31.98
3055	1/31/2020	SOSUBW	SUBURBAN WATER SYSTEMS		430.00
	180031561450	12/19-01/20 WTR - AMAR/HACIENDA		200-3120-53714	72.60
	180031561452	12/19-01/20 WTR - ELLIOTT		200-3120-53714	109.90
	180031561470	12/19-01/20 WTR - AMAR & AILERON		200-3120-53714	109.90
	180031563061	12/21-01/22 WTR - HACIENDA/NELSON		200-3120-53714	34.40

Check Register Report

Payment Dates: 01/20/2020 - 01/31/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	180031563069	12/21-01/22 WTR - 14746 E TEMPLE AVE		200-3120-53714	34.40
	180031563073	12/21-01/22 WTR - 15250 TEMPLE AVE		200-3120-53714	34.40
	180090477901	12/21-01/22 WTR - 16159 E TEMPLE AVE		200-3120-53714	34.40
3056	1/31/2020	TERMI	TERMINIX PROCESSING CENTER		415.00
	392368299	12/19 CH PEST CONTROL		100-1150-53813	80.00
	393105689	01/20 SC PEST CONTROL		100-4130-53813	85.00
	393107995	01/20 CH PEST CONTROL		100-1150-53813	77.00
	393108039	01/20 CH PEST CONTROL		100-1150-53813	80.00
	393111545	01/20 YLAC PEST CONTROL		285-3330-53813	48.00
	393111603	01/20 CC PEST CONTROL		285-3330-53813	45.00
3057	1/31/2020	THESAU	THE SAUCE CREATIVE SERVICES CORP		2,420.55
	3871	MTCE DEPT - SWEATSHIRTS		100-3330-53015	726.66
	3874	MTCE DEPT - SHIRTS		100-3330-53015	1,693.89
3058	1/31/2020	TIMEWA	TIME WARNER CABLE		96.92
	0029105011520	01/15-02/14 SC CABLE SVC		100-4130-53715	96.92
3059	1/31/2020	TMOBILE	T-MOBILE		933.55
	INV0004762	12/21-1/20 CE WIRELESS SVC		100-2110-53715	237.85
	INV0004763	12/21-01/20 PUBLIC SAFETY WIRELESS		100-2100-53715	198.80
	INV0004763	12/21-01/20 PUBLIC SAFETY WIRELESS		100-2110-53715	28.40
	INV0004764	12/21-1/20 MTCE WIRELESS SVC		100-3100-53715	468.50
3060	1/31/2020	UNISUP	UNISON SUPPLY		753.75
	1-4684	LP PARK IRRIGATION SUPPLIES		100-3330-53822	37.22
	1-4696	MTCE TOOLS		100-3330-53012	37.31
	1-4767	IRRIGATION SUPPLIES		100-3330-53011	18.51
	1-4775	LP PARK IRRIGATION SUPPLIES		285-3330-53814	288.83
	1-4792	MTCE TOOLS		100-3330-53012	137.75
	1-4871	LP IRRIGATION SUPPLIES		285-3330-53814	105.23
	1-4882	LP PARK IRRIGATION SUPPLIES		285-3330-53814	107.89
	1-5009	MTCE TOOL		100-3330-53012	21.01
3061	1/31/2020	VANLANT	VAN LANT & FANKHANEL LLP		16,300.00
	INV0004733	FY 18/19 ANNUAL AUDIT SVC		100-1130-53111	16,300.00
3062	1/31/2020	CALMAT	Vulcan Materials Company		169.73
	72468342	ASPHALT - ST REPAIRS		200-3120-53817	169.73
3063	1/31/2020	WEXBANK	WEX BANK		261.86
	63446611	01/20 FUEL - DIESEL MTCE EQUIPMENT		555-3150-53014	261.86
3064	1/31/2020	WILENG	WILLDAN ENGINEERING		41,532.80
	003-31204	11/19 TRAFFIC ENG SVC		100-3100-53111	3,956.25
	003-31205	11/19 VALLEY BLVD STREET IMPROVEMENT		200-3120-53111	172.50
	003-31206	11/19 RULE 20A SVC		205-5574-59600	180.00
	003-31208	11/19 NPDES SVC		100-3100-53111	143.75
	003-31209	11/19 LOT LINE REVIEW - 1040 UNRUH AVE		100-3110-53111	360.00
	003-31210	11/19 SSMP - SWR PROJECT		500-3210-53111	180.00
	003-31244	11/19 LOCAL STREET IMPROVEMENTS		202-5510-59210	10,162.64
	003-31244	11/19 LOCAL STREET IMPROVEMENTS		203-5510-59210	1,533.98
	003-31244	11/19 LOCAL STREET IMPROVEMENTS		205-5510-59210	1,533.98
	003-31244	11/19 LOCAL STREET IMPROVEMENTS		215-5587-59210	5,944.20
	003-31245	11/19 RIGHT OF WAY IMPR-ELLIOT/AMAR		215-5518-59300	3,251.25
	022-12331	LP PARK GEOTECHNICAL REPORT		100-3300-53111	14,114.25
3065	1/31/2020	AMABUS	AMAZON CAPITAL SERVICES INC		593.25
	1M1K-LW9X-JLRM	COLOR INK - DEPT GUZMAN		550-6100-53018	113.98
	1Q9Q-3TRT-HP76	HP INK FOR PRINTER(S)		550-6100-53018	479.27

Check Register Report

Payment Dates: 01/20/2020 - 01/31/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
3066	1/31/2020 0132464	AMERLE ALS UPDATE - ORD # 20-967	AMERICAN LEGAL	100-1120-53412	10.96 10.96
3067	1/31/2020 105063808	ARC PLANS - LP PARK ELECTRICAL	ARC	285-3330-53111	74.97 74.97
DFT0000827	1/24/2020 100000015902338	CAPERS 2020 RBF CONTRIBUTION	CALPERS	100-1135-51211	18,607.20 18,607.20
DFT0000829	1/31/2020 INV0004747 INV0004747 INV0004747 INV0004747 INV0004747 INV0004747 INV0004747 INV0004747 INV0004747	CPERS-HEALTH HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM	100-20399 200-20399 203-20399 205-20399 210-20399 215-20399 260-20399 285-20399	42,614.28 31,574.62 958.12 915.52 1,134.09 1,703.62 605.28 1,906.62 3,816.41
DFT0000830	1/31/2020 INV0004749 INV0004749 INV0004749 INV0004749 INV0004749 INV0004749 INV0004749 INV0004749 INV0004749	PERSYS-RETIRE EMPLOYER CONTRIBUTION EMPLOYER CONTRIBUTION EMPLOYER CONTRIBUTION EMPLOYER CONTRIBUTION EMPLOYER CONTRIBUTION EMPLOYER CONTRIBUTION EMPLOYER CONTRIBUTION EMPLOYER CONTRIBUTION EMPLOYER CONTRIBUTION	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM	100-20360 200-20360 203-20360 205-20360 210-20360 215-20360 260-20360 270-20360 285-20360	10,158.85 6,979.42 294.53 347.52 400.95 407.59 199.79 407.04 9.24 1,112.77
DFT0000831	1/31/2020 INV0004750 INV0004750 INV0004750 INV0004750 INV0004750 INV0004750 INV0004750 INV0004750 INV0004750	PERSYS-RETIRE PERS- NEW EMPLOY CONTRB PERS- NEW EMPLOY CONTRB PERS- NEW EMPLOY CONTRB PERS- NEW EMPLOY CONTRB PERS- NEW EMPLOY CONTRB PERS- NEW EMPLOY CONTRB PERS- NEW EMPLOY CONTRB PERS- NEW EMPLOY CONTRB PERS- NEW EMPLOY CONTRB	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM	100-20399 200-20399 203-20399 205-20399 210-20399 215-20399 260-20399 270-20399 285-20399	6,957.80 4,553.23 215.56 288.67 315.03 298.84 187.93 292.46 9.21 796.87
DFT0000832	1/31/2020 INV0004751 INV0004751 INV0004751 INV0004751	PERSYS-RETIRE EMPLOYEE PORTION EMPLOYEE PORTION EMPLOYEE PORTION EMPLOYEE PORTION	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM	100-20360 200-20360 210-20360 285-20360	725.48 664.48 15.25 7.63 38.12
DFT0000833	1/31/2020 INV0004754 INV0004754 INV0004754 INV0004754 INV0004754 INV0004754 INV0004754 INV0004754 INV0004754	PERSYS-RETIRE SURVIVORS LIFE INSURANCE SURVIVORS LIFE INSURANCE SURVIVORS LIFE INSURANCE SURVIVORS LIFE INSURANCE SURVIVORS LIFE INSURANCE SURVIVORS LIFE INSURANCE SURVIVORS LIFE INSURANCE SURVIVORS LIFE INSURANCE SURVIVORS LIFE INSURANCE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM	100-20350 200-20350 203-20350 205-20350 210-20350 215-20350 260-20350 270-20350 285-20350	34.00 25.04 1.04 0.87 0.90 1.20 0.41 1.15 0.04 3.35
DFT0000834	1/31/2020 INV0004757 INV0004757 INV0004757	EMPLOY STATE INCOME TAX STATE INCOME TAX STATE INCOME TAX	EMPLOYMENT DEVELOPMENT DEPT	100-20310 200-20310 203-20310	4,469.80 3,023.96 119.54 175.50

Check Register Report

Payment Dates: 01/20/2020 - 01/31/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0004757	STATE INCOME TAX		205-20310	174.37
	INV0004757	STATE INCOME TAX		210-20310	136.00
	INV0004757	STATE INCOME TAX		215-20310	117.73
	INV0004757	STATE INCOME TAX		260-20310	255.17
	INV0004757	STATE INCOME TAX		270-20310	7.81
	INV0004757	STATE INCOME TAX		285-20310	459.72
DFT0000835	1/31/2020	IRSPR	IRS PAYROLL TAX DEPOSIT		14,272.26
	INV0004758	FEDERAL WITHHOLDING		100-20300	9,821.23
	INV0004758	FEDERAL WITHHOLDING		200-20300	429.27
	INV0004758	FEDERAL WITHHOLDING		203-20300	483.16
	INV0004758	FEDERAL WITHHOLDING		205-20300	439.64
	INV0004758	FEDERAL WITHHOLDING		210-20300	376.44
	INV0004758	FEDERAL WITHHOLDING		215-20300	284.04
	INV0004758	FEDERAL WITHHOLDING		260-20300	997.77
	INV0004758	FEDERAL WITHHOLDING		270-20300	21.09
	INV0004758	FEDERAL WITHHOLDING		285-20300	1,419.62
DFT0000836	1/31/2020	IRSPR	IRS PAYROLL TAX DEPOSIT		4,546.34
	INV0004759	MEDICARE TAX		100-20300	3,051.54
	INV0004759	MEDICARE TAX		200-20300	154.36
	INV0004759	MEDICARE TAX		203-20300	141.60
	INV0004759	MEDICARE TAX		205-20300	136.18
	INV0004759	MEDICARE TAX		210-20300	115.36
	INV0004759	MEDICARE TAX		215-20300	73.10
	INV0004759	MEDICARE TAX		260-20300	416.54
	INV0004759	MEDICARE TAX		270-20300	4.12
	INV0004759	MEDICARE TAX		285-20300	453.54
DFT0000837	1/31/2020	CPERS-HEALTH	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		19,530.67
	INV0004760	02/2020 RETIREES HEALTH INSURANCE		100-1135-51314	19,362.38
	INV0004760	02/2020 CalPers Admin Fee		100-1135-51314	168.29
DFT0000838	1/31/2020	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		600.00
	INV0004761	ADJUSTMENT-EMPLOYEE CONTRIBUTION		100-1110-51211	600.00
Grand Total:					488,485.85

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	211,083.28
200 - GAS TAX FUND	35,063.92
202 - RMRA (SB 1)	10,162.64
203 - MEASURE M FUND	4,189.98
205 - MEASURE R FUND	4,591.16
210 - PROP A FUND	8,882.33
215 - PROP C FUND	11,130.01
260 - CDBG PROGRAM FUND	8,177.99
270 - AIR QUALITY IMPROVEMENT FUND	54.46
280 - MISCELLANEOUS GRANTS FUND	23,622.17
285 - LIGHTING & LANDSCAPE MAINTENANCE	128,272.50
500 - SEWER CONSTRUCTION/MAINTENANCE FUND	34,566.58
550 - EQUIPMENT REPLACEMENT FUND	749.50
555 - VEHICLE MAINTENANCE & REPLACEMENT FUND	6,511.76
600 - SPECIAL DEPOSIT FUND	1,427.57
Grand Total:	488,485.85

Account Summary

Account Number	Account Name	Payment Amount
100-1100-53111	Contract Services - Private	2,500.00
100-1100-53971	Dues & Memberships	15,997.00
100-1100-53972	Conferences & Meetings	550.00
100-1100-53976	Special Departmental	353.30
100-1110-51211	Retirement	600.00
100-1110-53011	Operating Supplies	90.00
100-1110-53972	Conferences & Meetings	95.60
100-1110-53976	Special Departmental	154.15
100-1120-53115	Contract Services - Election	113.69
100-1120-53412	Municipal Code Publishing	10.96
100-1120-53976	Special Departmental	102.14
100-1130-53011	Operating Supplies	552.51
100-1130-53111	Contract Services - Private	16,300.00
100-1130-53972	Conferences & Meetings	57.67
100-1135-51211	Retirement	18,607.20
100-1135-51314	Health Insurance	19,530.67
100-1135-53406	Recruitment Expenses	143.70
100-1135-53972	Conferences & Meetings	109.87
100-1135-53976	Special Departmental	1,570.05
100-1150-53011	Operating Supplies	332.89
100-1150-53012	Small Tools & Equipment	297.56
100-1150-53715	Utility - Communications	665.52
100-1150-53811	Equipment Maintenance	2,176.50
100-1150-53813	Facility Maintenance	3,932.20
100-1150-53814	Landscape Maintenance	2,445.53
100-1150-53911	Equipment Lease/Rental	435.02
100-20300	FIT Payable	12,872.77
100-20310	SIT Payable	3,023.96
100-20320	Life Ins Payable	371.27
100-20330	LTD Payable	1,106.93
100-20340	PARS	2,504.32
100-20350	Group Insurance	25.04
100-20360	PERS	7,643.90
100-20399	Other Payroll Deductions	37,893.87
100-2100-53715	Utility - Communications	198.80
100-2110-53715	Utility - Communications	266.25
100-2130-53011	Operating Supplies	404.93
100-2130-53111	Contract Services - Private	3,276.00

Account Summary

Account Number	Account Name	Payment Amount
100-2130-53411	Printing & Publishing	159.50
100-3100-53111	Contract Services - Private	14,925.00
100-3100-53715	Utility - Communications	468.50
100-3110-53111	Contract Services - Private	360.00
100-3300-53011	Operating Supplies	206.93
100-3300-53111	Contract Services - Private	14,114.25
100-3310-53011	Operating Supplies	196.90
100-3320-53011	Operating Supplies	112.46
100-3320-53111	Contract Services - Private	592.55
100-3330-53011	Operating Supplies	18.51
100-3330-53012	Small Tools & Equipment	827.11
100-3330-53015	Uniform/Boot Reimburse...	2,420.55
100-3330-53811	Equipment Maintenance	1,017.58
100-3330-53822	Park Maintenance & Repa...	152.89
100-4100-53011	Operating Supplies	185.79
100-4100-53012	Small Tools & Equipment	28.57
100-4100-53111	Contract Services - Private	609.00
100-4100-53715	Utility - Communications	118.69
100-4110-53011	Operating Supplies	189.33
100-4110-53012	Small Tools & Equipment	217.22
100-4110-53715	Utility - Communications	19.90
100-4110-53811	Equipment Maintenance	63.60
100-4130-53715	Utility - Communications	156.12
100-4130-53811	Equipment Maintenance	362.01
100-4130-53813	Facility Maintenance	970.00
100-4130-53814	Landscape Maintenance	168.48
100-4140-53111	Contract Services - Private	8,990.00
100-4140-53979	Special Events	4,924.55
100-4140-53992	Scholarships	850.00
100-4140-53993	Youth Activities Program	318.94
100-42140	Animal License Fees	20.00
100-47260	Recreation Programs	38.00
100-48900	Miscellaneous	-31.42
200-20300	FIT Payable	583.63
200-20310	SIT Payable	119.54
200-20320	Life Ins Payable	16.06
200-20330	LTD Payable	50.41
200-20340	PARS	173.90
200-20350	Group Insurance	1.04
200-20360	PERS	309.78
200-20399	Other Payroll Deductions	1,216.22
200-3120-53012	Small Tools & Equipment	126.74
200-3120-53111	Contract Services - Private	11,297.50
200-3120-53713	Utility - Hwy Lights	298.57
200-3120-53714	Utility - Water	853.28
200-3120-53814	Landscape Maintenance	5,408.74
200-3120-53817	Street/Sidewalk Mainten...	2,379.59
200-3120-53819	Signal Maintenance	12,003.12
200-3120-53821	Traffic Markings/Signs	225.80
202-5510-59210	Design Engineering	10,162.64
203-20300	FIT Payable	624.76
203-20310	SIT Payable	175.50
203-20320	Life Ins Payable	12.83
203-20330	LTD Payable	63.34
203-20340	PARS	82.70
203-20350	Group Insurance	0.87
203-20360	PERS	347.52
203-20399	Other Payroll Deductions	1,348.48

Account Summary

Account Number	Account Name	Payment Amount
203-5510-59210	Design Engineering	1,533.98
205-20300	FIT Payable	575.82
205-20310	SIT Payable	174.37
205-20320	Life Ins Payable	13.67
205-20330	LTD Payable	68.59
205-20340	PARS	44.95
205-20350	Group Insurance	0.90
205-20360	PERS	400.95
205-20399	Other Payroll Deductions	1,597.93
205-5510-59210	Design Engineering	1,533.98
205-5574-59600	Other Services	180.00
210-20300	FIT Payable	491.80
210-20310	SIT Payable	136.00
210-20320	Life Ins Payable	18.21
210-20330	LTD Payable	66.41
210-20340	PARS	1.01
210-20350	Group Insurance	1.20
210-20360	PERS	415.22
210-20399	Other Payroll Deductions	2,130.08
210-3130-53915	Public Transit Subsidy	5,622.40
215-20300	FIT Payable	357.14
215-20310	SIT Payable	117.73
215-20320	Life Ins Payable	6.18
215-20330	LTD Payable	42.07
215-20340	PARS	1.01
215-20350	Group Insurance	0.41
215-20360	PERS	199.79
215-20399	Other Payroll Deductions	912.61
215-5518-59300	Construction Costs	3,251.25
215-5518-59600	Other Services	297.62
215-5587-59210	Design Engineering	5,944.20
260-20220	Retention Payable	118.65
260-20300	FIT Payable	1,414.31
260-20310	SIT Payable	255.17
260-20320	Life Ins Payable	17.11
260-20330	LTD Payable	62.77
260-20340	PARS	795.13
260-20350	Group Insurance	1.15
260-20360	PERS	407.04
260-20399	Other Payroll Deductions	2,293.81
260-3320-53977	Grants & Loans - Resident...	2,812.85
270-20300	FIT Payable	25.21
270-20310	SIT Payable	7.81
270-20320	Life Ins Payable	0.58
270-20330	LTD Payable	2.37
270-20350	Group Insurance	0.04
270-20360	PERS	9.24
270-20399	Other Payroll Deductions	9.21
280-5594-59300	Construction Costs	23,622.17
285-20300	FIT Payable	1,873.16
285-20310	SIT Payable	459.72
285-20320	Life Ins Payable	52.09
285-20330	LTD Payable	181.18
285-20340	PARS	363.92
285-20350	Group Insurance	3.35
285-20360	PERS	1,150.89
285-20399	Other Payroll Deductions	4,742.26
285-3330-53111	Contract Services - Private	6,158.47

Account Summary

Account Number	Account Name	Payment Amount
285-3330-53715	Utility - Communications	79.59
285-3330-53813	Facility Maintenance	829.89
285-3330-53814	Landscape Maintenance	2,751.95
285-3330-53822	Park Maintenance & Repa...	94.76
285-5522-59300	Construction Costs	94,811.27
285-5591-59300	Construction Costs	14,720.00
500-20220	Retention Payable	-1,164.51
500-3210-53111	Contract Services - Private	180.00
500-5580-59600	Other Services	770.88
500-5595-59210	Design Engineering	11,490.00
500-5595-59300	Construction Costs	23,290.21
550-6100-53017	Software & Licensing	156.25
550-6100-53018	Computer Hardware & Su...	593.25
555-3150-53014	Fuel	692.26
555-3150-53812	Vehicle Maintenance	4,767.73
555-3150-53912	Vehicle Lease/Rental	1,051.77
600-20250	Deposit - Teen Voice Prog...	935.20
600-47440	Strong Motion Inst. Fee	356.37
600-47441	SB1473 (Green Fee)	136.00
Grand Total:		488,485.85

Project Account Summary

Project Account Key	Payment Amount
None	475,863.74
30120E	2,931.50
30220E	592.55
62020E	4,924.55
68420E	935.20
69420E	2,998.14
74120E	240.17
Grand Total:	488,485.85



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: February 11, 2020

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director

SUBJECT: CONSIDERATION OF A RESOLUTION ADOPTING BID PROTEST PROCEDURES
FOR PUBLIC PROJECTS

BACKGROUND/DISCUSSION

Comprehensive bid protest procedures are essential for the timely, fair and efficient handling of bid protests. A lack of bid protest procedures can restrict a city's efforts to manage a bid protest because there are no guidelines as to when and how a protest must be submitted, what it must contain and evaluation and final determination of the protest.

Currently the City has no formal process for submitting and resolving bid protests. Adoption of the proposed procedures would establish a clear process for the filing, evaluation and determination of a bid protest. The bid protest procedures would apply only to contracts for public projects which are required to be competitively bid and awarded pursuant to the provisions of the La Puente Municipal Code.

FISCAL IMPACT

There is no fiscal impact associated with the adoption of the proposed bid protest procedures.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 20-5538 adopting bid protest procedures for public projects.

ATTACHMENTS

Attachment "A": Resolution No. 20-5538

RESOLUTION NO. 20-5538

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA, ADOPTING BID
PROTEST PROCEDURES FOR PUBLIC PROJECTS**

WHEREAS, bid protest procedures are essential for the timely, fair and efficient handling of bid protests; and

WHEREAS, a lack of bid protest procedures can restrict a city's efforts to manage a bid protest because there are no guidelines as to when and how a protest must be submitted, what it must contain and evaluation and final determination of the protest; and

WHEREAS, adoption of the attached bid protest procedures would ensure a timely and efficient process for the filing, evaluation and determination of challenges to awards of public works contracts.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE,
HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. The City Council does hereby approve the bid protest procedures attached hereto as Exhibit A.

SECTION 3. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 4. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 11th day of February, 2020, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk

EXHIBIT "A"

Bid Protest Procedures

1. Filing Bid Protest.

All bid protests must be submitted in writing and addressed to the Office of the City Clerk, 15900 E. Main Street, La Puente, CA 91744. Protests must be received by the City Clerk before 4:00 p.m. no later than two working days following the bid opening date (the "Bid Protest Deadline"). Any bid protest that is received by the City Clerk after the time period specified herein, or that is not accompanied by the bid protest fee, is untimely and invalid, and shall not be considered. A "working day" shall mean a day the City is open for normal business, excluding weekends and holidays observed by the City.

These bid protest procedures apply only to contracts for public projects that are required to be competitively bid and awarded pursuant to the provisions of the La Puente Municipal Code.

2. Standing to Protest.

Only Bidders who have submitted a Bid Proposal may submit a bid protest. Subcontractors and others with a secondary interest are not eligible to submit bid protests. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest. An individual or entity may not submit more than one bid protest for a notice inviting bids or request for proposals.

3. Protest Fees.

At the time a bid protest is filed, the protesting bidder shall deposit with the City Clerk a non-refundable bid protest fee in an amount established by Resolution of the City Council. The bid protest fee is based upon the City's reasonable costs to administer the bid protest.

4. Content of Bid Protest.

The bid protest must contain a complete statement of the basis for the protest and include all facts and supporting documentation. The protesting bidder may not amend its protest or add new grounds for protest after submittal. Bid protests must identify the notice inviting bids or request for proposals being protested by name and number. The protest must refer to the specific portion or portions of the bid documents upon which the protest is based. The protest must include the name, address, email address, and telephone number of the person representing the protesting bidder and must be signed by the person submitting the protest.

5. Copy to Protested Bidder.

A complete copy of the bid protest and all supporting documents shall be provided by the protesting party to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest. The bid protest copy shall be provided at the same date and time as is required for filing the bid protest.

6. Response to Protest.

The protested bidder may submit a written response to the protest. The response must be submitted in writing and addressed to the Office of the City Clerk, 15900 E. Main Street, La Puente, CA 91744. The response must be received by the City Clerk before 4:00 p.m. no later than two working days following the Bid Protest Deadline or after actual receipt of the bid protest, whichever is sooner (the "Response Deadline"). The response must include all facts and supporting documentation. The protested bidder may not amend its response or submit additional material after the Response Deadline. The response must include the name, address, email address, and telephone number of the person representing the protested bidder.

7. Copy to Protesting Bidder.

A complete copy of the response and all supporting documents must be concurrently transmitted by the protested bidder, by or before the Bid Protest Deadline, to the protesting bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.

8. Bid Protest Evaluation and Determination.

Evaluation of bid protests will be made by the City Engineer or his/her designee, which decision shall be final.

9. Exclusive Remedy.

The procedures and timeframes set forth herein are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. A bidder's failure to comply with these procedures will constitute a waiver of any right to further pursue a bid protest, including filing a Government Code Claim or initiation of legal proceedings.

10. Right to Award.

The City reserves the right to award the Contract to the bidder it has determined to be the responsible bidder submitting the lowest responsive bid, and to issue a notice to proceed with the Work notwithstanding any pending or continuing challenge to its determination.



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: February 11, 2020

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION NO. 19-5493 AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM FOR ESTABLISHING THE HOURLY RATES FOR PART-TIME EMPLOYEES

BACKGROUND

The City of La Puente, on July 1st of each year, adopts salary resolutions for full-time and part-time employees to authorize positions and salary ranges to ensure adequate staffing for the fiscal year. On May 28, 2019 the City Council adopted Resolution No. 19-5493 establishing the authorized part-time positions and salary ranges for City employees.

On January 14, 2020, the City Council adopted Resolution No. 20-5531 and rescinded Resolution No. 19-5493. This was done to address the California minimum wage increase to \$13 an hour that was effective January 1, 2020.

DISCUSSION

As part of the Fiscal Year 2019-20 Budget, Council approved a full-time Assistant City Engineer position. In order to attract a wider variety of applicants, including retired annuitants from CalPERS, City staff is requesting to add a part-time Assistant City Engineer to the part-time salary resolution. If a part-time staff member was hired for this position, the full-time position would not be filled and vice-versa. By hiring someone on a part-time basis, this would lower the total yearly cost due to savings on benefits that a full-time employee would receive. Lastly, the part-time Assistant City Engineer would be designated for a special project of limited duration.

FISCAL IMPACT

The fiscal impact for the part-time Assistant City Engineer position is approximately \$60,000.00 per fiscal year which will be funded using the 2019A and 2019B bond proceeds.

RECOMMENDATION

It is recommended that the City Council: (1) adopt Resolution No. 20-5539 rescinding Resolution No. 20-5531 and approving authorized part-time positions and salary ranges for City employees; and (2) adopt Resolution No. 20-5540 amending the adopted Operating Budget for Fiscal Year 2019/20 in the amount of \$60,000.00.

ATTACHMENTS

Attachment "A": Assistant City Engineer (PT) job description
Attachment "B": Resolution No. 20-5539
Attachment "C": Resolution No. 20-5540



Assistant City Engineer (PT)

Department/Division:	Development Services/Public Works
Reports To:	Director of Development Services
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt; Hourly
Date Prepared:	February 11, 2020

GENERAL PURPOSE

Under direction of the Director of Development Services or assigned designee, the Assistant City Engineer (PT) directs, manages, coordinates and supervises the Engineering Division and general office staff in the planning, design, construction and the maintenance of public works improvements, including the coordination and administration of contracts for Public Works purposes; coordinates assigned activities with other City departments and divisions and outside agencies; provides highly responsible and complex administrative support to the Director of Development Services; assists in the preparation of the department budget and capital improvement programs, acts as City Engineer and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant City Engineer (PT) is distinguished from the Assistant City Engineer in that the Assistant City Engineer has greater work planning, budgeting, administrative reporting functions, and coordination of contract services. Additionally, the Assistant City Engineer (PT) is designated for a special project of limited duration. The Assistant City Engineer (PT) is also certified as a registered Civil Engineer (P.E.) from the State of California.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Manage large and complex public works, facilities and utilities infrastructure engineering projects; perform a broad range of advanced level professional engineering design duties; participate in the development and implementation of goals, objectives, policies, and procedures.
2. Delegate specific projects and tasks to engineering staff, assist in the preparation of the budget and Capital Improvement Programs for the Development Services Department.
3. Prepare and review engineering plans and specifications for the construction of streets, sewers, storm drains, structures, water distribution facilities, street lighting and traffic control facilities.

4. Responsible for administration of construction and professional services contracts, prepare plan layouts, details and drawings.
5. Prepare engineering calculations, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
6. Prepare and present staff reports and other necessary correspondence, meet with private developers and engineers to review private developments and related public works improvements for conformance to City standards and policies, resolve any problems related to these developments, ensure compliance with appropriate laws and guidelines.
7. Approve engineering plans and specifications, supervise the making and spreading of any assessments, oversee any special assessment districts, prepare cost estimates; supervise and direct lower level engineering personnel and general office staff in operation of all phases of public works responsibilities.
8. Secure grants, make presentations to business and community groups, City Commissions and City Council, and perform related duties as assigned
9. Determine scope of engineering projects; prepare requests for proposals and contracts for consulting services; review plans of consulting engineers and private contractors; make technical engineering decisions and establish technical criteria and standards; prepare plans and specifications related to assigned projects and calculate the quality, quantity and cost of materials; monitor the work of consultants; manage assigned capital improvement projects.
10. Negotiate right-of-way agreements, professional services agreements, and cooperative project agreements with other agencies; locate sources and obtain outside funding for public works projects.
11. Participate in professional organizations, as appropriate; attend staff meetings; participate in mandated training and staff development; represent the Department and give presentations at public meetings; respond to and meet with property owners, business owners, and the public.
12. Assist in resolving work problems and interpret administrative policies to subordinates, other departments, consultants, contractors and the public.
13. Provide information to the public; respond to and resolve citizen inquiries and complaints;
14. Coordinate with the construction inspection section to ensure conformance with contract plans, specifications and applicable codes; approve progress payments; approve change orders as needed;
15. Respond to requests for environmental reviews and; secure appropriate permits from regulatory agencies for assigned projects;

16. Prepare or direct the preparation of a variety of complex analytical, statistical and narrative reports and correspondence; and

17. Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; municipal Public Works (planning, design and construction); principles and practices of civil and structural engineering; procedures and construction methods in Public Works projects; municipal budget and capital improvement preparation and administration; principals of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage, direct and coordinate the work of supervisory, professional and technical personnel; select, supervise, train and evaluate staff; analyze problems and identify alternative solutions, interpret and apply Federal, State, local policies, procedures, laws and regulations; communicate clearly, concisely, both orally and in writing; assist in the preparation of the department budget; prepare contract documents, plans and specifications and engineers estimates; supervise construction and professional services contracts; establish and maintain effective working relationships with those contacted in the course of work including a variety of City and governmental officials, community groups and the general public.

Education/Training/Experience:

Any combination equivalent to a Bachelor of Science Degree in Civil Engineering or related field and five (5) years of responsible professional experience in the design and construction of Public Works projects including three (3) years of supervisory experience.

Licenses, Certificates; Special Requirements:

Certification as a registered Civil Engineer (P.E.) from the State of California.

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours or serve on-call in order to respond to emergencies.

In accordance with California Government Code Section 3100, City of La Puente employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 20 pounds.

Sensory demands include the ability to see within normal range, talk, and hear, and use electronic touch keypads.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently and meet changing deadlines given interruptions; and interact appropriately with staff, management, City officials, architects, developers, realtors, contractors, consultants, public and private representatives, and others in the course of work.

ENVIRONMENTAL ELEMENTS

The employee frequently works in office conditions with controlled temperature settings. The noise level is moderate, typically below 70 decibels.

The employee occasionally drives to project sites and meetings and is subject to traffic, variable weather conditions, and construction noise, and dust and debris.

RESOLUTION NO. 20-5539

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, RESCINDING RESOLUTION NO. 20-5531, AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM AND ESTABLISHING AUTHORIZED PART-TIME POSITIONS AND HOURLY RATES FOR CITY EMPLOYEES

WHEREAS, the City Council wishes to amend and establish part-time positions and hourly rates for City employees for the 2019-2020 Fiscal year, effective February 11, 2020.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. Effective February 11, 2020, Resolution 20-5531 is hereby rescinded.

SECTION 3. Hourly part-time employees shall be compensated at a rate fixed per the following schedule:

Classified Positions (Part-Time) Non-Exempt	Hourly Rates Steps A - E
Management Intern	13.00 – 15.80
Community Services Leader	13.00 – 15.80
Community Services Specialist	15.05 – 18.29
Office Assistant	15.80 – 19.21
Parking Control Specialist	17.42 – 21.18
Maintenance Assistant	19.21 – 23.35
Office Specialist	20.17 – 24.51
Maintenance Worker	22.23 – 27.03
Code Enforcement Officer	25.74 – 31.29
Assistant City Engineer	48.53 – 58.99

SECTION 4. The activity level of part-time positions must fall within the amount appropriated by the City Council set each fiscal year.

SECTION 5. If any provision, clause, section or part of this Resolution is found to be unconstitutional, illegal or invalid, such finding shall affect only such provision, sentence, clause, section or part, and shall not affect or impair any of the remaining parts.

SECTION 6. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 11th day of February, 2020, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk

RESOLUTION NO. 20-5540

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA
PUENTE, CALIFORNIA, AMENDING THE ADOPTED
OPERATING BUDGET FOR FISCAL YEAR 2019/2020**

WHEREAS, on May 28, 2019, the City Council approved and adopted the Fiscal Year (“FY”) 2019-20 operating budget; and

WHEREAS, the City of La Puente has experienced various adjustments to changing conditions since the budget was adopted and needs to amend the budget to reflect these adjustments.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE
HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. The City of La Puente’s Operating Budget for Fiscal Year 2019-2020 is hereby amended to include an additional \$60,000.00 appropriation of funds for operating costs as follows:

AMOUNT	FUND	DESCRIPTION
\$30,000.00	405	Series 2019A Capital Project Fund (Measure M)
\$30,000.00	410	Series 2019B Capital Project Fund (Measure R)
\$60,000.00	TOTAL	

SECTION 3. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or its applicability to other persons or circumstances.

SECTION 4. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 11th day of February, 2020, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: February 11, 2020

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director
William C. Pagett, City Engineer

SUBJECT: CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO HARDY & HARPER, INC. FOR THE HACIENDA BOULEVARD INTERSECTION IMPROVEMENTS PROJECT IN THE AMOUNT OF \$92,211.00

BACKGROUND

The proposed project will improve intersection capacity and traffic safety, and reduce traffic congestion at the following locations:

- Hacienda Boulevard at Amar Road
- Hacienda Boulevard at Fairgrove/Unruh Avenue
- Ingress and Egress at the El Super Shopping Center

DISCUSSION

The proposed improvements include lengthening the northbound left-turn pocket on Hacienda Boulevard at Fairgrove/Unruh Avenue by modifying the existing median island, and realigning the lane striping on Hacienda Boulevard at the intersections with Amar Road and Fairgrove/Unruh Avenue. The improvements also include “keep clear” and “do not block intersection” pavement markings and signage added to the southern and northern entrances/exits of the El Super shopping center.

The work will include removal of portions of the median island and reconstructing the median curb, stamped concrete, and asphalt paving; painting the new lane lines and pavement markings; and installing new traffic signage. The Engineer’s Estimate for construction was \$85,620.

The bid opening was conducted on January 15, 2020. The City received a total of four (4) bids for the project. The results of the bids are as follows:

Hardy & Harper, Inc.	\$92,211.00
EC Construction	\$93,783.05
All American Asphalt	\$95,485.00
Excel Paving Co.	\$95,940.00

After the process of verifying the contractor's bid submittal, references were contacted for Hardy & Harper, Inc. References confirmed that the contractor's prior work was completed satisfactorily. Hardy & Harper has been determined to be the lowest responsible bidder for the project.

Based upon the scope of work for the project, the project should take approximately twenty (20) working days to complete after the date the contractor is issued the notice to proceed.

FISCAL IMPACT

The Fiscal Year 2019-20 Capital Projects Budget includes \$55,000 that has been budgeted from developer deposit funds. The developer for the El Super shopping center has previously deposited \$300,000.00 to pay for all costs associated with this project.

The bid schedule for construction of this project totals \$92,211. With a 10 percent (10%) project contingency of \$9,221, the total construction project budget is \$101,432. In addition, there are associated project costs for construction management, inspection, and material testing estimated at \$11,000 which brings the total project cost to \$112,432. Therefore, a budget adjustment of \$58,000 (rounded) from funding on hand in the developer deposit fund is necessary to fully fund the project.

RECOMMENDATION

It is recommended that the City Council: (1) award the contract to Hardy & Harper Inc. in the amount of \$92,211; (2) authorize the City Manager to execute the Agreement and approve change orders up to 10% of the original bid amount; and (3) approve an additional allocation of \$58,000 in developer deposit funds to cover the cost of the project.

ATTACHMENTS

Attachment "A": Agreement

CITY OF LA PUENTE
CONTRACT AGREEMENT
FOR
HACIENDA BOULEVARD INTERSECTION IMPROVEMENTS
IN THE CITY OF LA PUENTE

This contract agreement is made and entered into for the above-stated project this 11th Day of February, 2020, by and between the City of La Puente, as AGENCY and Hardy & Harper, Inc. as Contractor.

WITNESSETH that AGENCY and Contractor have mutually agreed as follows:

ARTICLE I

The Contract Documents for the aforesaid project shall consist of the Notice Inviting Sealed Bids, Instructions to Bidders, Proposal, General Specifications, Standard Specifications, Special Provisions, Plans, and all referenced specifications, details, standard drawings, and appendices; together with this contract agreement and all required bonds, insurance certificates, permits, notices, and affidavits and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to ensure its completion in an acceptable manner. All of the provisions of said Contract Documents are made a part hereof as though fully set forth herein.

ARTICLE II

For and in consideration of the payments and agreements to be made and performed by AGENCY, Contractor agrees to furnish all materials and perform all work required for the above-stated project and to fulfill all other obligations as set forth in the aforesaid contract documents.

ARTICLE III

Contractor agrees to receive and accept the prices set forth in the Proposal as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. Said compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid contract documents and also including those arising from actions of the elements, unforeseen difficulties, or obstructions encountered in the prosecution of the work and also including those arising from actions of the elements, unforeseen difficulties, or obstructions encountered in the prosecution of the work, suspension, or discontinuance of the work and all other unknowns or risks of any description connected with the work.

ARTICLE IV

AGENCY hereby promises and agrees to employ and does hereby employ, Contractor to provide the materials, do the work and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices aforesaid and hereby contracts to pay the same at the time, in the manner and upon the conditions set forth in the contract documents.

ARTICLE V

Contractor acknowledges the provisions of the State Labor Code requiring every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code and certifies compliance with such provisions. Contractor further acknowledges the provisions of the State Labor Code requiring every employer to pay at least the minimum prevailing rate of per diem wages for each craft classification or type of workman needed to execute this contract as determined by the Director of Labor Relations of the State of California.

ARTICLE VI

Contractor agrees to indemnify and hold harmless AGENCY and all of its officers and agents from any claims, demands, or causes of action including related expenses, attorney's fees, and costs based on, arising out of, or in any way related to the work undertaken by Contractor hereunder. In the event the insurance coverage is on a claims made basis the Contractor shall indemnify and hold harmless the AGENCY and all of its officers and agents from any and all claims, demands, or causes of action that arise after the expiration of the Contractor's current policy or after the service contract has ended, for any occurrences arising out of or any way related to the work undertaken by the Contractor. The liability insurance coverage values shall be:

<u>Insurance Coverage Requirements</u>	<u>Limit Requirements</u>
Comprehensive General Liability	\$1,000,000
Product/Completion Operations	\$1,000,000
Contractual General Liability	\$1,000,000
Comprehensive Automobile Liability	\$1,000,000

A combined single-limit policy with aggregate limits in the amount of \$2,000,000 will be considered equivalent to the required minimum limits. The issuer shall be an "admitted surety insurer" duly authorized to transact business under the laws of the State of California.

Acceptable insurance coverage shall be placed with carriers admitted to write insurance in California with a rating of A:VIII by A.M. Best & Co. Any deviation from this rule shall require specific approval in writing from the AGENCY.

Insurance shall name the City of La Puente, its officers, agents, and employees as additional insured by endorsement of the Contractor's policy. A copy of the endorsement, showing policy limits, shall be provided to the AGENCY on or before signing this contract.

ARTICLE VII

Contractor affirms that the signatures, titles, and seals set forth hereinafter the execution of this contract agreement represent all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest herein.

ARTICLE VIII

BLANK

ARTICLE IX

Records and Audits. The Contractor shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the contract and such other records as may be deemed necessary by the AGENCY to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the AGENCY or any authorized representative and will be retained for 5 years after the expiration of this Contract unless permission to destroy them is granted by the AGENCY.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this contract agreement to be executed in duplicate by setting hereunto their names, titles, hands, and seals this _____ day of _____, 20____.

Contractor: _____
(Signature)

Name and Title (Printed) _____

Contractor's License No. _____

Agency Business License No. _____

Federal Tax Identification No. _____

Note: Contractor signature must be acknowledged before a Notary Public, and evidence of the authority of any person signing as attorney-in-fact must be attached.

AGENCY: _____
City Manager of the City of La Puente

Attested: _____
City Clerk of the City of La Puente

Approved
as to form: _____
City Attorney of the City of La Puente

FAITHFUL PERFORMANCE BOND
FOR
HACIENDA BOULEVARD INTERSECTION IMPROVEMENTS
IN THE CITY OF LA PUENTE

KNOW ALL MEN BY THESE PRESENTS that Hardy & Harper, Inc. as
CONTRACTOR and _____,
a corporation organized and existing under the laws of the State of _____,
and duly authorized to transact business under the laws of the State of California, as SURETY, are held and firmly bound unto
the City of La Puente, as AGENCY, in the penal sum of Ninety-Two Thousand Two Hundred Eleven Dollars (\$92,211.00), which
is 100 percent of the total contract amount for the above-stated project, for the payment of which sum, CONTRACTOR and
SURETY agree to be bound, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas CONTRACTOR has been awarded and is about to enter
into the annexed Contract Agreement with AGENCY for the above-stated project, if CONTRACTOR faithfully performs and fulfills
all obligations under the contract documents in the manner and time specified therein, then this obligation shall be null and void,
otherwise it shall remain in full force and effect in favor of AGENCY; provided that any alterations in the obligations or time for
completion made pursuant to the terms of the Contract Documents shall not in any way release either CONTRACTOR or
SURETY, and notice of such alterations is hereby waived by SURETY.

IN WITNESS WHEREOF, three (3) identical counterparts of this instrument, each of which shall for all purposes be deemed an
original hereof, have been duly executed by Bidder and Surety, on the date set forth below, the name of each corporate party
being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing
body.

Dated: _____

BIDDER: Name: _____

Address: _____

By: _____
(Signature)

Type Name and Title: _____

SURETY: Name: _____

Address: _____

By: _____
(Signature)

Type Name and Title: _____

Note: This bond must be executed in duplicate and dated, all signatures must be acknowledged before a Notary Public, and evidence of the authority of any person signing as attorney-in-fact must be attached.

MATERIAL AND LABOR BOND
FOR
SEWER AND PARK IMPROVEMENTS
AT
LA PUENTE COMMUNITY PARK
IN THE CITY OF LA PUENTE

KNOW ALL MEN BY THESE PRESENTS that Hardy & Harper, Inc., as CONTRACTOR, and _____, a corporation organized and existing under the laws of the State of _____, and duly authorized to transact business under the laws of the State of California, as SURETY, are held and firmly bound unto the City of La Puente, as AGENCY, in the penal sum of Ninety-Two Thousand Two Hundred Eleven Dollars (\$92,211.00), which is 100 percent of the total contract amount for the above-stated project, for payment of which sum, CONTRACTOR and SURETY agree to be bound, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas CONTRACTOR has been awarded and is about to enter into the annexed Contract Agreement with AGENCY for the above-stated project, if CONTRACTOR or any subcontractor fails to pay for any labor or material of any kind used in the performance of the work to be done under said contract, or fails to submit amounts due under the State Unemployment Insurance Act with respect to said labor, SURETY will pay for the same in an amount not exceeding the sum set forth above, which amount shall inure to the benefit of all persons entitled to file claims under the State Code of Civil Procedures; provided that any alterations in the work to be done, materials to be furnished, or time for completion made pursuant to the terms of the contract documents shall not in any way release either CONTRACTOR or SURETY, and notice of said alterations is hereby waived by SURETY.

IN WITNESS WHEREOF, three (3) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Bidder and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: _____

BIDDER: Name: _____

Address: _____

By: _____
(Signature)

Type Name and Title _____

SURETY: Name: _____

Address: _____

By: _____
(Signature)

Type Name and Title: _____

Note: This bond must be executed in duplicate and dated, all signatures must be acknowledged before a Notary Public, and evidence of the authority of any person signing as attorney-in-fact must be attached.



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: February 11, 2020

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director
William C. Pagett, City Engineer

SUBJECT: CONSIDERATION OF CONTRACT CHANGE ORDER FOR THE VALLEY BOULEVARD SANITARY SEWER IMPROVEMENT AND PAVEMENT RESURFACING PROJECT IN THE AMOUNT OF \$171,000.00

BACKGROUND

On December 6, 2019, the City Council awarded a construction contract to Excel Paving in the amount of \$1,043,469 to complete the Valley Boulevard Sanitary Sewer Improvement and Pavement Resurfacing Project. The award of contract also included a 10 percent contingency of \$104,350 for approval by the City Manager to cover the cost of any contract change order work.

DISCUSSION

In addition to the removal and replacement of approximately 1,930 feet of existing sewer mainline pipe in Valley Boulevard from Ferrero Lane to Wickford Avenue, the project also includes the repair of scattered potholes and areas with severe “alligator” cracking within the entire length of Valley Boulevard from the west city limit to Azusa Way.

Initially, staff had identified approximately 64,500 square feet of pavement repairs in the most severely needed areas, which is the quantity specified in Excel Paving’s contract. However, upon further evaluation and taking into consideration the overall pavement conditions on Valley Boulevard, staff has identified a total of 150,000 square feet of pavement repairs needed to provide a more complete street improvement project.

Excel Paving has provided a very competitive unit price for the pavement repairs. The pavement repairs involve grinding out the individual pavement failures and patching each location with hot asphalt concrete. In order to take advantage of the favorable pricing, staff recommends that a contract change order be executed to include an additional 85,500 square feet of pavement repairs in the project. The estimated cost of the additional repairs is \$171,000.00.

Since this additional work exceeds the original contract contingency, Staff is requesting Council’s approval of a contract change order with Excel Paving in the amount of \$171,000. The original contingency amount of 10% will remain available for any additional unanticipated

change orders that may occur during the course of construction. Upon the Council's approval, Excel Paving is ready to mobilize and begin the project on February 18, 2020.

FISCAL IMPACT

The Fiscal Year 2019-20 Capital Projects Budget includes \$950,000 budgeted in Prop C funding for the pavement repairs, slurry seal, and traffic striping portion of this project.

Including the 10 percent contract contingency, and associated project costs for construction management, inspection, and material testing, the total project cost for street repairs portion of the project along Valley Boulevard is estimated at \$319,454. Therefore, there is a sufficient funding in the current year's budget of Prop C monies for the additional pavement repairs of \$171,000.00.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to execute a contract change order with Excel Paving Company in the amount of \$171,000.00.

ATTACHMENTS

None.



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: February 11, 2020

From: Bob Lindsey, City Manager

By: Troy O. Grunklee, CPA, Director of Administrative Services
Alex Merkel Medina, Principal Accountant

SUBJECT: PRESENTATION OF MID-YEAR GENERAL FUND BUDGET FOR FISCAL YEAR
2019-2020

BACKGROUND

This report provides an overview of the City's financial performance for the first half of fiscal year 2019-2020, beginning July 01, 2019 and ending December 31, 2019. This analysis focuses on the General Fund, and details the City's budgetary position by examining actual revenues and expenditures against the amounts adopted in the annual budget. The report also provides a comparison to the City's budgetary position at this point in time last fiscal year (FY 2018-2019). The midway point signifies that 50% of the fiscal year has passed, and each category is expressed as a percentage of its respective budgeted amount for the year. Significant variations from this pattern are explained herein.

DISCUSSION

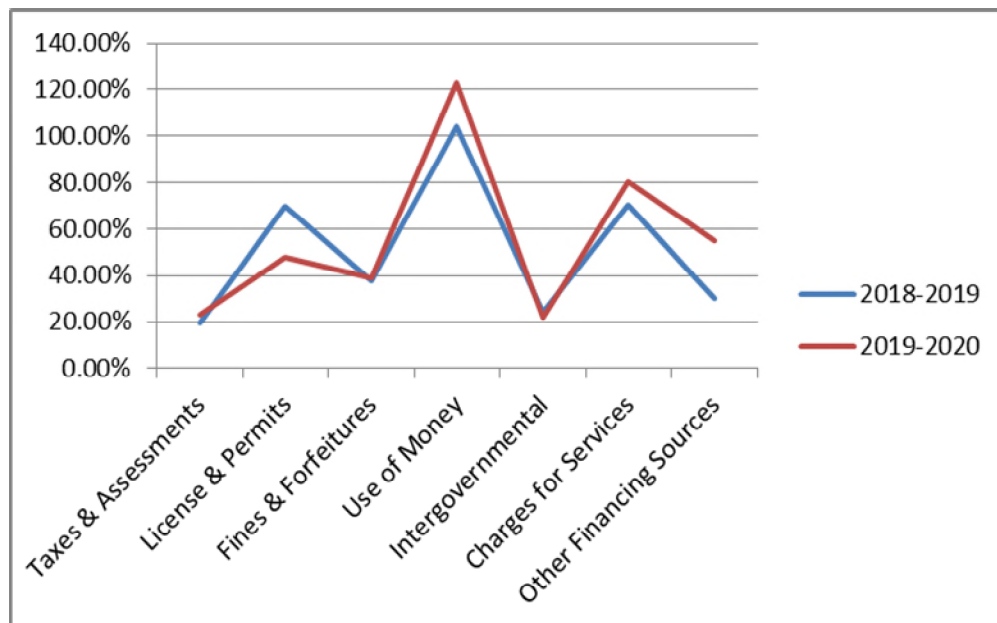
Revenue Analysis

Year-to-date, the City has received 29% of its total General Fund revenue budgeted for the year. This figure reflects a 4% increase in comparison to the receipts posted at this time last fiscal year. In terms of dollars collected, the City has so far seen an increase of 30% over fiscal year 2018-2019.

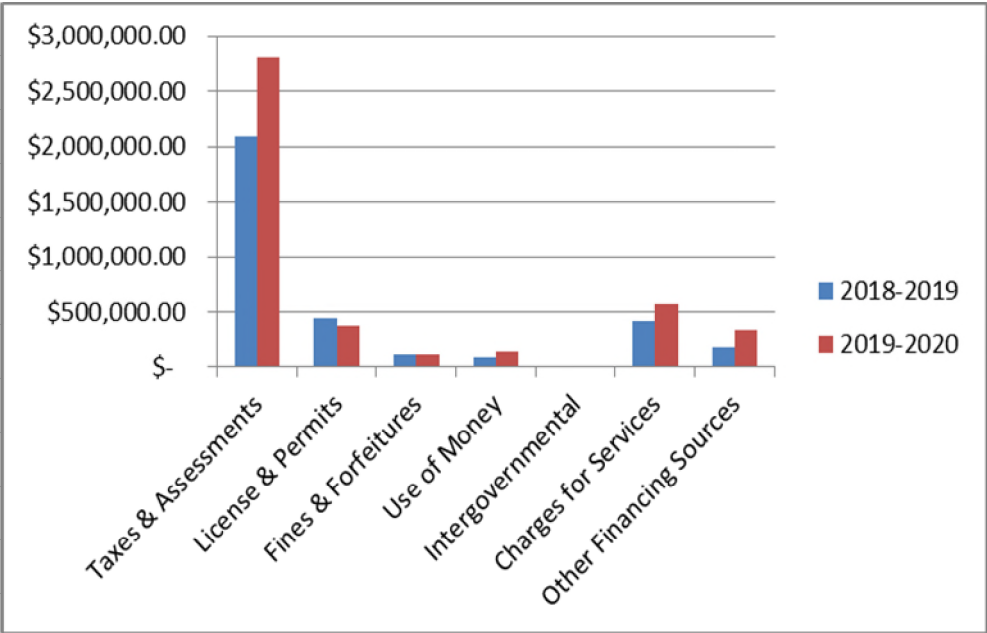
- Taxes and Assessments
 - o Sales and Use Tax has increased 52% year-over-year, resulting in an additional \$659,000 this fiscal period. This can be attributed to the success of the voter-approved initiative Measure LP.
 - o Franchise fees, Property Tax, and Transient Occupancy Tax collections as a percentage of their annual budgets are 17%, 9%, and 27% respectively. These percentages are within close range of prior year results, following consistent remittance schedules.
 - o Property Transfer Tax has increased 70% from this time last year, based in large part on a healthy real estate market.
- License & Permits
 - o Animal License fee revenue has increased 92% since December 31, 2018, due in large part to the efforts of the in-house Animal Control team at City Hall.

- o Overall, License & Permit revenue is at 48% of the annual budgeted amount, an appropriate level for the mid-year point.
- Fines and Forfeitures
 - o Collections have remained very consistent. The current balance in this category is \$116,000, as opposed to \$117,000 at this point in fiscal year 2018-2019.
- Use of Money
 - o The City has already exceeded its annual projection for interest on investments by \$25,000 due to prudent treasury management and favorable market conditions.
- Charges for Services
 - o Over 80% of the 2019-2020 budget has already been achieved in Charges for Services.
 - o Year-over-year City this revenue segment has increased by 39%.
 - o Most of this growth is attributable to Building Plan Check Fees. Over \$276,000 has been collected, much of it due to projects on Unruh Avenue and other locations.
- Other Financing Sources
 - o Transfers-In from Other Funds – this balance includes Citizens Option for Public Safety (COPS) supplemental law enforcement funds, which have increased to \$125,000 over \$118,000 at this time last year. Additional funds will be received later in the fiscal year.
 - o Consistent with timing in previous fiscal years, the remaining budget for Transfers-In will be fulfilled with a transfer from the Sewer Fund at the end of fiscal year 2019-2020.
 - o Miscellaneous Revenue has increased substantially over the prior fiscal year. This can be attributed to development impact fees received from Brandywine Homes.

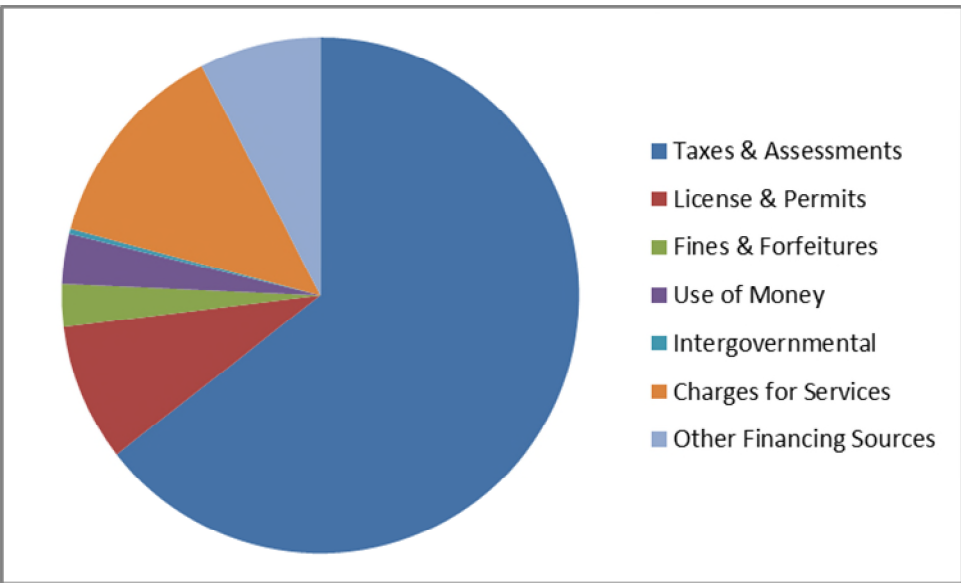
Percentage of Total Revenue Budget Collected at Dec. 31 – FY 2018-19 vs. FY 2019-20



General Fund Revenue – Comparison of Actuals as of Dec. 31 (in Dollars)



YTD Revenue Categories - Percentage of Total Collected



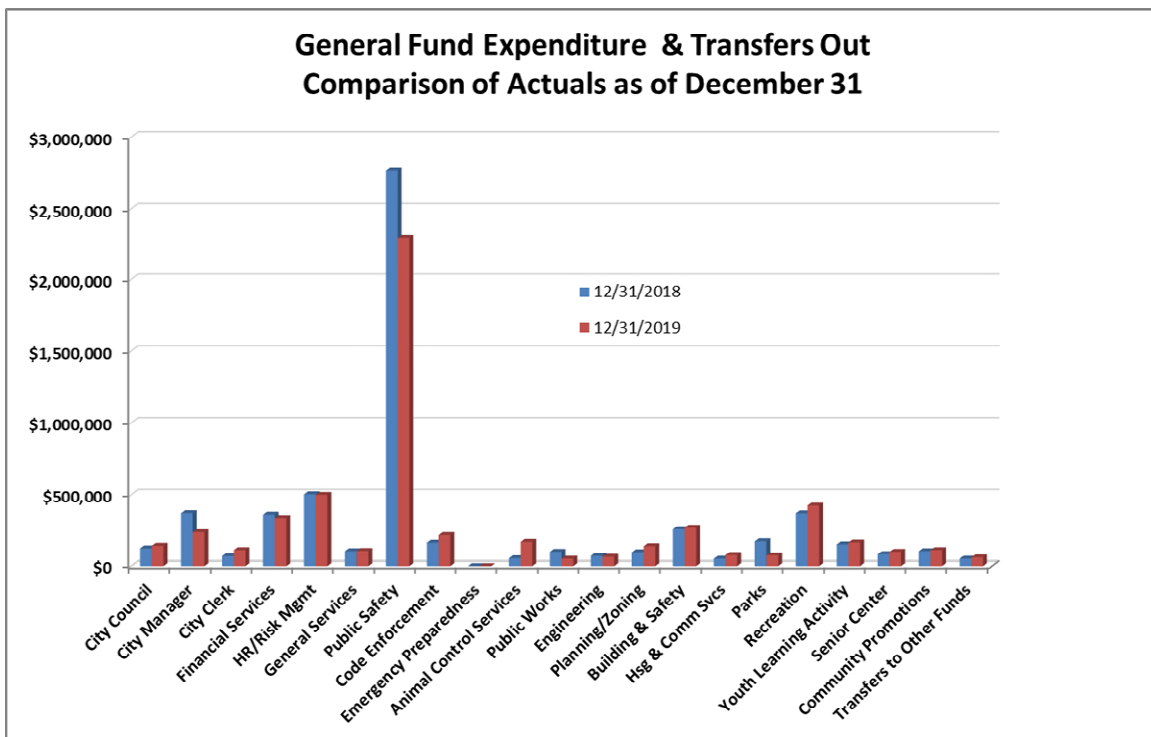
Expenditure Analysis

Overall, the City has expended 40% of its General Fund budget. During the first six months of last fiscal year, the City expended 46% of its General Fund budget, indicating a trend in cost savings. The following departments displayed variances in their mid-year results as compared to the first half of FY 2018-2019:

- City Manager
 - The substantial savings in this department are attributable to staffing changes. The incumbent City Manager receives a retirement plan that is less costly than that of the previous City Manager. Salary and other benefit related expenses have also been reduced due to support staff allocating their payroll amongst other departments.
 - The City Attorney's Office has only invoiced the City for the first three (3) months out of the six (6) in the fiscal period. This expense will increase as bills are received.
- City Clerk
 - Increases in expenditures are directly related to salary and benefits of support staff, which began working in City Clerk department part-time this fiscal year. The department is under the mid-year budget benchmark, however, at 45%.
- Financial Services
 - There are significant savings in this department, due to lower retirement costs for the new Director, as well as lower salary and benefits costs associated with replacing the Finance Manager with a Principal Accountant.
- Public Safety Services
 - Due to the timing of billings, the City had paid the L.A. County Sheriff through October 2019 as of the end of the calendar year. This two (2) month delay resulted in artificially low expenditures during the reporting period represented herein. Expenditures are on track with the budget for public safety.
- Code Enforcement Services
 - Code Enforcement has expended 49% of its annual budget, consistent with historical results. Increases in part-time staffing levels have led to a year-over-year increase of 30% in expenditures. The recent hiring of a new department manager, with a lower associated personnel cost, should help balance this in the future.
- Animal Control Services
 - This department has expended 53% of its annual budget to date, coinciding approximately with the 50% figure expected by staff. The year-over-year increase in costs for this department is associated with start-up costs for the program, including supplies and equipment.
- Public Works
 - Substantial savings in Public Works (down 48% from Dec. 31, 2018) are due to more effective management of traffic control contractors at City events.
 - The City is awaiting invoices from the County regarding wastewater.
- Planning and Zoning Services
 - Only 43% of the annual budget for planning and zoning has been consumed at this point in the fiscal year. This savings stems from multi-month vacancies in the Assistant

Planner and Senior Planner positions, and the usage of a lower cost contract planner during that period.

- Building and Safety
 - \$268,876 has been incurred thus far in this category. This represents 67% of the budget for fiscal year 2019-2020. This expense is directly tied with building permit activity, since the City's contract with Wildan Engineering is based on a percentage of total value of permits issued. The City is experiencing a correlated revenue increase in this category, neutralizing the effect of the increased expenditure.
- Parks
 - A substantial 57% savings over the first half of last fiscal year is the result of the reallocation of staff salaries, relying more heavily on special revenue fund dollars.
- Community Promotions
 - The Community Promotions actuals total 61% of the annual budget. This is consistent with expectations, as the 3rd of July and Christmas Holiday Parade, two of the more costly events in this category, has already taken place.



Fund Balance Analysis

At the end of a fiscal year, the net of the City's General Fund revenues and expenditures becomes part of its fund balance. Revenues in excess of expenditures (a surplus) increase the accumulated fund balance. Expenditures in excess of revenues (a deficit) decrease the existing fund balance.

As of December 31, 2019, the City is on track to achieve at least its budgeted year-end revenues (\$14,816,000). This exceeds the year-end projected expenditures (\$13,550,413) by \$1,265,587. The City's fund balance in the General Fund will be increased by this projected amount.

General Fund - Fund Balance Projection	
Beginning Fund Balance (07/01/2019)	\$ 21,252,969.00
<i>Plus:</i> Revenues	\$ 14,816,000.00
<i>Subtract:</i> Expenditures	\$ (13,550,413.00)
Surplus (Deficit)	\$ 1,265,587.00
Ending Fund Balance - Projected (06/30/2020)	\$ 22,518,556.00

FISCAL IMPACT

This item has no fiscal impact.

SUMMARY

The City of La Puente finds itself in a favorable budgetary position in its General Fund. Compared to the same period last fiscal year, the City has received more revenue and incurred less expenditure. This is the result of prudent financial management and control. If the City continues on its current trajectory for the remainder of the fiscal year, it will increase its fund balance in the General Fund, providing financial security for years to come.

RECOMMENDATION

It is recommended that the City Council receive and file this report.

ATTACHMENTS

Attachment "A": Mid-Year Financial Review – December 31, 2019 – Revenues and Expenses



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: February 11, 2020

From: Bob Lindsey, City Manager

By: James M. Casso, City Attorney

SUBJECT: INTRODUCTION AND CONSIDERATION OF AN ORDINANCE OF THE CITY OF LA PUENTE, CALIFORNIA, REPEALING CHAPTER 3.74 (SEX OFFENDER RESIDENCE RESTRICTIONS) OF TITLE 3 (PUBLIC SAFETY AND MORALS) OF THE LA PUENTE MUNICIPAL CODE IN ITS ENTIRETY

BACKGROUND

On September 26, 2019, plaintiff, “John Doe”, filed a lawsuit against the City of La Puente challenging the constitutionality of Chapter 3.74, the City’s “Sex Offender Residency Restrictions.” The Plaintiff alleged that the Chapter 3.74 is preempted by state law and violates the Due Process and Equal Protection guarantees of the United States and California Constitutions.

Rather than spend scarce public resources defending the Ordinance and trying to disprove court rulings to that have invalidated similar ordinances in other California cities, Council directed the City Attorney’s office to negotiate a settlement of the lawsuit and planning staff to explore the consideration of an ordinance that would survive a constitutional challenge.

In December 2019, the Plaintiff executed a settlement agreement and his counsel has dismissed his lawsuit with prejudice. In exchange for the dismissal, ten days following execution of the Settlement Agreement, the City will pay \$5,000.00 to the Family Safety Foundation, representing the reasonable attorney’s fees and litigation costs incurred by Plaintiff in the prosecution of this matter, and rescind the current ordinance.

DISCUSSION

Over the next few months, staff will review for possible Council consideration a new and constitutionally compliant ordinance addressing residency restrictions for sex offenders. In addition, as Council is aware, the Los Angeles Sheriff’s Department, monitors the activities of registered sex offenders in and around La Puente.

RECOMMENDATION

It is recommended that the City Council: (1) waive reading of Ordinance No. 20-968 and read by title only; and (2) introduce Ordinance No. 20-968, an Ordinance of the City of La Puente, California, Repealing Chapter 3.74 (Sex Offender Residence Restrictions) Of Title 3 (Public Safety And Morals) Of The La Puente Municipal Code In Its Entirety.

ATTACHMENTS

Attachment "A": Ordinance No. 20-968

ORDINANCE NO. 20-968

**AN ORDINANCE OF THE CITY OF LA PUENTE,
CALIFORNIA, REPEALING SECTION 3.74.010,
DEFINITIONS, THROUGH AND INCLUDING SECTION
3.74.080, APPLICABILITY, OF CHAPTER 3.74 (SEX
OFFENDER RESIDENCE RESTRICTIONS) OF TITLE 3
(PUBLIC SAFETY AND MORALS) OF THE LA PUENTE
MUNICIPAL CODE**

WHEREAS, Section 3.74.010 through and including Section 3.74.080 of Chapter 3.74 of Title 3 (Public Safety and Morals) provides regulations and restrictions regarding residency restrictions for sex offenders in the City of La Puente; and

WHEREAS, the California Supreme Court ruled that similar restrictions in San Diego County failed to bear a rational relationship to any legitimate government purpose, in that the restrictions failed to comply with the objectives of Jessica's Law, failed to protect the public and deprived registrants of stable homes, family support, social and medical services and other means necessary to live productive and law abiding lives. In 2016, a state appellate court held that residency restrictions can only be lawfully applied to sex offenders while they are on parole; and

WHEREAS, in September 2019, the City of La Puente was served a lawsuit alleging that the Chapter 3.74 violated the United States and California Constitutions; and

WHEREAS, rather than spend scarce public resources on protracted litigation, the City Council desires to repeal Chapter 3.74 in its entirety, and it also directs staff to draft a constitutionally compliant ordinance addressing residency restrictions for sex offenders in the City of La Puente.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE
DOES HEREBY ORDAIN AS FOLLOWS:**

Section 1. Findings.

The City Council finds that the above Recitals are true and correct, and are incorporated herein by reference.

Section 2. La Puente Municipal Code Amendment.

Chapter 3.74 (Sex Offender Residence Restrictions) of Title 3 (Public Safety and Morals) is hereby repealed in its entirety.

Section 4. Clerical Errors.

The City Council directs the City Clerk to correct any clerical errors found in this Ordinance including, but not limited to, typographical errors, irregular numbering and incorrect section references.

Section 5. Severability.

Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 6. Effective Date.

In accordance with California Government Code section 36937, this Ordinance shall take effect and be in force thirty (30) days from passage and adoption.

Section 7. Publication.

The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this ordinance to be published and posted as required by law.

PASSED, APPROVED AND ADOPTED this ____ day of ____, 2020, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk