City Council Meeting Agenda

Tuesday, June 9, 2020
Special Meeting 9:00 a.m.

PUBLIC ADVISORY

Pursuant to Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, and to ensure the health and safety of the public, Council/Agency Members will participate in the meeting telephonically and City Hall will be closed to the public.

<u>How to Observe the Meeting</u>

The meeting will be audio-streamed live on the Internet. To listen to the meeting on your computer, go to lapuente.org. From the Agendas and Minutes page, click on City Council/Successor Agency and Oversight Board Agendas and Minutes, Listen to Audio (http://lapuente.granicus.com/ViewPublisher.php?view_id=2).

To listen over the phone, please call the following conference call number: (571) 317-3122 and enter the following access code: 622-610-733.

<u>How to Submit Public Comment</u>

To provide public comment by email, you may send your comment to the City Clerk at cityclerk@lapuente.org. If you wish to have your comment read into the record, type "PUBLIC COMMENT" in the subject line of your email. Please email your comment to the City Clerk by 9:00 a.m. on the day of the meeting.

To provide public comment by phone, please call (626) 855-1576 and you will be selected from the que when it is your turn to speak. The phone line will open 10 minutes prior to the meeting start time. Those wishing to speak must call in prior to the conclusion of the first speaker's remarks.

<u>American Disability Act Accommodations</u>

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the City Council meeting, please contact the City Clerk's Office (626) 855-1500 within 24 hours of the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting.

The City of La Puente thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

We appreciate your patience as we may experience technical difficulties or streaming delays.

NOTICE AND CALL OF SPECIAL MEETING

AGENDA - SPECIAL MEETING OF THE

LA PUENTE CITY COUNCIL

COUNCIL CHAMBERS

15900 EAST MAIN STREET, LA PUENTE

JUNE 9, 2020, 9:00 A.M.

NOTICE IS HEREBY GIVEN that a Special Meeting of the City Council of the City of La Puente is hereby called to be held on Tuesday, June 9, 2020, commencing at 9:00 a.m. Pursuant to Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, and to ensure the health and safety of the public, Council Members will participate in the meeting telephonically and City Hall will be closed to the public.

CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

If you wish to address the City Council - Successor Agency on an item other than a 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.)

A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS - None

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL – None

C. UNFINISHED BUSINESS OF THE CITY COUNCIL

C-1 DISCUSSION AND DIRECTION REGARDING: (1) THE FUNCTIONS AND OBJECTIVES OF THE EDUCATION COMMISSION AND PUENTE PRIDE COMMISSION; AND (2) APPOINTMENTS TO ALL CITY COMMISSIONS

Staff Recommendation: It is recommended that the City Council: (1) discuss the functions and objectives of the Education and Puente Pride Ad Hoc Committees; (2) discuss appointments to the listed City Commissions; and (3) provide direction to Staff.

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. 1491

Staff Recommendation: It is recommended that the City Council and Successor Agency adopt Resolution No. 20-5557 approving Warrant Register No. 1491.

D-2 PRESENTATION OF APRIL AND MAY 2020 INVESTMENT REPORTS

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

D-3 PRESENTATION OF APRIL AND MAY 2020 REQUISITION SUMMARY REPORTS

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

D-4 CONSIDERATION OF A RESOLUTION ADOPTING A STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2020-2021

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 20-5558 approving the City's Statement of Investment Policy for Fiscal Year 2020-21.

D-5 CONSIDERATION OF A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR 2020 LEAP PROGRAM GRANT FUNDS

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 20-5559 authorizing the submittal of an application for LEAP Program grant funds in the amount of $150,000.

D-6 CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO WGJ ENTERPRISES, INC., DBA PCI, FOR THE CITY STREET SIGN INSTALLATION PROJECT IN THE AMOUNT OF $33,695.00

Staff Recommendation: It is recommended that the City Council: (1) award the construction contract to WGJ Enterprises, Inc., dba PCI, in the amount of $33,695.00 for the City Street Sign Installation Project; and (2) authorize the City Manager to execute the Agreement and approve change orders up to 10% of the original bid amount.

D-7 CONSIDERATION OF A RESOLUTION DESIGNATING THE ENTITIES PERMITTED TO SELL SAFE AND SANE FIREWORKS IN THE CITY FOR 2020

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 20-5560 designating the entities permitted to sell safe and sane fireworks in the City.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

E-1 CONSIDERATION AND APPROVAL OF GUIDELINES AND PROTOCOLS FOR REOPENING CITY FACILITIES

Staff Recommendation: It is recommended that the City Council: (1) approve the Business Outreach and Reopening Ad Hoc Committee's proposed City facilities reopening guidelines and protocols; and (2) provide any additional direction to Staff.

E-2 DISCUSSION AND DIRECTION REGARDING CITY COUNCIL MEETING FORMAT

Staff Recommendation: It is recommended that the City Council receive recommendations from the Communications Ad Hoc Committee regarding the format of City Council meetings and provide direction to Staff.

E-3 DISCUSSION AND DIRECTION REGARDING THE DENTAL OPTICAL CARE (DOC) PROGRAM FOR FISCAL YEAR 2019-2020

Staff Recommendation: It is recommended that the City Council discuss this item and provide direction to Staff.

ADHOC COMMITTEE REPORTS

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

	NAME	MEMBERS
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
9.	Public Health	Klinakis/Lewis
10.	Business Outreach and Reopening	Munoz/Solis

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.lapuente.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.)

Dated: June 5, 2020

Charles Klinakis

Charles Klinakis, Mayor

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF LA PUENTE)

AFFIDAVIT OF POSTING

I, Sheryl Garcia, City Clerk for the City of La Puente, hereby certify that a copy of the Notice and Call of a Special Meeting of the La Puente City Council, to be held on June 9, 2020, commencing at 9:00 a.m., was posted in accordance with all applicable laws and provided not less than twenty-four hours before the time of the meeting to the following:

Mayor Charlie Klinakis
Mayor Pro Tem Violeta Lewis
Council Member Dan Holloway
Council Member Valerie Munoz
Council Member John M. Solis
San Gabriel Valley Tribune

I declare under penalty of perjury that the foregoing is true and correct. Dated this 5th day of June, 2020.

Sheryl Garcia, MMC, CPM
City Clerk

City of La Puente
AGENDA REPORT

To: Mayor and City Council For meeting of: June 9, 2020

From: Bob Lindsey, City Manager

SUBJECT: DISCUSSION AND DIRECTION REGARDING: (1) THE FUNCTIONS AND OBJECTIVES OF THE EDUCATION COMMISSION AND PUENTE PRIDE COMMISSION; AND (2) APPOINTMENTS TO ALL CITY COMMISSIONS

BACKGROUND/DISCUSSION

On April 8, 2020, the City posted a Notice of Vacancies for the following Commission vacancies: five (5) seats on the Education Commission, two (2) seats on the Planning Commission and six (6) seats on the Puente Pride Commission.

At its meeting on May 7, 2020, staff requested direction from the City Council regarding commission appointments. At that time, three applications had been received for the Planning Commission, including the incumbent Planning Commissioner, and no applications had been received for the Education and Puente Pride Commissions.

The City Council further directed staff to continue accepting applications for all commissions and requested a discussion to reevaluate the purpose of the Education and Puente Pride Commissions. The City Council also reappointed incumbent Planning Commission Daniel Stowell. At this time, no additional applications for any of the commissions have been received.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council: (1) discuss the functions and objectives of the Education and Puente Pride Ad Hoc Committees; (2) discuss appointments to the listed City Commissions; and (3) provide direction to Staff.

ATTACHMENTS

None.

RESOLUTION NO. 20-5557

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE ALLOWING CERTAIN CLAIMS AND DEMANDS IN THE AMOUNT OF $1,560,872.20 (WARRANT REGISTER 1491)

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 3578 through 3701 and Drafts numbered 00927 through 00938 and ACH(s) numbered 178 through 180 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 9th day of June, 2020, by the following vote:

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

____

Charlie Klinakis, Mayor

ATTEST:

____

Sheryl Garcia, City Clerk

Check Register Report

City of La Puente

By Payment Number

Payment Dates 05/02/2020 - 05/31/2020

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Payment Amount / Item Amount
178	5/8/2020	THYSSE	THYSSENKRUPP ELEVATOR CORP.		1,099.45
	3005024140	01/01-03/31 CH ELEVATOR MTECE		100-1150-53811	1,099.45
179	5/22/2020	TANKO	TANKO LIGHTING		4,048.50
	62961	CALL OUT REPAIRS-1124 HACIENDA		285-3330-53111	2,428.50
	62967	04/20 ST LIGHT MTCE SVC		285-3330-53111	1,620.00
180	5/29/2020	SIEIND	SIEMENS INDUSTRY INC.		4,395.07
	5610205727	REP LED BOARD - GLENDORA & NELSON		200-3120-53821	2,075.00
	5610218564	04/20 TS MTCE SVC		200-3120-53819	1,560.50
	5620030421	04/20 TS EMER CALL OUTS		200-3120-53819	759.57
3578	5/8/2020	CABUST	CALIFORNIA BUILDING STANDARDS		353.70
	INV0005121	01-03/20 BLDG REV FUND		100-48900	-39.30
	INV0005121	01-03/20 BLDG REV FUND		600-47441	393.00
3579	5/8/2020	CASSPA	CASSO & SPARKS, LLP		40,487.50
	20389	10/19 LEGAL-ADMINISTRATION FEES		100-1110-53114	3,795.00
	20389-1	10/19 LEGAL-CITY CLERK		100-1110-53114	713.00
	20389-2	10/19 LEGAL-CITY COUNCIL		100-1110-53114	2,691.00
	20389-3	10/19 LEGAL-COMMUNITY DEVELOPMENT FEES		100-1110-53114	2,070.00
	20389-4	10/19 LEGAL-COMMUNITY SERVICES		100-1110-53114	207.00
	20389-5	10/19 LEGAL-FINANCE FEES		100-1110-53114	368.00
	20389-6	10/19 LEGAL-LP PARK CEQA REVIEW		100-1110-53114	4,970.00
	20389-7	10/19 LEGAL-LITIGATION		100-1110-53118	3,955.00
	20389-8	10/19 LEGAL-PLANNING		100-1110-53114	322.00
	20389-9	10/19 LEGAL-ADMINISTRATIVE FEES		100-1110-53114	954.55
	20390	11/19 LEGAL-ADMINISTRATION FEES		100-1110-53114	1,633.00
	20390-1	11/19 LEGAL-CITY CLERK		100-1110-53114	207.00
	20390-10	11/19 LEGAL-ADMINISTRATIVE FEES		100-1110-53114	458.65
	20390-2	11/19 LEGAL-CITY COUNCIL		100-1110-53114	2,829.00
	20390-3	11/19 COMMUNITY DEVELOPMENT		100-1110-53114	3,358.00
	20390-4	11/19 LEGAL-COMMUNITY SVC		100-1110-53114	69.00
	20390-5	11/19 LEGAL-COMM SVC LP PARK		100-1110-53114	184.00
	20390-6	11/19 LEGAL-LP PARK CEQA		100-1110-53114	105.00
	20390-7	11/19 LEGAL-LABOR & EMPLOYMENT		100-1110-53114	46.00
	20390-8	11/19 LEGLA-LITIGATION		100-1110-53118	420.00
	20390-9	11/19 LEGAL-PLANNING COMMISSION		100-1110-53114	322.00
	20391	12/19 LEGAL-ADMINISTRATION FEES		100-1110-53114	276.00
	20391-1	12/19 LEGAL-CITY CLERK		100-1110-53114	184.00
	20391-2	12/19 LEGAL-CITY COUNCIL		100-1110-53114	943.00
	20391-3	12/19 LEGAL-COMMUNITY DEVELOPMENT		100-1110-53114	1,150.00
	20391-4	12/19 LEGAL-COMMUNITY SERVICES		100-1110-53114	368.00
	20391-5	12/19 LEGAL-LA PUENTE PARK		100-1110-53114	560.00
	20392	01/20 LEGAL-ADMINISTRATION FEES		100-1110-53114	1,380.00
	20392-1	01/20 LEGAL-CITY CLERK		100-1110-53114	460.00
	20392-2	01/20 LEGAL-CITY COUNCIL		100-1110-53114	1,219.00
	20392-3	01/20 LEGAL-COMMUNITY DEVELOPMENT		100-1110-53114	621.00
	20392-4	01/20 LEGAL-LITIGATION FEES		100-1110-53118	1,330.00
	20392-5	01/20 LEGAL-ADMINISTRATIVE FEES		100-1110-53114	255.10
	20392-6	12/19 LEGAL-LITIGATION		100-1110-53118	1,260.00
	20393-7	12/19 LEGAL-PLANNING COMMISSION		100-1110-53114	483.00
	20393-8	12/19 LEGAL-ADMINISTRATIVE FEES		100-1110-53114	261.20
	20393-9	12/19 LEGAL-CITY OF GARDENA V. RWQCB		100-1110-53114	60.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Payment Amount / Item Amount
3581	5/8/2020	CINTA	CINTAS CORPORATION #693		816.76
	8404631280	04/2020 RESTOCK FIRST AID SUPPLIES-ALL FACILITIES		100-1150-53011	816.76
3582	5/8/2020	CONCEN	CONCENTRA		530.00
	67797753	HEALTH SCREENING NEW HIRE (5)		100-1135-53406	530.00
3583	5/8/2020	DEPTC	DEPT OF CONSERVATION		1,060.79
	INV0005123	01/20-03/20 SMIP FEES		100-48900	-55.83
	INV0005123	01/20-03/20 SMIP FEES		600-47440	1,116.62
3584	5/8/2020	EDISON	EDISON CO		1,176.08
	INV0005119	03/27-04/27 ELEC-YALC		100-4100-53712	1,176.08
3585	5/8/2020	ENTFMT	ENTERPRISE FLEET MANAGEMENT		3,828.24
	FBN3943167	04/2020 MONTHLY VEHICLE MTCE		555-3150-53812	594.23
	FBN3943167	04/2020 MONTHLY LEASE		555-3150-53912	3,234.01
3586	5/8/2020	FRANKL	FRANKLIN AIR CONDITIONING &		400.00
	42837	04/2020 CH A/C MTCE		100-1150-53811	400.00
3587	5/8/2020	GT1COL	GT1 COLLISION REPAIR INC		1,780.05
	21131	IRRIGATION BOX-PUBLIC RIGHT OF WAY		200-3120-53821	250.00
	4292020	MTCE VEH-HOOD REPAIR		555-3150-53812	1,530.05
3588	5/8/2020	ESPJO	JORGE ESPINOZA		200.00
	INV0005120	BOOT REIM-ESPINOZA		100-3330-53015	200.00
3589	5/8/2020	KSKFAC	KSK FACILITIES		1,920.00
	1239	05/20 CC/YLAC JANITORIAL SVC		285-3330-53813	1,920.00
3590	5/8/2020	LACRD	LA CO DEPT PUBLIC WORKS		5,144.83
	RE-PW-20040605179	03/20 TS MAINT DDG		200-3120-53819	5,144.83
3591	5/8/2020	LACRDD	LA CO DEPT PUBLIC WORKS		7,568.75
	IN200000746	12/01-03/31 TS AMAR@SUNSET		200-3120-53819	4,546.89
	IN200000752	01/01-03/31 TS NELSON@ORANGE		200-3120-53819	414.87
	IN200000801	01/01-03/31 TS CALIFORNIA@TEMPLE		200-3120-53819	2,606.99
3592	5/8/2020	MUSSPO	MUSCO SPORTS LIGHTING, LLC		93,225.00
	334982	SPORTS FIELD LIGHTING (2)		280-5594-59300	93,225.00
3593	5/8/2020	PRUDOV	PRUDENTIAL OVERALL SUPPLY		366.40
	52334506	02/05 CH MAT RENTAL		100-1150-53813	91.60
	52341214	02/26 CH MAT RENTAL		100-1150-53813	91.60
	52350235	03/25 CH MAT RENTAL		100-1150-53813	91.60
	52354556	04/08 CH MAT RENTAL		100-1150-53813	91.60
3594	5/8/2020	QUINMO	QUINTIN'S MOBIL		389.78
	1013379	FUEL-MTCE VEH		555-3150-53014	85.53
	1013773	FUEL-MTCE VEH		555-3150-53014	64.20
	1014199	FUEL-MTCE VEH		555-3150-53014	106.00
	1014720	FUEL-MTCE VEH		555-3150-53014	68.26
	1015394	FUEL-MTCE VEH		555-3150-53014	65.79
3595	5/8/2020	SGTRA	SOUTHLAND TRANSIT INC		42,604.28
	LAPUENTE0320	03/2020 DIAL A RIDE		210-3130-53916	8,968.18
	LAPUENTE0320	03/2020 LP LINK SVC		210-3130-53917	35,653.85
	LAPUENTE0320	03/2020 DIAL A RIDE FARE		210-46100	-37.75
	LAPUENTE0320	03/2020 LP LINK FARE		210-46105	-1,980.00
3596	5/8/2020	DANON	SPARKLETTS		165.74
	10303592 042320	04/21 CH WATER SVC		100-1150-53011	165.74

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Payment Amount / Item Amount
3597	5/8/2020	TIMEWA	TIME WARNER CABLE		299.99
	8448300190395613	04/27-05/26 CH CABLE/INTERNET SVC		100-1150-53715	299.99
3598	5/8/2020	WILENG	WILLDAN ENGINEERING		38,967.80
	003-31828	02/2020 CONSTRUCTION-SEWER PARK IMPROVEMENT		100-5596-59300	3,896.78
	003-31828	02/2020 CONSTRUCTION-SEWER PARK IMPROVEMENT		280-5594-59300	8,183.24
	003-31828	02/2020 CONSTRUCTION-SEWER PARK IMPROVEMENT		500-5595-59300	26,887.78
3599	5/15/2020	SEIUCO	COPE FUND		10.00
	INV0005098	COPE FUND CONTRIBUTION		100-20380	3.06
	INV0005098	COPE FUND CONTRIBUTION		260-20380	1.94
	INV0005135	COPE FUND CONTRIBUTION		100-20380	3.98
	INV0005135	COPE FUND CONTRIBUTION		260-20380	1.02
3600	5/15/2020	NATRS	NATIONWIDE RETIREMENT		120.00
	INV0005128	Employee Contribution		100-20340	110.91
	INV0005128	Employee Contribution		200-20340	1.01
	INV0005128	Employee Contribution		203-20340	1.01
	INV0005128	Employee Contribution		205-20340	1.01
	INV0005128	Employee Contribution		210-20340	1.01
	INV0005128	Employee Contribution		285-20340	5.05
3601	5/15/2020	SEIU	SEIU - LOCAL 721		759.98
	INV0005097	EMPLOYEE DUES		100-20380	263.51
	INV0005097	EMPLOYEE DUES		200-20380	15.89
	INV0005097	EMPLOYEE DUES		203-20380	3.18
	INV0005097	EMPLOYEE DUES		205-20380	3.18
	INV0005097	EMPLOYEE DUES		210-20380	33.02
	INV0005097	EMPLOYEE DUES		215-20380	3.18
	INV0005097	EMPLOYEE DUES		260-20380	18.36
	INV0005097	EMPLOYEE DUES		285-20380	39.67
	INV0005134	EMPLOYEE DUES		100-20380	266.54
	INV0005134	EMPLOYEE DUES		200-20380	25.90
	INV0005134	EMPLOYEE DUES		203-20380	3.18
	INV0005134	EMPLOYEE DUES		205-20380	3.18
	INV0005134	EMPLOYEE DUES		210-20380	30.77
	INV0005134	EMPLOYEE DUES		215-20380	3.18
	INV0005134	EMPLOYEE DUES		260-20380	10.52
	INV0005134	EMPLOYEE DUES		285-20380	36.72
3602	5/15/2020	USBANK	U.S BANK PARS ACCT# 6746022400		2,087.56
	INV0005132	PARS RETIREMENT		100-20340	1,486.45
	INV0005132	PARS RETIREMENT		200-20340	225.47
	INV0005132	PARS RETIREMENT		260-20340	24.21
	INV0005132	PARS RETIREMENT		285-20340	351.43
3603	5/15/2020	AMERLE	AMERICAN LEGAL		95.00
	58	FY 20/21 MUNI CODE INTERNET RENEWAL		100-1120-53412	95.00
3604	5/15/2020	ATT	AT&T		662.63
	000014668056	03/28-04/27 PHONE - PRIMARY RATE ISDN		100-1150-53715	164.69
	000014668058	03/28-04/27 PHONE - MTCE YARD ALARM		285-3330-53715	19.16
	000014668059	03/28-04/27 PHONE -CH FAX LN		100-1150-53715	97.97
	000014668060	03/28-04/27 PHONE - CH LINE		100-1150-53715	342.57
	000014686803	04/06-05/05 PHONE - MTCE 911 LINE		285-3330-53715	19.12
	000014686804	04/06-05/05 PHONE - CH 911 LN		100-1150-53715	19.12
3605	5/15/2020	BAEBAL	BALTAZAR BAEZA		60.00
	INV0005151	REFUND - BAEZA ANIMAL LIC COUNTY JURISDICTION		100-42140	60.00
3606	5/15/2020	CASSPA	CASSO & SPARKS, LLP		5,633.25
	20393	02/20 LEGAL - ADMINISTRATION FEES		100-1110-53114	1,242.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Item Amount	Payment Amount
	20393- 7	02/20 LEGAL- ADMINISTRATIVE FEE		100-1110-53114	268.25	
	20393-1	02/20 LEGAL - CITY CLERK		100-1110-53114	161.00	
	20393-2	02/20 LEGAL - CITY COUNCIL		100-1110-53114	1,748.00	
	20393-3	02/20 LEGAL- COMMUNITY DEVELOPMENT		100-1110-53114	1,403.00	
	20393-4	02/20 LEGAL - COMMUNITY SERVICES		100-1110-53114	138.00	
	20393-5	02/20 LEGAL- COMMUNITY SVC LP PARK		100-1110-53114	253.00	
	20393-6	02/20 LEGAL - LITIGATION		100-1110-53118	420.00	
3607	5/15/2020	CBEEQU	CELL BUSINESS EQUIPMENT			1,121.41
	5010175882	05/11-06/10 FACILITY COPIER LEASE		100-1150-53911	1,121.41	
3608	5/15/2020	CINTA	CINTAS CORPORATION #693			198.94
	4049313714	05/20 SC MAT RENTAL		100-4130-53012	198.94	
3609	5/15/2020	D&D	D & D SERVICES, INC			225.00
	73832	04/20 ANIMAL DISPOSAL		100-2130-53111	225.00	
3610	5/15/2020	DATATIC	DATA TICKET INC.			319.00
	111527	03/20 CODE ENF CITATION PROCESSING		100-2110-53111	319.00	
3611	5/15/2020	EDISON	EDISON CO			28,748.22
	INV0005153	04/01-05/01 ELEC - CITY HALL		100-1150-53712	3,369.19	
	INV0005154	04/01-05/01 ELEC - VARIOUS		200-3120-53713	1,024.64	
	INV0005155	04/01-05/01 ELEC - PARK SVC		285-3330-53712	263.50	
	INV0005156	04/01-05/01 ELEC - TRAFFIC CONTROL		200-3120-53713	1,040.00	
	INV0005157	04/01-05/01 ELEC - VARIOUS		200-3120-53713	9,872.02	
	INV0005158	04/01-05/01 ELEC - ST LIGHTS LS-2B		200-3120-53713	1,791.78	
	INV0005159	04/01-05/01 ELEC - ST LIGHTS LS-1/OPTION E		285-3330-53712	9,893.31	
	INV0005160	04/02-05/04 ELEC -15250 TEMPLE AVE		200-3120-53713	48.11	
	INV0005161	04/02-05/04 ELEC - 14951 NELSON AVE		200-3120-53713	67.76	
	INV0005162	04/01-05/01 ELEC - COMM CTR		100-4100-53712	779.72	
	INV0005163	04/01-05/01 ELEC - SENIOR CTR		100-4130-53712	598.19	
3612	5/15/2020	FEDEXP	FEDERAL EXPRESS CORP			48.50
	6-955-82656	POSTAGE - OFFICE OF JUSTICE PROGRAM		100-1150-53211	48.50	
3613	5/15/2020	RICO	GABRIEL RICO			120.00
	INV0005150	REFUND - RICO ANIMAL LIC COUNTY JURISDICTION		100-42140	120.00	
3614	5/15/2020	GARDA	GARDAWORLD			292.02
	10562919	05/20 ARMORED TRANS SVC		100-1130-53111	292.02	
3615	5/15/2020	GRAN	GRAND CENTRAL RECYCLING & TRAN			2,165.96
	0004020781	GRAVEL BASE FOR SKATEPARK		100-5596-59300	2,165.96	
3616	5/15/2020	HMEDEP	HOME DEPOT CRC			1,206.69
	1020432	MAIN YARD LIGHT FIXTURES		100-3330-53813	241.51	
	1210999	REFUND - STORE CREDIT		100-3330-53813	-85.34	
	1342030	MTCE SUPPLIES		100-3330-53822	72.11	
	2063888	TOOLS		100-3100-53012	397.68	
	4020220	PARK MASTER PLAN SUPPLIES		100-3100-53012	419.46	
	6020008	LP PARK SUPPLIES		100-3100-53012	82.04	
	7272299	CH PLANTS		100-1150-53813	79.23	
3617	5/15/2020	BRAJAQ	JAQUELINE BRACAMONTE			60.00
	INV0005152	REFUND - BRACAMONTE ANIMAL LIC COUNTY JURISDICT..		100-42140	60.00	
3618	5/15/2020	LACSHF	LA CO SHERIFF'S DEPT			570,092.58
	202878AL	02/20 LAW ENF SVC		100-2100-53110	511,585.28	
	202878AL	02/20 LIABILITY INSURANCE		100-2100-53186	53,962.27	
	203420AL	01-03/20 FUEL CITY VEH		555-3150-53014	4,545.03	
3619	5/15/2020	LPVCWD	LA PUENTE VALLEY CO WATER			1,265.57
	INV0005144	02/18-04/20 WTR - VALLEY/CENTRAL		200-3120-53714	364.68	

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	INV0005145	02/18-04/20 WTR - GLENDORA PARK		200-3120-53714	322.86	
	INV0005146	02/18-04/20 WTR - NELSON AVE		200-3120-53714	140.61	
	INV0005147	02/18-04/20 WTR - OLD VALLEY		200-3120-53714	167.88	
	INV0005148	02/18-04/20 WTR - ABBEY-CENTRAL		200-3120-53714	226.92	
	INV0005149	02/18-04/20 WTR - MAIN & LEVERETTE		200-3120-53714	42.62	
3620	5/15/2020	MALNAM	MALOOF NAMAN BUILDERS, INC			8,099.19
	1474398-RL	RETENTION RELEASE - LP PARK DEMOLITION		280-20220	825.00	
	1474398-RL	RETENTION RELEASE - LP PARK DEMOLITION		500-20220	7,274.19	
3621	5/15/2020	QUINMO	QUINTIN'S MOBIL			34.32
	1016769	FUEL - CE VEH		555-3150-53014	34.32	
3622	5/15/2020	SGVWC	S.G.V. WATER CO			130.27
	INV0005140	04/08-05/07 WTR - 935 IRRIG		200-3120-53714	130.27	
3623	5/15/2020	SGVT	SAN GABRIEL VLY NEWSPAPER			195.50
	0011381641	AD - LP PARK SOFTBALL FIELD BACKSTOP		100-3330-53976	195.50	
3624	5/15/2020	AQMD	SOUTH COAST AQMD			137.63
	3639400	07/19-06/20 SC AQMD FEE		100-4130-53811	137.63	
3625	5/15/2020	SOSUBW	SUBURBAN WATER SYSTEMS			111.03
	180031618124	04/08-05/07 WTR - N HACIENDA/MAPLEGROVE		200-3120-53714	111.03	
3626	5/15/2020	TERLAC	TERRY LA CURAN & SON TRUCKING INC			1,718.00
	110258	REMOVAL OF GRASS LP PARK - GREEN WASTE		100-5596-59300	1,718.00	
3627	5/15/2020	GASCO	THE GAS COMPANY			900.36
	INV0005139	04/02-05/01 GAS - SENIOR CENTER		100-4130-53711	112.89	
	INV0005141	04/03-05/04 GAS - PUBLIC WORKS		285-3330-53711	15.29	
	INV0005142	04/03-05/04 GAS - CITY HALL		100-1150-53711	751.52	
	INV0005143	04/03-05/04 GAS - PARK SERVICES		285-3330-53711	20.66	
3628	5/15/2020	TIMEWA	TIME WARNER CABLE			96.15
	0029063050120	05/20 CH CABLE SVC		100-1150-53715	96.15	
3629	5/15/2020	WILENG	WILLDAN ENGINEERING			39,900.20
	003-32011	03/20 NPDES SVC		100-3100-53111	1,437.50	
	003-32012	03/20 CONCRETE REPAIRS PROJECT		200-3120-53111	225.00	
	003-32013	03/20 LP PARK IMPROV SIMULATIONS		285-3330-53111	1,890.00	
	003-32025	03/20 RIGHT OF WAY IMP - ELLIOT/AMAR		215-5518-59300	696.75	
	003-32027	03/20 VALLEY BLVD CONST MGMT		500-5580-59300	35,650.95	
3630	5/22/2020	AMABUS	AMAZON CAPITAL SERVICES INC			93.84
	19HG-P4TY-1P3T	HDMI MONITOR CABLES		550-6100-53018	93.84	
3631	5/22/2020	AMERI	AMERINATIONAL			115.65
	20-00336	04/20 MONTHLY SVC FEE		100-3320-53111	115.65	
3632	5/22/2020	ATT	AT&T			57.52
	000014668057	03/28-04/24 PHONE-SR CENTER 911 LINE		100-4130-53715	57.52	
3633	5/22/2020	CBE4AM	CBE OFFICE SOLUTIONS			592.02
	IN2270611	04/05-05/04 FACILITY COPIER COUNTS		100-1150-53911	592.02	
3634	5/22/2020	CBEEQU	CELL BUSINESS EQUIPMENT			435.02
	68018082	05/20 CH COPIER LEASE		100-1150-53911	435.02	
3635	5/22/2020	CORLOG	CORELOGIC SOLUTIONS, LLC			100.00
	82019970	04/20 PROPERTY DATA SVC		100-3320-53111	100.00	
3636	5/22/2020	EVERB	EVERBRIDGE			5,400.00
	M50031	NIXLE SUBSCRIPTION		100-4140-53416	5,400.00	

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3637	5/22/2020	EXPERI	EXPERIAN		27.00
	CD2101003954	03/20 CREDIT REPORT SVC		100-3320-53111	27.00
3638	5/22/2020	VERIC	FRONTIER COMMUNICATIONS		120.29
	INV0005169	05/07-06/06 PHONE-SC CTR ALARM		100-4130-53715	120.29
3639	5/22/2020	GALLS	GALLS		329.42
	015579235	CE-UNIFORMS		100-2110-53015	69.32
	015588452	CE-UNIFORMS		100-2130-53015	260.10
3640	5/22/2020	GARDA	GARDAWORLD		2.00
	20432911	04/20 ARMORED TRANS SVC		100-1130-53111	2.00
3641	5/22/2020	GOGOV	GO GOV APPS, INC		6,996.00
	20-043	CODE ENF-LICENSE RENEWAL		550-6100-53017	6,996.00
3642	5/22/2020	GORM	GORM INC		922.59
	285086	LP PARK JANITORIAL SUPPLIES		100-3330-53011	922.59
3643	5/22/2020	HARHAR	HARDY & HARPER, INC.		94,948.70
	01	04/20 RETENTION-HACIENDA/FAIRGROVE IMPROVEME…		400-20220	-4,997.30
	01	04/20 HACIENDA/FAIRGROVE IMPROVEMENT PP#1		400-5576-59300	99,946.00
3644	5/22/2020	JCLBAR	JCL TRAFFIC		971.87
	104243	SIGNS-LP PARK		100-3330-53976	243.09
	104283	ST SIGNS-VARIOUS		200-3120-53821	507.70
	104284	SIGNS-NO SOLICITING		200-3120-53821	221.08
3645	5/22/2020	TYCOIN	JOHNSON CONTROLS SECURITY SOLUTIONS		872.96
	34287215	06/01-08/31 SC ALARM SVC		100-4130-53813	872.96
3646	5/22/2020	KSKFAC	KSK FACILITIES		1,515.00
	1245	05/20 CH JANITORIAL SVC		100-1150-53813	1,515.00
3647	5/22/2020	LPVCWD	LA PUENTE VALLEY CO WATER		920.58
	INV0005166	02/18-04/20 WTR-COMM CENTER		100-4100-53714	460.29
	INV0005167	02/18-04/20 WTR-YLAC		100-4110-53714	460.29
3648	5/22/2020	LACMTA	LAC METROPOLITAN TRANSPORTATION AUTHORITY		2,093.50
	105586	03/20 EZ MONTHLY PASS		210-3130-53915	2,017.50
	105627	04/20 METRO MONTHLY PASS		210-3130-53915	76.00
3649	5/22/2020	LANWEST	LANDSCAPE WEST MANAGEMENT SERVICES INC		7,657.91
	9131	04/20 SR CENTER LANDSCAPE SVC		100-4130-53814	168.48
	9131	04/20 MEDIANS LANDSCAPE SVC		200-3120-53814	5,408.74
	9131	04/20 CH LANDSCAPE SVC		285-3330-53814	2,080.69
3650	5/22/2020	LAWYERS	LAWYERS TITLE COMPANY		110.00
	220593273	TITLE REPORT-VILLARREAL		260-3320-53977	110.00
3651	5/22/2020	NATPAN	NATALIA PANTOJA		72.50
	INV0005176	REFUND-CITATION #LP020007922		100-43110	72.50
3652	5/22/2020	OREILLY	O'REILLY AUTO PARTS		133.07
	3607-154309	BATTERY-MTCE VEH		555-3150-53812	133.07
3653	5/22/2020	ORSCON	ORS CONSTRUCTION		2,080.00
	00821-RT	RETENTION PYMT-WATTS		260-20220	980.00
	03857-RT	RETENTION PYMT-MORENO		260-20220	1,100.00
3654	5/22/2020	SGVGOV	SAN GABRIEL VALLEY - COG		12,229.00
	SGV-VMT-13	HOMELESS PLANNING GRANT PYMT		200-3120-53111	12,229.00
3655	5/22/2020	SITEON	SITEONE LANDSCAPE SUPPLY, LLC		5,871.12
	98554986-001	IRRIGATION SUPPLIES		285-3330-53822	1,029.85

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	98628501-001	IRRIGATION SUPPLIES		285-3330-53822	140.93
	98654630-001	IRRIGATION SUPPLIES		285-3330-53822	570.21
	98696462-001	IRRIGATION SUPPLIES		285-3330-53822	695.91
	98726591-001	IRRIGATION SUPPLIES		285-3330-53822	34.84
	98728577-001	IRRIGATION SUPPLIES		285-3330-53822	51.37
	98745876-001	IRRIGATION SUPPLIES		285-3330-53822	210.23
	98755516-001	IRRIGATION SUPPLIES		285-3330-53822	441.18
	98824961-001	IRRIGATION SUPPLIES		285-3330-53822	458.37
	98868334-001	IRRIGATION SUUPLIES		285-3330-53822	1,741.21
	98938874-001	IRRIGATION SUPPLIES		285-3330-53822	140.93
	98939706-001	IRRIGATION SUPPLIES		285-3330-53822	59.31
	98941422-001	IRRIGATION SUPPLIES		285-3330-53822	296.78
3656	5/22/2020	SGTRA	SOUTHLAND TRANSIT INC		42,816.77
	LAPUENTE0420	04/2020 DIAL A RIDE		210-3130-53916	8,115.67
	LAPUENTE0420	04/2020 LP LINK SVC		210-3130-53917	35,363.10
	LAPUENTE0420	04/2020 DIAL A RIDE FARE		210-46100	-34.00
	LAPUENTE0420	04/2020 LP LINK FARE		210-46105	-628.00
3657	5/22/2020	SPORA	SPOHN RANCH		118,828.79
	01	04/20 RETENTION-SKATE PARK BASKETBALL CRT		280-20220	-6,254.15
	01	04/20 SKATE PARK BASKETBALL CRT PP#1		280-5585-59300	125,082.94
3658	5/22/2020	SPOFIE	SPORTS FIELD SERVICES		74,234.90
	201764	RETENTION#1-LP PARK ATHLETIC LARGE FIELD RENO		280-20220	-1,525.00
	201764	LP PARK ATHLETIC LARGE FIELD RENO PROG PYMT#1		280-5594-59300	30,500.00
	201764	RETENTION#1-LP PARK ATHLETIC LARGE FIELD RENO		285-20220	-1,334.60
	201764	LP PARK ATHLETIC LARGE FIELD RENO PROG PYMT#1		285-5595-59300	26,692.00
	201765	RETENTION#1-LP PARK BASEBALL FIELD REN		285-20220	-1,047.50
	201765	LP PARK BASEBALL FIELD REN PROG PYMT#1		285-5595-59300	20,950.00
3659	5/22/2020	STOTZE	STOTZ EQUIPMENT		742.47
	W22589	TRACTOR REPAIR		555-3150-53812	742.47
3660	5/22/2020	TERMI	TERMINIX PROCESSING CENTER		157.00
	395687670	04/10 CH PEST CONTROL		100-1150-53813	77.00
	395687709	04/10 CH PEST CONTROL		100-1150-53813	80.00
3661	5/22/2020	GASCO	THE GAS COMPANY		281.63
	INV0005164	04/03-05/04 GAS-YLAC		100-4110-53711	131.18
	INV0005165	04/03-05/04 GAS-COMM CTR		100-4100-53711	37.56
	INV0005168	04/02-05/01 GAS-SENIOR CTR		100-4130-53711	112.89
3662	5/22/2020	THESAU	THE SAUCE CREATIVE SERVICES CORP		137.10
	4237	STAFF POLO SHIRTS		100-2130-53015	137.10
3663	5/22/2020	UNISUP	UNISON SUPPLY		1,974.29
	1-6507	IRRIGATION SUPPLIES		285-3330-53822	178.26
	1-6529	IRRIGATION SUPPLIES		285-3330-53822	922.58
	1-6530	IRRIGATION SUPPLIES		285-3330-53822	71.18
	1-6548	IRRIGATION SUPPLIES		285-3330-53822	528.93
	1-6623	IRRIGATION SUPPLIES		285-3330-53822	9.20
	1-6750	IRRIGATION SUPPLIES		285-3330-53822	264.14
3664	5/22/2020	CALCARD	US BANK CALCARD		6,667.72
	INV0005170	MTG MEAL		100-1110-53972	25.40
	INV0005170	MTG-EOC MEAL		100-1110-53972	65.82
	INV0005170	MTG MEAL		100-1110-53972	19.70
	INV0005170	MTG MEAL		100-1110-53972	14.76
	INV0005170	MTG MEAL		100-1110-53972	14.75
	INV0005170	VESTA PREPAID AT&T		100-2130-53011	50.67
	INV0005170	VESTA PREPAID AT&T		100-2130-53011	40.59

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	INV0005170	FUEL		555-3150-53014	47.06
	INV0005170	FUEL		555-3150-53014	54.45
	INV0005170	FUEL		555-3150-53014	53.78
	INV0005170	FUEL		555-3150-53014	39.29
	INV0005171	EQUIPMENT		100-2130-53011	58.56
	INV0005171	VESTA PREPAID AT&T		100-2130-53011	121.77
	INV0005171	EOC LAPTOPS		550-6100-53018	2,424.96
	INV0005171	LAPTOP WINDOW 10 UPGRADE		550-6100-53018	396.00
	INV0005173	MTG-EOC MEAL		100-1110-53972	13.99
	INV0005173	MTG MEAL		100-1120-53972	42.63
	INV0005173	TRAINING-GARCIA		100-1120-53972	115.00
	INV0005173	CONFERENCE REGISTRATON		100-1120-53972	390.00
	INV0005173	GO TO MTG LICENSE		550-6100-53017	63.00
	INV0005174	IPADS		550-6100-53018	1,241.66
	INV0005174	SUBSCRIPTION-COMM OUTREACH		550-6100-53018	477.60
	INV0005174	LAPTOP-TINY TOT		550-6100-53018	543.84
	INV0005175	LAWN MOWER BLADE		210-3130-53816	156.24
	INV0005175	BUS SHELTER MTCE-TRASH BAGS		210-3130-53816	126.93
	INV0005175	BUS SHELTER MTCE-TRASH BAGS		210-3130-53816	69.27
3665	5/22/2020	WEXBANK	WEX BANK		333.49
	64998028	04/20 FUEL-DIESEL MTCE EQUIPMENT		555-3150-53014	333.49
3666	5/22/2020	WILENG	WILLDAN ENGINEERING		11,660.35
	003-32029	03/20 SKATEPARK/BASKETBALL CRT CONSTRUCTION		280-5585-59300	8,547.31
	003-32029	03/20 SKATEPARK/BASKETBALL CRT CONSTRUCTION		500-5595-59300	3,113.04
3671	5/29/2020	ALLI	ALLIANCE		37,950.00
	60P7V	COVID-19 CITY FACILITIES DEEP CLEANING		100-1150-53813	9,487.50
	60P7V	COVID-19 CITY FACILITIES DEEP CLEANING		100-4100-53111	9,487.50
	60P7V	COVID-19 CITY FACILITIES DEEP CLEANING		100-4110-53111	9,487.50
	60P7V	COVID-19 CITY FACILITIES DEEP CLEANING		100-4130-53813	9,487.50
3672	5/29/2020	AMABUS	AMAZON CAPITAL SERVICES INC		1,291.26
	1Q49-YD9H-NPDD	MONITORS (6) INTERNET ACCESS POINTS (3)		550-6100-53018	1,291.26
3673	5/29/2020	ATT	AT&T		20.04
	000014755488	04/13-05/12 PHONE - LP SNACK BAR		285-3330-53715	20.04
3674	5/29/2020	CBE4AM	CBE OFFICE SOLUTIONS		1,905.76
	IN2271918	02/05/2020 CH COPIER COUNTS		100-1150-53911	1,905.76
3675	5/29/2020	DEPTJ	DEPT OF JUSTICE-BUREAU		160.00
	449481	04/20 FINGERPRINT SVC (5)		100-1135-53406	160.00
3676	5/29/2020	EDISON	EDISON CO		301.28
	INV0005178	04/07-05/07 ELEC - VARIOUS		200-3120-53713	275.52
	INV0005205	04/17-05/19 ELEC - 14746 TEMPLE AVE		200-3120-53713	13.02
	INV0005206	04/17-05/19 ELEC - 16159 TEMPLE AVE		200-3120-53713	12.74
3677	5/29/2020	EDD	EMPLOYMENT DEVELOPMENT DEPT		1,102.00
	L0210151136	01-03/20 UNEMPLOYEMENT INS.		100-1135-53610	1,102.00
3678	5/29/2020	VERIC	FRONTIER COMMUNICATIONS		54.82
	INV0005179	05/16-06/15 PHONE - CH MAIN		100-1150-53715	54.82
3679	5/29/2020	HACLWN	HACIENDA LAWNMOWER SHOP		157.14
	3889	MTCE TOOLS		100-3330-53012	157.14
3680	5/29/2020	HACOUT	HACIENDA OUTLET		312.00
	29562	MTCE DEPT - HATS (24)		100-3330-53015	312.00

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3681	5/29/2020	INHOFA	INDUSTRY HOSES & FASTNERS			57.65
	56370	HOSE - TRACTOR REPAIR		555-3150-53812	57.65	
3682	5/29/2020	JCLBAR	JCL TRAFFIC			68.99
	104413	SAFETY VEST - MTCE DEPT		100-3330-53015	68.99	
3683	5/29/2020	GONSALV	JOE A. GONSALVES & SON			2,500.00
	158239	06/20 LEGISLATIVE SVC		100-1100-53111	2,500.00	
3684	5/29/2020	FLOJO	JOSE FLORES			200.00
	INV0005180	BOOT REIM - FLORES		100-3330-53015	200.00	
3685	5/29/2020	LOCKSP	LOCKS PLUS, INC			458.21
	34331	KEYS - NEW EMPLOYEES		100-3100-53012	458.21	
3686	5/29/2020	MERRIT	MERRITTS HARDWARE			484.45
	116978	LP MASTER PLAN		285-3330-53814	62.60	
	117003	MTCE SUPPLIES		100-2110-53012	11.54	
	117064	MTCE SUPPLIES		200-3120-53016	32.60	
	117251	SUPPLIES		100-1150-53012	87.92	
	117392	MTCE TOOLS		100-3100-53012	7.65	
	117409	OFFICE SUPPLIES		100-3100-53012	18.69	
	117416	MTCE SUPPLIES		100-3100-53012	32.99	
	117439	COVID SUPPLIES - CODE ENF DEPT		100-3330-53813	51.54	
	117511	MTCE TOOLS		200-3120-53016	10.08	
	117512	MTCE SUPPLIES		285-3330-53822	108.74	
	117590	SANITIZE DISPENCER		100-3330-53011	9.21	
	117629	MTCE SUPPLIES		200-3120-53016	50.89	
3687	5/29/2020	NATENSVC	NATIONWIDE ENVIRONMENTAL SERVICES			4,093.95
	30873	04/20 CATCH BASIN CLEANING		203-3120-53111	4,093.95	
3688	5/29/2020	PRUDOV	PRUDENTIAL OVERALL SUPPLY			91.60
	52363015	05/06 CH MAT RENTAL		100-1150-53813	91.60	
3689	5/29/2020	QUINMO	QUINTIN'S MOBIL			644.38
	1015245	FUEL - MTCE VEH		555-3150-53014	59.08	
	1016239	FUEL - MTCE VEH		555-3150-53014	93.96	
	1016631	FUEL - MTCE VEH		555-3150-53014	52.92	
	1016737	FUEL - MTCE VEH		555-3150-53014	62.82	
	1017366	FUEL - MTCE VEH		555-3150-53014	73.58	
	1017789	FUEL - MTCE VEH		555-3150-53014	27.97	
	1017790	FUEL - MTCE VEH		555-3150-53014	15.37	
	1017813	FUEL - MTCE VEH		555-3150-53014	75.02	
	1017865	FUEL - MTCE VEH		555-3150-53014	58.72	
	1018341	FUEL - MTCE VEH		555-3150-53014	65.97	
	1018436	FUEL - MTCE VEH		555-3150-53812	58.97	
3690	5/29/2020	SGVWC	S.G.V. WATER CO			903.99
	INV0005202	04/14-05/13 WTR - 715 IRRIG		200-3120-53714	286.34	
	INV0005203	04/13-05/12 WTR - 545 IRRIG PUENTE		200-3120-53714	310.17	
	INV0005204	04/14-05/13 WTR - 13760 IRRIG TEMPLE		200-3120-53714	307.48	
3691	5/29/2020	SGVT	SAN GABRIEL VLY NEWSPAPER			488.00
	0011384649	AD - BID CITY STREET SIGNS		200-5583-59600	488.00	
3692	5/29/2020	SITEON	SITEONE LANDSCAPE SUPPLY, LLC			4,299.09
	99010411-001	IRRIGATION SUPPLIES		285-3330-53822	829.52	
	99173403-001	IRRIGATION SUPPLIES		285-3330-53822	191.20	
	99210162-001	IRRIGATION SUPPLIES		285-3330-53822	1,539.58	
	99230768-001	IRRIGATION SUPPLIES		285-3330-53822	27.28	
	99233958-001	IRRIGATION SUPPLIES		285-3330-53822	132.81	
	99302801-001	IRRIGATION SUPPLIES		285-3330-53822	149.80	

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Item Amount	Payment Amount
	99510840-001	IRRGIATION SUPPLIES		285-3330-53822	1,428.90	
3693	5/29/2020	SOCVOC	SOCIAL VOCATIONAL SERVICE, INC.			2,481.82
	58C2001-IN	03/20 BUS SHELTER MTCE - PARTIAL PYMT		210-3130-53816	2,481.82	
3694	5/29/2020	STANLE	STANLEY PEST CONTROL, INC.			80.00
	242380	04/20 SNACK BAR PEST CONTROL		100-3330-53813	80.00	
3695	5/29/2020	STAPLE	STAPLES CREDIT PLAN			166.17
	2503954131	LABELS/STAPLES		100-1150-53011	77.17	
	2513527761	OFFICE SUPPLIES		100-3300-53011	89.00	
3696	5/29/2020	SOSUBW	SUBURBAN WATER SYSTEMS			459.38
	180031623803	04/22-05/21 WTR - AMAR/HACIENDA		200-3120-53714	116.54	
	180051349630	04/22-05/21 WTR - AMAR & AILERON		200-3120-53714	342.84	
3697	5/29/2020	SUNBELT	SUNBELT RENTALS, INC.			1,649.77
	100473422-0001	DITCHWITCH RENTAL		285-3330-53822	1,649.77	
3698	5/29/2020	UNISUP	UNISON SUPPLY			1,046.05
	1-6862	IRRIGATION SUPPLIES		285-3330-53822	13.12	
	1-6863	IRRIGATION SUPPLIES		285-3330-53822	410.47	
	1-6883	LANDSCAPE MTCE SUPPLIES		285-3330-53814	234.83	
	1-6972	IRRIGATION SUPPLIES		285-3330-53822	69.73	
	1-7218	HERBICIDE		200-3120-53814	158.76	
	1-7249	IRRIGATION SUPPLIES		285-3330-53822	148.93	
	1-7266	IRRIGATION SUPPLIES		285-3330-53822	10.21	
3699	5/29/2020	VINCEN	VINCENT'S GENERAL SERVICES			1,453.01
	0004021065	03/20 CNG FUEL MTCE		555-3150-53014	542.12	
	0004021074	04/20 CNG FUEL MTCE		555-3150-53014	910.89	
3700	5/29/2020	VISTA	VISTA PAINT			838.24
	2020-432575-00	GRAFFITI REMOVAL SUPPLIES		200-3120-53016	838.24	
3701	5/29/2020	WESCO	WEST COAST ARBORISTS INC			13,223.35
	159657	04/01-15 PKWY TREE MTCE		200-3120-53815	13,223.35	
DFT0000927	5/15/2020	ICMARC	VANTAGEPOINT TRANSFER AGENTS-457			94.67
	INV0005126	EMPLOYEE LOAN REPYMT		100-20399	59.95	
	INV0005126	EMPLOYEE LOAN REPYMT		200-20399	1.74	
	INV0005126	EMPLOYEE LOAN REPYMT		210-20399	32.98	
DFT0000928	5/15/2020	ICMARC	VANTAGEPOINT TRANSFER AGENTS-457			1,300.00
	INV0005127	EMPLOYEE CONTRIBUTIONS		100-20399	605.46	
	INV0005127	EMPLOYEE CONTRIBUTIONS		200-20399	94.05	
	INV0005127	EMPLOYEE CONTRIBUTIONS		203-20399	141.53	
	INV0005127	EMPLOYEE CONTRIBUTIONS		205-20399	141.53	
	INV0005127	EMPLOYEE CONTRIBUTIONS		210-20399	103.66	
	INV0005127	EMPLOYEE CONTRIBUTIONS		215-20399	118.91	
	INV0005127	EMPLOYEE CONTRIBUTIONS		260-20399	22.75	
	INV0005127	EMPLOYEE CONTRIBUTIONS		285-20399	72.11	
DFT0000929	5/15/2020	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			10,238.43
	INV0005129	EMPLOYER CONTRIBUTION		100-20360	7,135.00	
	INV0005129	EMPLOYER CONTRIBUTION		200-20360	449.85	
	INV0005129	EMPLOYER CONTRIBUTION		203-20360	372.41	
	INV0005129	EMPLOYER CONTRIBUTION		205-20360	374.16	
	INV0005129	EMPLOYER CONTRIBUTION		210-20360	444.63	
	INV0005129	EMPLOYER CONTRIBUTION		215-20360	183.47	
	INV0005129	EMPLOYER CONTRIBUTION		260-20360	345.54	
	INV0005129	EMPLOYER CONTRIBUTION		285-20360	933.37	

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
DFT0000930	5/15/2020	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		7,057.72
	INV0005130	PERS- NEW EMPLY CONTRB		100-20399	4,730.51
	INV0005130	PERS- NEW EMPLY CONTRB		200-20399	335.64
	INV0005130	PERS- NEW EMPLY CONTRB		203-20399	299.92
	INV0005130	PERS- NEW EMPLY CONTRB		205-20399	301.65
	INV0005130	PERS- NEW EMPLY CONTRB		210-20399	313.96
	INV0005130	PERS- NEW EMPLY CONTRB		215-20399	171.68
	INV0005130	PERS- NEW EMPLY CONTRB		260-20399	265.11
	INV0005130	PERS- NEW EMPLY CONTRB		285-20399	639.25
DFT0000931	5/15/2020	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		725.48
	INV0005131	EMPLOYEE PORTION		100-20360	655.72
	INV0005131	EMPLOYEE PORTION		200-20360	15.50
	INV0005131	EMPLOYEE PORTION		210-20360	15.50
	INV0005131	EMPLOYEE PORTION		285-20360	38.76
DFT0000932	5/15/2020	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		33.00
	INV0005133	SURVIVORS LIFE INSURANCE		100-20350	24.59
	INV0005133	SURVIVORS LIFE INSURANCE		200-20350	1.34
	INV0005133	SURVIVORS LIFE INSURANCE		203-20350	0.86
	INV0005133	SURVIVORS LIFE INSURANCE		205-20350	0.87
	INV0005133	SURVIVORS LIFE INSURANCE		210-20350	1.28
	INV0005133	SURVIVORS LIFE INSURANCE		215-20350	0.36
	INV0005133	SURVIVORS LIFE INSURANCE		260-20350	1.01
	INV0005133	SURVIVORS LIFE INSURANCE		285-20350	2.69
DFT0000933	5/15/2020	EMPLOY	EMPLOYMENT DEVELOPMENT DEPT		4,253.01
	INV0005136	STATE INCOME TAX		100-20310	2,934.40
	INV0005136	STATE INCOME TAX		200-20310	216.73
	INV0005136	STATE INCOME TAX		203-20310	172.49
	INV0005136	STATE INCOME TAX		205-20310	174.18
	INV0005136	STATE INCOME TAX		210-20310	141.23
	INV0005136	STATE INCOME TAX		215-20310	102.14
	INV0005136	STATE INCOME TAX		260-20310	115.12
	INV0005136	STATE INCOME TAX		285-20310	396.72
DFT0000934	5/15/2020	IRSPR	IRS PAYROLL TAX DEPOSIT		12,405.34
	INV0005137	FEDERAL WITHHOLDING		100-20300	8,895.45
	INV0005137	FEDERAL WITHHOLDING		200-20300	610.39
	INV0005137	FEDERAL WITHHOLDING		203-20300	421.30
	INV0005137	FEDERAL WITHHOLDING		205-20300	425.48
	INV0005137	FEDERAL WITHHOLDING		210-20300	386.82
	INV0005137	FEDERAL WITHHOLDING		215-20300	244.41
	INV0005137	FEDERAL WITHHOLDING		260-20300	302.13
	INV0005137	FEDERAL WITHHOLDING		285-20300	1,119.36
DFT0000935	5/15/2020	IRSPR	IRS PAYROLL TAX DEPOSIT		3,815.72
	INV0005138	MEDICARE TAX		100-20300	2,654.72
	INV0005138	MEDICARE TAX		200-20300	227.48
	INV0005138	MEDICARE TAX		203-20300	118.38
	INV0005138	MEDICARE TAX		205-20300	119.34
	INV0005138	MEDICARE TAX		210-20300	123.14
	INV0005138	MEDICARE TAX		215-20300	65.98
	INV0005138	MEDICARE TAX		260-20300	108.92
	INV0005138	MEDICARE TAX		285-20300	397.76
DFT0000937	5/22/2020	SCEDIS	SOUTHERN CALIFORNIA EDISON		4,347.94
	7590302947	REMOVAL OF EXISTING METERS/CONDUIT		100-5596-59300	4,347.94

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
DFT0000938	5/29/2020	THEBAN	THE BANK OF NEW YORK		117,712.75
	INV0005177	2016 SEWER BOND PYMT		500-3210-53990	117,712.75
				Grand Total:	**1,560,872.20**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	729,305.44
200 - GAS TAX FUND	69,988.91
203 - MEASURE M FUND	5,628.21
205 - MEASURE R FUND	1,544.58
210 - PROP A FUND	91,976.81
215 - PROP C FUND	1,590.06
260 - CDBG PROGRAM FUND	3,406.63
280 - MISCELLANEOUS GRANTS FUND	258,584.34
285 - LIGHTING & LANDSCAPE MAINTENANCE	84,335.96
400 - CAPITAL PROJECTS FUND	94,948.70
500 - SEWER CONSTRUCTION/MAINTENANCE FUND	190,638.71
550 - EQUIPMENT REPLACEMENT FUND	13,528.16
555 - VEHICLE MAINTENANCE & REPLACEMENT FUND	13,886.07
600 - SPECIAL DEPOSIT FUND	1,509.62
Grand Total:	**1,560,872.20**

Account Summary

Account Number	Account Name	Payment Amount
100-1100-53111	Contract Services - Private	2,500.00
100-1110-53114	Legal Services - General	38,735.75
100-1110-53118	Legal Fees - Litigation	7,385.00
100-1110-53972	Conferences & Meetings	154.42
100-1120-53412	Municipal Code Publishing	95.00
100-1120-53972	Conferences & Meetings	547.63
100-1130-53111	Contract Services - Private	294.02
100-1135-53406	Recruitment Expenses	690.00
100-1135-53610	Unemployment Insurance	1,102.00
100-1150-53011	Operating Supplies	1,059.67
100-1150-53012	Small Tools & Equipment	87.92
100-1150-53211	Postage & Mailing Services	48.50
100-1150-53711	Utility - Gas	751.52
100-1150-53712	Utility - Electricity	3,369.19
100-1150-53715	Utility - Communications	1,075.31
100-1150-53811	Equipment Maintenance	1,499.45
100-1150-53813	Facility Maintenance	11,696.73
100-1150-53911	Equipment Lease/Rental	4,054.21
100-20300	FIT Payable	11,550.17
100-20310	SIT Payable	2,934.40
100-20340	PARS	1,597.36
100-20350	Group Insurance	24.59
100-20360	PERS	7,790.72
100-20380	Union Dues	537.09
100-20399	Other Payroll Deductions	5,395.92
100-2100-53110	Contract Services - LA Sher..	511,585.28
100-2100-53186	Liability Trust Fund	53,962.27
100-2110-53012	Small Tools & Equipment	11.54
100-2110-53015	Uniform/Boot Reimburse...	69.32
100-2110-53111	Contract Services - Private	319.00
100-2130-53011	Operating Supplies	271.59
100-2130-53015	Uniforms/Boot Reimburs...	397.20
100-2130-53111	Contract Services - Private	225.00
100-3100-53012	Small Tools & Equipment	1,416.72
100-3100-53111	Contract Services - Private	1,437.50
100-3300-53011	Operating Supplies	89.00
100-3320-53111	Contract Services - Private	242.65
100-3330-53011	Operating Supplies	931.80
100-3330-53012	Small Tools & Equipment	157.14

Account Summary

Account Number	Account Name	Payment Amount
100-3330-53015	Uniform/Boot Reimburse…	780.99
100-3330-53813	Facility Maintenance	287.71
100-3330-53822	Park Maintenance & Repa…	72.11
100-3330-53976	Special Departmental	438.59
100-4100-53111	Contract Services - Private	9,487.50
100-4100-53711	Utility - Gas	37.56
100-4100-53712	Utility - Electricity	1,955.80
100-4100-53714	Utility - Water	460.29
100-4110-53111	Contract Services - Private	9,487.50
100-4110-53711	Utility - Gas	131.18
100-4110-53714	Utility - Water	460.29
100-4130-53012	Small Tools & Equipment	198.94
100-4130-53711	Utility - Gas	225.78
100-4130-53712	Utility - Electricity	598.19
100-4130-53715	Utility - Communications	177.81
100-4130-53811	Equipment Maintenance	137.63
100-4130-53813	Facility Maintenance	10,360.46
100-4130-53814	Landscape Maintenance	168.48
100-4140-53416	Social Media Technology	5,400.00
100-42140	Animal License Fees	240.00
100-43110	Parking Citations	72.50
100-48900	Miscellaneous	-95.13
100-5596-59300	Construction Costs	12,128.68
200-20300	FIT Payable	837.87
200-20310	SIT Payable	216.73
200-20340	PARS	226.48
200-20350	Group Insurance	1.34
200-20360	PERS	465.35
200-20380	Union Dues	41.79
200-20399	Other Payroll Deductions	431.43
200-3120-53016	Graffiti Removal Supplies	931.81
200-3120-53111	Contract Services - Private	12,454.00
200-3120-53713	Utility - Hwy Lights	14,145.59
200-3120-53714	Utility - Water	2,870.24
200-3120-53814	Landscape Maintenance	5,567.50
200-3120-53815	Parkway Tree Maintenan…	13,223.35
200-3120-53819	Signal Maintenance	15,033.65
200-3120-53821	Traffic Markings/Signs	3,053.78
200-5583-59600	Other Services	488.00
203-20300	FIT Payable	539.68
203-20310	SIT Payable	172.49
203-20340	PARS	1.01
203-20350	Group Insurance	0.86
203-20360	PERS	372.41
203-20380	Union Dues	6.36
203-20399	Other Payroll Deductions	441.45
203-3120-53111	Contract Services - Private	4,093.95
205-20300	FIT Payable	544.82
205-20310	SIT Payable	174.18
205-20340	PARS	1.01
205-20350	Group Insurance	0.87
205-20360	PERS	374.16
205-20380	Union Dues	6.36
205-20399	Other Payroll Deductions	443.18
210-20300	FIT Payable	509.96
210-20310	SIT Payable	141.23
210-20340	PARS	1.01
210-20350	Group Insurance	1.28

Account Summary

Account Number	Account Name	Payment Amount
210-20360	PERS	460.13
210-20380	Union Dues	63.79
210-20399	Other Payroll Deductions	450.60
210-3130-53816	Bus Shelter Maintenance	2,834.26
210-3130-53915	Public Transit Subsidy	2,093.50
210-3130-53916	Dial-A-Ride Services	17,083.85
210-3130-53917	Fixed Route Shuttle	71,016.95
210-46100	Dial-A-Ride Fares	-71.75
210-46105	Shuttle Fares	-2,608.00
215-20300	FIT Payable	310.39
215-20310	SIT Payable	102.14
215-20350	Group Insurance	0.36
215-20360	PERS	183.47
215-20380	Union Dues	6.36
215-20399	Other Payroll Deductions	290.59
215-5518-59300	Construction Costs	696.75
260-20220	Retention Payable	2,080.00
260-20300	FIT Payable	411.05
260-20310	SIT Payable	115.12
260-20340	PARS	24.21
260-20350	Group Insurance	1.01
260-20360	PERS	345.54
260-20380	Union Dues	31.84
260-20399	Other Payroll Deductions	287.86
260-3320-53977	Grants & Loans - Resident…	110.00
280-20220	Retention Payable	-6,954.15
280-5585-59300	Construction Costs	133,630.25
280-5594-59300	Construction Costs	131,908.24
285-20220	Retention Payable	-2,382.10
285-20300	FIT Payable	1,517.12
285-20310	SIT Payable	396.72
285-20340	PARS	356.48
285-20350	Group Insurance	2.69
285-20360	PERS	972.13
285-20380	Union Dues	76.39
285-20399	Other Payroll Deductions	711.36
285-3330-53111	Contract Services - Private	5,938.50
285-3330-53711	Utility - Gas	35.95
285-3330-53712	Utility - Electricity	10,156.81
285-3330-53715	Utility - Communications	58.32
285-3330-53813	Facility Maintenance	1,920.00
285-3330-53814	Landscape Maintenance	2,378.12
285-3330-53822	Park Maintenance & Repa…	14,555.47
285-5595-59300	Construction Costs	47,642.00
400-20220	Retention Payable	-4,997.30
400-5576-59300	Construction Costs	99,946.00
500-20220	Retention Payable	7,274.19
500-3210-53990	Interest Expense	117,712.75
500-5580-59300	Construction Costs	35,650.95
500-5595-59300	Construction Costs	30,000.82
550-6100-53017	Software & Licensing	7,059.00
550-6100-53018	Computer Hardware & Su…	6,469.16
555-3150-53014	Fuel	7,535.62
555-3150-53812	Vehicle Maintenance	3,116.44
555-3150-53912	Vehicle Lease/Rental	3,234.01
600-47440	Strong Motion Inst. Fee	1,116.62
600-47441	SB1473 (Green Fee)	393.00
	Grand Total:	**1,560,872.20**

Project Account Summary

Project Account Key		Payment Amount
None		1,499,531.98
30120E		2,080.00
30220E		242.65
31120E		110.00
69420E		15,530.34
69720E		43,377.23
	Grand Total:	**1,560,872.20**

City of La Puente
AGENDA REPORT

To: Mayor and City Council — For meeting of: June 9, 2020

From: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF APRIL AND MAY 2020 INVESTMENT REPORTS

BACKGROUND

This report presents the City's investment portfolio for the month ending April 31 2020. It has been prepared to comply with regulations contained in California Government Code Section 53600 and the Statement of Investment Policy approved by City Council on June 25, 2019.

The investment objectives of the City of La Puente are first, to provide safety of principal to ensure the preservation of capital in the overall portfolio, second, to provide sufficient liquidity to meet all operating requirements, and third, to earn a commensurate rate of return consistent with the constraints imposed by the safety and liquidity objectives.

The City follows the practice of pooling cash and investments for all funds under its direct control. Interest earned on pooled cash and investments is allocated to the various funds based on the respective fund's average quarterly cash balance. It is common for governments to pool the cash and investments of various funds to improve investment performance. By pooling funds, cities are able to benefit from economies of scale, diversification, liquidity and ease of administration.

DISCUSSION

The Investment Reports for the City as of April 31, 2020 and May 31, 2020 are attached for your review.

The investment activity for April 2020 is summarized in the table below:

Action	Instrument	Settlement Date	Interest Rate	Maturity Date	Face Value
Purchase	Government Obligation – Federal Home Loan Mortgage Corp.	04/21/2020	0.70%	04/21/2025	$500,000.00
Purchase	Government Obligation – Federal Farm Credit Bank Bond	04/22/2020	1.01%	04/28/2025	$250,000.00
Purchase	Certificate of Deposit (CD) – Celtic Bank	04/27/2020	1.50%	04/17/2020	$249,000.00
Sale	Government Obligation – Federal National Mortgage Assoc.	04/07/2020	1.50%	10/07/2021	$250,000.00
Sale	Government Obligation – Federal Farm Credit Bank	04/13/2020	1.48%	07/14/2021	$250,000.00
Sale	Government Obligation – Federal Farm Credit Bank	04/13/2020	1.83%	12/27/2022	$250,000.00
Sale	Government Obligation – Federal Home Loan Mortgage Corp.	04/27/2020	1.45%	07/27/2021	$250,000.00
Sale	Government Obligation – Federal National Mortgage Assoc.	04/27/2020	1.25%	07/27/2021	$500,000.00
Sale	Government Obligation – Federal Home Loan Bank Bond	04/28/2020	2.50%	10/28/2021	$250,000.00

The investment activity for May 2020 is summarized in the table below:

Action	Instrument	Settlement Date	Interest Rate	Maturity Date	Face Value
Purchase	Government Obligation – Federal Home Loan Mortgage Corp.	05/01/2020	0.70%	05/05/2020	$250,000.00
Purchase	Government Obligation – Federal Home Loan Bank Bond	05/05/2020	0.75%	05/19/2025	$250,000.00
Purchase	Certificate of Deposit (CD) – JP Morgan Chase	05/19/2020	1.00%	05/28/2025	$248,000.00
Purchase	Government Obligation – Federal National Mortgage Assoc.	05/27/2020	0.75%	05/27/2025	$250,000.00
Purchase	Government Obligation – Federal National Mortgage Assoc.	05/27/2020	0.75%	05/27/2025	$250,000.00
Sale	Government Obligation – Federal National Mortgage Assoc.	05/15/2020	1.80%	08/15/2023	$250,000.00
Sale	Certificate of Deposit (CD) – Ally Bank	05/19/2020	2.00%	10/26/2020	$250,000.00
Sale	Government Obligation – Federal Farm Credit Bank	05/20/2020	1.80%	05/20/2024	$250,000.00
Sale	Corporate Bond-Toyota	05/21/2020	2.25%	10/18/2023	$250,000.00
Sale	Government Obligation – Federal National Mortgage Assoc.	05/26/2020	1.50%	05/25/2021	$250,000.00

FISCAL IMPACT

Idle cash invested in certificates of deposit, government securities, and corporate bonds typically return higher yields than LAIF (Local Agency Investment Fund). This maximizes returns without assuming substantial additional risk.

SUMMARY

In summary, the City has conservatively placed its investment portfolio in LAIF, federal agency securities, corporate bonds, and certificates of deposit. The portfolio is in compliance with the Statement of Investment Policy and the City has the ability to meet its expenditure requirements for the next six months.

RECOMMENDATION

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

ATTACHMENTS

Attachment A – Investment Report
Attachment B – Certificates of Deposit
Attachment C – Corporate Bonds
Attachment D – Municipal Bonds
Attachment E – Charts

CITY OF LA PUENTE ATTACHMENT A

Cash and Investment Report
April 30, 2020

Investment Type	Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Market Valuation
Local Agency Investment Fund	State of California			1.648%	$ 7,029,201	$ 7,029,201	$ 7,081,786	LAIF
Government Obligations								
U.S. Agency Security	FFCB	07/16/18	10/16/20	2.625%	250,000	250,000	252,850	Stifel
U.S. Agency Security	FFCB	04/22/20	04/28/25	1.010%	250,000	250,000	249,633	Stifel
U.S. Agency Security	FFCB	01/16/19	01/26/21	3.000%	250,000	253,437	255,208	Multi-Bank
U.S. Agency Security	FFCB	09/20/19	08/28/23	1.920%	250,000	249,833	251,128	Stifel
U.S. Agency Security	FFCB	06/07/19	06/13/24	1.950%	250,000	249,712	264,038	Stifel
U.S. Agency Security	FFCB	03/27/20	03/12/24	1.210%	250,000	250,000	249,935	Stifel
U.S. Agency Security	FFCB	06/12/19	06/21/24	2.220%	250,000	250,000	254,223	Stifel
U.S. Agency Security	FFCB	10/10/19	10/15/24	1.920%	250,000	249,915	251,378	Stifel
U.S. Agency Security	FFCB	02/18/20	05/20/24	1.800%	250,000	250,000	250,103	Stifel
U.S. Agency Security	FFCB	07/11/19	07/08/24	2.230%	250,000	250,074	250,705	Stifel
U.S. Agency Security	FHLB	03/12/20	03/19/25	1.170%	250,000	250,000	250,118	Stifel
U.S. Agency Security	FHLB	03/27/20	04/07/25	1.250%	250,000	250,000	250,133	Stifel
U.S. Agency Security	FHLMC	04/21/20	04/21/25	0.700%	500,000	499,260	499,495	Stifel
U.S. Agency Security	FHLMC	11/04/19	11/12/24	1.750%	250,000	249,625	251,668	Stifel
U.S. Agency Security	FHLMC	11/14/19	05/10/24	1.750%	250,000	250,061	253,248	Stifel
U.S. Agency Security	FHLMC	08/12/16	08/12/21	1.125%	250,000	246,250	252,800	Stifel
U.S. Agency Security	FHLMC	01/29/20	01/29/25	1.875%	250,000	250,000	252,060	Multi-Bank
U.S. Agency Security	FHLMC	02/11/20	02/10/25	1.700%	250,000	249,774	250,735	Stifel
U.S. Agency Security	FHLMC	03/06/20	03/17/25	1.125%	250,000	250,000	250,238	Stifel
U.S. Agency Security	FHLMC	01/21/20	01/17/25	1.750%	250,000	249,473	250,570	Stifel
U.S. Agency Security	FNMA	10/25/19	08/15/23	1.800%	250,000	250,738	250,128	Stifel
U.S. Agency Security	FNMA	05/25/16	05/25/21	1.500%	250,000	249,671	250,200	Stifel
Total Government Securities					**5,750,000**	**5,747,822**	**5,790,588**	
Municipal Bonds* **				various	**250,000**	**247,578**	**257,003**	Stifel
Negotiable Certificates of Deposit * **				various	**8,426,000**	**8,424,996**	**8,664,313**	Stifel
Corporate Bonds* **				various	**2,000,000**	**1,977,381**	**2,039,235**	Stifel
		Total Investments			**$ 23,455,201**	**$ 23,426,977**	**$ 23,832,924**	
		Deposits				3,021,282 *		
		Miscellaneous Cash				2,200 **		
		Total Cash and Deposits				**3,023,482**		
		Total Investments, Cash and Deposits				**$ 26,450,459**		

I certify that this investment portfolio is in conformity with the Investment Policy of the City of La Puente as stated in Resolution No. 15-5219 dated June 23, 2015. The Investment Program provides sufficient liquidity to meet the next six months' estimated expenditures.

Troy O. Grunklee, CPA
Dir. Of Aministrative Services

Alex Merkel Medina
Principal Accountant

* *Deposits represent the equity in the checking & payroll accounts.*
** *Miscellaneous cash represents a total of all petty cash accounts.*
*** *Detailed list of Negotiable Certificates of Deposit/Corporate Bonds attached*

ATTACHMENT B

CITY OF LA PUENTE

Negotiable Certificates of Deposit

Cash and Investment Report

April 30, 2020

Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Valuation
Ally Bank	10/26/17	10/26/20	2.00%	248,000	248,000	250,031	Stifel
BMW Bank	2/26/16	2/26/21	1.70%	248,000	248,000	251,321	Stifel
Pinnacle Bank	9/22/17	3/22/21	1.95%	245,000	245,000	248,396	Stifel
Bank Hapoalim	4/6/16	4/6/21	1.60%	248,000	248,000	250,708	Stifel
Synchrony Bank	4/15/16	4/15/21	1.50%	248,000	248,000	251,063	Stifel
Wells Fargo Bank	6/17/16	6/17/21	1.75%	248,000	248,000	250,998	Stifel
Mercantil Commerce Bank	6/24/16	6/24/21	1.65%	248,000	248,000	251,043	Stifel
Keesler Federal Credit Union	2/28/19	8/30/21	3.05%	249,000	249,000	257,212	Stifel
Discover Bank	12/14/16	12/14/21	2.10%	248,000	248,000	253,905	Stifel
State Bank of India, NY	1/26/17	1/26/22	2.35%	248,000	248,000	255,296	Stifel
Mountain America FCU	4/23/19	3/27/23	3.00%	249,000	249,205	264,812	Stifel
Sallie Mae Bank	3/22/17	3/22/22	2.35%	247,000	247,000	254,790	Stifel
Medallion Bank	4/4/17	4/4/22	2.25%	248,000	248,000	255,428	Stifel
American Express Centurion Bank	4/5/17	4/5/22	2.45%	247,000	247,000	254,699	Stifel
Goldman Sachs Bank	4/12/17	4/12/22	2.40%	247,000	247,000	253,834	Stifel
Capital One Bank USA NA	4/19/17	4/19/22	2.40%	247,000	247,000	255,262	Stifel
EverBank	4/28/17	4/28/22	2.15%	248,000	248,000	255,145	Stifel
American Express Bank FSB	5/3/17	5/3/22	2.35%	247,000	247,000	254,358	Stifel
Capital One Bank NA McLean VA	5/10/17	5/10/22	2.30%	247,000	247,000	254,929	Stifel
Comenity Bank	5/31/17	5/31/22	2.35%	248,000	248,000	256,427	Stifel
First Bank of Highland	6/21/17	6/21/22	2.10%	247,000	247,000	254,269	Stifel
Morgan Stanley Bank NA	6/6/19	6/6/24	2.70%	246,000	246,000	264,617	Stifel
Morgan Stanley Private Bank	4/23/19	4/25/24	2.75%	246,000	246,000	264,821	Stifel
BMO Harris Bank	1/6/20	1/30/24	2.00%	248,000	248,000	249,034	Stifel
Merrick Bank	7/31/19	7/31/24	2.20%	249,000	249,000	263,034	Stifel
Citadel Federal Credit Union	2/26/20	2/27/25	1.65%	248,000	248,000	255,998	Stifel
Axos Bank	2/27/20	3/26/25	1.65%	249,000	249,000	256,978	Stifel
Pathfinder Bank	3/6/20	3/13/25	1.30%	249,000	249,000	252,862	Stifel
First Capital Bank	3/17/20	3/20/25	1.15%	249,000	247,775	249,279	Stifel
Evansville Teachers Fed. Credit	8/27/19	8/29/22	2.10%	249,000	249,000	256,863	Stifel
First Bank of DeQueen	8/21/19	8/30/24	1.80%	249,000	249,000	258,888	Multi-Bank
Luana Savings Bank	2/28/20	2/28/25	1.55%	248,000	248,000	254,820	Multi-Bank
Celtic Bank	4/17/20	4/17/25	1.50%	249,000	249,000	255,113	Multi-Bank
EnerBank	7/23/19	7/22/24	2.35%	247,000	247,016	248,079	Multi-Bank
Total for Negotiable Certificates of Deposit				**$ 8,426,000**	**$ 8,424,996**	**$ 8,664,313**	

ATTACHMENT C

CITY OF LA PUENTE

Corporate Bonds
Cash and Investment Report
April 30, 2020

Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Market Valuation
Apple Inc	10/27/17	2/9/22	2.15%	250,000	250,000	256,518	Stifel
Toyota Motor Credit	2/28/19	10/18/23	2.25%	250,000	243,956	256,425	Stifel
Proctor and Gamble	1/9/18	11/3/21	1.70%	250,000	244,875	254,778	Stifel
Bank of New York Mellon	8/16/18	8/16/23	2.20%	250,000	237,232	256,255	Stifel
JP Morgan Chase	4/3/19	5/18/23	2.70%	250,000	251,094	258,788	Stifel
Coca Cola	10/10/19	9/6/24	1.75%	250,000	250,224	256,178	Stifel
Bank of America	5/28/19	5/30/24	3.00%	500,000	500,000	500,295	Stifel
Total for Negotiable Corporate Bonds				**$ 2,000,000**	**$ 1,977,381**	**$ 2,039,235**	

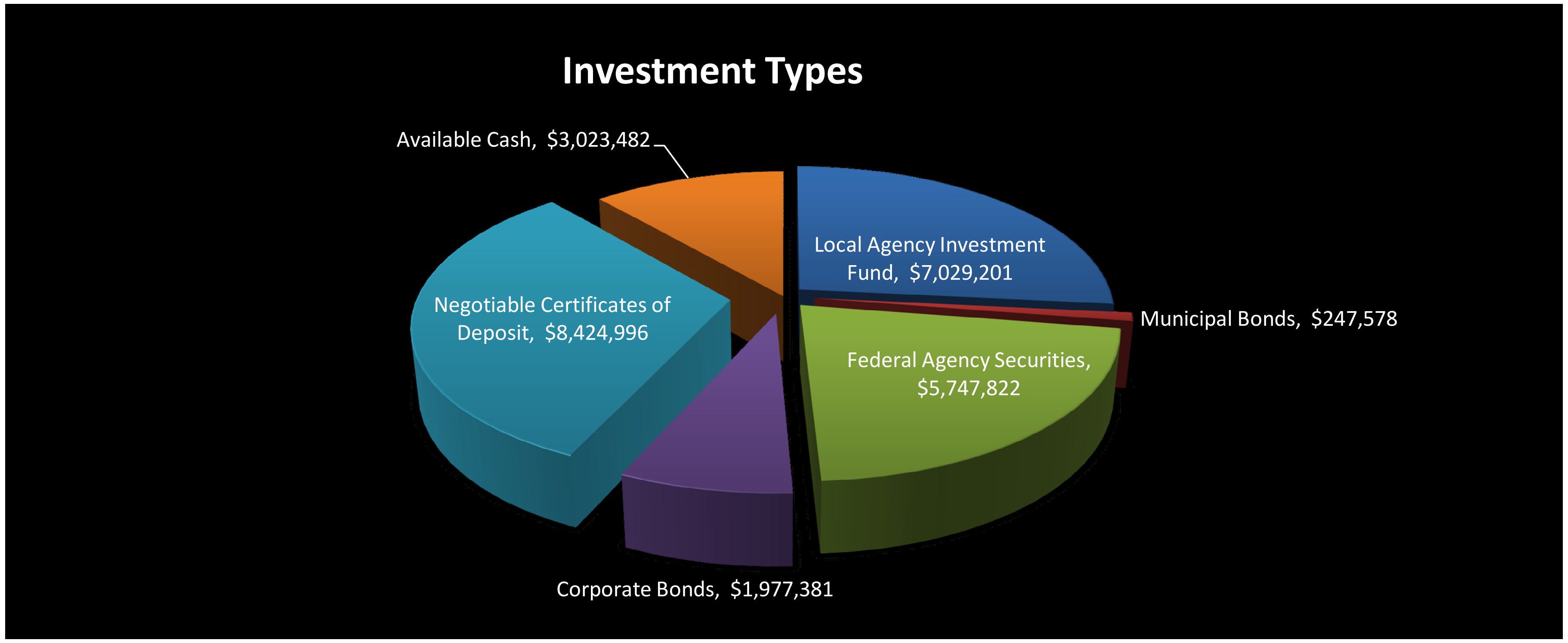
ATTACHMENT D

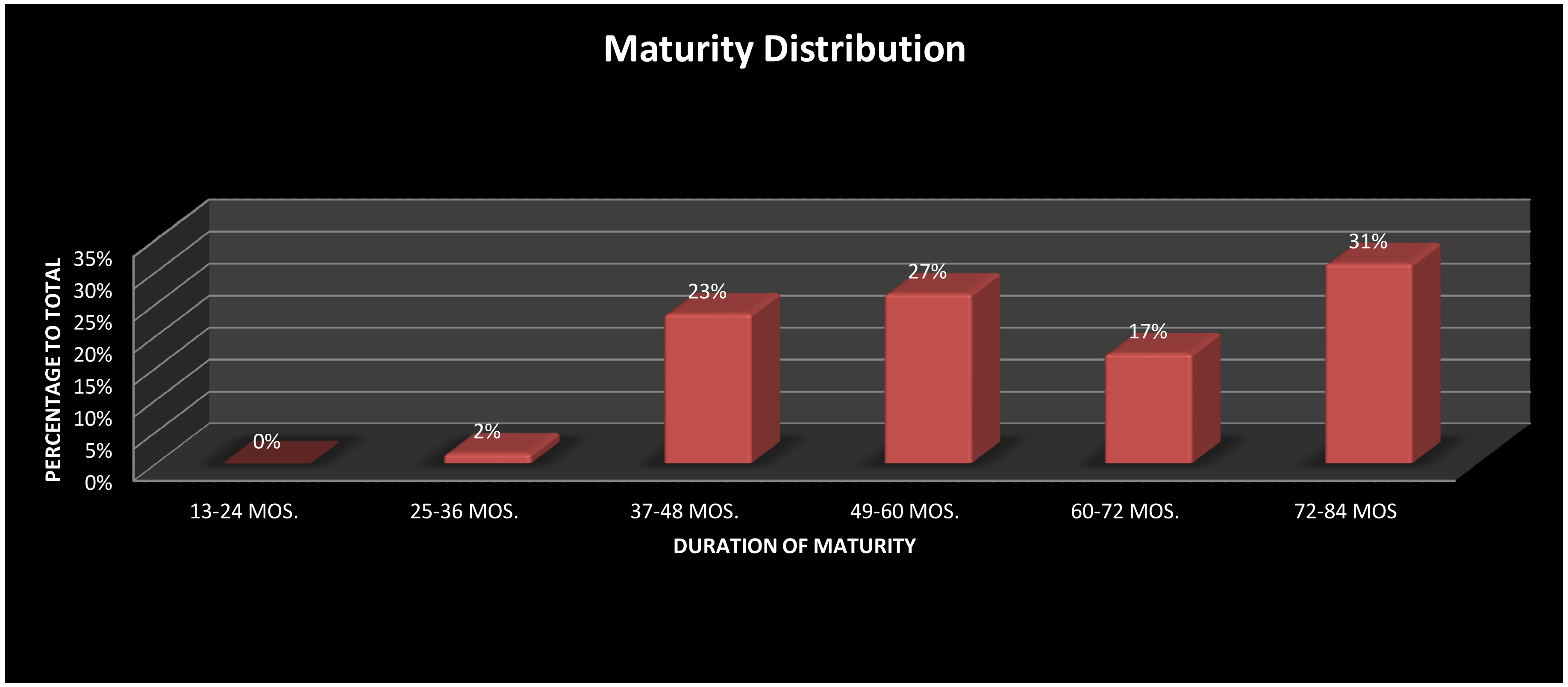
CITY OF LA PUENTE

Municipal Bonds
Cash and Investment Report
April 30, 2020

Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Market Valuation
Los Angeles Airport Revenue Bonds	7/16/18	5/15/23	2.79%	250,000	247,578	$ 257,003	Stifel
Total for Municipal Bonds				**$ 250,000**	**$ 247,578**	**$ 257,003**	

Cash and Investment Report Charts
April 30, 2020





CITY OF LA PUENTE

ATTACHMENT A

Cash and Investment Report
May 31, 2020

Investment Type	Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Market Valuation
Local Agency Investment Fund	State of California			1.648%	**$ 7,029,201**	**$ 7,029,201**	**$ 7,081,786**	LAIF
Government Obligations								
U.S. Agency Security	FFCB	07/16/18	10/16/20	2.625%	250,000	250,000	252,363	Stifel
U.S. Agency Security	FFCB	04/22/20	04/28/25	1.010%	250,000	250,000	250,003	Stifel
U.S. Agency Security	FFCB	01/16/19	01/26/21	3.000%	250,000	253,437	254,580	Multi-Bank
U.S. Agency Security	FFCB	09/20/19	08/28/23	1.920%	250,000	249,833	250,883	Stifel
U.S. Agency Security	FFCB	06/07/19	06/13/24	1.950%	250,000	249,712	265,105	Stifel
U.S. Agency Security	FFCB	03/27/20	03/12/24	1.210%	250,000	250,000	250,003	Stifel
U.S. Agency Security	FFCB	06/12/19	06/21/24	2.220%	250,000	250,000	254,020	Stifel
U.S. Agency Security	FFCB	10/10/19	10/15/24	1.920%	250,000	249,915	251,168	Stifel
U.S. Agency Security	FFCB	07/11/19	07/08/24	2.230%	250,000	250,074	250,408	Stifel
U.S. Agency Security	FHLB	03/12/20	03/19/25	1.170%	250,000	250,000	250,050	Stifel
U.S. Agency Security	FHLB	05/05/20	05/19/25	0.750%	250,000	250,000	250,045	Stifel
U.S. Agency Security	FHLB	03/27/20	04/07/25	1.250%	250,000	250,000	250,138	Stifel
U.S. Agency Security	FHLMC	04/21/20	04/21/25	0.700%	500,000	499,260	500,065	Stifel
U.S. Agency Security	FHLMC	11/04/19	11/12/24	1.750%	250,000	249,625	251,455	Stifel
U.S. Agency Security	FHLMC	11/14/19	05/10/24	1.750%	250,000	250,061	253,075	Stifel
U.S. Agency Security	FHLMC	08/12/16	08/12/21	1.125%	250,000	246,250	252,768	Stifel
U.S. Agency Security	FHLMC	01/29/20	01/29/25	1.875%	250,000	250,000	251,898	Multi-Bank
U.S. Agency Security	FHLMC	02/11/20	02/10/25	1.700%	250,000	249,774	250,535	Stifel
U.S. Agency Security	FHLMC	03/06/20	03/17/25	1.125%	250,000	250,000	250,213	Stifel
U.S. Agency Security	FHLMC	01/21/20	01/17/25	1.750%	250,000	249,473	250,363	Stifel
U.S. Agency Security	FHLMC	05/01/20	05/05/25	0.700%	250,000	249,750	250,035	Stifel
U.S. Agency Security	FNMA	05/27/20	05/27/25	0.750%	250,000	250,250	249,900	Multi-Bank
U.S. Agency Security	FNMA	05/27/20	05/27/20	0.750%	250,000	250,000	249,810	Multi-Bank
Total Government Securities					**6,000,000**	**5,997,414**	**6,038,878**	
Municipal Bonds* **				various	**250,000**	**247,578**	**257,615**	Stifel
Negotiable Certificates of Deposit * **				various	**8,426,000**	**8,424,996**	**8,701,263**	Stifel
Corporate Bonds* **				various	**1,750,000**	**1,733,425**	**1,800,655**	Stifel
		Total Investments			**$ 23,455,201**	**$ 23,432,612**	**$ 23,880,196**	
		Deposits				3,482,996 *		
		Miscellaneous Cash				2,200 **		
		Total Cash and Deposits				**3,485,196**		
		Total Investments, Cash and Deposits				**$ 26,917,808**		

I certify that this investment portfolio is in conformity with the Investment Policy of the City of La Puente as stated in Resolution No. 15-5219 dated June 23, 2015. The Investment Program provides sufficient liquidity to meet the next six months' estimated expenditures.

Troy O. Grunklee, CPA
Dir. Of Aministrative Services

Alex Merkel Medina
Principal Accountant

* *Deposits represent the equity in the checking & payroll accounts.*
** *Miscellaneous cash represents a total of all petty cash accounts.*
*** *Detailed list of Negotiable Certificates of Deposit/Corporate Bonds attached*

CITY OF LA PUENTE

Negotiable Certificates of Deposit
Cash and Investment Report
May 31, 2020

Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Valuation
JP Morgan Chase Bank	5/19/20	5/28/25	1.00%	248,000	248,000	248,134	Stifel
BMW Bank	2/26/16	2/26/21	1.70%	248,000	248,000	251,341	Stifel
Pinnacle Bank	9/22/17	3/22/21	1.95%	245,000	245,000	248,587	Stifel
Bank Hapoalim	4/6/16	4/6/21	1.60%	248,000	248,000	251,070	Stifel
Synchrony Bank	4/15/16	4/15/21	1.50%	248,000	248,000	251,467	Stifel
Wells Fargo Bank	6/17/16	6/17/21	1.75%	248,000	248,000	251,703	Stifel
Mercantil Commerce Bank	6/24/16	6/24/21	1.65%	248,000	248,000	251,767	Stifel
Keesler Federal Credit Union	2/28/19	8/30/21	3.05%	249,000	249,000	257,924	Stifel
Discover Bank	12/14/16	12/14/21	2.10%	248,000	248,000	255,224	Stifel
State Bank of India, NY	1/26/17	1/26/22	2.35%	248,000	248,000	256,767	Stifel
Mountain America FCU	4/23/19	3/27/23	3.00%	249,000	249,205	267,421	Stifel
Sallie Mae Bank	3/22/17	3/22/22	2.35%	247,000	247,000	256,532	Stifel
Medallion Bank	4/4/17	4/4/22	2.25%	248,000	248,000	257,253	Stifel
American Express Centurion Bank	4/5/17	4/5/22	2.45%	247,000	247,000	256,569	Stifel
Goldman Sachs Bank	4/12/17	4/12/22	2.40%	247,000	247,000	255,712	Stifel
Capital One Bank USA NA	4/19/17	4/19/22	2.40%	247,000	247,000	257,134	Stifel
EverBank	4/28/17	4/28/22	2.15%	248,000	248,000	257,114	Stifel
American Express Bank FSB	5/3/17	5/3/22	2.35%	247,000	247,000	256,426	Stifel
Capital One Bank NA McLean VA	5/10/17	5/10/22	2.30%	247,000	247,000	256,962	Stifel
Comenity Bank	5/31/17	5/31/22	2.35%	248,000	248,000	258,473	Stifel
First Bank of Highland	6/21/17	6/21/22	2.10%	247,000	247,000	256,411	Stifel
Morgan Stanley Bank NA	6/6/19	6/6/24	2.70%	246,000	246,000	267,131	Stifel
Morgan Stanley Private Bank	4/23/19	4/25/24	2.75%	246,000	246,000	267,264	Stifel
BMO Harris Bank	1/6/20	1/30/24	2.00%	248,000	248,000	248,799	Stifel
Merrick Bank	7/31/19	7/31/24	2.20%	249,000	249,000	265,324	Stifel
Citadel Federal Credit Union	2/26/20	2/27/25	1.65%	248,000	248,000	256,859	Stifel
Axos Bank	2/27/20	3/26/25	1.65%	249,000	249,000	257,613	Stifel
Pathfinder Bank	3/6/20	3/13/25	1.30%	249,000	249,000	249,869	Stifel
First Capital Bank	3/17/20	3/20/25	1.15%	249,000	247,775	249,149	Stifel
Evansville Teachers Fed. Credit	8/27/19	8/29/22	2.10%	249,000	249,000	259,182	Stifel
First Bank of DeQueen	8/21/19	8/30/24	1.80%	249,000	249,000	261,037	Multi-Bank
Luana Savings Bank	2/28/20	2/28/25	1.55%	248,000	248,000	255,686	Multi-Bank
Celtic Bank	4/17/20	4/17/25	1.50%	249,000	249,000	255,589	Multi-Bank
EnerBank	7/23/19	7/22/24	2.35%	247,000	247,016	247,773	Multi-Bank
Total for Negotiable Certificates of Deposit				**$ 8,426,000**	**$ 8,424,996**	**$ 8,701,263**	

ATTACHMENT C

CITY OF LA PUENTE

Corporate Bonds
Cash and Investment Report
May 31, 2020

Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Market Valuation
Apple Inc	10/27/17	2/9/22	2.15%	250,000	250,000	257,723	Stifel
Proctor and Gamble	1/9/18	11/3/21	1.70%	250,000	244,875	255,080	Stifel
Bank of New York Mellon	8/16/18	8/16/23	2.20%	250,000	237,232	260,368	Stifel
JP Morgan Chase	4/3/19	5/18/23	2.70%	250,000	251,094	261,743	Stifel
Coca Cola	10/10/19	9/6/24	1.75%	250,000	250,224	263,513	Stifel
Bank of America	5/28/19	5/30/24	3.00%	500,000	500,000	502,230	Stifel
Total for Negotiable Corporate Bonds				**$ 1,750,000**	**$ 1,733,425**	**$ 1,800,655**	

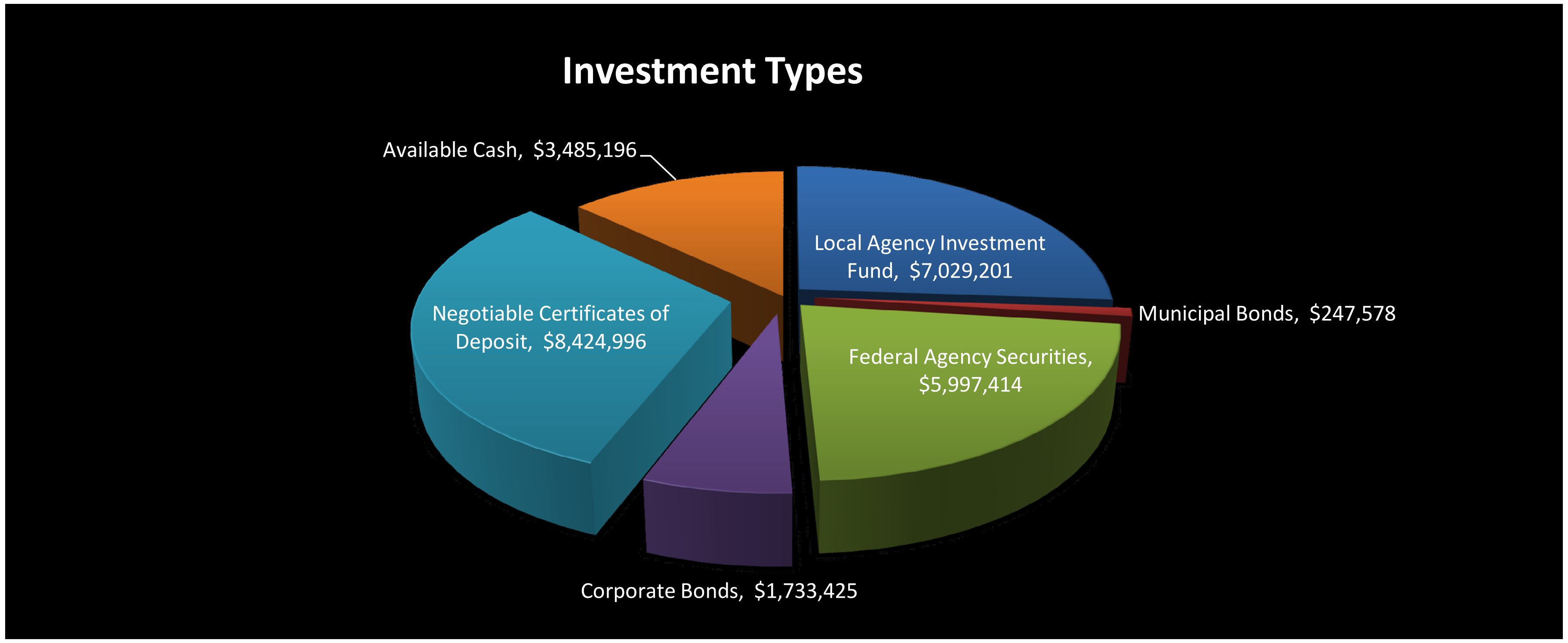
ATTACHMENT D

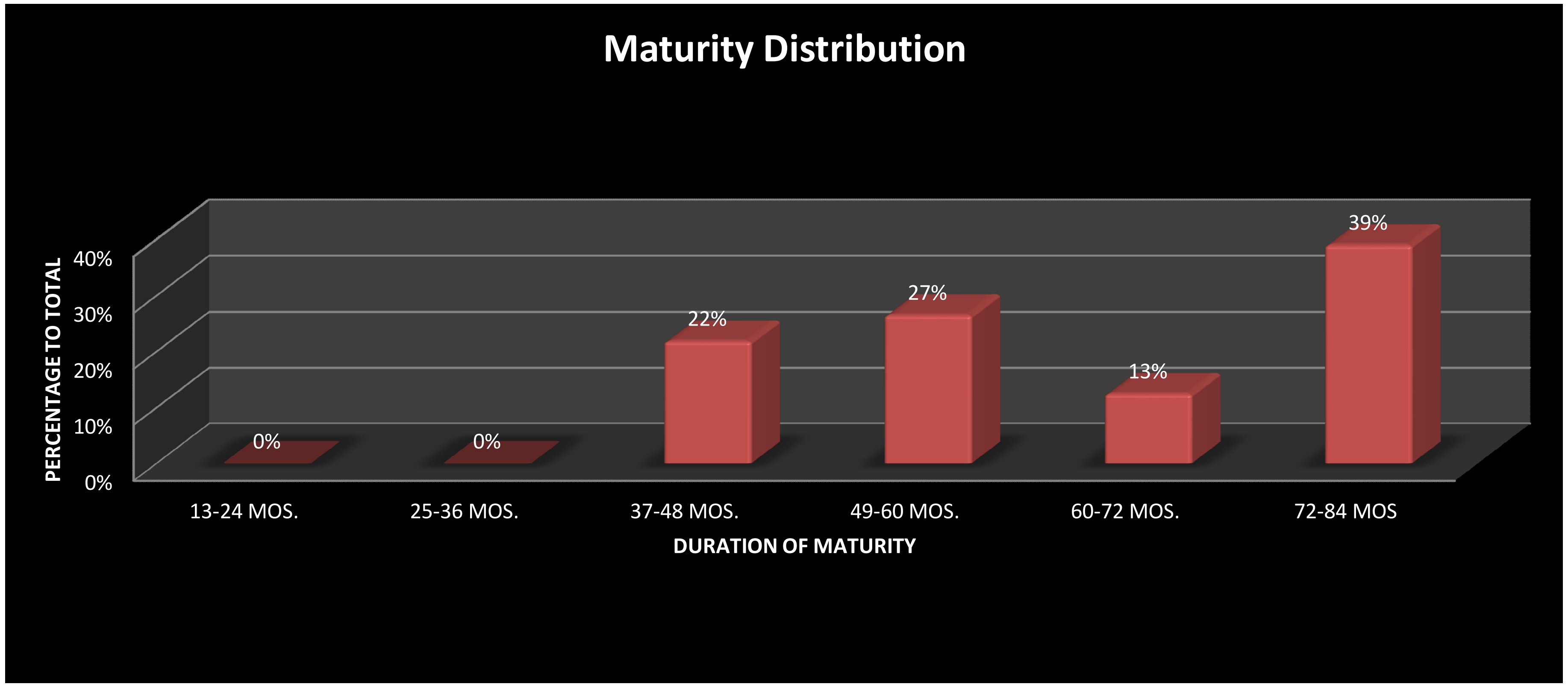
CITY OF LA PUENTE

Municipal Bonds
Cash and Investment Report
May 31, 2020

Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Market Valuation
Los Angeles Airport Revenue Bonds	7/16/18	5/15/23	2.79%	250,000	247,578	$ 257,615	Stifel
Total for Municipal Bonds				**$ 250,000**	**$ 247,578**	**$ 257,615**	

Cash and Investment Report Charts
May 31, 2020





City of La Puente
AGENDA REPORT

To: Mayor and City Council For meeting of: June 9, 2020

Via: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF APRIL AND MAY 2020 REQUISITION REPORTS

BACKGROUND

On April 24, 2018, the City Council adopted several ordinances and accompanying resolutions amending the City's purchasing procedures to streamline and make the procurement process more efficient. One of the amendments to the purchasing procedures was a provision setting a \$5,000 spending limit for Department Heads and a separate provision increasing the City Manager's spending limit to \$20,000 for professional services, supplies and equipment. In order to document purchases approved by the City Manager and/or Department Heads the City Council directed that a monthly report be prepared and filed with the City Council. This action is to receive and file the requisition summary reports for April and May 2020.

DISCUSSION

City staff initiated four (4) requisitions during the month of April totaling \$322,703.75. See Attachment "A" to this report. City staff initiated two (2) requisitions during the month totaling of May \$603,630.93. See Attachment "B" to this report

RECOMMENDATION

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

ATTACHMENTS

Attachment "A": Requisition Summary Report for April 2020
Attachment "B": Requisition Summary Report for May 2020

City of La Puente
Requistion Summary Report
For the period of 04/01/2020-04/30/2020

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000422	4/3/2020	4/3/2020	Approved	Adm Services Dept.

Vendor: Turfstar Western
Description: Mowing & Maint Equipment

Total Obligation $ 307,985.92
Total Paid $ -

Submitted By: Marissa Carrillo
Approved By: City Council
Funding Source: General Fund (100)

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000423	4/17/2020	4/17/2020	Approved	Adm Services Dept.

Vendor: Everbridge
Description: Nixle Subscription (1 -YEAR)

Total Obligation $5,400.00
Tota Paid $ 5,400.00

Submitted By: Marissa Carrillo
Approved By: City Manager
Funding Source: General Fund (100)

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000425	4/29/2020	4/29/2020	Approved	Development Services

Vendor: American Campers
Description: Dump Truck LED Lights

Total Obligation $ 2,894.68
Total Paid $ 2,894.68

Submitted By: Norma Ramirez
Approved By: Director of Development Services
Funding Source: Vehicle Maintenance Fund (555)

ATTACHMENT A

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000426	4/30/2020	4/30/2020	Approved	Development Services

Vendor:	CalWest Lightning Services, Inc.		
Description:	La Puente Park Ball Field Lighting Demolition and Construction Services		
	Total Obligation	$	6,423.15
	Total Paid	$	-
Submitted By:	Norma Ramirez		
Approved By:	City Manager		
Funding Source:	General Fund (100)		

City of La Puente
Requistion Summary Report
For the period of 05/01/2020 - 05/31/2020

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000427	5/5/2020	5/5/2020	Approved	Development Services Dept.

Vendor:	Musco Sports Lighting, LLC		
Description:	Sports Field Lights at La Puente Park		
	Total Obligation	$	584,045.00
	Total Paid	$	-
Submitted By:	Elizabeth Herrera		
Approved By:	City Council		
Funding Sources:	State Grant (Fund 280)		
	General Fund (100)		
	Sewer Fund (500)		

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000429	5/28/2020	5/28/2020	Approved	Development Services Dept.

Vendor:	Ace Fence Company		
Description:	Softball Field Fencing Southwest		
	Total Obligation:	$	19,585.93
	Tota Paid	$	-
Submitted By:	Norma Ramirez		
Approved By:	City Manager		
Funding Source:	State Grant (Fund 280)		

ATTACHMENT B

City of La Puente
AGENDA REPORT

To: Mayor and City Council | For meeting of: June 9, 2020

Via: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: CONSIDERATION OF A RESOLUTION ADOPTING A STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2020-2021

BACKGROUND

California Government Code Section 53646 and good financial practice dictate that local agencies prepare a written investment policy and that the governing body review and approve the policy on an annual basis. The City's existing investment policy was last comprehensively reviewed and updated on June 11, 2018. Also, the City Council adopted Resolution No. 19-5502 which approved the investment policy for fiscal year 2019-2020 on June 25, 2019.

As part of the June 11, 2018 review and update, Staff updated the policy to include local agency obligations such as municipal bonds as part of its investment strategy. By adding this to the policy, it gives the City the opportunity receive yields that are comparable to corporate bonds but offer the security of treasuries when it comes to the level of risk. Staff also updated the policy to be consistent with state law, reformatted, and reorganized the investment policy for clarity, readability and consistency with the California Municipal Treasurers Association (CMTA) model investment policy.

Additionally, the investment policy was submitted to CMTA for their review and certification under their Investment Policy Certification Program. Under this program, a review panel consisting of three (3) certified municipal treasurers reviewed and scored our policy. The City received an average score of 87.33 out of a possible 100 points. The City also received comments/suggestions from the review panel. These comments/suggestions have been integrated into the policy.

DISCUSSION

The investment of funds by a local government agency, including the types of securities in which an agency may invest, is governed by the California Government Code. The law requires that the legislative body of each agency adopt an investment policy, which may add further limitations than those established by the State. An agency's investment policy must be reviewed annually, and any changes must be adopted at a public meeting. The City of La Puente has had such a policy in place since 1986. The investment policy was last reviewed and updated by the City Council on June 25, 2019.

Staff is recommending no changes from the previously adopted policy for Fiscal Year 2020-21.

FISCAL IMPACT

There is no fiscal impact to adopting the proposed policy. By adding local agency obligations (e.g., municipal bonds) to the list of authorized investments in the prior fiscal year, the City will have the ability to further diversify its investment portfolio and seek other safe and liquid investment opportunities.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 20-5558 approving the City's Statement of Investment Policy for Fiscal Year 2020-21.

ATTACHMENTS

Attachment "A": Resolution No. 20-5558

RESOLUTION NO. 20-5558

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, APPROVING THE CITY OF LA PUENTE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2020-2021 AND DELEGATING INVESTMENT AUTHORITY TO CITY TREASURER

WHEREAS, pursuant to Government Code Section 53600.6 the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS, the City Council may invest surplus monies not required for the immediate necessities of the City in accordance with the provisions of California Government Code Sections 5920 *et seq*. and 53601 *et seq*.; and

WHEREAS, the City Treasurer of the City of La Puente is authorized and encouraged to prepare and submit an annual statement of investment policy and such policy, and any changes thereto, may be considered by the City Council at a public meeting per Government Code Section 53607; and

WHEREAS, it shall be the policy of the City of La Puente to invest funds in a manner which will provide the highest investment return possible consistent with maximum security while meeting daily cash flow demands and conforming to all other statutes governing the investment of City funds; and

WHEREAS, the investment policy shall apply without exception to any and all financial assets and funds of the City of La Puente.

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. All previously adopted policies are hereby rescinded and replaced by this policy.

SECTION 3. The City Council has received, reviewed and adopts the City of La Puente Statement of Investment Policy for Fiscal Year 2020-2021, as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

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 9th day of June, 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
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2020-2021

1.0 POLICY:

This Policy is intended to provide guidelines for the prudent investment of the City of La Puente's ("City") temporarily idle cash and to outline the investment philosophy for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled funds in accordance with the applicable local, state and federal laws.

It is the policy of the City Council to review, update and adopt the City's Investment Policy on an annual basis.

2.0 SCOPE:

This investment policy applies to all financial assets of the City.

The Policy applies to the following funds and is accounted for in the City's annual audited financial statements.

A. General Fund
B. Special Revenue Funds
C. Debt Service Funds
D. Capital Improvement Fund
E. Internal Service Funds

This investment policy does not apply to bond proceeds, deferred compensation funds, retirement or other post-employment benefits trust funds as these are governed under separate California Government Code sections or other documentation.

3.0 STANDARDS OF PRUDENCE:

The City of La Puente operates its investment portfolio under the Prudent Investor Standard (California Government Code Section 53600.3) which states, that "when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated need of the City, that a prudent person in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City".

4.0 INVESTMENT OBJECTIVES:

The investment of funds of the City is directed to the goals of safety, liquidity and yield. The authority governing investments for municipal governments is set forth in the Government Code, Sections 53600, et. seq.

1. Safety. Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they are from securities default or erosion of market value. Investment decisions should not incur unreasonable investment risks in order to obtain current investment income.

2. Liquidity. The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature at the same time as cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio will consist largely of securities with active secondary or resale markets or local government investment pools which offer same-day liquidity for short-term funds.

3. Yield. The investment portfolio shall be designed with the objective of achieving a competitive market rate of return or yield, while taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity. The core investments shall be limited to low risk securities to be held to maturity with the following exceptions:

    - A security with declining credit may be sold early to minimize loss of principal
    - A security swap would improve the quality, yield or target duration of the portfolio.
    - The liquidity needs of the portfolio require security to be sold.

5.0 DELEGATION OF AUTHORITY

Authority to manage the City's investment program is derived from Section 2.16.020 of the City's Municipal Code which designates the City Treasurer to perform all duties associated with the legal function of the treasurer position. Under Section 2.12.010 of the City's Municipal Code, the City Council may appoint the City Manager, Director of Administrative Services or the Finance Manager to serve as the City Treasurer. Management responsibility is hereby delegated to the City Treasurer who shall be responsible for all transactions undertaken and for establishing a system of controls to regulate the activities of subordinate officials, and their procedures in the absence of the City Treasurer.

6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials are required to file annual disclosure statements (Form 700) as required for “public officials who manage public investments” (as defined and required by the Political Reform Act and related regulations, being Government Code Sections 81000 and the Fair Political Practices Commission [FPPC]). The City Manager is required to “e-file” the Form 700 directly with the FPPC. The FPPC reviews the Form 700 for any conflicts of interest. The Director of Administrative Services and Finance Manager file the Form 700 with the City Clerk who reviews for any conflicts of interest.

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The City Treasurer will maintain a list of approved financial institutions authorized to provide investment services to the public agency in the State of California. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). A determination should be made to insure that all approved broker/dealer firms and individuals covering the City are reputable and trustworthy. In addition, the broker/dealer firms should have the ability to meet all of their financial obligations in dealing with the City. The firms and individuals covering the City should be knowledgeable and experienced in Public Agency investing and the investment products involved. No public deposit shall be made except in a qualified public depository as established by State law. All financial institutions and broker/dealers who desire to conduct investment transactions with the City must supply the City Treasurer with the following: audited financial statements, proof of FINRA certification, trading resolution, proof of State of California registration, completed broker/dealer questionnaire, certification of having read the City’s investment policy and depository contracts.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the City Treasurer. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the City invests. A list of authorized broker/dealers is kept on file in the Finance Department.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The City’s investments are governed by the California Government Code (CGC). Specific types of investments are defined in CGC Section 53601. Investments will only be made in authorized securities with a maturity date of five (5) years or less from the transaction settlement date.

For the purpose of these investments, the compliance with the investment percentage(s), in regards to the total investment portfolio, shall be calculated on the date the investment is acquired. If the percentage is legally compliant on the date of purchase, then compliance with the law shall have been met.

Investment	California Legal Requirements City of La Puente Requirements
Government Obligations: U.S. Treasury and Agency Obligations (U.S. Treasury obligations are bills, notes and bonds issued by and direct obligations of the U.S. Government. Agency obligations are notes and bonds of Federal agencies and government sponsored enterprises, although not direct obligations of the Treasury, they involve federal sponsorship or guarantees)	Authorized by CGC Section 53601(b) 1. No limit on amount in the portfolio
Bankers Acceptances (A draft or bill of exchange accepted by a bank or trust company and brokered to investors in a secondary market. Its purpose is to facilitate trade and provide liquidity to the import-export markets).	Authorized by CGC Section 53601(f) 1. Not to exceed 180 days 2. Not to exceed 15% of portfolio 3. Not to exceed 2% of portfolio if done with one bank.
Bank Deposits (Include, but not limited to, demand deposit account, savings accounts, market rate accounts and time deposits.)	Authorized by CGC Section 53630 et seq. 1. Up to One Million Dollars ($1,000,000) 2. Must be secured by pledging securities held in the form of an undivided collateral pool equal to at least 110% of the total amount deposited by public agencies.
Medium Term Notes (Corporate notes, deposit notes and bank notes sold by an agent in the open market on a continually offered basis. These notes are debt obligations, generally unsecured, although some issues come to market on a collateralized or securitized basis.)	Authorized by CGC Sections 53601(j) 1. Must have an minimum “A” rating 2. Not to exceed 30% of portfolio 3. Not to exceed 5% of portfolio with single issuer

Negotiable Certificates of Deposit (Issued by commercial banks and thrift institutions against funds deposited for specified periods of time and earn specified or variable rates of interest. NCD's differ from other CD's because of their increased liquidity as they are actively traded on the secondary market. These deposits are insured and collateralized up to the FDIC limit of $250,000.)	Authorized by CGC Sections 53601(h) 1. Not to exceed 30% portfolio 2. All purchases must be from institutions rated by a nationally recognized rating organization as designated by the Security and Exchange Commission.
Certificates of Deposit (Unsecured, direct obligations of a U.S. bank or savings & loan association. Federal Deposit Insurance Corporation (FDIC) coverage is provided for government deposits, but limited to the first $250,000 on deposit on behalf of a given entity at a single financial institution. California law requires that deposits of public funds shall be collateralized if not insured).	Authorized by CGC Sections 53652 1. Must not exceed 30% of portfolio 2. Not to exceed Two Hundred Fifty Thousand Dollars ($250,000) in any single account with the same institution.
Local Agency Obligations (Bonds, notes warrants or other evidences of indebtedness of any local agency or by a department, board or authority of any local agency within the 50 United States).	Authorized by CGC Section 53601(a) 1. Must comply with the financial requirements pertaining to temporary borrowing (TRANS, RANS, GANS) as shown in CGC Sections 53820 – 53858. 2. Minimum credit requirement – Issuers must be at or above the following investment grade from one of these rating firms: Standard & Poors – Sp-1 or A; Fitch – F-1 or A; Moody's – MIG 1 or A 3. Must not exceed 30% of portfolio
Money Market Funds (Shares of beneficial interest issued by management companies. Shares represent ownership of diversified portfolio securities, which are redeemable at their net asset value).	Authorized by CGC Section 53601(l) 1. The pooled investments that comprise these funds must comply with CGC Sections 53601. 2. Must not exceed 15% of portfolio 3. Not to exceed 5% of portfolio with any one mutual fund

Local Agency Investment Fund (LAIF) Provides high liquidity allowing deposits to be credited to the City's checking account within twenty-four (24) hours. State Pool funds are operated directly by the Office of the State Treasurer, who commingles state and local funds.	Authorized by CGC Section 16429.1(b) 1. Cannot exceed $65 million 2. No limit on amount in the portfolio

One of the purposes of this Investment Policy is to define what investments are permitted. If a type of security is not specifically authorized by this policy, it is not a permitted investment.

9.0 REVIEW OF INVESTMENT PORTFOLIO

The securities held by the City must be in compliance with Section 8.0 Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section 8.0 subsequent to the date of purchase the City Treasurer shall at least quarterly review the portfolio to identify those securities that do not comply. The City Treasurer shall establish procedures to report to the City Council major and critical incidences of noncompliance identified through the review of the portfolio.

Should any investment listed in Section 8 exceed a percentage-of-portfolio limitation due to an incident such as fluctuation in portfolio size, the affected securities may be held to maturity to avoid losses. When no loss is indicated, the City Treasurer shall consider rebalancing the portfolio after evaluating the expected length of time that it will be imbalanced.

Portfolio percentage limits are in place in order to ensure diversification of the City investment portfolio; a small temporary imbalance will not significantly impair that strategy.

10.0 INVESTMENT POOLS

A thorough investigation of any investment pool is required prior to investing and should be monitored on an ongoing basis. Requisite information on the pool includes the following; a description how securities are safeguarded (including the settlement process) and how often the securities are marked to market and how often an audit is conducted; a description of who may invest in the program, how often, what size deposits and withdrawals are permitted; a description of interest calculations and how it is distributed, and how gains and losses are distributed; a schedule for receiving statements and portfolio listings; a fee schedule that discloses when and how fees are assessed; does the pool/fund maintain a reserve or retain earnings or is all income after expenses distributed to participants.

The purpose of this investigation is to determine the suitability of a pool or fund and evaluate the risk of placing funds with that pool or fund.

11.0 COLLATERALIZATION

Collateralization will be required on certificates of deposit. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest. The City Treasurer, at his/her discretion may waive the collateral requirement for deposits up to the maximum dollar amount which are covered by the Federal Deposit Insurance Corporation, currently $250,000.

Section 53649 of the California Government Code specifies that the City Treasurer is responsible for entering into deposit contracts with each depository. Investments held with Third Parties holding collateral for the investment shall be properly collateralized in accordance with collateralization requirements of the California Government Code.

12.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the City shall be conducted on a delivery versus payment (DVP) basis. Securities will be held by a third party custodian designated by the City Treasurer and evidenced by safekeeping receipts.

13.0 DIVERSIFICATION

The City shall diversify its investments by security, type, issuer, maturity and financial institutions. No percentage limitations are established for United States government, United States government agencies and United States government sponsored enterprises; however percentage limitations are established for other permitted investments as noted in Section 8.0 of this policy. The investments shall be diversified by limiting investment in securities that have higher credit risks and investing in securities with varying maturities.

14.0 MAXIMUM MATURITIES

To the extent possible the City will attempt to match its investments with anticipated cash flow requirements. The prescribed method of the City shall be referred to as "laddering maturities". Monies not needed to cover immediate operating costs may be invested up to a five year maturity.

15.0 INTERNAL CONTROLS

The City Treasurer shall establish procedures that separate the internal responsibility for management and accounting of the investment portfolio. An analysis by an independent, external auditor shall be conducted bi-annually to review internal controls, account activity and compliance with policies and procedures.

16.0 PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow needs.

The City's basic investment strategy is to buy and hold investments until maturity. However, the City Treasurer may sell a security due to adverse changes in credit risk or due to unexpected cash flow needs.

The Market Yield benchmark used by the City Treasurer is to determine whether market yields are being achieved and shall be the rates of return from the following combination of indices: Local Agency Investment Fund (LAIF) and 3-month, 6-month, and 1-year Treasury Bills.

17.0 REPORTING

The City shall submit monthly investment reports to the City Council. The report shall be provided to the City Council within thirty (30) days, or the next available City Council meeting, following the end of the month covered by the report. The report shall contain a summary of investment transaction including: investment types, issuer, purchase date, maturity date, interest rate, dollar amount invested, market value, source of market valuation, and a description of any local agency funds or investments under the management of contracted parties.

The report shall include a statement of compliance of the portfolio to this Investment Policy, or the manner in which the portfolio is not in compliance. The report shall include a statement denoting the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

18.0 Investment Policy Adoption

The City's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the City Council and any modifications made thereto must be approved by the City Council.

Attachments: Appendix A - Broker Dealer Questionnaire
Appendix B - Glossary of Cash and Investment Management Terms
Appendix C - Local Agency Investment Fund Description

APPENDIX A
CITY OF LA PUENTE

BROKER/DEALER QUESTIONNAIRE AND CERTIFICATION

1. Name of Firm: ____

2. Address: ____

3. Telephone: ( ) ________________________ ( ) ______ ___ ______ __

4. Broker's Representative to the City (attach resume): Name:

   Title: ________________________________

   Telephone: ( ) ________________________________

5. Manager/Partner-in-Charge (attach resume): ________________

   Name: ______________________________

   Title: ______________________________

   Telephone: ( ) ___________________________

6. List all personnel who will be trading with or quoting securities to City employees

   (attach resume)

Name: ____

Title: ____

Telephone: ( ) ________________________ ( ) _____ _ ___ ______ __

7. Which of the above personnel have read the City's investment policy?

   ____

   ____

8. Is your firm a primary dealer in United States Government Securities?

   Yes____ No____

9. List the total volume of United States Government and Agency Securities for the last calendar year.

Firm-wide $ ___________________ No. of Transactions

Your local office $ _____________ No. of Transactions

10. Which instruments are offered regularly by your local office?

___	Treasury Bills	___	CMO's
___	Treasury Notes/Bonds	___	Bank CD's
___	BA's (domestic)	___	S & L CD's
___	BA's (foreign)	___	Repos
___	Commercial Paper	___	Reverse Repos
___	Agencies (specify):	___	Other (specify):

11. References -- Please identify your most directly comparable public sector clients in our geographical area.

Entity	____________________________	____________________________
Contact	____________________________	____________________________
Telephone	( ) ________________________	( ) ________________________
Client Since	________________________	________________________________

12. Have any of your clients ever sustained a loss on a securities transaction arising from a misunderstanding or misrepresentation of the risk characteristics of the instrument? If so, explain.

____

____

____

13. Has your local office ever subject to a regulatory or state/federal agency investigation for alleged improper, fraudulent, disreputable or unfair activities related to the sale of securities? Have any of your employees been so investigated? If so explain:

____

____

14. Has a client ever claimed in writing that your firm was responsible for investment losses? If so, explain. ____

____

____

____

15. Explain your normal custody and delivery process. Who audits these fiduciary systems? Can you

meet safekeeping requirements? ____

____

____

16. How many and what percentage of your transactions failed Last month? __________________ Last year? __________________

____

____

17. Describe the capital line and trading limits of the office that would conduct business with the City of La Puente.

____

____

18. Does your firm participate in the S.I.P.C. insurance program if not, explain.

____

____

19. What portfolio information, if any, do you require from your clients?

____

____

20. What reports, transactions, confirmations and paper trail will the City receive?

____

____

21. Does your firm offer investment training to your clients?

___Yes ___No

22. Please enclose the following:

Latest audited financial statements.

Samples of reports, transactions, and confirmations the City will receive.

Samples of research reports and/or publications that your firm regularly provides to clients.

Complete schedule of fees and charges for various transactions.

CERTIFICATION

I hereby certify that I have personally read the Statement of Investment Policy of the City of La Puente, and have implemented reasonable procedures and a system of controls designed to preclude imprudent investment activities arising out of transactions conducted between our firm and the City of La Puente. All sales personnel will be routinely informed of the City's investment objectives, horizons, outlooks, strategies and risk constraints whenever we are so advised by the City. We pledge to exercise due diligence in informing the City of La Puente of all foreseeable risks associated with financial transactions conducted with our firm. Under penalties of perjury, the responses to this questionnaire are true and accurate to the best of my knowledge.

Signed ______________________________ Date ______________________________

Title ______________________________

Countersignature* ______________________________ Date ______________________________

Title ______________________________

* Company president or person in charge of government securities operations.

Appendix B

Glossary of Cash and Investment Management Terms

Accrued Interest. Interest earned but which has not yet been paid or received.

Agency. See "Federal Agency Securities."

Ask Price. Price at which a broker/dealer offers to sell a security to an investor. Also known as "offered price."

Benchmark. A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance and duration of the actual portfolio's investments.

Bond. Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Book Value. The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

Broker/Dealer. A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

California Local Agency Bonds. Bonds that are issued by a California county, city, city and county, including a chartered city or county, school district, community college district, public district, county board of education, county superintendent of schools, or any public or municipal corporation.

Call Date. Date at which a call option may be or is exercised.

Call Option. The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are a par, but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European - one-time calls, (2) Bermudan - periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American - continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

Callable Bonds/Notes. Securities, which contain an imbedded call option giving the issuer, the right to redeem the securities prior to maturity at a predetermined price and time.

Certificate of Deposit (CD). Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

Collateral. Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

Collateralization. Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

Commercial Paper. Short term unsecured promissory note issued by a company or financial institution. Issued at a discount and matures for par or face value. Usually a maximum maturity of 270 days, and given a short-term debt rating by one or more NRSROs.

Corporate Note. A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

Custody. Safekeeping services offered by a bank, financial institution or trust company, referred to as the "custodian." Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement and market values.

Dealer. A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Delivery Versus Payment (DVP). Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

Depository Trust Company (DTC). A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs and BAs clear through DTC.

Discount Notes. Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets.

Discount Rate. Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the "fed funds rate."

Discount. The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

Diversification. Dividing investment funds among a variety of security types, maturities, industries and issuers offering potentially independent returns.

Dollar Price. A bond's cost expressed as a percentage of its face value. For example, a bond quoted at a dollar price of 95 ½, would have a principal cost of $955 per $1,000 of face value.

Duration. The weighted average maturity of a security's or portfolio's cash flows, where the present values of the cash flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration, Modified Duration).

Fannie Mae. See "Federal National Mortgage Association."

Fed Securities Wire. A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts, used primarily for settlement of U.S. Treasury and Federal Agency securities.

Fed. See "Federal Reserve System."

Federal Agency Security. A debt instrument issued by one of the Federal Agencies. Federal Agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

Federal Agency. Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, and TVA.

Federal Deposit Insurance Corporation (FDIC). Federal agency that insures deposits at commercial banks, currently to a limit of $250,000 per depositor per bank.

Federal Farm Credit Bank (FFCB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system that is a network of cooperatively-owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its "designated note" program.

Federal Funds (Fed Funds). Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

Federal Funds Rate (Fed Funds Rate). The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a "target" Fed Funds rate associated with the Fed's management of monetary policy.

Federal Home Loan Bank System (FHLB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its "global note" and "TAP" programs.

Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "reference note" program.

Federal National Mortgage Association (FNMA or "Fannie Mae"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "benchmark note" program.

Federal Reserve Bank. One of the 12 distinct banks of the Federal Reserve System.

Federal Reserve System (the Fed). The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the "Federal Reserve Board" and headed by its Chairman.

Financial Industry Regulatory Authority, Inc. (FINRA). A private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission.

Fiscal Agent/Paying Agent. A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

Floating Rate Security (FRN or "floater"). A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable-rate debt in that the changes to the rate take place immediately when the index changes, rather than on a predetermined schedule. See also "Variable Rate Security."

Freddie Mac. See "Federal Home Loan Mortgage Corporation".

Ginnie Mae. See "Government National Mortgage Association".

Global Notes. Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. are typically denominated in U.S. dollars.

Government National Mortgage Association (GNMA or "Ginnie Mae"). One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through securities. GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that is actually full faith and credit of the U.S.).

Government Securities. An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

Government Sponsored Enterprise (GSE). Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. Government, but they are not direct obligations of the U.S. Government. For this reason, these securities will offer a yield premium over U.S. Treasuries. Some consider GSEs to be stealth recipients of corporate welfare. Examples of GSEs include: FHLB, FHLMC, FNMA and SLMA.

Government Sponsored Enterprise Security. A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.

Index. A compilation of statistical data that tracks changes in the economy or in financial markets.

Interest-Only (IO) STRIP. A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.

Internal Controls. An internal control structure ensures that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

2. **Separation of transaction authority from accounting and record keeping** - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.

3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.

4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.

5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.

7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Inverse Floater. A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves in the opposite direction of normal fixed-income investments and whose interest rate can fall to zero.

Investment Advisor. A company that provides professional advice managing portfolios, investment recommendations and/or research in exchange for a management fee.

Investment Grade. Bonds considered suitable for preservation of invested capital; bonds rated a minimum of Baa3 by Moody's, BBB- by Standard & Poor's, or BBB- by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."

Liquidity. Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Also, a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.

Local Agency Investment Fund (LAIF): A voluntary investment fund open to state and local government entities and certain non-profit organizations in California in which organization pools their funds for investment. LAIF is managed by the State Treasurer's Office.

Long-Term Core Investment Program. Funds that are not needed within a one year period.

Market Value. The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.

Mark-to-market. Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.

Master Repurchase Agreement. A widely accepted standard agreement form published by the Bond Market Association (BMA) that is used to govern and document Repurchase Agreements and protects the interest of parties in a repo transaction.

Maturity Date. Date on which principal payment of a financial obligation is to be paid.

Medium Term Notes (MTN's). Used frequently to refer to corporate notes of medium maturity (5-years and under). Technically, any debt security issued by a corporate or depository institution with a maturity from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities, and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).

Money Market. The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

Money Market Mutual Fund (MMF). A type of mutual fund that invests solely in money market instruments, such as: U.S. Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject "rule 2a-7" which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value

(NAV) of $1.00. Many MMFs carry ratings by a NRSRO.

Moody's Investors Service. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Mortgage Backed Securities (MBS). Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA and FHLMC. There are a variety of MBS structures, some of which can be very risky and complicated. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance and lower rates or simply because the underlying property was sold.

Mortgage Pass-Through Securities. A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. Largest issuer is GNMA.

Municipal Note/Bond. A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.

Mutual Fund. Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (bond, equity, money fund); all except money market funds operate on a variable net asset value (NAV).

Negotiable Certificate of Deposit (Negotiable CD). Large denomination CDs ($100,000 and larger) that are issued in bearer form and can be traded in the secondary market.

Net Asset Value. The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

[(Total assets) - (Liabilities)]/(Number of shares outstanding)

NRSRO. A “Nationally Recognized Statistical Rating Organization.” A designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody’s, S&P, Fitch and Duff & Phelps.

Offered Price. See also "Ask Price."

Open Market Operations. Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.

Par Value. Face value, stated value or maturity value of a security.

Physical Delivery. Delivery of readily available underlying assets at contract maturity.

Portfolio. Collection of securities and investments held by an investor.

Premium. The amount by which a bond or other financial instrument sells above its face value. See also "Discount."

Primary Dealer. Any of a group of designated government securities dealers designated by to the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are considered the largest players in the U.S. Treasury securities market.

Principal. Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

Prudent Investor Standard. Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the “prudent person” standard as it implies a level of knowledge commensurate with the responsibility at hand.

Range Note. A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

Rate of Return. Amount of income received from an investment, expressed as a percentage of the amount invested.

Realized Gains (Losses). The difference between the sale price of an investment and its book value. Gains/losses are “realized” when the security is actually sold, as compared to “unrealized” gains/losses which are based on current market value. See “Unrealized Gains (Losses).”

Repurchase Agreement (Repo). A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed upon time and for an agreed upon price. The difference between the purchase price and the sale price represents interest earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor’s custodial bank, or “tri-party” where the securities are delivered to a third party intermediary. Any type of security can be used as “collateral,” but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate BMA approved master repurchase agreement is in place.

Reverse Repurchase Agreement (Reverse Repo). A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

Safekeeping. Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

Secondary Market. Markets for the purchase and sale of any previously issued financial instrument.

Spread. The difference between the price of a security and similar maturity U.S. Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

Standard & Poor's. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

STRIPS (Separate Trading of Registered Interest and Principal of Securities). Acronym applied to U.S. Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and "strips" description can be applied to non-Treasury securities (e.g. FNMA strips).

Swap. Trading one asset for another.

TAP Notes: Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB's traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2, 3, 5 and 10 year) will remain open for the calendar quarter, after which they will be closed and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued, but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

Tennessee Valley Authority (TVA). One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds, and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to $30 billion. Under this authorization, TVA may also obtain advances from the U.S. Treasury of up to $150 million. Frequent issuer of discount notes, agency notes and callable agency securities.

Total Return. Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

Treasuries. Collective term used to describe debt instruments backed by the U.S. Government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

Treasury Bills (T-Bills). Short-term direct obligations of the United States Government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4-week, 13-week and 26-week T-Bills

Treasury Bonds. Long-term interest-bearing debt securities backed by the U.S. Government and issued with maturities of ten years and longer by the U.S. Department of the Treasury. The Treasury stopped issuing Treasury Bonds in August 2001.

Treasury Notes. Intermediate interest-bearing debt securities backed by the U.S. Government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues
2-year, 5-year and 10-year Treasury Notes.

Trustee. A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

Uniform Net Capital Rule. SEC regulation 15C3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

United States Treasury Securities. See "Treasuries".

Unrealized Gains (Losses). The difference between the market value of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See also "Realized Gains (Losses)."

Weighted Average Maturity (or just "Average Maturity"). The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.

Weighted Average Maturity to Call. The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.

Yield Curve. A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on U.S. Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer-term investments have higher yields, or "inverted" (uncommon) where longer-term investments have lower yields than shorter ones.

Yield to Call (YTC). Same as "Yield to Maturity," except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security's yield to maturity.

Yield to Maturity (YTM). Calculated return on an investment, assuming all cash flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.

Yield. There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call" and "Yield to Maturity."

Appendix C

Local Agency Investment Fund

Program Description

The Local Agency Investment Fund (LAIF) is a voluntary program created by statute; began in 1977 as an investment alternative for California's local governments and special districts and it continues today under Treasurer John Chiang's administration. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer. This in-house management team is comprised of civil servants who have each worked for the State Treasurer's Office for an average of 20 years.

The LAIF is part of the Pooled Money Investment Account (PMIA). The PMIA began in 1955 and oversight is provided by the Pooled Money Investment Board (PMIB) and an in-house Investment Committee. The PMIB members are the State Treasurer, Director of Finance, and State Controller.

The Local Investment Advisory Board (LIAB) provides oversight for LAIF. The Board consists of five members as designated by statute. The State Treasurer, as Chairman, or his designated representative appoints two members qualified by training and experience in the field of investment or finance, and two members who are treasurers, finance or fiscal officers or business managers employed by any county, city or local district or municipal corporation of this state.

The term of each appointment is two years or at the pleasure of the appointing authority.

All securities are purchased under the authority of Government Code Section 16430 and 16480.4. The State Treasurer's Office takes delivery of all securities purchased on a delivery versus payment basis using a third party custodian. All investments are purchased at market and a market valuation is conducted monthly.

Additionally, the PMIA has Policies, Goals and Objectives for the portfolio to make certain that our goals of Safety, Liquidity and Yield are not jeopardized and that prudent management prevails. These policies are formulated by Investment Division staff and reviewed by both the PMIB and the LIAB on an annual basis.

The State Treasurer's Office is audited by the Bureau of State Audits on an annual basis and the resulting opinion is posted to the State Treasurer's Office website following its publication. The Bureau of State Audits also has a continuing audit process throughout the year. All investments and LAIF claims are audited on a daily basis by the State Controller's Office as well as an in-house audit process involving three separate divisions.

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. This Section states that "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

The LAIF has grown from 293 participants and $468 million in 1977 to 2,429 participants and $21.8 billion at the end of February 2018.

State Treasurer’s Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916)653-3001
http://www.treasurer.ca.gov/pmia-laif

City of La Puente
AGENDA REPORT

To: Mayor and City Council — For meeting of: June 9, 2020

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director
Abraham Tellez, Senior Planner

SUBJECT: CONSIDERATION OF A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR 2020 LEAP PROGRAM GRANT FUNDS

BACKGROUND

On January 27, 2020 the California Department of Housing and Community Development issued a Notice of Funding Availability ("NOFA") as part of the Local Government Planning Support Grants Program or Local Early Action Planning ("LEAP") Grants program ("Program"). Approximately $119 million has been made available as part of the LEAP Program. The Program is intended to provide funding to jurisdictions with "eligible activities" or projects that prepare and adopt planning documents and improve processes that accelerate housing production and facilitate compliance in implementing the sixth cycle of the regional housing need assessment ("RHNA").

The Program allows jurisdictions to apply for an allocated amount of funding that may help cover the costs of eligible activities without a matching requirement. The application for funds is non-competitive and the available funds per jurisdiction were determined by the Program based on the jurisdiction's population size. Based on the City's population, the LEAP Program has allocated a maximum available amount of $150,000 to La Puente. The LEAP Program application deadline is July 1, 2020 and a Resolution (Attachment A) adopted by the City Council authorizing the City to submit the application is required upon submittal of the grant application.

DISCUSSION

If awarded, the City intends to use the grant funds for a project that will rezone underutilized and underperforming commercial/retail uses at the east side at the intersection at Valley Boulevard and Azusa Way. The intent would be to rezone the commercially zoned properties to a specific plan designation that would include a combination of mixed-use development, residential uses and a neighborhood commercial shopping center component to support the local neighborhood. The contemplated specific plan as described above is conceptually shown in Attachment A. The goal of rezoning these properties is to put in place a specific plan that defines and establishes the City's vision and plans for improving this area of the City. A specific plan is established to guide the future development of an area that is characterized by its unique location, geographic features, land uses and ownership patterns. Furthermore, specific plans provide for the orderly development and improvement of a specific area in a city.

Staff feels that by establishing a specific plan for this area of the City, the various properties and parcels would be more marketable to the development community and help to incentify private investment and development for this area by putting in place the necessary entitlement and CEQA approvals upfront and thereby removing that process and unknown outcome for the development community.

The grant funds would be utilized to retain a planning consulting firm to prepare the specific plan document and related documents as well as the necessary environmental document for appropriate CEQA review.

FISCAL IMPACT

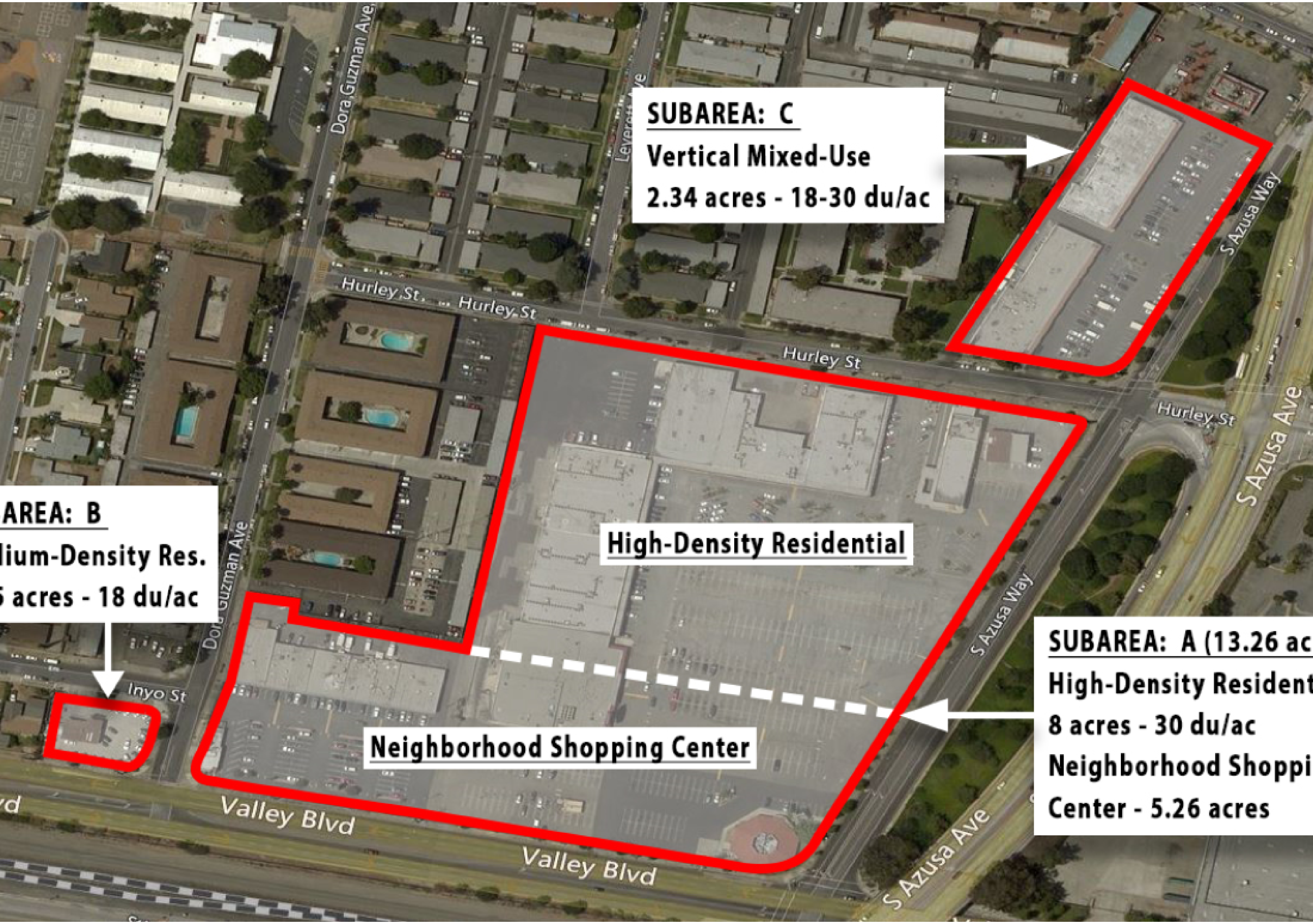
There is no cost to apply for the LEAP Program grant since Staff is preparing the application in-house and there is also no required City match to receiving funds. However, based on the extent and complexity of the envisioned specific plan, it may require additional City funds to fully complete the process. This additional cost would be more apparent following the City's issuance of a formal Request for Proposals for this work.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 20-5559 authorizing the submittal of an application for LEAP Program grant funds in the amount of $150,000.

ATTACHMENTS

Attachment A: Conceptual Specific Plan Area
Attachment B: Resolution No. 20-5559



ATTACHMENT A

RESOLUTION NO. 20-5559

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT PLANNING SUPPORT GRANT PROGRAM FUNDS

WHEREAS, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the City Council of the City of La Puente desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of $119,040,000 for assistance to all California Jurisdictions.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE ("APPLICANT") 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 Manager is hereby authorized and directed to apply for and submit to the Department the Application package.

SECTION 3. In connection with the LEAP grant, if the Application is approved by the Department, the City Manager of the City of La Puente is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of $150,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant's obligations related thereto, and all amendments thereto.

SECTION 4. The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

SECTION 5. 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 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 9th day of June, 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: June 9, 2020

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director

SUBJECT: CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO WGJ ENTERPRISES, INC., DBA PCI, FOR THE CITY STREET SIGN INSTALLATION PROJECT IN THE AMOUNT OF $33,695.00

BACKGROUND

On May 18 , 2020, Staff issued a solicitation re-inviting informal bids for the City Street Sign Installation Project ("Project"). The bid opening for this Project took place on May 28 , 2020.

The City received one (1) bid in the amount of $33,695.00 from PCI.

The previous bid opening was held on April 9, 2020, where the City received a total of eight (8) bids for the project and the results were as follows:

PCI *	$33,695.00
Superior Pavement Markings *	$39,458.00
BC Traffic Specialists	$67,200.00
Safety Network Traffic Signs *	$70,250.00
Stern Dahl Enterprises	$77,020,.00
Statewide Traffic Safety	$92,850.00
Model Builders Inc.	$128,647.17
Environmental Construction Inc.	$190,100.00

*** Does not have Class A or B License**

As the City Council will recall, the previous project specifications limited the prospective bidders to those contractors possessing either a Class A or Class B state contractor's license. With re-bidding the project, the specifications were revised to allow for the following types of licenses: C31 - Construction Zone Traffic Control, C32 - Parking and Highway Improvement, C - 61 - Limited Specialty (D-42 - Non-Electrical Sign Installation).

DISCUSSION

The proposed Project involves the removal of existing street sign posts and the installation of new City provided street sign posts, hardware and street name signs throughout the City.

After the process of verifying the contractor's bid submittal, references were contacted for PCI as well as their contractor's license which PCI was verified to have the following licenses: C32, C61/D42. The references confirmed that the contractor's prior work was completed satisfactorily. PCI 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 Thirty (30) working days to complete after the date the contractor is issued the notice to proceed.

FISCAL IMPACT

The current Fiscal Year CIP budget includes $135,000 in Gas Tax funds to be used for this project with an additional $40,000 budgeted in the preliminary budget for Fiscal Year 2020-21. Thus far this fiscal year $133,041 has been spent for the fabrication of the new signs, hardware and the new posts to be installed (including the powder coating). With construction costs of $33,695.00 and a ten percent (10%) contingency of $3,369.50 the total construction budget is $37,064.50 with sufficient funding available to complete this project.

RECOMMENDATION

It is recommended that the City Council: (1) award the construction contract to WGJ Enterprises, Inc., dba PCI, in the amount of $33,695.00 for the City Street Sign Installation Project; and (2) authorize the City Manager to execute the Agreement and approve change orders up to 10% of the original bid amount.

ATTACHMENTS

Attachment "A": Agreement

CITY OF LA PUENTE
CONTRACT AGREEMENT
FOR
CITY STREET SIGN REPLACEMENT PROJECT – INSTALLATION
IN THE CITY OF LA PUENTE

This contract agreement is made and entered into for the above-stated project this 28th day of June 9, 2020, by and between the City of La Puente, as AGENCY and WGJ Enterprises, Inc., dba PCI, 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:

Insurance Coverage Requirements	Limit Requirements
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 ___________________, 2020.

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

CITY STREET SIGN REPLACEMENT PROJECT – INSTALLATION
IN THE CITY OF LA PUENTE

KNOW ALL MEN BY THESE PRESENTS that WGJ Enterprises, Inc., dba PCI, 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 Thirty-Three Thousand Six Hundred Ninety Five Dollars and 00/100 ($33,695.00), 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

CITY STREET SIGN REPLACEMENT PROJECT – INSTALLATION
IN THE CITY OF LA PUENTE

KNOW ALL MEN BY THESE PRESENTS that WGJ Enterprises, Inc., dba PCI, 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 Thirty-Three Thousand Six Hundred Ninety Five Dollars and 00/100 ($33,695.00), 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: June 9, 2019
From:	Bob Lindsey, City Manager	
By:	John Di Mario, Development Services Director Juan Galvan, Assistant Planner	
SUBJECT:	CONSIDERATION OF A RESOLUTION DESIGNATING THE ENTITIES PERMITTED TO SELL SAFE AND SANE FIREWORKS IN THE CITY FOR 2020	

BACKGROUND

Under City of La Puente Municipal Code ("Code"), Chapter 9.04 - Fire Code, the City Council may issue permits allowing the retail sale of safe and sane fireworks in the City, as defined in the State Fireworks Law, to any applicant designated by the City Council to sell safe and sane fireworks. As July 4th for 2020 is on a Saturday, the sale of safe and sane fireworks may begin on July 2nd (Thursday) through July 4th, pursuant to Section 9.04.090 of the City's Municipal Code.

On March 4, 2020, Governor Newsom issued State Executive Order N-33-20 to preserve public health and safety throughout the entire State of California as a result of the threat of COVID-19 by imposing a statewide shutdown of non-essential businesses and governmental operations. Since then, many actions have been taken over the last couple of months by federal, state, and county officials to address the consequences of this pandemic and minimize the spread of coronavirus.

On May 4, 2020, Governor Newsom issued State Executive Order N-60-20 to allow the reopening of lower-risk retail businesses for curbside, door-side, or other outdoor pickups while higher-risk businesses are to remain closed. As a precondition to reopening, lower-risk businesses shall implement the County of Los Angeles Department of Public Health ("DPH") "Reopening Protocol for Retail Establishments" and practice the "Social (Physical) Distancing Protocol" before reopening to the public. In addition, the DPH has determined that fireworks stands are similar to retail establishments that may open for curbside pickup and fireworks stand operators shall follow the DPH's "Protocols for Retail Establishments Opening for Curbside Pickup: Appendix B" which has been included as an exhibit to the attached Resolution.

DISCUSSION

2020 Fireworks Sales

For 2020, the City received permit applications from Calvary Apostolic Church, Delhaven Community Center, La Puente Girls Softball, St. Louis of France Catholic Church, and Veterans of Foreign Wars (VFW) Post #1944 to operate a total of ten firework stand locations in the City. TNT Fireworks is the wholesaler for nine of the proposed firework stand locations, while Patriot Fireworks is the wholesaler for one location. Furthermore, VFW Post #1944 secures permits for six (6) stand locations, as they have partnered with various other groups and organizations over the past several years to assist them with the operational logistics of fireworks sales.

Listed below is a summary of the applications received:

	Address	**Location**	**Organization**
1.	17305 Valley Blvd.	Bodega Market Center	Post #1944
2.	1807-1857 Hacienda Blvd.	Food 4 Less Center	Post #1944
3.	16020 E. Main St.	7-Eleven	Post #1944
4.	755-899 Hacienda Blvd.	Northgate Market Center	Post #1944
5.	13925 Amar Rd.	Sunkist Shopping Center	Post #1944
6.	1617 Hacienda Blvd.	99 Cents Only Center	Post #1944
7.	1411-1445 Hacienda Blvd.	Walmart Center	La Puente Softball
8.	14655 Nelson Ave.	Calvary Church Site	Calvary Church
9.	13935 E. Temple Ave.	St. Louis of France Church Site	St. Louis of France Church
10.	Old Valley/Valley Blvd.	Vacant Private Parcel	Delhaven Community Center

The above-listed groups and organizations were all approved by the City Council last year in 2019 to sell safe and sane fireworks in the City.

Permittees are required to file Temporary Seller’s Permits with the State Franchise Tax Board to ensure that sales tax generated from the sale of fireworks will be allocated to the City and to obtain electrical permits for the proposed firework stand locations as well as approval from the Los Angeles County Fire Department. In addition, the attached resolution requires the permittees to follow the protocols for Retail Establishments Opening for Curbside Pickup: Appendix B as set forth by the DPH.

FISCAL IMPACT

Last year the City received $1,517.00 in sales tax revenue from the sale of safe and sane fireworks. If sales are similar to last year, the City would receive a similar amount this year. A fee of $588.00 is collected for each stand application to review and process the applications and for site inspections following the placement of the stands at the locations.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 20-5560 designating the entities permitted to sell safe and sane fireworks in the City.

ATTACHMENTS

Attachment "A": Resolution No. 20-5560

RESOLUTION NO. 20-5560

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, DESIGNATING THE ENTITIES PERMITTED TO SELL SAFE AND SANE FIREWORKS IN THE CITY FOR 2020

WHEREAS, pursuant to Section 9.04.090 of the City's Municipal Code ("Code"), the City Council may issue a permit pursuant to and upon the requirements set forth in the Health and Safety Code §§ 12500, *et seq.*, ("State Fireworks Law"), as may be amended from time to time, allowing the sale of safe and sane fireworks in the City, as defined in the State Fireworks Law; and

WHEREAS, under the provisions of the City's Code, before fireworks may be sold, the applicant must submit an application, in writing, to the City Manager; and

WHEREAS, in accordance with Section 9.04.090 of the Code, the applicant who may submit an application for the sale of fireworks must be designated by the City Council; and

WHEREAS, as set forth in Section 9.04.090 of the Code, the City Council must also establish the contents and requirements of the fireworks application, which was previously approved pursuant to Resolution No. 17-5345; and

WHEREAS, City received applications from the VFW Post #1944 ("Post"), Saint Louis of France Catholic Church ("Saint Louis"), Calvary Apostolic Church ("Calvary"), and La Puente Girls Softball ("Softball") to sell Safe and Sane Fireworks in the City, and TNT Fireworks will serve as the fireworks wholesaler; and

WHEREAS, City received an application from the Delhaven Community Center ("Delhaven") to sell Safe and Sane Fireworks in the City, and Patriot Fireworks will serve as the fireworks wholesaler; and

WHEREAS, for the 2020 sale of fireworks, the City Council desires to accept the Post's, Saint Louis', Calvary's, Softball's and Delhaven's applications for the sale of fireworks and approve the applications and permits.

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 hereby approves the fireworks stand locations attached hereto as Exhibit 1 and incorporated herein by reference for the 2020 sale of Safe and Sane Fireworks in the City.

SECTION 3. The City Council hereby accepts and approves the applications submitted by the Post, Saint Louis, Calvary, Softball, and Delhaven for the sale of Safe and Sane Fireworks in the City and approves the permits for the sale of fireworks for the year 2020. The Post, Saint Louis, Calvary, Softball and Delhaven shall comply with all applicable laws for the sale of Safe and Sane Fireworks. No other entities or individuals shall be permitted to sell Safe and Sane Fireworks in the City for the year 2020, and all other applications are hereby denied.

SECTION 4. The Post, Saint Louis, Calvary, Softball and Delhaven shall independently file a Temporary Seller's Permit with the State Franchise Tax Board to ensure that any sales tax generated from the sale of fireworks will be allocated to the City.

SECTION 5. The Post, Saint Louis, Calvary, Softball and Delhaven shall comply with and post at the fireworks stand location, Appendix B – Protocols for Retail Establishments Opening for Curbside Pickup (attached hereto as Exhibit 2) of the County of Los Angeles Department of Public Health Order for Reopening Safer at Work and in the Community for Control of Covid-19 ("Order") as revised on May 26, 2020 and any subsequent revisions of the Order or any other orders of the City or any other applicable governmental entity.

SECTION 6. The Post, Saint Louis, Calvary, Softball and Delhaven may only sell Safe and Sane Fireworks from July 2 - 4, 2020, in accordance with the City's Code.

SECTION 7. 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 8. 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 9th day of June 2020, by the following vote:

AYES: COUNCILMEMBER:
NOES: COUNCILMEMBER:
ABSENT: COUNCILMEMBER:
ABSTAIN: COUNCILMEMBER:

____
Charlie Klinakis, Mayor

ATTEST:

____
Sheryl Garcia, City Clerk

INSPECTION DATE: 6/30 **TNT FIREWORKS** MC GILLS

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# CSR5508 ORGANIZATION VFW #1944—#1

SIZE 8x40 TYPE NN BACK DOORS 1 A-FRAMES 1

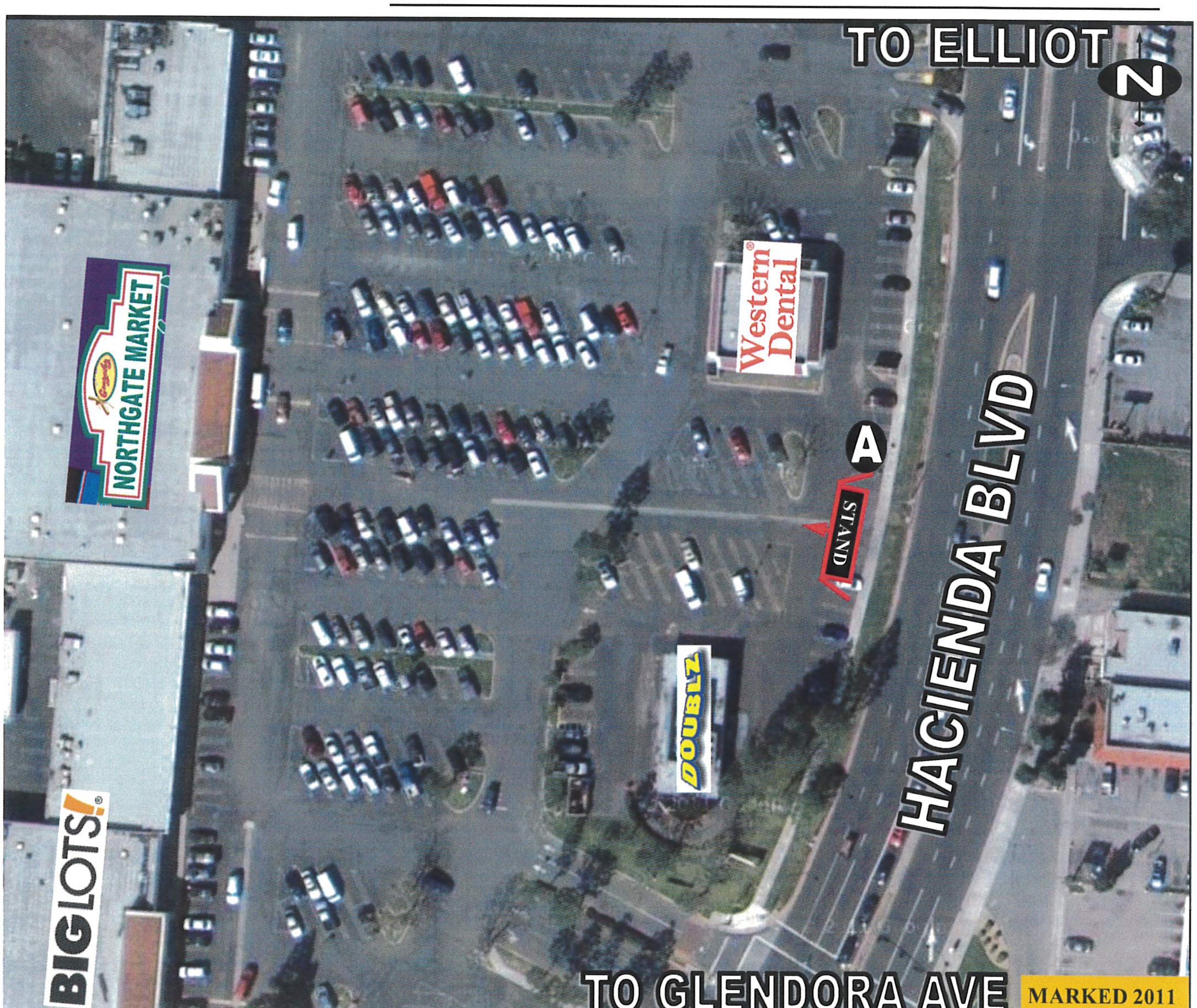
SET-UP 6/19 DOWN DATE 7/9 LIGHTS MC GILLS ($G)

ADDRESS 755-825 NORTH HACIENDA BLVD (825 N. HACIENDA BLVD)

INTERSECTION SWC ELLIOT & HACIENDA BLVD

THOMAS GUIDE — COUNTY LA PAGE 638 GRID D6

SPECIAL INSTRUCTIONS SET STAND BETWEEN DENTAL OFFICE AND FAST FOOD RESTAURANT—LOOK FOR 2007 MARKS



INSPECTION DATE: 6/30 **TNT FIREWORKS** MC GILLS

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# CSR5505 ORGANIZATION VFW #1944—#2

SIZE 8x40 TYPE NN BACK DOORS 1 A-FRAMES 1

SET-UP 6/19 DOWN DATE 7/9 LIGHTS MC GILLS ($G)

ADDRESS 13925 AMAR ROAD

INTERSECTION NWC AMAR ROAD & WILLOW AVENUE

THOMAS GUIDE — COUNTY LA PAGE 638 GRID B3

SPECIAL INSTRUCTIONS SET STAND FACING ALBIERTO'S WITH FRONT OF STAND ALINGING ON EDGE OF PARKING STRIPES

INSPECTION DATE: 6/30 **TNT FIREWORKS** MC GILLS

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# CSR5503 ORGANIZATION VFW #1944—#3

SIZE 32x8 TYPE NN BACK DOORS 1 A-FRAMES 1

SET-UP 6/19 DOWN DATE 7/5 LIGHTS MC GILLS ($G)

ADDRESS 1617 HACIENDA BLVD

INTERSECTION NWC HACIENDA BLVD & FRANCISQUITO AVENUE

THOMAS GUIDE — COUNTY LA PAGE 638 GRID E3

SPECIAL INSTRUCTIONS SET STAND FACING STORES—LOOK FOR 2007 MARKS ON PAVEMENT—MAKE SURE BACK DOOR OPENS!!

INSPECTION DATE: 6/30 **TNT FIREWORKS** MC GILLS

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# CSR5506 ORGANIZATION VFW #1944—#4

SIZE 40x8 TYPE NN BACK DOORS 1 A-FRAMES 1

SET-UP 6/25 OR AFTER DOWN DATE 7/9 LIGHTS MC GILLS ($G)

ADDRESS 17305 VALLEY BLVD

INTERSECTION NWC VALLEY BLVD & AZUSA WAY (NEAR AZUSA AVE)

THOMAS GUIDE — COUNTY LA PAGE 678 GRID G2

SPECIAL INSTRUCTIONS CENTER BETWEEN DRIVEWAYS—SET SO BACK DOOR OPENS—LEAVE A-FRAME BY STAND—LOOK FOR 2007 MARKS

INSPECTION DATE: 6/30 **TNT FIREWORKS** MC GILLS

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# CSR5507 ORGANIZATION VFW #1944

SIZE 40x8 TYPE NN BACK DOORS 1 A-FRAMES 1

SET-UP 6/19 DOWN DATE 7/9 LIGHTS MC GILLS ($G)

ADDRESS 1807—1857 NORTH HACIENDA AVENUE

INTERSECTION NORTH OF NWC HACIENDA AVE & FRANCISQUITO AVE

THOMAS GUIDE — COUNTY LA PAGE 638 GRID D6

SPECIAL INSTRUCTIONS MUST START IN 9TH STALL FROM NORTH DRIVE-WAY—BACK DOOR MUST BE ABLE TO OPEN

INSPECTION DATE: 6/30 **TNT FIREWORKS** MC GILLS

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# CSR6020 ORGANIZATION VFW POST #1944—#5

SIZE 8X24 TYPE NN BACK DOORS 1 A-FRAMES 1

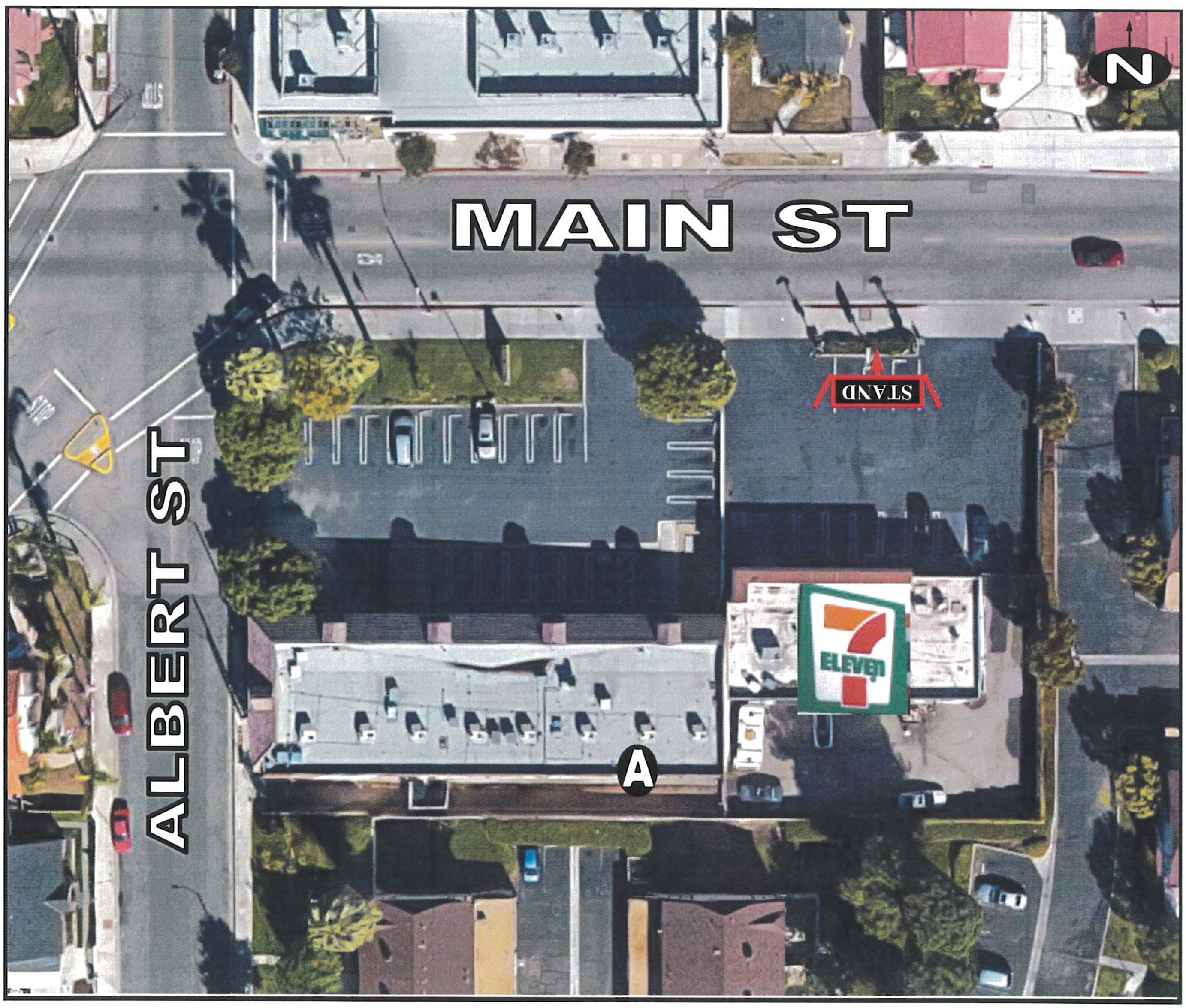
SET-UP 6/25 DOWN DATE 7/8 MUST LIGHTS MC GILLS ($G)

ADDRESS 16020 MAIN STREET

INTERSECTION NEC OF MAIN ST AND ALBERT ST

THOMAS GUIDE — COUNTY LA PAGE GRID

SPECIAL INSTRUCTIONS SET STAND FACING STREET—LOOK FOR MARKS
ALIGN BACK OF STAND TO PARKING STRIPES



INSPECTION DATE: 6/30 **TNT FIREWORKS** MC GILLS

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# CSR1465 ORGANIZATION CALVARY APOSTOLIC CHURCH

SIZE 8X24 TYPE NN BACK DOORS 1 A-FRAMES 1

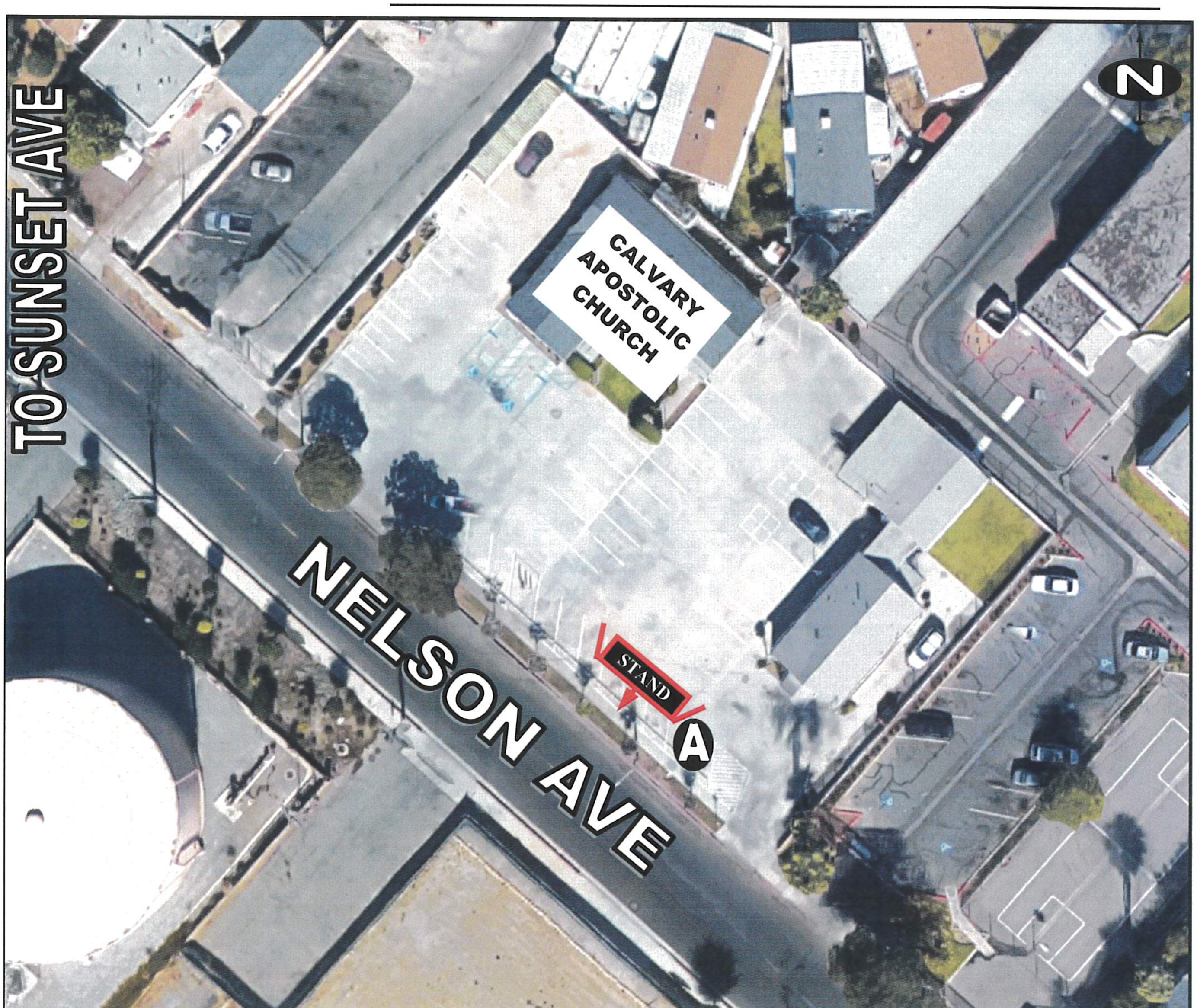
SET-UP 6/19 DOWN DATE 7/9 LIGHTS MC GILLS ($G)

ADDRESS 14655 NELSON AVENUE

INTERSECTION E OF NEC NELSON AVE & SUNDET AVE

THOMAS GUIDE — COUNTY LA PAGE GRID

SPECIAL INSTRUCTIONS SET STAND FACING STREET—LOOK FOR MARKS
SET 15 FEET FROM STREET



INSPECTION DATE: 6/30 **TNT FIREWORKS** **MC GILLS**

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# CSR1390 ORGANIZATION SAINT LOUIS OF FRANCE CHURCH

SIZE 8X24 TYPE NN BACK DOORS 1 A-FRAMES 1

SET-UP 6/19 DOWN DATE 7/9 LIGHTS MC GILLS ($G)

ADDRESS 13901 EAST TEMPLE AVENUE

INTERSECTION NEC TEMPLE AVE & ARDILLA AVE

THOMAS GUIDE — COUNTY LA PAGE GRID

SPECIAL INSTRUCTIONS SET STAND FACING STREET—LOOK FOR MARKS
SET IN FIRST FULL PARKING SPACES. CALL
RICHARD SOTO FOR DETAILS (323) 697-1751

INSPECTION DATE: 6/29 **TNT FIREWORKS** MC GILLS

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# CSR5515 ORGANIZATION LA PUENTE SOFTBALL

SIZE 8X24 TYPE NN BACK DOORS 1 A-FRAMES 1

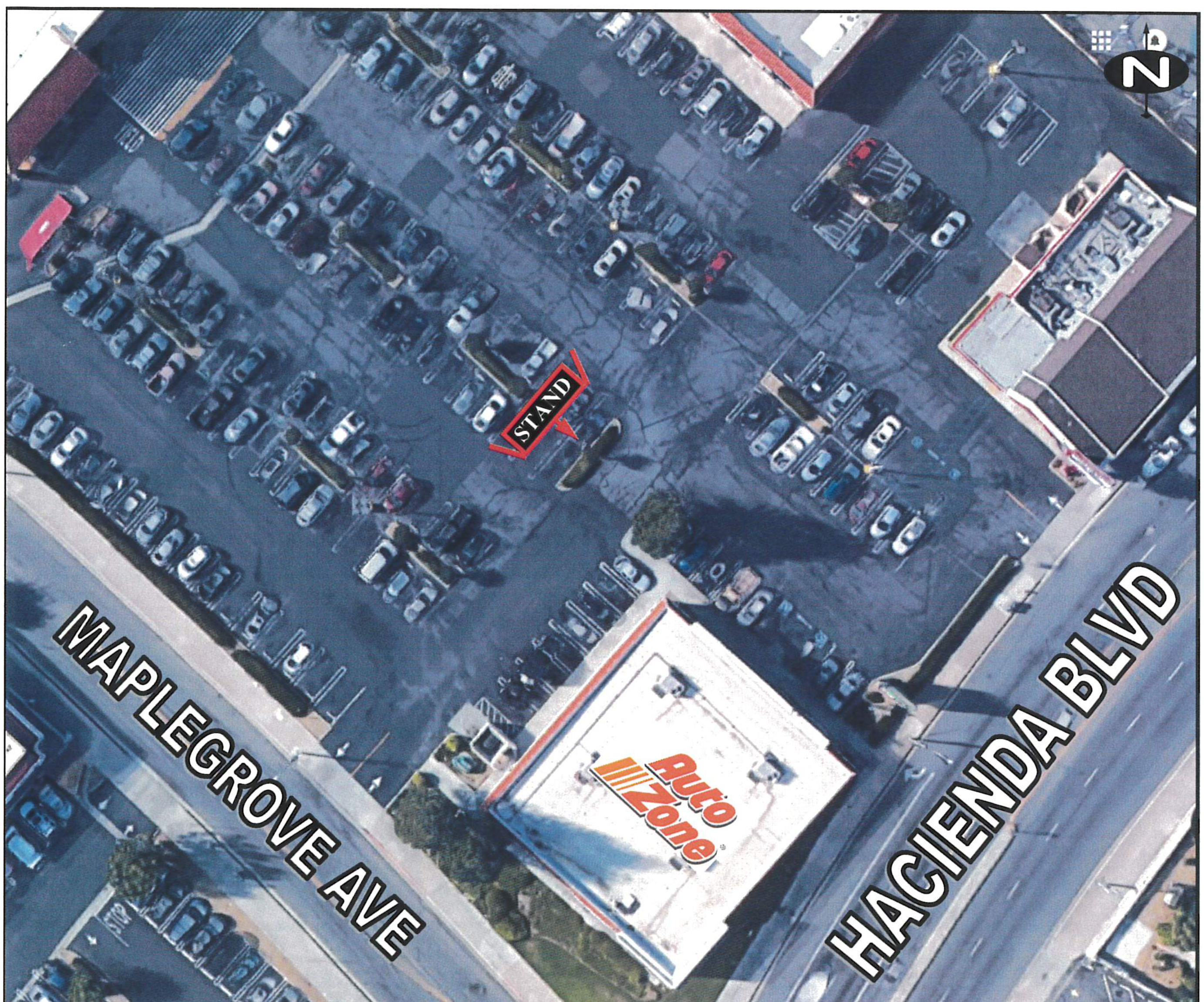
SET-UP 6/25 DOWN DATE 7/6 MUST LIGHTS MC GILLS ($G)

ADDRESS 1411-1445 NORTH HACIENDA BLVD

INTERSECTION NWC HACIENDA BLVD & MAPLEGROVE AVE

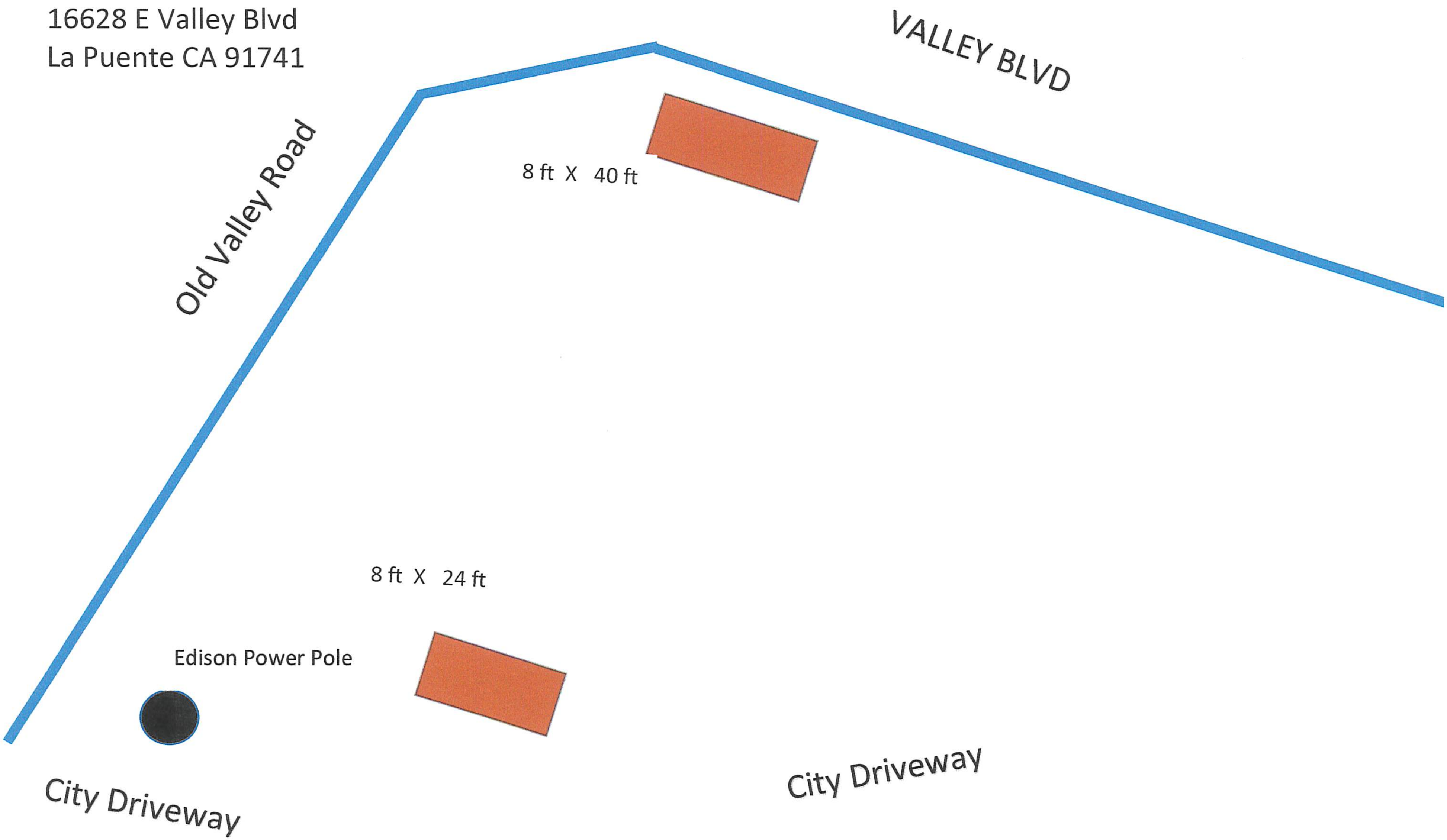
THOMAS GUIDE — COUNTY LA PAGE GRID

SPECIAL INSTRUCTIONS SET STAND FACING AUTO ZONE—IN THE CENTER OF THE PAKING STALLS—BACK OF STAND TO BE JUST IN FRONT OF PLANTER



Patriot Fireworks
16628 E Valley Blvd
La Puente CA 91741

Plot Plan 2020



Protocols for Retail Establishments
Opening for Curbside Pickup: Appendix B

Recent updates
5/22/20: Updated to include guidance for curbside pick-up from lower-risk retailers located within shopping malls.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain retail businesses to safely reopen. The requirements below are specific to retail establishments permitted to reopen for curbside pick-up by the Order of the State Public Health Officer on May 7, 2020. In addition to the conditions imposed on these specific retail businesses by the Governor, these types of businesses must also be in compliance with the conditions listed in this Checklist for Retail Establishments Opening for Curbside Pickup.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website http://www.ph.lacounty.gov/media/Coronavirus/ regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: ______________________

Facility Address: ______________________

Date Posted: ______________________

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ All employees have been told not to come to work if sick and to follow DPH guidance for self-isolation if applicable.
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☐ All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- ☐ Employees are instructed to wash their face coverings daily.
- ☐ All workstations are separated by at least six feet.
- ☐ Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - ☐ Distribution area____
  - ☐ Break rooms ____
  - ☐ Restrooms ____
  - ☐ Other ____
- ☐ Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- ☐ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms to assure that masks are work consistently and correctly.
- ☐ Disinfectant and related supplies are available to employees at the following location(s):

  ____

- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

  ____

- ☐ Employees are allowed frequent breaks to wash their hands.
- ☐ A copy of this protocol has been distributed to each employee.

- ☐ Each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ☐ Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ☐ A staff person, wearing a cloth face cover is posted near the door but at least 6 feet from the nearest customers to direct customers to line up six feet apart and in the correct line.
- ☐ Staff people, wearing face coverings and gloves, are positioned 6 feet from each other and from customers to deliver orders to customers. Bins should be used to pass appropriately packaged ordered merchandise to customers to avoid personal contact between employees and customers.
- ☐ If the site entry space permits, customers are directed to one of two lines at the door: one for pickup of preordered items, and one for on-site orders.
- ☐ Tape or other markings identify both a starting place for customers arriving for pick-up and 6-foot intervals for subsequent customers who are joining the line.
- ☐ If the establishment has capacity and chooses to offer on-site ordering, customers should be offered a menu (posted or a single-use handout), to allow for ease of ordering, and items orders should be gathered, packaged and picked up by the customer within 15 minutes of the on-site order. Customers waiting for items may not congregate at the business. They should either remain in their car or return in 15 minutes to obtain their order. This requirement is also applicable to retailers, located within an indoor mall or shopping center, who set up a designated site outside the mall or shopping center, to offer on-site ordering from walk-up customers.
- ☐ If the establishment is a store operating within an indoor mall, the establishment should set pick-up times for items so that employees are able to bring pre-ordered items to customers at a designated site or sites outside the mall. Pick-up sites should be clearly marked and customers should be encouraged to pre-pay for their orders. On arrival, customers should notify the employees that they have arrived for pick-up and should remain in their car. An employee, wearing a cloth face covering should bring the customer's order to the designated pick-up site in a container (e.g., a bin, shopping cart, or other container) and place it directly in the customer's trunk.
- ☐ Customers may not enter the store for any reason. Employee restrooms are not available for customer use.
- ☐ Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in the pickup and payment area. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Employee workstations are separated by at least 6 feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.

C. MEASURES FOR INFECTION CONTROL

- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
- ☐ Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:
  ____
- ☐ Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
- ☐ Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- ☐ Customers are instructed that they must wear cloth face coverings to be served. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted from this requirement.
- ☐ Customers arriving at the site with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- ☐ Purchases are given to customers in sealed packages or bags with receipt attached.
- ☐ Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility.
- ☐ All payment portals, pens, and styluses are disinfected after each use by a different person.
- ☐ Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ☐ A copy of this protocol is posted at all public entrances to the facility.
- ☐ Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.
- ☐ The menu of items available to purchase is readily available to customers planning to purchase on-site as they arrive.
- ☐ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies in regard to preordering, prepayment, pickup and/or delivery and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ☐ Services that are critical to the customers/clients have been prioritized.
- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: ______________________ **Phone number:** ______________________

Date Last Revised: ______________________

To ensure the provision of excellent customer service and to protect the health of our valued employees, the following guidelines and protocols are adopted to comply with local, state and CDC guidelines. The guidelines and protocols may be updated as necessary to comply with changing directives.

Prior to Customer Contact (i.e., members of the public): Employee Protocol

Until further notice, to ensure that employees are symptom-free before entering City facilities, each day the following protocols will be in effect at all City facilities:

- Employees have been provided with and are required to wear face coverings at all times. A face covering is generally a cloth, bandana, or other type of material that covers your mouth and nose. When wearing the covering, please make sure it completely covers your nose and mouth. Wash your hands before and after removing it. Do not let others wear your face covering, and do not lay it on any surface that may contaminate either the covering or the surface.
- All employees must enter City facilities at designated entrances, only, when reporting for their shift and when returning from lunch.
- Using a non-contact thermometer, all employees will have their temperature checked: when they report to work. Any employee registering a temperature at or above 100.4°F will be sent home and their supervisor will be notified. The City will not record nor maintain any temperatures taken.
- Employees who report being ill or have any flu or cold like symptoms must report their symptoms to their supervisor immediately and will be directed to seek immediate medical attention. If sick, employees will be asked to stay home and not be scheduled to work their shift. The employee may report to work once they have been cleared or after 48 hours.
- Employees who report COVID-19 symptoms or report a confirmed exposure to COVID-19 will not be scheduled to work.
- If you test positive, Human Resources ("HR") will notify potentially exposed employees, contractors, and customers who may have been exposed to the diagnosed employee.
- Pursuant to LA County Department of Public Health Order dated May 26, 2020, Appendix D, Reopening Protocol for Office-Based Worksites, HR will also notify local or state health authorities when employees are diagnosed with COVID-19.
- Should you test positive for COVID-19, prior to returning to work, you are required to provide a written authorization from your healthcare provider, demonstrating fitness for duty, or at the discretion of the City Manager, some other similar certification.
- The City will abide with the Families First Coronaviruses Response Act requirements.

In-Office Disinfectant Employee Protocol:

- Employees will be provided with an optional protective face shield. The face shield must be used in conjunction with a face covering.
- Gloves will be provided to employees and are optional. If utilized, gloves shall be disposed of and replaced after each customer contact.
- Employees will be required to clean their workstation and telephone at the beginning and end of their shift using City provided disinfectant (alcohol solutions with at least 70% alcohol/ diluted bleach solution/ or cleaning solution that includes bacteria disinfectant).
- Employees must thoroughly sanitize hands upon arrival to work, when necessary upon contact with customers, before eating, and after using the bathroom.

- Employees shall use one (1) phone and computer and maintain social distancing between themselves. Should an employee need to change phones or computers, they must disinfect the phone and computer before use.
- Employees shall not share pens and will disinfect their pens and/or highly used office equipment (i.e., copier) throughout the day.
- Employees shall clean surfaces with City provided disinfectant at a minimum of once an hour. Employees are encouraged to wear gloves during cleaning and/or wash their hands immediately with soap and water for 20 seconds at the completion of disinfecting surfaces and equipment.
- Sneeze guards will be installed at all public counters.

Pre-Screening for Customers:
Below is a list of questions all customers must be asked prior to scheduling and/or when confirming appointments:

- Do they or anyone in their household have any cold, fever, or flu-like symptoms or have had cold, fever, or flu-like symptoms in the past 14 days?
- Do you have a cough, fever, sore throat, or trouble breathing?
- Are you currently under quarantine?

Customers entering City facilities:

- To expedite service, the City encourages customers to visit the City's website and print and complete any necessary forms prior to their appointment.
- Bilingual signage will direct customers to the designated entrance for all City facilities. Additional signs will notify customers that masks must be worn and temperature checks are required. Directional arrows, social distance markings and stanchions will be placed as necessary outside and inside City facilities.
- All customers must enter and exit City facilities through designated doors, only, to allow for a unidirectional flow of pedestrian traffic and reduce the "crossing" of people.
- Face coverings are required at all times. A face covering is generally a cloth, bandana, or other type of material that covers one's mouth and nose. When wearing the covering, please make sure it completely covers one's nose and mouth. The City will make available face masks for customers who do not have one.
- If a customer is unable to wear a face mask due to a disability/medical condition, the City will follow ADA guidelines and not require the customer to wear a face mask within City facilities. The customer will be asked to schedule an appointment at a time when their needs can best be accommodated (first thing in the morning or late afternoon).
- Customers will be greeted at the door by City staff who will instruct the customer to effectively sanitize their hands.
- Using a non-contact thermometer, all customers will have their temperature checked. If a customer registers a temperature at or above 100.4°F, they will be denied entry and asked to conduct their business over the phone or online. The City will not record nor maintain any temperatures taken.
- The customer will be directed to the appropriate employee.
- City facilities will be limited to the number of customers in each facility to ensure social distancing guidelines are adhered to. Customers may be accompanied by one additional person (minor, spouse, guardian/parent, someone to assist with special needs, etc.).
- Customers will be provided with pens which shall be taken with them or disposed of after use.
- Customers arriving early for their appointments will be asked to wait outside at designated social distance markers until an employee is available to assist them.

This is to acknowledge that I have received a copy of the City of La Puente's COVID-19 Policies and Procedures ("COVID-19 Procedures"). I understand that the COVID-19 Procedures contain important information regarding my obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to COVID-19 Procedures listed therein and will familiarize myself with the requirements. I understand that I am governed by the contents of the COVID-19 Procedures and that the City may modify, supplement, rescind or add to the procedures from time to time in its sole and absolute discretion with or without prior notice. The City will endeavor to advise employees of material changes within a reasonable time. I understand that if I have any questions regarding COVID-19 Procedures or any of the City's policies or procedures, I should consult the Human Resources Office.

__________________________	__________________________	________
Employee Name	Signature	Date
__________________________	__________________________	________
Supervisor Name	Signature	Date

City of La Puente
AGENDA REPORT

To: Mayor and City Council For meeting of: June 9, 2020

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services
Hector Hernandez, Management Analyst

SUBJECT: CONSIDERATION AND APPROVAL OF GUIDELINES AND PROTOCOLS FOR REOPENING CITY FACILITIES

BACKGROUND

On March 13, 2020, City Council closed all City facilities to the public. The closures were to protect both the residents and staff doing business in the facilities from the spread of COVID-19. Initially, the closure was to be reevaluated at the end of March; however, the closure has extended into the month of June.

Staff has taken precautionary measures to ensure a healthy working environment throughout the pandemic. All City facilities were sanitized and disinfected the week of May 11th. Face masks, gloves, hand sanitizer, disinfecting wipes, disinfecting spray, goggles, and other forms of Personal Protective Equipment (PPE) have been procured by the City for staff. All staff are required to effectively sanitize their workstation at the beginning of their shift. As an abundance of caution, staff is encouraged to sanitize their hands and workstation throughout the day. Face masks are required for everyone who enters any City Facility.

The City has implemented employee-screening procedures. The procedures require everyone to enter City Hall from the same entrance. Upon entering, the individual is met by a City employee who will take their temperature with a handheld thermometer gun. If anyone registers a temperature of 100.4 degrees Fahrenheit or more, they will be sent home and their supervisor will be notified.

Staff visited and reached out to several different cities regarding their re-opening plan. With the input provided from these cities on what is working and what is not, staff has constructed a guide to re-opening.

DISCUSSION

On May 28, 2020, staff met with the Business Outreach and Reopening Ad Hoc Committee to discuss how City facilities, specifically City Hall at this point will re-open and what protocols will be put in place. Staff discussed multiple items which included: face shields, sneeze guards, staffing, and City Hall hours. In compliance with Section 20 of the Los Angeles Health Officer Order, staff has constructed a guide to re-opening and satisfied all the requirements set forth by County of Los Angeles Public Health.

Protocols regarding customer contact, in-office disinfecting, pre-screening customers, and customers entering have been included in the re-opening office protocols. These protocols are to ensure a safe working environment for staff and a safe environment for the public.

Another subject that was discussed was the gradual re-opening of City Hall. The re-opening will consist of three phases, each will be two (2) weeks long. City Hall will be fully staffed and will resume the regular work schedule (A and B shift with alternating Fridays off).

Phase 1

- Staff will be in from 7:30 AM to 5:30 PM
- Hours of Business will be from 8:00 AM to 3:00 PM
- Appointment only
- Doors will be locked to the public

Phase 2

- Staff will be in from 7:30 AM to 5:30 PM
- Hours of business will be from 7:30 AM to 5:30 PM
- Appointment Only
- Doors will be locked to the public

Phase 3

- Staff will be in 7:30 AM to 5:30 PM
- Hours of business will be 7:30 AM to 5:30 PM
- Available for walk-in services
- Appointments will still be encouraged

Staff will monitor the effectiveness of appointment scheduling throughout the re-opening phases and will adjust accordingly.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council: (1) approve the Business Outreach and Reopening Ad Hoc Committee’s proposed City facilities reopening guidelines and protocols; and (2) provide any additional direction to Staff.

ATTACHMENTS

Attachment A: Guide To Re-Opening – Office Protocol

City of La Puente

AGENDA REPORT

To: Mayor and City Council For meeting of: June 9, 2020

From: Bob Lindsey, City Manager

SUBJECT: DISCUSSION AND DIRECTION REGARDING CITY COUNCIL MEETING FORMAT

BACKGROUND/DISCUSSION

The Communications Ad Hoc Committee has requested a discussion regarding the current and future format of City Council meetings.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council receive recommendations from the Communications Ad Hoc Committee regarding the format of City Council meetings and provide direction to Staff.

ATTACHMENTS

None.

City of La Puente
AGENDA REPORT

To: Mayor and City Council For meeting of: June 9, 2020

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: DISCUSSION AND DIRECTION REGARDING THE DENTAL OPTICAL CARE (DOC) PROGRAM FOR FISCAL YEAR 2019-2020

BACKGROUND AND DISCUSSION

At the May 26, 2020 Special City Council meeting during the budget presentation fiscal year 2020-2021, City staff mention the questions and concerns that have been received by current City staff and retirees regarding extending the use of the Dental Optical Care (DOC) Program funds for fiscal year 2019-2020. The reason for the extension is related to the COVID-19 pandemic and the employees and retirees not having access to use these funds due to closures of businesses.

Per Section 7.1 of the MOU, it states "The City's contribution to the DOC Plan for the reimbursement of dental, orthodontic, audio, and optical expenses shall be two thousand dollars ($2,000) per fiscal year for each employee."

A possible suggestion that was discussed was extending the time period from June 30, 2020 to December 31, 2020 and then on January 1, 2021 any unused funds from the previous year would be lost.

Another suggestion for the City Council to consider would be a hybrid of the suggestion already presented. This would extend the time period from 90 days after the stay-at-home order is lifted or December 31, 2020, whichever came first. After that period, any unused funds would be lost.

FISCAL IMPACT

The current balance of the funds for the DOC program is $74,509 as compared to the previous year balance of $60,597 at the same time.

RECOMMENDATION

It is recommended that the City Council discuss this item and provide direction to Staff.

ATTACHMENTS

None.