



## CITY OF LA PUENTE

### NOTICE REGARDING PUBLIC PARTICIPATION IN MEETINGS DUE TO COVID-19

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Given the current Shelter in Place Order covering the State of California and social distancing guidelines issued by federal, state and local agencies, the City is implementing the following procedures for participation in City Council meetings, until further notice. Members of the City Council/Successor Agency may participate from a remote location via teleconference.

#### **How to Listen Live to the Meeting**

Live Audio/Video: Visit the City's website at [http://lapuente.granicus.com/ViewPublisher.php?view\\_id=2](http://lapuente.granicus.com/ViewPublisher.php?view_id=2). Click on "View Event" to view the live meeting.

Live By Phone: Please dial (408) 650-3123 and enter the following access code: 731-551-669. This is a "listen only" line. To submit a public comment, please see below.

#### **How to Submit Public Comment**

**Please note that all comments are subject to the same rules as would otherwise apply to speakers at City Council meetings.**

In Writing: eComments may be submitted via SpeakUp on the Agendas and Minutes page of the City's website at [http://lapuente.granicus.com/ViewPublisher.php?view\\_id=2](http://lapuente.granicus.com/ViewPublisher.php?view_id=2). Simply click on "eComment" for the current meeting. Please provide your eComment no later than 2 hours prior to the meeting start time.

In Person: Public comment may be provided in-person at City Hall, 15900 E. Main Street. Please note that speakers will not be allowed to remain inside Council Chambers/City Hall to observe the meeting. Social distancing will be strictly enforced and all speakers must wear a face covering and submit to a temperature check, in accordance with the City's adopted Re-Opening Protocols.

#### **American Disability Act Accommodations**

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 48 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.**





**REGULAR MEETING OF  
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY  
COUNCIL CHAMBERS  
15900 EAST MAIN STREET, LA PUENTE**

**JANUARY 26, 2021**

**7:00 P.M. REGULAR SESSION**

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**CALL TO ORDER**

**ROLL CALL**

COUNCIL/AGENCY MEMBERS: Klinakis, Munoz, Argudo, Lewis and Quinones

**PLEDGE OF ALLEGIANCE**

**PRESENTATIONS – None**

**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.)*

**BOARDS/COMMISSION/COMMITTEE REPORTS**

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

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

**A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS**

**A-1 READ AND APPROVE THE MINUTES OF THE CITY COUNCIL AND SUCCESSOR AGENCY MEETING OF JANUARY 12, 2021**

Staff Recommendation: It is recommended that the City Council and Successor Agency waive the reading and approve the Minutes of the City Council and Successor Agency meeting of January 12, 2021.

**B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL – None**

**C. UNFINISHED BUSINESS OF THE CITY COUNCIL – None**

**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 NOS. 1501 AND 67**

Staff Recommendation: It is recommended that the City Council and Successor Agency adopt Resolution No. 21-5605 approving Warrant Register No. 1501 and Resolution No. SA 21-101 approving Warrant Register No. 67.

**D-2 PRESENTATION OF OCTOBER, NOVEMBER, AND DECEMBER 2020 INVESTMENT REPORTS**

Staff Recommendation: It is recommended that the City Council receive and file these reports.

**D-3 PRESENTATION OF OCTOBER, NOVEMBER, AND DECEMBER 2020 REQUISITION REPORTS**

Staff Recommendation: It is recommended that the City Council receive and file these reports.

**D-4 PRESENTATION OF DECEMBER 2020 BUDGET REPORT**

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

**D-5 CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR SOFTBALL FIELDS FENCING AT LA PUENTE PARK**

Staff Recommendation: It is recommended that the City Council: (1) approve the change order in the amount of \$20,800; (2) accept the project as complete; and (3) authorize the City Clerk to execute the Notice of Completion.

**D-6 CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR VALLEY BOULEVARD SANITARY SEWER IMPROVEMENT AND PAVEMENT RESURFACING PROJECT**

Staff Recommendation: It is recommended that the City Council: (1) accept the project as complete; and (2) authorize the City Clerk to execute the Notice of Completion.

**D-7 AUTHORIZATION TO SOLICIT BIDS FOR SANITARY SEWER MAINTENANCE SERVICES IN THE CITY OF LA PUENTE**

Staff Recommendation: It is recommended that the City Council: (1) approve the specifications for sanitary sewer maintenance services in the City of La Puente; and (2) authorize Staff to solicit bids.

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

**E-1 ANIMAL CONTROL PROGRAM UPDATE**

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

**E-2 DISCUSSION AND DIRECTION REGARDING THE CITY'S MILITARY BANNER RECOGNITION PROGRAM**

Staff Recommendation: It is recommended that the City Council: (1) extend banners to all military service personnel including veterans; (2) direct staff to keep a supply of the "Home to a La Puente Veteran" yard sign on hand to distribute to veterans; and (3) allow for the option of a photo of the service member to be placed on the banner.

**E-3 CONSIDERATION OF A RESOLUTION ADOPTING AMENDED ADMINISTRATIVE POLICY #16C, HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY**

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 21-5606 adopting amended Administrative Policy #16C, Harassment, Discrimination, and Retaliation Prevention policy.

**E-4 CONSIDERATION OF CODE ENFORCEMENT PROGRAM EXPANSION**

Staff Recommendation: It is recommended that the City Council approve an increase to the Code Enforcement Part-Time Salaries Budget in the amount of \$66,000.

**E-5 CONSIDERATION OF THE AMENDED AND RESTATED PROCLAMATION AND ORDER OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY**

Staff Recommendation: It is recommended that the City Council approve the Amended and Restated Proclamation Proclaiming Existence of a Local Emergency.

**E-6 CONSIDERATION OF AN URGENCY ORDINANCE TO ADD A NEW CHAPTER 3.78 OF TITLE 3 OF THE CITY'S MUNICIPAL CODE RELATING TO THE CITY'S SKATE PARK; CONSIDERATION OF AN ORDINANCE TO ADD A NEW CHAPTER 3.78 OF TITLE 3 OF THE CITY'S MUNICIPAL CODE RELATING TO THE CITY'S SKATE PARK**

Staff Recommendation: It is recommended that the City Council: (1) introduce, waive the reading of, and adopt Urgency Ordinance No. 21-969; and (2) introduce and waive the first reading of Ordinance No. 21-970.

**RECESS INTO CLOSED SESSION**

1. THE CITY COUNCIL WILL RECESS TO CLOSED SESSION, CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) (One potential case)

**RECONVENE TO OPEN SESSION**

## REPORT OUT OF CLOSED SESSION ADHOC COMMITTEE REPORTS

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

| <u>NAME</u>                                               | <u>MEMBERS</u>    |
|-----------------------------------------------------------|-------------------|
| 1. Code Enforcement                                       | Klinakis/Lewis    |
| 2. La Puente Park Master Plan and Youth Program Oversight | Munoz/Lewis       |
| 3. Comprehensive Fee Schedule                             | Klinakis/Quinones |
| 4. Park Ordinance Oversight                               | Klinakis/Argudo   |
| 5. Public Health                                          | Klinakis/Lewis    |
| 6. Business Outreach and Reopening                        | Munoz/Quinones    |

## 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.lapiente.org>.

### AMERICANS WITH DISABILITIES

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

### MEETING TIMES

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

### CERTIFICATION

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

Dated this 21<sup>st</sup> day of January, 2021.



Sheryl Garcia, MMC, CPM  
City Clerk

MINUTES  
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY  
REGULAR MEETING OF  
JANUARY 12, 2021

Per *Robert's Rules of Order Newly Revised 11<sup>th</sup> Edition*, minutes are a record of the actions taken by the body. These minutes do not include a summary of the discussion but only reflect the action taken by the body. A complete audio recording of this meeting is available on the City's website [www.lapueente.org](http://www.lapueente.org).

A Regular Meeting of the City Council of the City of La Puente was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on Tuesday, January 12, 2021, at 7:00 p.m.

CALL TO ORDER

Mayor Klinakis called the meeting to order at 7:02 p.m.

ROLL CALL

Members present: Klinakis, Munoz (via teleconference), Argudo, Lewis (via teleconference), Quinones.

Members absent: None.

Staff members present: City Manager Bob Lindsey, City Attorney Victor Ponto (via teleconference), Director of Administrative Services Troy Grunklee (via teleconference), Director of Development Services John Di Mario, City Clerk Garcia (via teleconference), Director of Community Services Roxanne Lerma, Management Assistant Cece Dunlap and Office Specialist Martha Aguirre.

PLEDGE OF ALLEGIANCE

Mayor Klinakis led the Pledge of Allegiance.

PRESENTATIONS – None

ORAL COMMUNICATIONS

Aaron Perez, Danny Deharo, and Cassie Valenzuela expressed their concern regarding gang-related violence in the community.

Mario Contreras expressed his concern regarding food truck hygiene and commended the City Council and City Manager Lindsey for their great work.

Tammy Ortuno expressed her concern regarding gang-related violence in the community and presented the City Council with a letter from the La Puente Safety Alliance and requested that it be entered into the record.

Sandra Deharo expressed her concern regarding gang-related violence in the community.

John Solis spoke regarding the opening of the La Puente Park, recommended reaching out to Supervisor Hilda Solis regarding a joint task force to combat gang-related violence, and recommended reenacting Citizens on Patrol program.

Ruben Deharo, Elisabel Garcia, Diana Solis, and Dominic Deharo expressed their concern regarding gang-related violence in the community.

Anthony Robles submitted a written comment regarding Measure J.

Jessica Garcia submitted a written comment regarding her concern regarding gang-related violence in the community.

Mrs Garcia submitted a written comment regarding Council Member Argudo.

Marisela Deharo submitted a written comment expressing her concern regarding gang-related violence in the community.

The following individuals submitted written comments regarding agenda Item E-6: Andreyra Garcia-Ponce De Leon Justice LA Coalition Root & Rebound Gangs To Glory Opportunity Foundation 2021 ADEM Candidate AD-48, Symphony Ponce San Bernardino Free Them All Gangs To Glory Opportunity Foundation, Victor San Bernardino Free Them All Gangs To Glory Opportunity Foundation Justice LA Coalition, and Ernie Muniz San Bernardino Free Them All.

#### BOARDS/COMMISSION/COMMITTEE REPORTS – None

#### A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS

#### A-1 READ AND APPROVE THE MINUTES OF THE CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS OF NOVEMBER 10, NOVEMBER 19, NOVEMBER 23, DECEMBER 4 AND DECEMBER 8, 2020

Council Member Argudo recused himself from Item A-1.

A motion was made by Mayor Pro Tem Munoz, seconded by Mayor Klinakis, to waive the reading and approve the Minutes of the City Council and Successor Agency meetings of November 10, November 19, November 23, December 4 and December 8, 2020. The motion carried by the following roll call vote:

|          |                                  |
|----------|----------------------------------|
| AYES:    | Klinakis, Munoz, Lewis, Quinones |
| NOES:    | None                             |
| ABSTAIN: | None                             |
| ABSENT:  | None                             |
| RECUSED: | Argudo                           |

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL

This item was considered after Item E-6.

C. UNFINISHED BUSINESS OF THE CITY COUNCIL – None

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

Council Member Argudo pulled Items D-2 through D-4 for further discussion.

A motion was made by Council Member Argudo, seconded by Mayor Klinakis, to approve Consent Calendar Items D-5 through D-7. The motion carried by the following roll call vote:

AYES: Klinakis, Munoz, Argudo, Lewis, Quinones  
NOES: None  
ABSTAIN: None  
ABSENT: None

D-1 CONSIDERATION OF A RESOLUTION APPROVING WARRANT REGISTER NO. 1500

Council Member Argudo recused himself from this item.

A motion was made by Mayor Klinakis, seconded by Mayor Pro Tem Munoz, to adopt Resolution No. 21-5603 approving Warrant Register No. 1500. The motion carried by the following roll call vote:

AYES: Klinakis, Munoz, Lewis, Quinones  
NOES: None  
ABSTAIN: None  
ABSENT: None  
RECUSED: Argudo

D-2 CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR THE MAINTENANCE YARD AND BATTING CAGES FENCING

Council Member Argudo pulled Items D-2 through D-4 for further discussion. He stated these items are notices of completion for completed projects related to La Puente Park.

A motion was made by Council Member Argudo, seconded by Mayor Klinakis, to approve Consent Calendar Items D-2 through D-4. The motion carried by the following roll call vote:

AYES: Klinakis, Munoz, Argudo, Quinones  
NOES: None  
ABSTAIN: Lewis  
ABSENT: None

Action taken: The City Council: (1) accepted the project as complete; and (2) authorized the City Clerk to execute the Notice of Completion.

D-3 CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR THE LA PUENTE PARK ATHLETIC FIELD RENOVATION

Action taken: The City Council: (1) accepted the project as complete; and (2) authorized the City Clerk to execute the Notice of Completion.

D-4 CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR THE IAN C. CALDERON SKATE PARK AND BASKETBALL COURTS AT LA PUENTE PARK

Action taken: The City Council: (1) accepted the project as complete; and (2) authorized the City Clerk to execute the Notice of Completion.

D-5 UPDATE ON THE STATUS OF THE LAST AND FINAL RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS)

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

D-6 PRESENTATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT AND SINGLE AUDIT REPORT FOR FISCAL YEAR ENDED JUNE 30, 2020

Action taken: The City Council received and filed the Comprehensive Annual Financial Report, the Independent Accountant's report on the Appropriations Limit Worksheet, the Independent Auditor's Report on Internal Control, and the Statement on Auditing Standard No. 114 Report for the fiscal year ended June 30, 2020.

D-7 CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR LA PUENTE PARK ATHLETIC FIELD SOD INSTALLATION

Action taken: The City Council: (1) accepted the project as complete; and (2) authorized the City Clerk to execute the Notice of Completion.

At the request of Council Member Argudo, Mayor Klinakis directed that Items E-5 and E-6 be heard at this time.

E-5 DISCUSSION AND DIRECTION REGARDING OPENING OF PORTIONS OF LA PUENTE PARK (COUNCIL MEMBER ARGUDO)

Council Member Argudo spoke regarding the opening of the skate park and basketball courts of the La Puente Park.

Mayor Pro Tem Munoz agreed with Council Member Argudo and noted that the proper protocols and ordinances need to be in place prior to the opening.

Council Member Lewis expressed her concern regarding the opening of the park due to being in the middle of a peak of the COVID-19 pandemic and stated that it would be inappropriate to open up the park at this time.

Council Member Argudo stated that the City should be prepared with the necessary documents to open the park when it is deemed safe to do so.

Council Member Quinones agreed that the City should be ready for the opening.

Mayor Klinakis recommended that Staff prepare the ordinances to ensure all proper protocols for the park opening are in place when it is deemed safe to open according to local, state, and federal guidelines regarding COVID-19.

City Attorney Ponto noted that Staff will work on various options for City Council to consider.

A motion was made by Council Member Argudo to move forward with the recommended suggestion of a target date of February 10, 2021, have legal come back with some options for City Council, and to potentially adopt an urgency ordinance and move towards a permanent ordinance, if necessary. The motion failed due to a lack of a second.

**E-6 DISCUSSION AND DIRECTION REGARDING INCREASE IN CRIME/GANG VIOLENCE IN THE CITY (COUNCIL MEMBER ARGUDO)**

Council Member Argudo gave his condolences to the victims of gun violence and those affected, and spoke regarding the need for innovate strategies to reduce crime and gang violence in the City. He further spoke regarding funding related to the Special Assignment Officers (SAO) team.

Director of Administrative Services Grunklee provided an update on revenue, expenditures, and HDL projections.

Council Member Argudo stated that a short-term plan and long-term plan are needed and the monies are available to supply additional deputies and a vehicle.

Director Grunklee confirmed that the funds are available for an additional two deputies and an additional vehicle.

Captain Bobby Wyche of the Industry Sheriff's Station provided an update on crime statistics within the City.

Discussion ensued regarding the crime statistics, the duties of the potential additional deputies, and the implementation of Citizens on Patrol program.

Council Member Lewis thanked Captain Wyche for the presentation and inquired regarding the use of Community Development Block Grant (CDBG) funds related to the Sheriff's activity.

Council Member Argudo inquired regarding the trends in gang graffiti and gang recruitment and regarding the effects that funding cuts have had on the Sheriff's Department.

Council Member Quinones thanked Captain Wyche and the SAO team for their service and noted that long-term programs are necessary.

Council Member Argudo spoke regarding the response times of the SAO team and the expected benchmark of the Industry Sheriff's station.

Mayor Klinakis stated that he would reach out to the Mayors of surrounding cities and the County to create partnerships and programs to combat crime and gang-related violence.

Council Member Argudo suggested the creation of a citizens ad hoc committee that he would like to serve on.

A motion was made by Mayor Klinakis, seconded by Council Member Argudo, to add 3 additional Sheriff's deputies for the remainder of the fiscal year. The motion carried by the following roll call vote:

|          |                                          |
|----------|------------------------------------------|
| AYES:    | Klinakis, Munoz, Argudo, Lewis, Quinones |
| NOES:    | None                                     |
| ABSTAIN: | None                                     |
| ABSENT:  | None                                     |

**B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL**

**B-1 CONSIDERATION OF A RESOLUTION APPROVING THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEAR 2021-22**

Director of Development Services Di Mario provided a staff report regarding the continuation of the City's senior services, housing rehabilitation, and code enforcement programs through the use of Community Development Block Grant (CDBG) funding.

In response to Council Member Lewis's inquiry regarding the use of CDBG funds for Sheriff-related activity, Director Di Mario noted that CDBG funds may be used to address anti-crime activities, programs, or projects.

Council Member Lewis suggested that Staff provide different options for programs utilizing CDBG funds to improve the community.

Direction was given to Staff to bring back information regarding options for additional programs utilizing CDBG funds for City Council consideration.

Office Specialist Aguirre noted no public comments were received for this matter. The mayor, noting there were no comments on the matter, entertained a motion.

A motion was made by Mayor Pro Tem Munoz, seconded by Council Member Argudo, to adopt Resolution No. 21-5602 authorizing the City's CDBG Program for Fiscal Year 2021-22. The motion carried by the following roll call vote:

AYES:           Klinakis, Munoz, Argudo, Lewis, Quinones  
NOES:           None  
ABSTAIN:       None  
ABSENT:       None

E.     NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

E-1    CONSIDERATION OF: (1) APPOINTMENTS TO REGIONAL BOARDS; AND (2) RESOLUTION APPOINTING SPECIFIC REPRESENTATIVES TO THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS

Mayor Klinakis made the following appointments to regional boards, commissions and committees:

Council Member Argudo as the delegate and Council Member Quinones as the alternate to the California Contract Cities Association.

Mayor Klinakis as the delegate and Mayor Pro Tem Munoz as the alternate to Sanitation Districts 15 and 21.

Council Member Lewis as the delegate and Council Member Argudo as the alternate to the League of California Cities.

Mayor Klinakis as the delegate and Council Member Lewis as the alternate to the City Selection Committee.

Council Member Quinones as the delegate and Council Member Argudo as the alternate to the San Gabriel Valley Council of Governments.

Council Member Quinones as the delegate and Mayor Klinakis, Mayor Pro Tem Munoz, Council Member Argudo, and Council Member Lewis as the alternates to the California Joint Powers Insurance Authority.

Mayor Pro Tem Munoz as the delegate and Council Member Lewis as the alternate to the Foothill Transit Governing Board.

Mayor Klinakis as the delegate to the San Gabriel Valley Mosquito & Vector Control District.

A motion was made by Mayor Pro Tem Munoz, seconded by Council Member Argudo, to adopt Resolution No. 21-5604 Appointing Specific Representatives to the San Gabriel Valley Council of Governments. The motion carried by the following roll call vote:

AYES: Klinakis, Munoz, Argudo, Lewis, Quinones  
NOES: None  
ABSTAIN: None  
ABSENT: None

E-2 CONSIDERATION OF APPOINTMENTS OF CITY COUNCIL MEMBERS TO AD HOC COMMITTEES

Mayor Klinakis established the following ad hoc committees:

Mayor Klinakis and Council Member Lewis would serve on the Code Enforcement ad hoc committee.

Mayor Pro Tem Munoz and Council Member Lewis would serve on the La Puente Park Master Plan and Youth Program Oversight ad hoc committee.

Mayor Klinakis disbanded the Military Banner Recognition Program ad hoc committee and requested Staff to come back with a revised program for City Council consideration.

Mayor Klinakis and Council Member Quinones would serve on the Comprehensive Fee Schedule ad hoc committee.

Mayor Klinakis disbanded the Electronic Billboard ad hoc committee.

Mayor Klinakis disbanded the Education and Puente Pride Commissions ad hoc committee and requested Staff to come back with a new format for City Council consideration.

Mayor Klinakis and Council Member Argudo would serve on the Park Ordinance Oversight ad hoc committee.

Mayor Klinakis and Council Member Lewis would serve on the Public Health ad hoc committee.

Mayor Pro Tem Munoz and Council Member Quinones would serve on the Business Outreach and Reopening ad hoc committee.

E-3 DISCUSSION AND DIRECTION REGARDING ONGOING CITY SUPPORT AND RESOURCES FOR THE METHODIST CHURCH FOOD BANK (MAYOR KLINAKIS)

Mayor Klinakis provided an update on the food bank at the United Methodist Church.

Council Member Argudo expressed his concern regarding City Staff assisting with the food bank during work hours.

City Manager Lindsey noted that the Sheriff's Department assists in keeping the streets and City safe during the food bank event.

Direction was given to Staff to work with legal counsel on options for City staff assisting with the food bank.

E-4 DISCUSSION AND DIRECTION REGARDING EMPLOYEE LEAVE PAY BASED ON EXPIRATION OF BENEFITS FROM THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) (MAYOR KLINAKIS)

Director of Administrative Services Grunklee provided a staff report and requested direction regarding the continuation of Families First Coronavirus Response Act employee leave pay.

Discussion ensued regarding funding for employee leave pay.

A motion was made by Council Member Argudo, seconded by Council Member Lewis, to continue to provide paid sick leave to employees through June 30, 2021, and revisit at the end of the fiscal year. The motion carried by the following roll call vote:

|          |                                          |
|----------|------------------------------------------|
| AYES:    | Klinakis, Munoz, Argudo, Lewis, Quinones |
| NOES:    | None                                     |
| ABSTAIN: | None                                     |
| ABSENT:  | None                                     |

AD HOC COMMITTEE REPORTS – None

ORAL COMMENTS FROM COUNCIL

Mayor Klinakis thanked everyone for their participation at the meeting and noted that oral communications are being conducted in a safe manner and all protocols are being maintained.

Council Member Quinones thanked everyone that spoke during oral communications and gave his condolences to the families affected by gun violence.

Council Member Argudo congratulated Council Member Quinones on his victory and requested that the meeting be adjourned in memory of Gabriela Deharo-Perez and Santiago Garcia. He requested that Staff continue to adhere to COVID-19 guidelines.

Council Member Lewis stated that everyone must remain diligent in adhering to COVID-19 protocols.

Mayor Pro Tem Munoz gave her condolences to the families affected by gun violence and encouraged everyone to stay safe.

## ORAL COMMENTS FROM STAFF

City Manager Lindsey gave his condolences to the family and friends of Gabriela Deharo-Perez and thanked them for coming to City Hall to speak.

There being no further business before the City Council, Mayor Klinakis adjourned the meeting in memory of Gabriela Elizabeth Deharo-Perez and Santiago Garcia at 10:18 p.m.

Approved this 26<sup>th</sup> day of January, 2021.

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Sheryl Garcia  
City Clerk

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Charlie Klinakis  
Mayor/Chair

**RESOLUTION NO. 21-5605**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF LA PUENTE ALLOWING CERTAIN CLAIMS AND  
DEMANDS IN THE AMOUNT \$1,131,110.54 (WARRANT  
REGISTER 1501)**

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 4800 through 4891 ACH(s) numbered 207 through 209 and Draft numbered 01147 through 01164 except for voided warrants 4845 and 4887 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 26<sup>th</sup> day of January 2021, by the following vote:

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

\_\_\_\_\_  
Charlie Klinakis, Mayor

ATTEST:

\_\_\_\_\_  
Sheryl Garcia, City Clerk



City of La Puente

# Check Register Report

By Payment Number

Payment Dates 1/1/2021 - 1/15/2021

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                    | Vendor Name                 | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|--------------------------------------------|-----------------------------|----------------|-------------------------------|
| 207            | 1/8/2021                       | THYSSE                                     | THYSSENKRUPP ELEVATOR CORP. |                | 1,607.02                      |
|                | 3005701785                     | 01/01-03/31 CC ELEVATOR SVC                |                             | 100-4100-53811 | 471.50                        |
|                | 3005702059                     | 01/01-03/31 CH ELEVATOR SVC                |                             | 100-1150-53811 | 1,135.52                      |
| 208            | 1/15/2021                      | SEIU                                       | COPE FUND                   |                | 10.00                         |
|                | INV0005266                     | COPE FUND CONTRIBUTION                     |                             | 100-20380      | 4.40                          |
|                | INV0005266                     | COPE FUND CONTRIBUTION                     |                             | 260-20380      | 0.60                          |
|                | INV0005312                     | COPE FUND CONTRIBUTION                     |                             | 100-20380      | 2.62                          |
|                | INV0005312                     | COPE FUND CONTRIBUTION                     |                             | 260-20380      | 2.38                          |
| 209            | 1/15/2021                      | SEIU                                       | SEIU - LOCAL 721            |                | 855.49                        |
|                | INV0005265                     | EMPLOYEE DUES                              |                             | 100-20380      | 387.81                        |
|                | INV0005265                     | EMPLOYEE DUES                              |                             | 200-20380      | 15.16                         |
|                | INV0005265                     | EMPLOYEE DUES                              |                             | 203-20380      | 3.44                          |
|                | INV0005265                     | EMPLOYEE DUES                              |                             | 205-20380      | 5.79                          |
|                | INV0005265                     | EMPLOYEE DUES                              |                             | 210-20380      | 12.91                         |
|                | INV0005265                     | EMPLOYEE DUES                              |                             | 215-20380      | 0.47                          |
|                | INV0005265                     | EMPLOYEE DUES                              |                             | 260-20380      | 6.70                          |
|                | INV0005265                     | EMPLOYEE DUES                              |                             | 285-20380      | 0.44                          |
|                | INV0005311                     | EMPLOYEE DUES                              |                             | 100-20380      | 254.14                        |
|                | INV0005311                     | EMPLOYEE DUES                              |                             | 200-20380      | 37.19                         |
|                | INV0005311                     | EMPLOYEE DUES                              |                             | 203-20380      | 15.92                         |
|                | INV0005311                     | EMPLOYEE DUES                              |                             | 205-20380      | 16.11                         |
|                | INV0005311                     | EMPLOYEE DUES                              |                             | 210-20380      | 32.83                         |
|                | INV0005311                     | EMPLOYEE DUES                              |                             | 215-20380      | 3.68                          |
|                | INV0005311                     | EMPLOYEE DUES                              |                             | 260-20380      | 21.24                         |
|                | INV0005311                     | EMPLOYEE DUES                              |                             | 285-20380      | 41.66                         |
| 4800           | 1/8/2021                       | ACEFEN                                     | ACE FENCE COMPANY           |                | 41,359.13                     |
|                | 19132                          | RETENTION - MTCE YARD/BATTING CAGE FENCING |                             | 100-20220      | -2,176.80                     |
|                | 19132                          | MTCE YARD/BATTING CAGE FENCING             |                             | 100-5596-59300 | 43,535.93                     |
| 4801           | 1/8/2021                       | ATT                                        | AT&T                        |                | 708.90                        |
|                | 000015738971                   | 11/13-12/12 PHONE - LP PARK SNACK BAR      |                             | 285-3330-53715 | 22.17                         |
|                | 000015808947                   | 11/28-12/27 PHONE - PRIMARY RATE ISDN      |                             | 100-1150-53715 | 166.16                        |
|                | 000015808948                   | 11/28-12/27 PHONE - SR CENTER 911 LINE     |                             | 100-4130-53715 | 63.92                         |
|                | 000015808949                   | 11/28-12/27 PHONE - MTCE YARD ALARM        |                             | 285-3330-53715 | 21.32                         |
|                | 000015808950                   | 11/28-12/27 PHONE - CH FAX LINE            |                             | 100-1150-53715 | 108.68                        |
|                | 000015808951                   | 11/28-12/27 PHONE - CH LINE                |                             | 100-1150-53715 | 326.65                        |
| 4802           | 1/8/2021                       | B2PRIN                                     | B2 PRINT                    |                | 189.70                        |
|                | 0010091                        | FLYERS - 72 HR PARKING WARNINGS            |                             | 100-2110-53411 | 189.70                        |
| 4803           | 1/8/2021                       | BMI                                        | BMI                         |                | 364.00                        |
|                | 38820413                       | FY 20/21 MUSIC LICENSE                     |                             | 100-4140-53111 | 364.00                        |
| 4804           | 1/8/2021                       | ALFA                                       | BOTANICA ALFA Y OMEGA       |                | 2,500.00                      |
|                | INV0005292                     | 2020-41 CDBG-CV BUSINESS GRANT             |                             | 261-3320-53981 | 2,500.00                      |
| 4805           | 1/8/2021                       | CBEEQU                                     | CELL BUSINESS EQUIPMENT     |                | 1,046.41                      |
|                | 5013258231                     | 01/11-02/10 FACILITY COPIER LEASE          |                             | 100-1150-53911 | 1,046.41                      |
| 4806           | 1/8/2021                       | DATATIC                                    | DATA TICKET INC.            |                | 293.68                        |
|                | 119434                         | 11/20 CODE ENF CITATION PROCESSING         |                             | 100-2110-53111 | 293.68                        |
| 4807           | 1/8/2021                       | EDISON                                     | EDISON CO                   |                | 1,517.72                      |
|                | INV0005272                     | 11/30-12/20 ELEC - YLAC                    |                             | 100-4110-53712 | 1,094.04                      |

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|----------------|--------------------------------|---------------------------------------------|-----------------------------|----------------|-------------------------------|
|                | INV0005273                     | 11/06-12/09 ELEC - VARIOUS                  |                             | 200-3120-53713 | 337.13                        |
|                | INV0005274                     | 11/19-12/19 ELEC - 14746 TEMPLE AVE         |                             | 200-3120-53713 | 13.34                         |
|                | INV0005275                     | 11/30-12/29 ELEC - 14416 AMAR RD            |                             | 200-3120-53713 | 41.63                         |
|                | INV0005276                     | 11/19-12/19 ELEC -16159 TEMPLE AVE          |                             | 200-3120-53713 | 12.89                         |
|                | INV0005277                     | 11/06-12/09 ELEC - 13798 TEMPLE AVE         |                             | 200-3120-53713 | 18.69                         |
| 4808           | 1/8/2021                       | EXPERI                                      | EXPERIAN                    |                | 54.00                         |
|                | CD2108003825                   | 11/20 CREDIT REPORT SVC                     |                             | 100-3320-53111 | 27.00                         |
|                | CD2109004006                   | 12/20 CREDIT REPORT SVC                     |                             | 100-3320-53111 | 27.00                         |
| 4809           | 1/8/2021                       | FEDEXP                                      | FEDERAL EXPRESS CORP        |                | 35.79                         |
|                | 7-202-17147                    | SHIPPING - DATATICKET                       |                             | 100-1150-53211 | 35.79                         |
| 4810           | 1/8/2021                       | FRANKL                                      | FRANKLIN AIR CONDITIONING & |                | 1,020.00                      |
|                | 44046                          | 12/20 - SC A/C MTCE                         |                             | 100-4130-53813 | 270.00                        |
|                | 44047                          | 12/20 - CC A/C MTCE                         |                             | 285-3330-53813 | 750.00                        |
| 4811           | 1/8/2021                       | VERIC                                       | FRONTIER COMMUNICATIONS     |                | 55.41                         |
|                | INV0005281                     | 12/16-01/15 PHONE - CH MAIN                 |                             | 100-1150-53715 | 55.41                         |
| 4812           | 1/8/2021                       | HARHAR                                      | HARDY & HARPER, INC.        |                | 65,556.99                     |
|                | 03-R                           | RETENTION PYMT - NEIGHBORHOOD STREETS 19/20 |                             | 202-20220      | 52,047.14                     |
|                | 03-R                           | RETENTION PYMT - NEIGHBORHOOD STREETS 19/20 |                             | 202-5510-59300 | -0.01                         |
|                | 03-R                           | RETENTION PYMT - NEIGHBORHOOD STREETS 19/20 |                             | 203-20220      | 1,559.23                      |
|                | 03-R                           | RETENTION PYMT - NEIGHBORHOOD STREETS 19/20 |                             | 205-20220      | 11,559.23                     |
|                | 03-R                           | RETENTION PYMT - NEIGHBORHOOD STREETS 19/20 |                             | 215-20220      | 391.40                        |
| 4813           | 1/8/2021                       | GONSALV                                     | JOE A. GONSALVES & SON      |                | 2,500.00                      |
|                | 158696                         | 01/21 LEGISLATIVE SVC                       |                             | 100-1100-53111 | 2,500.00                      |
| 4814           | 1/8/2021                       | LACRD                                       | LA CO DEPT PUBLIC WORKS     |                | 77.29                         |
|                | RE-PW-20120702934              | 11/20 IW LA PUENTE                          |                             | 100-3110-53121 | 77.29                         |
| 4815           | 1/8/2021                       | LACSHF                                      | LA CO SHERIFF'S DEPT        |                | 577,451.51                    |
|                | 210703AL                       | 10/20 LAW ENF SVC                           |                             | 100-2100-53110 | 522,499.82                    |
|                | 210703AL                       | 10/20 LIABILITY INS                         |                             | 100-2100-53186 | 54,951.69                     |
| 4816           | 1/8/2021                       | LPNLL                                       | LA PUENTE NATIONAL          |                | 2,100.00                      |
|                | INV0005283                     | REIM - YOUTH GRANTS (60) ESCHEAT            |                             | 100-4140-53993 | 2,100.00                      |
| 4817           | 1/8/2021                       | LPVCWD                                      | LA PUENTE VALLEY CO WATER   |                | 3,200.03                      |
|                | INV0005284                     | 10/19-12/17 WTR - COMMUNITY CENTER          |                             | 100-4100-53714 | 480.66                        |
|                | INV0005285                     | 10/19-12/17 WTR - YLAC                      |                             | 100-4110-53714 | 480.65                        |
|                | INV0005286                     | 10/19-12/17 WTR - VALLEY/CENTRAL            |                             | 200-3120-53714 | 564.72                        |
|                | INV0005287                     | 10/19-12/17 WTR - GLENDORA                  |                             | 200-3120-53714 | 925.12                        |
|                | INV0005288                     | 10/19-12/17 WTR - NELSON AVE                |                             | 200-3120-53714 | 185.78                        |
|                | INV0005289                     | 10/19-12/17 WTR - OLD VALLEY BLVD           |                             | 200-3120-53714 | 180.47                        |
|                | INV0005290                     | 10/19-12/17 WTR - ABBEY-CENTRAL             |                             | 200-3120-53714 | 336.82                        |
|                | INV0005291                     | 10/19-12/17 WTR - MAIN/LEVERETTE            |                             | 200-3120-53714 | 45.81                         |
| 4818           | 1/8/2021                       | BEAUTY                                      | MARIA G. GRIMALDO           |                | 2,500.00                      |
|                | INV0005219                     | 2020-07 CDBG-CV BUSINESS GRANT              |                             | 261-3320-53981 | 2,500.00                      |
| 4819           | 1/8/2021                       | QUAD                                        | QUADIENT                    |                | 469.86                        |
|                | N8640814                       | 12-03/21 POSTAGE MACHINE LEASE              |                             | 100-1150-53911 | 469.86                        |
| 4820           | 1/8/2021                       | QUINMO                                      | QUINTIN'S MOBIL             |                | 20.85                         |
|                | 1010719                        | FUEL - CODE ENF                             |                             | 555-3150-53014 | 20.85                         |
| 4821           | 1/8/2021                       | SABOR                                       | SABOR DE MEXICO RESTAURANT  |                | 15,312.00                     |
|                | 20378                          | 12/21-12/27 - SENIOR NUTRITION PROGRAM      |                             | 262-3320-53111 | 10,718.40                     |
|                | 20379                          | 12/28-12/30 - SENIOR NUTRITION PROGRAM      |                             | 262-3320-53111 | 4,593.60                      |

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Payment Dates: 1/1/2021 - 1/15/2021

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                        | Vendor Name                                 | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|------------------------------------------------|---------------------------------------------|----------------|-------------------------------|
| 4822           | 1/8/2021                       | SPOH                                           | SPOHN RANCH                                 |                | 27,507.25                     |
|                | 7                              | RETENTION - 10/20 SKATEPARK BASKETBALL CONS #7 |                                             | 100-20220      | -1,447.76                     |
|                | 7                              | 10/20 SKATEPARK BASKETBALL CONS #7             |                                             | 100-5596-59300 | 28,955.01                     |
| 4823           | 1/8/2021                       | STAPLE                                         | STAPLES CREDIT PLAN                         |                | 801.35                        |
|                | 2696193211                     | CE OFFICE SUPPLIES                             |                                             | 100-2110-53011 | 111.53                        |
|                | 2696905551                     | OUTLETS (6)                                    |                                             | 100-2110-53011 | 21.97                         |
|                | 2702650841                     | OFFICE SUPPLIES                                |                                             | 100-3330-53011 | 85.01                         |
|                | 2703523031                     | CALENDAR                                       |                                             | 100-3330-53011 | 33.65                         |
|                | 2703822901                     | OFFICE SUPPLIES                                |                                             | 100-3330-53011 | 38.41                         |
|                | 2704789431                     | OFFICE SUPPLIES                                |                                             | 100-3330-53011 | 133.52                        |
|                | 2712005381                     | TAPE ROLLER                                    |                                             | 100-2110-53011 | 42.88                         |
|                | 2713117991                     | OFFICE SUPPLIES                                |                                             | 100-1150-53011 | 246.25                        |
|                | 2713136711                     | OFFICE SUPPLIES                                |                                             | 100-1150-53011 | 30.32                         |
|                | 2714400651                     | DESK CALENDARS                                 |                                             | 100-1150-53011 | 57.81                         |
| 4824           | 1/8/2021                       | SOSUBW                                         | SUBURBAN WATER SYSTEMS                      |                | 1,057.65                      |
|                | 180031736295                   | 11/24-12/22 WTR - AMAR/HACIENDA                |                                             | 200-3120-53714 | 86.04                         |
|                | 180031738189                   | 11/24-12/22 WTR - HACIENDA/TEMPLE              |                                             | 200-3120-53714 | 265.19                        |
|                | 180031738251                   | 11/24-12/22 WTR - HACIENDA/NELSON              |                                             | 200-3120-53714 | 74.32                         |
|                | 180031738618                   | 11/24-12/22 WTR - 15250 TEMPLE AVE             |                                             | 200-3120-53714 | 101.69                        |
|                | 180051442236                   | 11/24-12/22 WTR - 14746 TEMPLE AVE             |                                             | 200-3120-53714 | 50.86                         |
|                | 180061290276                   | 11/24-12/22 WTR - AMAR & AILEROM               |                                             | 200-3120-53714 | 323.86                        |
|                | 180061293159                   | 11/24-12/22 WTR - 16159 TEMPLE AVE             |                                             | 200-3120-53714 | 35.21                         |
|                | 181002735245                   | 11/24-12/22 WTR - ELLIOTT                      |                                             | 200-3120-53714 | 120.48                        |
| 4825           | 1/8/2021                       | SWRCB                                          | SWRCB - STATE WATER RESOURCES CONTROL BOARD |                | 14,984.00                     |
|                | SW-0205533                     | 10/01-09/30 ANNUAL PERMIT FEE                  |                                             | 500-3210-53112 | 14,984.00                     |
| 4826           | 1/8/2021                       | TCFNAT                                         | TCF NATIONAL BANK                           |                | 1,512.00                      |
|                | 6830349                        | TORO REELMASTER LEASE PYMT                     |                                             | 285-3330-53911 | 1,512.00                      |
| 4827           | 1/8/2021                       | TERMI                                          | TERMINIX PROCESSING CENTER                  |                | 172.00                        |
|                | 403219710                      | 12/20 CH PEST CONTROL                          |                                             | 100-1150-53813 | 85.00                         |
|                | 403220395                      | 12/20 CH PEST CONTROL                          |                                             | 100-1150-53813 | 87.00                         |
| 4828           | 1/8/2021                       | TIMEWA                                         | TIME WARNER CABLE                           |                | 216.32                        |
|                | 0029063010121                  | 01/21 CH CABLE SVC                             |                                             | 100-1150-53715 | 100.07                        |
|                | 0029105121420                  | 12/14-01/13 SC CABLE/INTERNET SVC              |                                             | 100-4130-53715 | 99.11                         |
|                | 0395613122720                  | 12/21-01/20 FIBER SVC/CH INTERNET              |                                             | 100-1150-53715 | 17.14                         |
| 4829           | 1/8/2021                       | TERLAC                                         | TLC MATERIALS                               |                | 982.95                        |
|                | 111093                         | SAND FOR SPORTS FIELDS                         |                                             | 285-5595-59300 | 982.95                        |
| 4830           | 1/8/2021                       | TMOBILE                                        | T-MOBILE                                    |                | 918.36                        |
|                | INV0005278                     | 11/21-12/20 CE WIRELESS SVC                    |                                             | 100-2110-53715 | 235.29                        |
|                | INV0005279                     | 11/21-12/20 PUBLC SAFETY SVC                   |                                             | 100-2100-53715 | 197.05                        |
|                | INV0005279                     | 11/21-12/20 PUBLC SAFETY SVC                   |                                             | 100-2110-53715 | 28.15                         |
|                | INV0005280                     | 11/21-12/20 MTCE WIRELESS                      |                                             | 100-3100-53715 | 457.87                        |
| 4831           | 1/8/2021                       | TUST                                           | TURF STAR, INC.                             |                | 157.42                        |
|                | 3301109-01                     | BACKUP ALARM KIT - MOWING VEHICLE              |                                             | 555-3150-53812 | 157.42                        |
| 4832           | 1/8/2021                       | WEXBANK                                        | WEX BANK                                    |                | 1,623.80                      |
|                | 69213901                       | 12/20 FUEL - CODEE ENF                         |                                             | 555-3150-53014 | 31.59                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                        |                                             | 555-3150-53014 | 45.00                         |
|                | 69213901                       | 12/20 FUEL - CODE ENF                          |                                             | 555-3150-53014 | 46.00                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                        |                                             | 555-3150-53014 | 50.68                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                        |                                             | 555-3150-53014 | 55.00                         |
|                | 69213901                       | 12/20 FUEL - ANIMAL CONTROL                    |                                             | 555-3150-53014 | 57.00                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                        |                                             | 555-3150-53014 | 39.25                         |
|                | 69213901                       | 12/20 FUEL - CODE ENF                          |                                             | 555-3150-53014 | 36.39                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                        |                                             | 555-3150-53014 | 58.45                         |

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|----------------|--------------------------------|------------------------------------------|------------------------------------|----------------|-------------------------------|
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                  |                                    | 555-3150-53014 | 60.00                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT.                 |                                    | 555-3150-53014 | 66.00                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                  |                                    | 555-3150-53014 | 71.09                         |
|                | 69213901                       | 12/20 FUEL - CODE ENF                    |                                    | 555-3150-53014 | 39.86                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                  |                                    | 555-3150-53014 | 73.65                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                  |                                    | 555-3150-53014 | 77.91                         |
|                | 69213901                       | FUEL - ANIMAL CONTROL                    |                                    | 555-3150-53014 | 31.67                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                  |                                    | 555-3150-53014 | 78.57                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                  |                                    | 555-3150-53014 | 84.97                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                  |                                    | 555-3150-53014 | 87.55                         |
|                | 69213901                       | 12/20 FUEL -MAINT DEPT                   |                                    | 555-3150-53014 | 113.00                        |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                  |                                    | 555-3150-53014 | 118.78                        |
|                | 69213901                       | FUEL - ANIMAL CONTROL                    |                                    | 555-3150-53014 | 27.36                         |
|                | 69213901                       | 12/20 FUEL - ANIMAL CONTRL               |                                    | 555-3150-53014 | 42.50                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                  |                                    | 555-3150-53014 | 148.53                        |
|                | 69213901                       | 12/20 FUEL - ANIMAL CONTROL              |                                    | 555-3150-53014 | 43.00                         |
|                | 69213901                       | 12/20 FUEL - MAINT DEPT                  |                                    | 555-3150-53014 | 40.00                         |
| 4833           | 1/8/2021                       | WILENG                                   | WILLDAN ENGINEERING                |                | 82,786.45                     |
|                | 003-33597                      | 11/20 TRAFFIC ENG SVC                    |                                    | 200-3120-53111 | 270.00                        |
|                | 003-33598                      | 11/20 NPDES SVC                          |                                    | 284-3100-53111 | 1,561.25                      |
|                | 003-33599                      | 11/20 CONCRETE REPAIR - BID PKG          |                                    | 203-5590-59300 | 540.00                        |
|                | 003-33600                      | 11/20 LP PARK SEWER IMPROVEMENTS         |                                    | 500-5595-59300 | 7,562.50                      |
|                | 003-33601                      | 11/20 SANITARY SWR MTCE - BID PKG        |                                    | 500-3210-53111 | 1,142.50                      |
|                | 003-33602                      | 11/20 MAPS FOR STREET IMPROV PROJECT     |                                    | 405-5598-59210 | 1,051.25                      |
|                | 003-33602                      | 11/20 MAPS FOR STREET IMPROV PROJECT     |                                    | 410-5598-59210 | 1,051.25                      |
|                | 003-33606                      | 11/20 ENGINEERING PERMITS                |                                    | 100-3110-53120 | 1,866.15                      |
|                | 003-33609                      | 11/20 RIGHT OF WAY IMPROV @ ELLIOTT/AMAR |                                    | 215-5518-59600 | 3,541.55                      |
|                | 003-33614                      | 11/20 SLURRY SEAL VARIOUS PROJECT        |                                    | 405-5598-59210 | 32,100.00                     |
|                | 003-33614                      | 11/20 SLURRY SEAL VARIOUS PROJECT        |                                    | 410-5598-59210 | 32,100.00                     |
| 4834           | 1/8/2021                       | HRDIRE                                   | HRDIRECT                           |                | 395.96                        |
|                | INV9201725                     | EMPLOYMENT LAW POSTERS                   |                                    | 100-1135-53011 | 98.99                         |
|                | INV9201726                     | EMPLOYMENT LAW POSTERS                   |                                    | 100-1135-53011 | 98.99                         |
|                | INV9201727                     | EMPLOYMENT LAW POSTERS                   |                                    | 100-1135-53011 | 98.99                         |
|                | INV9201728                     | EMPLOYMENT LAW POSTERS                   |                                    | 100-1135-53011 | 98.99                         |
| 4835           | 1/15/2021                      | STADIS                                   | CALIFORNIA STATE DISBURSEMENT UNIT |                | 424.08                        |
|                | INV0005302                     | CHILD SUPPORT                            |                                    | 100-20399      | 47.12                         |
|                | INV0005302                     | CHILD SUPPORT                            |                                    | 260-20399      | 376.96                        |
| 4836           | 1/15/2021                      | NATRS                                    | NATIONWIDE RETIREMENT              |                | 120.00                        |
|                | INV0005305                     | Employee Contribution                    |                                    | 100-20340      | 111.94                        |
|                | INV0005305                     | Employee Contribution                    |                                    | 200-20340      | 1.15                          |
|                | INV0005305                     | Employee Contribution                    |                                    | 203-20340      | 1.15                          |
|                | INV0005305                     | Employee Contribution                    |                                    | 205-20340      | 1.15                          |
|                | INV0005305                     | Employee Contribution                    |                                    | 210-20340      | 1.15                          |
|                | INV0005305                     | Employee Contribution                    |                                    | 215-20340      | 1.15                          |
|                | INV0005305                     | Employee Contribution                    |                                    | 285-20340      | 2.31                          |
| 4837           | 1/15/2021                      | USBANK                                   | U.S BANK PARS ACCT# 6746022400     |                | 2,512.79                      |
|                | INV0005309                     | PARS RETIREMENT                          |                                    | 100-20340      | 1,828.43                      |
|                | INV0005309                     | PARS RETIREMENT                          |                                    | 200-20340      | 151.26                        |
|                | INV0005309                     | PARS RETIREMENT                          |                                    | 203-20340      | 63.54                         |
|                | INV0005309                     | PARS RETIREMENT                          |                                    | 260-20340      | 393.54                        |
|                | INV0005309                     | PARS RETIREMENT                          |                                    | 285-20340      | 76.02                         |
| 4838           | 1/15/2021                      | AMEIND                                   | AMERICAN INDUSTRY FENCE            |                | 405.00                        |
|                | R147375                        | LP PARK FENCING                          |                                    | 285-3330-53822 | 405.00                        |
| 4839           | 1/15/2021                      | ATT                                      | AT&T                               |                | 86.93                         |
|                | 000015738970                   | 11/13-12/12 PHONE - CC FAX LINE          |                                    | 100-4110-53715 | 44.29                         |

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| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                     | Vendor Name                   | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|---------------------------------------------|-------------------------------|----------------|-------------------------------|
|                | 000015854789                   | 12/06-01/05 PHONE - 911 LINE MTCE YARD      |                               | 285-3330-53715 | 21.32                         |
|                | 00001585788                    | 12/06-01/05 PHONE - CH 911 LINE             |                               | 100-1150-53715 | 21.32                         |
| 4840           | 1/15/2021                      | AVANT                                       | AVANT GARDE INC.              |                | 1,176.00                      |
|                | 6194                           | 04-05/20 DEVELOP GRANT APPLICATION PROF SVC |                               | 100-4100-53111 | 840.00                        |
|                | 6520                           | 10/20 DEVELOP GRANT APPLICATION             |                               | 100-4100-53111 | 210.00                        |
|                | 6650                           | 12/20 DEVELOP GRANT APPLICATION             |                               | 100-4100-53111 | 126.00                        |
| 4841           | 1/15/2021                      | AZ DESIGN                                   | AZ DESIGN                     |                | 258.60                        |
|                | INV0005318                     | LP FACEMASKS WITH LOGO                      |                               | 100-1110-53976 | 258.60                        |
| 4842           | 1/15/2021                      | BROLA                                       | BROTHER'S LAMP AND SUPPLY     |                | 2,500.00                      |
|                | INV0005334                     | 2020-58 CDBG-CV BUSINESS GRANT              |                               | 261-3320-53981 | 2,500.00                      |
| 4843           | 1/15/2021                      | CABUST                                      | CALIFORNIA BUILDING STANDARDS |                | 94.50                         |
|                | INV0005319                     | 10-12/20 BLDG REV FUND                      |                               | 100-48900      | -10.50                        |
|                | INV0005319                     | 10-12/20 BLDG REV FUND                      |                               | 600-47441      | 105.00                        |
| 4844           | 1/15/2021                      | CASSPA                                      | CASSO & SPARKS, LLP           |                | 31,173.69                     |
|                | 20443                          | 07/20 ADMINISTRATION FEES                   |                               | 100-1110-53114 | 94.00                         |
|                | 20443-1                        | 07/20 LEGAL - CITY CLERK                    |                               | 100-1110-53114 | 775.50                        |
|                | 20443-2                        | 07/20 LEGAL - CITY COUNCIL                  |                               | 100-1110-53114 | 1,950.50                      |
|                | 20443-3                        | 07/20 LEGAL - COMMUNITY DEVELOPMENT         |                               | 100-1110-53114 | 611.00                        |
|                | 20443-4                        | 07/20 LEGAL - COMMUNITY SERVICES            |                               | 100-1110-53114 | 184.00                        |
|                | 20443-5                        | 07/20 LEGAL - LABOR & EMPLOYMENT            |                               | 100-1110-53114 | 51.00                         |
|                | 20443-6                        | 07/20 LEGAL - PLANNING COMMISSION           |                               | 100-1110-53114 | 235.00                        |
|                | 20443-7                        | 07/20 ADMINISTRATIVE FEES                   |                               | 100-1110-53114 | 195.05                        |
|                | 20461                          | 08/20 LEGAL - ADMINISTRATION FEES           |                               | 100-1110-53114 | 1,198.50                      |
|                | 20461-1                        | 08/20 LEGAL - CITY CLERK                    |                               | 100-1110-53114 | 305.50                        |
|                | 20461-2                        | 08/21 LEGAL - CITY COUNCIL                  |                               | 100-1110-53114 | 1,880.00                      |
|                | 20461-3                        | 08/20 LEGAL - COMMUNITY DEVELOPMENT         |                               | 100-1110-53114 | 2,467.50                      |
|                | 20461-4                        | 08/20 LEGAL - COMMUNITY SERVICES            |                               | 100-1110-53114 | 92.00                         |
|                | 20461-5                        | 08/20 LEGAL - FINANCE                       |                               | 100-1110-53114 | 117.50                        |
|                | 20461-6                        | 08/20 LEGAL - LABOR & EMPLOYMENT            |                               | 100-1110-53114 | 117.50                        |
|                | 20461-7                        | 08/20 LEGAL - LP COMMUNITY FOUNDATION       |                               | 100-1110-53114 | 46.00                         |
|                | 20461-8                        | 08/20 LEGAL - PLANNING COMMISSION           |                               | 100-1110-53114 | 235.00                        |
|                | 20461-9                        | 08/20 ADMINISTRATIVE FEES                   |                               | 100-1110-53114 | 322.98                        |
|                | 20462                          | 09/20 LEGAL - ADMINISTRATION FEES           |                               | 100-1110-53114 | 564.00                        |
|                | 20462-1                        | 09/20 LEGAL - CITY CLERK                    |                               | 100-1110-53114 | 681.50                        |
|                | 20462-10                       | 09/20 LEGAL - ADMINISTRATIVE FEES           |                               | 100-1110-53114 | 273.08                        |
|                | 20462-2                        | 09/20 LEGAL - CITY COUNCIL                  |                               | 100-1110-53114 | 1,927.00                      |
|                | 20462-3                        | 09/20 LEGAL - CITY OF GARDENA V RWQCB       |                               | 100-1110-53114 | 50.00                         |
|                | 20462-4                        | 09/20 LEGAL - CODE ENFORCEMENT              |                               | 100-1110-53114 | 423.00                        |
|                | 20462-5                        | 09/20 LEGAL - COMMUNITY DEVELOPMENT         |                               | 100-1110-53114 | 1,057.50                      |
|                | 20462-6                        | 09/20 LEGAL - FINANCE                       |                               | 100-1110-53114 | 258.50                        |
|                | 20462-7                        | 09/20 LEGAL - LABOR & EMPLOYMENT            |                               | 100-1110-53114 | 47.00                         |
|                | 20462-8                        | 09/20 LEGAL - LABOR & EMPLOYMENT            |                               | 100-1110-53114 | 204.00                        |
|                | 20462-9                        | 09/20 LEGAL - LP COMMUNITY FOUNDATION       |                               | 100-1110-53114 | 299.00                        |
|                | 20463                          | 10/20 LEGAL - ADMINISTRATION FEES           |                               | 100-1110-53114 | 70.50                         |
|                | 20463-1                        | 10/20 LEGAL - CITY CLERK                    |                               | 100-1110-53114 | 681.50                        |
|                | 20463-2                        | 10/20 CITY COUNCIL                          |                               | 100-1110-53114 | 1,457.00                      |
|                | 20463-3                        | 10/20 LEGAL - COMMUNITY DEVELOPMENT         |                               | 100-1110-53114 | 1,198.50                      |
|                | 20463-4                        | 10/20 LEGAL - COMMUNITY SERVICES            |                               | 100-1110-53114 | 276.00                        |
|                | 20463-5                        | 10/20 LEGAL - LP COMMUNITY FOUNDATION       |                               | 100-1110-53114 | 552.00                        |
|                | 20463-6                        | 10/20 LEGAL - PLANNING COMMISSION           |                               | 100-1110-53114 | 23.50                         |
|                | 20463-7                        | 10/20 ADMINISTRATIVE FEES                   |                               | 100-1110-53114 | 212.95                        |
|                | 20464                          | 11/20 LEGAL - ADMINISTRATION FEES           |                               | 100-1110-53114 | 94.00                         |
|                | 20464-1                        | 11/20 CITY CLERK                            |                               | 100-1110-53114 | 1,645.00                      |
|                | 20464-2                        | 11/20 LEGAL - CITY COUNCIL                  |                               | 100-1110-53114 | 2,091.50                      |
|                | 20464-3                        | 11/20 LEGAL - COMMUNITY DEVELOPMENT         |                               | 100-1110-53114 | 1,245.50                      |
|                | 20464-4                        | 11/20 LEGAL - COMMUNITY SERVICES            |                               | 100-1110-53114 | 161.00                        |

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| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                            | Vendor Name                               | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|----------------------------------------------------|-------------------------------------------|----------------|-------------------------------|
|                | 20464-5                        | 11/20 FINANCE                                      |                                           | 100-1110-53114 | 235.00                        |
|                | 20464-6                        | 11/20 LEGAL - LABOR & EMPLOYMENT                   |                                           | 100-1110-53114 | 4,249.68                      |
|                | 20464-7                        | 11/20 ADMINISTRATIVE FEES                          |                                           | 100-1110-53114 | 316.95                        |
| 4846           | 1/15/2021                      | ROCH                                               | CLAUDIA ROCHA                             |                | 80.00                         |
|                | INV0005316                     | REIM - ANIMAL CONTROL LA COUNTY                    |                                           | 100-42140      | 80.00                         |
| 4847           | 1/15/2021                      | CED                                                | CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC |                | 46.64                         |
|                | 3301-534988                    | LP PARK - IRRIGATION SUPPLIES                      |                                           | 285-3330-53822 | 46.64                         |
| 4848           | 1/15/2021                      | DAKT                                               | DAKTRONICS                                |                | 14,364.52                     |
|                | 6912832                        | LP PARK - SOFTBALL SCOREBOARDS (2)                 |                                           | 100-5596-59300 | 2,658.52                      |
|                | 6912832                        | HEADER PANEL W/CITY LOGO                           |                                           | 100-5596-59300 | 1,706.00                      |
|                | 6912832                        | LP PARK - SOFTBALL SCOREBOARDS (2)                 |                                           | 280-5594-59300 | 10,000.00                     |
| 4849           | 1/15/2021                      | DAROLI                                             | DAPEER, ROSENBLIT & LITVAK, LLP           |                | 738.00                        |
|                | 18096                          | 11/20 LEGAL SVC - CODE ENF                         |                                           | 100-2110-53114 | 738.00                        |
| 4850           | 1/15/2021                      | ARGDAV                                             | DAVID ARGUDO                              |                | 960.01                        |
|                | INV0005293                     | REIM - CANDIDATES STATEMENT REFUND - ESCHEAT       |                                           | 100-1120-53115 | 960.01                        |
| 4851           | 1/15/2021                      | DECO                                               | DECOFENCE                                 |                | 18,381.55                     |
|                | 1082                           | RETENTION -LITTLE LEAGUE FENCING PP #1             |                                           | 280-20220      | -967.45                       |
|                | 1082                           | LITTLE LEAGUE FENCING PP #1                        |                                           | 280-5594-59300 | 19,349.00                     |
| 4852           | 1/15/2021                      | DEPTC                                              | DEPT OF CONSERVATION                      |                | 155.05                        |
|                | INV0005299                     | 10/20-12/20 SMIP FEES                              |                                           | 100-48900      | -8.16                         |
|                | INV0005299                     | 10/20-12/20 SMIP FEES                              |                                           | 600-47440      | 163.21                        |
| 4853           | 1/15/2021                      | DSA                                                | DIVISION OF THE STATE ARCHITECT           |                | 118.00                        |
|                | INV0005294                     | SB1186 OCT-DEC 2020                                |                                           | 100-42160      | 118.00                        |
| 4854           | 1/15/2021                      | EDISON                                             | EDISON CO                                 |                | 30,048.12                     |
|                | INV0005325                     | 12/03-01/04 ELEC - CITY HALL                       |                                           | 100-1150-53712 | 2,963.78                      |
|                | INV0005326                     | 12/03-01/04 ELEC - VARIOUS                         |                                           | 200-3120-53713 | 1,938.38                      |
|                | INV0005327                     | 12/03-01/04 ELEC - PARK SVC                        |                                           | 285-3330-53712 | 363.74                        |
|                | INV0005328                     | 12/03-01/04 ELEC - TRAFFIC CONTROL                 |                                           | 200-3120-53713 | 1,272.05                      |
|                | INV0005329                     | 12/01-01/01 ELEC - ST LIGHTS LS-2B                 |                                           | 200-3120-53713 | 2,115.08                      |
|                | INV0005330                     | 12/01-01/01 ELEC - ST LIGHTS LS-2B                 |                                           | 285-3330-53712 | 11,131.68                     |
|                | INV0005331                     | 12/01-01/01 ELEC - 1744 ST LIGHTS LS-1             |                                           | 285-3330-53712 | 10,209.76                     |
|                | INV0005332                     | 12/04-01/05 ELEC - 15250 TEMPLE AVE                |                                           | 200-3120-53713 | 53.65                         |
| 4855           | 1/15/2021                      | ENTFMT                                             | ENTERPRISE FM TRUST                       |                | 7,941.83                      |
|                | FBN4105965                     | 01/21 MONTHLY MTCE SVC                             |                                           | 555-3150-53812 | 4,339.06                      |
|                | FBN4105965                     | 01/21 MONTHLY LEASE                                |                                           | 555-3150-53912 | 3,602.77                      |
| 4856           | 1/15/2021                      | ENVIRO                                             | ENVIROTEK                                 |                | 1,256.53                      |
|                | C-2971                         | GRAFFITI REMOVAL SUPPLIES                          |                                           | 200-3120-53016 | 1,256.53                      |
| 4857           | 1/15/2021                      | EXCPAV                                             | EXCEL PAVING                              |                | 42,596.10                     |
|                | 8                              | RETENTION PYMT - # 8-VALLEY BL SANITARY SEWER IMP  |                                           | 500-20220      | -2,241.90                     |
|                | 8                              | PROGRESS PYMT # 8-VALLEY BLVD SANITARY SEWER IM... |                                           | 500-5580-59300 | 44,838.00                     |
| 4858           | 1/15/2021                      | FEDEXP                                             | FEDERAL EXPRESS CORP                      |                | 15.38                         |
|                | 7-238-93970                    | POSTAGE - DATATICKET                               |                                           | 100-2110-53411 | 15.38                         |
| 4859           | 1/15/2021                      | FRANKL                                             | FRANKLIN AIR CONDITIONING &               |                | 400.00                        |
|                | 44045                          | CH A/C MTCE                                        |                                           | 100-1150-53811 | 400.00                        |
| 4860           | 1/15/2021                      | GALLS                                              | GALLS                                     |                | 267.24                        |
|                | 1000533312                     | CE - UNIFORMS                                      |                                           | 100-2110-53015 | 267.24                        |
| 4861           | 1/15/2021                      | GARDA                                              | GARDAWORLD                                |                | 292.02                        |
|                | 10615398                       | 01/21 ARMORED TRANS SVC                            |                                           | 100-1130-53111 | 292.02                        |

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| Payment Number | Payment Date<br>Payable Number                                                                                          | Vendor #<br>Description                                                                                                                                                                                                        | Vendor Name                                        | Account Number                                                                                                                                                                                     | Payment Amount<br>Item Amount                                                                                          |
|----------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 4862           | 1/15/2021<br>INV0005317                                                                                                 | HLPUSD<br>FULL PAGE AD HLPUSD PRESENTATION                                                                                                                                                                                     | HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT         | 100-1110-53976                                                                                                                                                                                     | 300.00<br>300.00                                                                                                       |
| 4863           | 1/15/2021<br>1030290<br>3072263<br>4611200<br>6031010<br>7063827<br>9275041                                             | HMEDEP<br>PLYWOOD<br>MTCE TOOL<br>MTCE TOOL<br>MTCE TOOLS<br>MTCE TOOLS<br>CH OUTSIDE DOOR MAT                                                                                                                                 | HOME DEPOT CRC                                     | 100-4140-53979<br>100-3330-53012<br>100-3330-53012<br>100-3100-53012<br>285-3330-53822<br>100-1150-53011                                                                                           | 1,409.22<br>289.71<br>75.25<br>324.80<br>505.02<br>167.66<br>46.78                                                     |
| 4864           | 1/15/2021<br>105214<br>107111<br>107112<br>107114<br>107116<br>107116<br>107118<br>107119<br>107120<br>107121<br>107200 | JCLBAR<br>STOP SIGNS<br>TRAFFIC SIGNS<br>TRAFFIC CONES<br>SAFETY VESTS - MTCE DEPT<br>SAFETY GEAR<br>SAFETY VESTS<br>TRAFFIC SIGNS<br>TRAFFIC PAINT<br>ATHLETIC FIELD SIGNAGE<br>PARK SIGNAGE<br>SAFETY VESTS/WATERPROOF PANTS | JCL TRAFFIC                                        | 200-3120-53821<br>200-3120-53821<br>200-3120-53821<br>100-3100-53976<br>100-3100-53976<br>200-3120-53821<br>200-3120-53821<br>200-3120-53821<br>285-3330-53822<br>100-3330-53976<br>100-3100-53976 | 5,583.58<br>809.07<br>820.26<br>995.34<br>104.19<br>168.55<br>359.94<br>162.06<br>411.19<br>741.98<br>355.23<br>655.77 |
| 4865           | 1/15/2021<br>RE-PW-20120703272<br>RE-PW-20120703314                                                                     | LACRD<br>11/20 TS MAINT DDG<br>11/20 TS MAINT DDG                                                                                                                                                                              | LA CO DEPT PUBLIC WORKS                            | 200-3120-53819<br>200-3120-53819                                                                                                                                                                   | 5,263.23<br>5,228.29<br>34.94                                                                                          |
| 4866           | 1/15/2021<br>105997                                                                                                     | LACMTA<br>12/20 EZ MONTHLY PASS                                                                                                                                                                                                | LAC METROPOLITAN TRANSPORTATION AUTHORITY          | 210-3130-53915                                                                                                                                                                                     | 84.00<br>84.00                                                                                                         |
| 4867           | 1/15/2021<br>9635<br>9635<br>9635                                                                                       | LANWEST<br>12/20 CH LANDSCAPE SVC<br>12/20 SR CTR LANDSCAPE SVC<br>12/20 MEDIANS LANDSCAPE SVC                                                                                                                                 | LANDSCAPE WEST MANAGEMENT SERVICES INC             | 100-1150-53814<br>100-4130-53814<br>200-3120-53814                                                                                                                                                 | 7,657.91<br>2,080.69<br>168.48<br>5,408.74                                                                             |
| 4868           | 1/15/2021<br>INV0005295                                                                                                 | LACREGISTRAR<br>DOCUMENT RECORDING - 1010 N UNRUH AVE                                                                                                                                                                          | LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK | 100-3300-53411                                                                                                                                                                                     | 116.00<br>116.00                                                                                                       |
| 4869           | 1/15/2021<br>14200                                                                                                      | MANCIL<br>FY 19/20 CAFR DIVIDERS                                                                                                                                                                                               | MANCILLA'S QUALITY PRINTING                        | 100-1130-53011                                                                                                                                                                                     | 222.75<br>222.75                                                                                                       |
| 4870           | 1/15/2021<br>5989212                                                                                                    | NATCON<br>LP PARK TEMP FENCING                                                                                                                                                                                                 | NATIONAL CONSTRUCTION RENTALS                      | 285-3330-53822                                                                                                                                                                                     | 59.28<br>59.28                                                                                                         |
| 4871           | 1/15/2021<br>INV0005333                                                                                                 | ORQUI<br>2020-59 CDBG-CV BUSINESS GRANT                                                                                                                                                                                        | ORQUIDIA BEAUTY SALON                              | 261-3320-53981                                                                                                                                                                                     | 2,500.00<br>2,500.00                                                                                                   |
| 4872           | 1/15/2021<br>52407083<br>52419795<br>52432246                                                                           | PRUDOV<br>09/20 CH MAT RENTAL<br>11/20 CH MAT RENTAL<br>12/20 CH MAT RENTAL                                                                                                                                                    | PRUDENTIAL OVERALL SUPPLY                          | 100-1150-53813<br>100-1150-53813<br>100-1150-53813                                                                                                                                                 | 254.60<br>91.60<br>91.60<br>71.40                                                                                      |
| 4873           | 1/15/2021<br>97967                                                                                                      | READYP<br>MAINT YARD - CEMENT                                                                                                                                                                                                  | PUENTE READY MIX, INC.                             | 285-3330-53822                                                                                                                                                                                     | 1,390.65<br>1,390.65                                                                                                   |
| 4874           | 1/15/2021<br>6013741                                                                                                    | REGION<br>11/20 FH TAP MONTHLY PASS                                                                                                                                                                                            | REGIONAL TAP SERVICE CENTER                        | 210-3130-53915                                                                                                                                                                                     | 1,716.90<br>1,716.90                                                                                                   |
| 4875           | 1/15/2021<br>3007245                                                                                                    | RESOUR<br>CONCRETE MIX                                                                                                                                                                                                         | RESOURCE BUILDING MATERIALS                        | 285-3330-53822                                                                                                                                                                                     | 100.39<br>100.39                                                                                                       |

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|----------------|--------------------------------|----------------------------------|------------------------------------------------|----------------|-------------------------------|
|                | INV0005336                     | PURCHASE OF MACBOOK AIR          |                                                | 550-6100-53018 | 1,549.86                      |
|                | INV0005336                     | LAPTOP WORK COMPUTER             |                                                | 550-6100-53018 | 5,579.95                      |
|                | INV0005337                     | AWARD - OUTGOING COUNCILMEMBER   |                                                | 100-1100-53976 | 150.99                        |
|                | INV0005337                     | OFFICE SUPPLIES                  |                                                | 100-1120-53011 | 8.00                          |
|                | INV0005337                     | OFFICE SUPPLIES                  |                                                | 100-1120-53011 | 9.86                          |
|                | INV0005337                     | SUPPLIES FOR CITY COUNCIL MTG    |                                                | 100-1120-53011 | 50.33                         |
|                | INV0005337                     | COVID WEBINAR MTG                |                                                | 550-6100-53017 | 149.90                        |
|                | INV0005337                     | COVID WEBINAR MTG                |                                                | 550-6100-53017 | 63.00                         |
|                | INV0005338                     | SKATEPARK/BASKETBALL COURT       |                                                | 100-1110-53976 | 31.02                         |
|                | INV0005338                     | HEAVY DUTY AMERICAN FLAG         |                                                | 100-4100-53012 | 502.12                        |
|                | INV0005338                     | SAMS CLUB RENEWAL                |                                                | 100-4100-53971 | 45.00                         |
|                | INV0005338                     | EQUIPMENT FOR TREE               |                                                | 100-4110-53012 | 13.05                         |
|                | INV0005338                     | STAMPS FOR SANTA LETTERS         |                                                | 100-4140-53979 | 11.00                         |
|                | INV0005338                     | OFFICE SUPPLIES                  |                                                | 100-4140-53979 | 10.92                         |
|                | INV0005338                     | CLEAR LED LIGHTS                 |                                                | 100-4140-53979 | 370.44                        |
|                | INV0005338                     | STAMPS FOR LETTERS TO SANTA      |                                                | 100-4140-53979 | 11.00                         |
|                | INV0005338                     | COVID WEBINAR MTG                |                                                | 100-4140-53979 | 14.99                         |
|                | INV0005338                     | GIFT WRAPPING FOR HOLIDAY EVENT  |                                                | 100-4140-53979 | 26.19                         |
|                | INV0005338                     | MOVIES FOR HOLIDAY EVENT         |                                                | 100-4140-53979 | 549.75                        |
|                | INV0005338                     | STAMPS FOR LETTERS TO SANTA      |                                                | 100-4140-53979 | 11.00                         |
|                | INV0005338                     | TEEN VOICE MTG                   |                                                | 600-20250      | 110.57                        |
|                | INV0005339                     | MOON VALLEY NURSERY              |                                                | 285-3330-53822 | 1,971.00                      |
|                | INV0005339                     | LP PARK PLAQUES & POSTS          |                                                | 285-3330-53822 | 2,870.27                      |
| 4888           | 1/15/2021                      | VOLDEF                           | VOLUNTEERS IN DEFENSE OF ANIMALS               |                | 1,776.00                      |
|                | INV0005296                     | 11/20 ANIMAL SHELTER SVC         |                                                | 100-2130-53111 | 1,776.00                      |
| 4889           | 1/15/2021                      | WEXBANK                          | WEX BANK                                       |                | 241.99                        |
|                | 69194360                       | DIESEL                           |                                                | 555-3150-53014 | 241.99                        |
| 4890           | 1/15/2021                      | ZUMIND                           | ZUMAR INDUSTRIES                               |                | 2,799.80                      |
|                | 91176                          | ST SIGNS - ANCHORS               |                                                | 200-5583-59300 | 2,799.80                      |
| 4891           | 1/15/2021                      | EDISON                           | EDISON CO                                      |                | 1,183.41                      |
|                | INV0005340                     | 12/03-01/04 ELEC - COMM CENTER   |                                                | 100-4100-53712 | 607.19                        |
|                | INV0005341                     | 12/03-01/04 ELEC - SENIOR CENTER |                                                | 100-4130-53712 | 576.22                        |
| DFT0001147     | 1/15/2021                      | ICMARC                           | VANTAGEPOINT TRANSFER AGENTS-457               |                | 94.67                         |
|                | INV0005303                     | EMPLOYEE LOAN REPYMT             |                                                | 100-20399      | 62.57                         |
|                | INV0005303                     | EMPLOYEE LOAN REPYMT             |                                                | 210-20399      | 32.10                         |
| DFT0001148     | 1/15/2021                      | ICMARC                           | VANTAGEPOINT TRANSFER AGENTS-457               |                | 1,300.00                      |
|                | INV0005304                     | EMPLOYEE CONTRIBUTIONS           |                                                | 100-20399      | 664.50                        |
|                | INV0005304                     | EMPLOYEE CONTRIBUTIONS           |                                                | 200-20399      | 153.52                        |
|                | INV0005304                     | EMPLOYEE CONTRIBUTIONS           |                                                | 203-20399      | 70.13                         |
|                | INV0005304                     | EMPLOYEE CONTRIBUTIONS           |                                                | 205-20399      | 95.87                         |
|                | INV0005304                     | EMPLOYEE CONTRIBUTIONS           |                                                | 210-20399      | 96.30                         |
|                | INV0005304                     | EMPLOYEE CONTRIBUTIONS           |                                                | 215-20399      | 101.26                        |
|                | INV0005304                     | EMPLOYEE CONTRIBUTIONS           |                                                | 260-20399      | 48.55                         |
|                | INV0005304                     | EMPLOYEE CONTRIBUTIONS           |                                                | 285-20399      | 69.87                         |
| DFT0001149     | 1/15/2021                      | PERSYS-RETIRE                    | CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM |                | 11,679.56                     |
|                | INV0005306                     | EMPLOYER CONTRIBUTION            |                                                | 100-20360      | 8,169.01                      |
|                | INV0005306                     | EMPLOYER CONTRIBUTION            |                                                | 200-20360      | 775.55                        |
|                | INV0005306                     | EMPLOYER CONTRIBUTION            |                                                | 203-20360      | 371.47                        |
|                | INV0005306                     | EMPLOYER CONTRIBUTION            |                                                | 205-20360      | 441.84                        |
|                | INV0005306                     | EMPLOYER CONTRIBUTION            |                                                | 210-20360      | 482.57                        |
|                | INV0005306                     | EMPLOYER CONTRIBUTION            |                                                | 215-20360      | 202.07                        |
|                | INV0005306                     | EMPLOYER CONTRIBUTION            |                                                | 260-20360      | 456.44                        |
|                | INV0005306                     | EMPLOYER CONTRIBUTION            |                                                | 261-20360      | 91.80                         |
|                | INV0005306                     | EMPLOYER CONTRIBUTION            |                                                | 285-20360      | 688.81                        |

## Check Register Report

Payment Dates: 1/1/2021 - 1/15/2021

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description  | Vendor Name                                    | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|--------------------------|------------------------------------------------|----------------|-------------------------------|
| DFT0001150     | 1/15/2021                      | PERSYS-RETIRE            | CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM |                | 7,576.17                      |
|                | INV0005307                     | PERS- NEW EMPLOY CONTRB  |                                                | 100-20399      | 5,180.62                      |
|                | INV0005307                     | PERS- NEW EMPLOY CONTRB  |                                                | 200-20399      | 514.16                        |
|                | INV0005307                     | PERS- NEW EMPLOY CONTRB  |                                                | 203-20399      | 271.96                        |
|                | INV0005307                     | PERS- NEW EMPLOY CONTRB  |                                                | 205-20399      | 301.16                        |
|                | INV0005307                     | PERS- NEW EMPLOY CONTRB  |                                                | 210-20399      | 318.35                        |
|                | INV0005307                     | PERS- NEW EMPLOY CONTRB  |                                                | 215-20399      | 171.95                        |
|                | INV0005307                     | PERS- NEW EMPLOY CONTRB  |                                                | 260-20399      | 296.24                        |
|                | INV0005307                     | PERS- NEW EMPLOY CONTRB  |                                                | 261-20399      | 52.20                         |
|                | INV0005307                     | PERS- NEW EMPLOY CONTRB  |                                                | 285-20399      | 469.53                        |
| DFT0001151     | 1/15/2021                      | PERSYS-RETIRE            | CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM |                | 745.67                        |
|                | INV0005308                     | EMPLOYEE PORTION         |                                                | 100-20360      | 688.69                        |
|                | INV0005308                     | EMPLOYEE PORTION         |                                                | 200-20360      | 16.28                         |
|                | INV0005308                     | EMPLOYEE PORTION         |                                                | 210-20360      | 8.14                          |
|                | INV0005308                     | EMPLOYEE PORTION         |                                                | 285-20360      | 32.56                         |
| DFT0001152     | 1/15/2021                      | PERSYS-RETIRE            | CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM |                | 35.00                         |
|                | INV0005310                     | SURVIVORS LIFE INSURANCE |                                                | 100-20350      | 26.10                         |
|                | INV0005310                     | SURVIVORS LIFE INSURANCE |                                                | 200-20350      | 1.86                          |
|                | INV0005310                     | SURVIVORS LIFE INSURANCE |                                                | 203-20350      | 0.99                          |
|                | INV0005310                     | SURVIVORS LIFE INSURANCE |                                                | 205-20350      | 1.07                          |
|                | INV0005310                     | SURVIVORS LIFE INSURANCE |                                                | 210-20350      | 1.30                          |
|                | INV0005310                     | SURVIVORS LIFE INSURANCE |                                                | 215-20350      | 0.39                          |
|                | INV0005310                     | SURVIVORS LIFE INSURANCE |                                                | 260-20350      | 1.07                          |
|                | INV0005310                     | SURVIVORS LIFE INSURANCE |                                                | 261-20350      | 0.18                          |
|                | INV0005310                     | SURVIVORS LIFE INSURANCE |                                                | 285-20350      | 2.04                          |
| DFT0001153     | 1/15/2021                      | EMPLOY                   | EMPLOYMENT DEVELOPMENT DEPT                    |                | 4,509.44                      |
|                | INV0005313                     | STATE INCOME TAX         |                                                | 100-20310      | 3,277.03                      |
|                | INV0005313                     | STATE INCOME TAX         |                                                | 200-20310      | 269.92                        |
|                | INV0005313                     | STATE INCOME TAX         |                                                | 203-20310      | 156.45                        |
|                | INV0005313                     | STATE INCOME TAX         |                                                | 205-20310      | 146.93                        |
|                | INV0005313                     | STATE INCOME TAX         |                                                | 210-20310      | 144.30                        |
|                | INV0005313                     | STATE INCOME TAX         |                                                | 215-20310      | 104.50                        |
|                | INV0005313                     | STATE INCOME TAX         |                                                | 260-20310      | 132.33                        |
|                | INV0005313                     | STATE INCOME TAX         |                                                | 285-20310      | 277.98                        |
| DFT0001154     | 1/15/2021                      | IRSPR                    | IRS PAYROLL TAX DEPOSIT                        |                | 13,181.59                     |
|                | INV0005314                     | FEDERAL WITHHOLDING      |                                                | 100-20300      | 9,708.93                      |
|                | INV0005314                     | FEDERAL WITHHOLDING      |                                                | 200-20300      | 777.99                        |
|                | INV0005314                     | FEDERAL WITHHOLDING      |                                                | 203-20300      | 407.06                        |
|                | INV0005314                     | FEDERAL WITHHOLDING      |                                                | 205-20300      | 385.07                        |
|                | INV0005314                     | FEDERAL WITHHOLDING      |                                                | 210-20300      | 405.84                        |
|                | INV0005314                     | FEDERAL WITHHOLDING      |                                                | 215-20300      | 257.43                        |
|                | INV0005314                     | FEDERAL WITHHOLDING      |                                                | 260-20300      | 484.33                        |
|                | INV0005314                     | FEDERAL WITHHOLDING      |                                                | 285-20300      | 754.94                        |
| DFT0001155     | 1/15/2021                      | IRSPR                    | IRS PAYROLL TAX DEPOSIT                        |                | 4,204.00                      |
|                | INV0005315                     | MEDICARE TAX             |                                                | 100-20300      | 3,007.00                      |
|                | INV0005315                     | MEDICARE TAX             |                                                | 200-20300      | 257.32                        |
|                | INV0005315                     | MEDICARE TAX             |                                                | 203-20300      | 132.60                        |
|                | INV0005315                     | MEDICARE TAX             |                                                | 205-20300      | 115.76                        |
|                | INV0005315                     | MEDICARE TAX             |                                                | 210-20300      | 122.42                        |
|                | INV0005315                     | MEDICARE TAX             |                                                | 215-20300      | 66.04                         |
|                | INV0005315                     | MEDICARE TAX             |                                                | 260-20300      | 261.96                        |
|                | INV0005315                     | MEDICARE TAX             |                                                | 261-20300      | 18.90                         |
|                | INV0005315                     | MEDICARE TAX             |                                                | 285-20300      | 222.00                        |

**Check Register Report****Payment Dates: 1/1/2021 - 1/15/2021**

| <b>Payment Number</b> | <b>Payment Date</b><br><b>Payable Number</b> | <b>Vendor #</b><br><b>Description</b> | <b>Vendor Name</b> | <b>Account Number</b> | <b>Payment Amount</b><br><b>Item Amount</b> |
|-----------------------|----------------------------------------------|---------------------------------------|--------------------|-----------------------|---------------------------------------------|
| DFT0001164            | 1/15/2021                                    | CAPERS                                | CALPERS            |                       | 18,977.28                                   |
|                       | 100000016278989                              | 2021 RBF CONTRIBUTION                 |                    | 100-1135-51211        | 18,977.28                                   |
| <b>Grand Total:</b>   |                                              |                                       |                    |                       | <b>1,131,110.54</b>                         |

## Report Summary

## Fund Summary

| Fund                                         | Payment Amount      |
|----------------------------------------------|---------------------|
| 100 - GENERAL FUND                           | 772,187.89          |
| 200 - GAS TAX FUND                           | 31,162.06           |
| 202 - RMRA (SB 1)                            | 52,047.13           |
| 203 - MEASURE M FUND                         | 3,593.94            |
| 205 - MEASURE R FUND                         | 13,069.98           |
| 210 - PROP A FUND                            | 3,459.11            |
| 215 - PROP C FUND                            | 4,841.89            |
| 260 - CDBG PROGRAM FUND                      | 2,482.34            |
| 261 - CDBG CARES                             | 10,163.08           |
| 262 - STATE CARES                            | 15,312.00           |
| 280 - MISCELLANEOUS GRANTS FUND              | 28,381.55           |
| 284 - MEASURE W                              | 1,561.25            |
| 285 - LIGHTING & LANDSCAPE MAINTENANCE       | 38,326.36           |
| 405 - 2019A CAPITAL PROJECT FUND             | 33,151.25           |
| 410 - 2019B CAPITAL PROJECT FUND             | 33,151.25           |
| 500 - SEWER CONSTRUCTION/MAINTENANCE FUND    | 66,285.10           |
| 550 - EQUIPMENT REPLACEMENT FUND             | 7,961.98            |
| 555 - VEHICLE MAINTENANCE & REPLACEMENT FUND | 13,593.60           |
| 600 - SPECIAL DEPOSIT FUND                   | 378.78              |
| <b>Grand Total:</b>                          | <b>1,131,110.54</b> |

## Account Summary

| Account Number | Account Name                  | Payment Amount |
|----------------|-------------------------------|----------------|
| 100-1100-53111 | Contract Services - Private   | 2,500.00       |
| 100-1100-53972 | Conferences & Meetings        | 500.00         |
| 100-1100-53976 | Special Departmental          | 150.99         |
| 100-1110-53114 | Legal Services - General      | 31,173.69      |
| 100-1110-53972 | Conferences & Meetings        | 69.25          |
| 100-1110-53976 | Special Departmental          | 589.62         |
| 100-1120-53011 | Operating Supplies            | 68.19          |
| 100-1120-53115 | Contract Services - Election  | 960.01         |
| 100-1130-53011 | Operating Supplies            | 222.75         |
| 100-1130-53111 | Contract Services - Private   | 892.02         |
| 100-1130-53976 | Special Departmental          | 500.00         |
| 100-1135-51211 | Retirement                    | 18,977.28      |
| 100-1135-53011 | Operating Supplies            | 395.96         |
| 100-1150-53011 | Operating Supplies            | 381.16         |
| 100-1150-53211 | Postage & Mailing Services    | 35.79          |
| 100-1150-53711 | Utility - Gas                 | 826.59         |
| 100-1150-53712 | Utility - Electricity         | 2,963.78       |
| 100-1150-53715 | Utility - Communications      | 795.43         |
| 100-1150-53811 | Equipment Maintenance         | 1,535.52       |
| 100-1150-53813 | Facility Maintenance          | 426.60         |
| 100-1150-53814 | Landscape Maintenance         | 2,080.69       |
| 100-1150-53911 | Equipment Lease/Rental        | 1,516.27       |
| 100-20220      | Retention Payable             | -3,624.56      |
| 100-20300      | FIT Payable                   | 12,715.93      |
| 100-20310      | SIT Payable                   | 3,277.03       |
| 100-20340      | PARS                          | 1,940.37       |
| 100-20350      | Group Insurance               | 26.10          |
| 100-20360      | PERS                          | 8,857.70       |
| 100-20380      | Union Dues                    | 648.97         |
| 100-20399      | Other Payroll Deductions      | 5,954.81       |
| 100-2100-53110 | Contract Services - LA Sher.. | 522,499.82     |
| 100-2100-53186 | Liability Trust Fund          | 54,951.69      |
| 100-2100-53715 | Utility - Communications      | 197.05         |
| 100-2110-53011 | Operating Supplies            | 176.38         |

## Account Summary

| Account Number | Account Name                 | Payment Amount |
|----------------|------------------------------|----------------|
| 100-2110-53015 | Uniform/Boot Reimburse...    | 267.24         |
| 100-2110-53111 | Contract Services - Private  | 293.68         |
| 100-2110-53114 | Legal Services               | 738.00         |
| 100-2110-53411 | Printing & Publishing        | 205.08         |
| 100-2110-53715 | Utility - Communications     | 510.96         |
| 100-2130-53011 | Operating Supplies           | 277.35         |
| 100-2130-53111 | Contract Services - Private  | 1,776.00       |
| 100-3100-53012 | Small Tools & Equipment      | 505.02         |
| 100-3100-53715 | Utility - Communications     | 457.87         |
| 100-3100-53976 | Special Departmental         | 928.51         |
| 100-3110-53120 | Engineering Permits          | 1,866.15       |
| 100-3110-53121 | Industrial Waste Inspecti... | 77.29          |
| 100-3300-53411 | Printing & Publishing        | 116.00         |
| 100-3320-53111 | Contract Services - Private  | 54.00          |
| 100-3330-53011 | Operating Supplies           | 290.59         |
| 100-3330-53012 | Small Tools & Equipment      | 400.05         |
| 100-3330-53822 | Park Maintenance & Repa...   | 80.00          |
| 100-3330-53976 | Special Departmental         | 355.23         |
| 100-4100-53012 | Small Tools & Equipment      | 502.12         |
| 100-4100-53111 | Contract Services - Private  | 1,176.00       |
| 100-4100-53711 | Utility - Gas                | 133.54         |
| 100-4100-53712 | Utility - Electricity        | 607.19         |
| 100-4100-53714 | Utility - Water              | 480.66         |
| 100-4100-53811 | Equipment Maintenance        | 471.50         |
| 100-4100-53971 | Dues & Memberships           | 45.00          |
| 100-4110-53012 | Small Tools & Equipment      | 13.05          |
| 100-4110-53711 | Utility - Gas                | 493.28         |
| 100-4110-53712 | Utility - Electricity        | 1,094.04       |
| 100-4110-53714 | Utility - Water              | 480.65         |
| 100-4110-53715 | Utility - Communications     | 44.29          |
| 100-4130-53711 | Utility - Gas                | 203.14         |
| 100-4130-53712 | Utility - Electricity        | 576.22         |
| 100-4130-53715 | Utility - Communications     | 163.03         |
| 100-4130-53813 | Facility Maintenance         | 360.00         |
| 100-4130-53814 | Landscape Maintenance        | 168.48         |
| 100-4140-53111 | Contract Services - Private  | 364.00         |
| 100-4140-53979 | Special Events               | 1,295.00       |
| 100-4140-53993 | Youth Activities Program     | 2,100.00       |
| 100-42140      | Animal License Fees          | 80.00          |
| 100-42160      | SB 1186 (CASP Fee)           | 118.00         |
| 100-48900      | Miscellaneous                | -18.66         |
| 100-5596-59300 | Construction Costs           | 76,855.46      |
| 200-20300      | FIT Payable                  | 1,035.31       |
| 200-20310      | SIT Payable                  | 269.92         |
| 200-20340      | PARS                         | 152.41         |
| 200-20350      | Group Insurance              | 1.86           |
| 200-20360      | PERS                         | 791.83         |
| 200-20380      | Union Dues                   | 52.35          |
| 200-20399      | Other Payroll Deductions     | 667.68         |
| 200-3120-53016 | Graffiti Removal Supplies    | 1,256.53       |
| 200-3120-53111 | Contract Services - Private  | 270.00         |
| 200-3120-53713 | Utility - Hwy Lights         | 5,802.84       |
| 200-3120-53714 | Utility - Water              | 3,746.70       |
| 200-3120-53814 | Landscape Maintenance        | 5,493.74       |
| 200-3120-53819 | Signal Maintenance           | 5,263.23       |
| 200-3120-53821 | Traffic Markings/Signs       | 3,557.86       |
| 200-5583-59300 | Construction Costs           | 2,799.80       |
| 202-20220      | Retention Payable            | 52,047.14      |

## Account Summary

| Account Number | Account Name                | Payment Amount |
|----------------|-----------------------------|----------------|
| 202-5510-59300 | Construction Costs          | -0.01          |
| 203-20220      | Retention Payable           | 1,559.23       |
| 203-20300      | FIT Payable                 | 539.66         |
| 203-20310      | SIT Payable                 | 156.45         |
| 203-20340      | PARS                        | 64.69          |
| 203-20350      | Group Insurance             | 0.99           |
| 203-20360      | PERS                        | 371.47         |
| 203-20380      | Union Dues                  | 19.36          |
| 203-20399      | Other Payroll Deductions    | 342.09         |
| 203-5590-59300 | Construction Costs          | 540.00         |
| 205-20220      | Retention Payable           | 11,559.23      |
| 205-20300      | FIT Payable                 | 500.83         |
| 205-20310      | SIT Payable                 | 146.93         |
| 205-20340      | PARS                        | 1.15           |
| 205-20350      | Group Insurance             | 1.07           |
| 205-20360      | PERS                        | 441.84         |
| 205-20380      | Union Dues                  | 21.90          |
| 205-20399      | Other Payroll Deductions    | 397.03         |
| 210-20300      | FIT Payable                 | 528.26         |
| 210-20310      | SIT Payable                 | 144.30         |
| 210-20340      | PARS                        | 1.15           |
| 210-20350      | Group Insurance             | 1.30           |
| 210-20360      | PERS                        | 490.71         |
| 210-20380      | Union Dues                  | 45.74          |
| 210-20399      | Other Payroll Deductions    | 446.75         |
| 210-3130-53915 | Public Transit Subsidy      | 1,800.90       |
| 215-20220      | Retention Payable           | 391.40         |
| 215-20300      | FIT Payable                 | 323.47         |
| 215-20310      | SIT Payable                 | 104.50         |
| 215-20340      | PARS                        | 1.15           |
| 215-20350      | Group Insurance             | 0.39           |
| 215-20360      | PERS                        | 202.07         |
| 215-20380      | Union Dues                  | 4.15           |
| 215-20399      | Other Payroll Deductions    | 273.21         |
| 215-5518-59600 | Other Services              | 3,541.55       |
| 260-20300      | FIT Payable                 | 746.29         |
| 260-20310      | SIT Payable                 | 132.33         |
| 260-20340      | PARS                        | 393.54         |
| 260-20350      | Group Insurance             | 1.07           |
| 260-20360      | PERS                        | 456.44         |
| 260-20380      | Union Dues                  | 30.92          |
| 260-20399      | Other Payroll Deductions    | 721.75         |
| 261-20300      | FIT Payable                 | 18.90          |
| 261-20350      | Group Insurance             | 0.18           |
| 261-20360      | PERS                        | 91.80          |
| 261-20399      | Other Payroll Deductions    | 52.20          |
| 261-3320-53981 | Grants & Loans - Commer...  | 10,000.00      |
| 262-3320-53111 | Contract Services-Private   | 15,312.00      |
| 280-20220      | Retention Payable           | -967.45        |
| 280-5594-59300 | Construction Costs          | 29,349.00      |
| 284-3100-53111 | Contract Services - Private | 1,561.25       |
| 285-20300      | FIT Payable                 | 976.94         |
| 285-20310      | SIT Payable                 | 277.98         |
| 285-20340      | PARS                        | 78.33          |
| 285-20350      | Group Insurance             | 2.04           |
| 285-20360      | PERS                        | 721.37         |
| 285-20380      | Union Dues                  | 42.10          |
| 285-20399      | Other Payroll Deductions    | 539.40         |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>          | <b>Payment Amount</b> |
|-----------------------|------------------------------|-----------------------|
| 285-3330-53711        | Utility - Gas                | 32.54                 |
| 285-3330-53712        | Utility - Electricity        | 21,705.18             |
| 285-3330-53715        | Utility - Communications     | 64.81                 |
| 285-3330-53813        | Facility Maintenance         | 750.00                |
| 285-3330-53822        | Park Maintenance & Repa...   | 10,640.72             |
| 285-3330-53911        | Equipment Lease/Rental       | 1,512.00              |
| 285-5595-59300        | Construction Costs           | 982.95                |
| 405-5598-59210        | DESIGN ENGINEERING           | 33,151.25             |
| 410-5598-59210        | DESIGN ENGINEERING           | 33,151.25             |
| 500-20220             | Retention Payable            | -2,241.90             |
| 500-3210-53111        | Contract Services - Private  | 1,142.50              |
| 500-3210-53112        | Contract Services - Public   | 14,984.00             |
| 500-5580-59300        | Construction Costs           | 44,838.00             |
| 500-5595-59300        | Construction Cost            | 7,562.50              |
| 550-6100-53017        | Software & Licensing         | 800.92                |
| 550-6100-53018        | Computer Hardware & Su...    | 7,161.06              |
| 555-3150-53014        | Fuel                         | 2,069.11              |
| 555-3150-53812        | Vehicle Maintenance          | 7,921.72              |
| 555-3150-53912        | Vehicle Lease                | 3,602.77              |
| 600-20250             | Deposit - Teen Voice Prog... | 110.57                |
| 600-47440             | Strong Motion Inst. Fee      | 163.21                |
| 600-47441             | SB1473 (Green Fee)           | 105.00                |
| <b>Grand Total:</b>   |                              | <b>1,131,110.54</b>   |

**Project Account Summary**

| <b>Project Account Key</b> | <b>Payment Amount</b> |
|----------------------------|-----------------------|
| **None**                   | 1,091,367.44          |
| 30221E                     | 54.00                 |
| 62020E                     | 289.71                |
| 62021E                     | 1,056.95              |
| 69420E                     | 214.30                |
| 69421E                     | 6,964.38              |
| 69721E                     | 5,792.85              |
| 70421E                     | 15,312.00             |
| 70521E                     | 10,000.00             |
| 70821E                     | 58.91                 |
| <b>Grand Total:</b>        | <b>1,131,110.54</b>   |

**RESOLUTION NO. SA 21-101**

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE  
LA PUENTE COMMUNITY DEVELOPMENT  
COMMISSION ALLOWING CERTAIN CLAIMS AND  
DEMANDS IN THE AMOUNT OF \$112,445.29 (WARRANT  
REGISTER 67)**

THE CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE LAN  
PUENTE COMMUNITY DEVELOPMENT COMMISSION 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 121and Draft 01139 and  
01167 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 26<sup>th</sup> day of January by the following  
vote:

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

\_\_\_\_\_  
Charlie Klinakis, Mayor

ATTEST:

\_\_\_\_\_  
Sheryl Garcia, City Clerk



City of La Puente

# Check Register Report

By Payment Number

Payment Dates 12/18/2020 - 1/15/2021

| Payment Number | Payment Date<br>Payable Number       | Vendor #<br>Description                                      | Vendor Name          | Account Number              | Payment Amount<br>Item Amount     |
|----------------|--------------------------------------|--------------------------------------------------------------|----------------------|-----------------------------|-----------------------------------|
| 121            | 12/18/2020<br>INV0005247             | LAPUENTE<br>ADMIN ROPS 20-21 (JULY-DEC)                      | CITY OF LA PUENTE    | 610-9990-54999              | 43,640.89<br>43,640.89            |
| DFT0001139     | 1/8/2021<br>INV0005282<br>INV0005282 | THEBAN<br>SA TAB INT & PRINC PYMT<br>SA TAB INT & PRINC PYMT | THE BANK OF NEW YORK | 610-10120<br>610-5100-53990 | 67,304.40<br>-120.60<br>67,425.00 |
| DFT0001167     | 1/15/2021<br>252-2322208             | BNY<br>20/21 FISCAL AGENT FEES                               | BANK OF NEW YORK     | 610-5100-53966              | 1,500.00<br>1,500.00              |
| Grand Total:   |                                      |                                                              |                      |                             | 112,445.29                        |

**Report Summary****Fund Summary**

| <b>Fund</b>                 | <b>Payment Amount</b> |
|-----------------------------|-----------------------|
| 610 - SUCCESSOR AGENCY FUND | 112,445.29            |
| <b>Grand Total:</b>         | <b>112,445.29</b>     |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>      | <b>Payment Amount</b> |
|-----------------------|--------------------------|-----------------------|
| 610-10120             | Cash with Fiscal Agent   | -120.60               |
| 610-5100-53966        | Fiscal Agent Fees        | 1,500.00              |
| 610-5100-53990        | Debt Service Payments    | 67,425.00             |
| 610-9990-54999        | Transfers to Other Funds | 43,640.89             |
| <b>Grand Total:</b>   |                          | <b>112,445.29</b>     |

**Project Account Summary**

| <b>Project Account Key</b> | <b>Payment Amount</b> |
|----------------------------|-----------------------|
| **None**                   | 112,445.29            |
| <b>Grand Total:</b>        | <b>112,445.29</b>     |





## City of La Puente AGENDA REPORT

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To: Mayor and City Council For meeting of: January 26, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF OCTOBER, NOVEMBER, AND DECEMBER 2020  
INVESTMENT REPORTS

### BACKGROUND

This report presents the City's investment portfolio for the three (3) month period beginning October 1, 2020 and ending December 31, 2020. Each month is reported separately in the attached documents. 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 9, 2020.

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 October, November, and December 2020 are attached for your review.

The investment activity for the October through December period is summarized in the table below:

| Action   | Instrument                                 | Settlement Date | Interest Rate | Maturity Date | Face Value   |
|----------|--------------------------------------------|-----------------|---------------|---------------|--------------|
| Purchase | Certificate of Deposit-<br>Pathfinder Bank | 10/02/2020      | 0.50%         | 10/14/2025    | \$249,000.00 |

|      |                                                                         |            |        |            |              |
|------|-------------------------------------------------------------------------|------------|--------|------------|--------------|
| Sale | Government Obligation-<br>Federal Home Loan<br>Bank Bond (FHLB)         | 10/07/2020 | 1.25%  | 04/07/2025 | \$250,000.00 |
| Sale | Certificate of Deposit-<br>Pathfinder Bank                              | 10/13/2020 | 1.30%  | 03/13/2025 | \$249,000.00 |
| Sale | Government Obligation-<br>Federal Farm Credit<br>Bank Bond (FFCB)       | 10/15/2020 | 1.92%  | 10/15/2024 | \$250,000.00 |
| Sale | Government Obligation-<br>Federal Farm Credit<br>Bank Bond (FFCB)       | 10/16/2020 | 2.625% | 10/16/2020 | \$250,000.00 |
| Sale | Government Obligation-<br>Federal Home Loan<br>Mortgage Corp<br>(FHLMC) | 11/12/2020 | 1.75%  | 11/12/2024 | \$250,000.00 |
| Sale | Government Obligation-<br>Federal Home Loan<br>Bank Bond (FHLB)         | 11/27/2020 | 0.72%  | 05/27/2025 | \$250,000.00 |
| Sale | Government Obligation-<br>Federal National<br>Mortgage Assoc.<br>(FNMA) | 11/27/2020 | 0.75%  | 05/27/2025 | \$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 complies 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 these reports.

### ATTACHMENTS

Attachment “A”: October 2020 Investment Report  
Attachment “B”: November 2020 Investment Report  
Attachment “C”: December 2020 Investment Report

Cash and Investment Report  
October 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 |        |               |               | 0.685%        | \$ 2,696,590  | \$ 2,696,590  | \$ 2,707,685  | LAIF                       |
| Government Obligations                           |        |               |               |               |               |               |               |                            |
| U.S. Agency Security                             | FFCB   | 01/16/19      | 01/26/21      | 3.000%        | 250,000       | 253,437       | 251,773       | Multi-Bank                 |
| U.S. Agency Security                             | FFCB   | 06/07/19      | 06/13/24      | 1.950%        | 250,000       | 249,712       | 264,813       | Stifel                     |
| U.S. Agency Security                             | FFCB   | 06/12/19      | 06/21/24      | 2.220%        | 250,000       | 250,000       | 252,318       | Stifel                     |
| U.S. Agency Security                             | FFCB   | 06/10/20      | 06/10/25      | 0.680%        | 250,000       | 250,000       | 250,998       | Multi-Bank                 |
| U.S. Agency Security                             | FFCB   | 06/02/20      | 06/09/25      | 0.500%        | 250,000       | 250,000       | 250,705       | Stifel                     |
| U.S. Agency Security                             | FFCB   | 07/29/20      | 07/29/25      | 0.580%        | 250,000       | 250,000       | 249,198       | Stifel                     |
| U.S. Agency Security                             | FHLB   | 05/05/20      | 05/19/25      | 0.750%        | 250,000       | 250,000       | 246,968       | Stifel                     |
| U.S. Agency Security                             | FHLB   | 06/29/20      | 06/30/25      | 0.650%        | 375,000       | 375,000       | 369,735       | Stifel                     |
| U.S. Agency Security                             | FHLB   | 06/29/20      | 06/30/25      | 0.680%        | 250,000       | 250,000       | 246,285       | Stifel                     |
| U.S. Agency Security                             | FHLB   | 06/03/20      | 05/27/25      | 0.720%        | 250,000       | 250,030       | 246,855       | Multi-Bank                 |
| U.S. Agency Security                             | FHLMC  | 04/21/20      | 04/21/25      | 0.700%        | 500,000       | 499,260       | 500,030       | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 11/04/19      | 11/12/24      | 1.750%        | 250,000       | 249,625       | 250,080       | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 11/14/19      | 05/10/24      | 1.750%        | 250,000       | 250,061       | 251,725       | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 08/12/16      | 08/12/21      | 1.125%        | 250,000       | 246,250       | 251,928       | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 01/29/20      | 01/29/25      | 1.875%        | 250,000       | 250,000       | 250,620       | Multi-Bank                 |
| U.S. Agency Security                             | FHLMC  | 06/19/20      | 06/30/25      | 0.720%        | 250,000       | 250,000       | 249,955       | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 06/29/20      | 06/28/24      | 0.500%        | 250,000       | 250,000       | 249,798       | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 05/01/20      | 05/05/25      | 0.700%        | 250,000       | 249,750       | 250,048       | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 07/14/20      | 07/14/25      | 0.600%        | 250,000       | 250,000       | 248,553       | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 07/23/20      | 07/23/25      | 0.500%        | 250,000       | 249,625       | 248,395       | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 07/29/20      | 04/29/25      | 0.700%        | 250,000       | 250,000       | 248,800       | Stifel                     |
| U.S. Agency Security                             | FNMA   | 05/27/20      | 05/27/25      | 0.750%        | 250,000       | 250,250       | 250,035       | Multi-Bank                 |
| U.S. Agency Security                             | FNMA   | 06/04/20      | 06/30/25      | 0.800%        | 250,000       | 250,000       | 250,100       | Stifel                     |
| U.S. Agency Security                             | FNMA   | 06/04/20      | 06/04/25      | 0.710%        | 250,000       | 250,000       | 250,130       | Multi-Bank                 |
| U.S. Agency Security                             | FNMA   | 05/27/20      | 05/27/20      | 0.750%        | 250,000       | 250,000       | 250,108       | Multi-Bank                 |
| U.S. Agency Security                             | FNMA   | 07/22/20      | 07/22/25      | 0.600%        | 250,000       | 250,000       | 248,715       | Stifel                     |
| U.S. Agency Security                             | FNMA   | 08/03/20      | 08/19/25      | 0.625%        | 250,000       | 250,000       | 249,165       | Stifel                     |
| U.S. Agency Security                             | FNMA   | 08/03/20      | 08/12/25      | 0.500%        | 250,000       | 250,000       | 248,728       | Stifel                     |
| U.S. Agency Security                             | FNMA   | 08/17/20      | 08/14/25      | 0.500%        | 250,000       | 249,899       | 248,485       | Stifel                     |
| U.S. Agency Security                             | FNMA   | 07/29/20      | 07/29/25      | 0.700%        | 250,000       | 250,000       | 248,755       | Multi-Bank                 |
| Total Government Securities                      |        |               |               |               | 7,875,000     | 7,872,899     | 7,873,795     |                            |
| Municipal Bonds***                               |        |               |               | various       | 250,000       | 248,761       | 262,678       | Stifel                     |
| Negotiable Certificates of Deposit ***           |        |               |               | various       | 8,177,000     | 8,177,221     | 8,456,531     | Stifel                     |
| Corporate Bonds***                               |        |               |               | various       | 1,250,000     | 1,233,425     | 1,296,575     | Stifel                     |
| Total Investments                                |        |               |               |               | \$ 20,248,590 | \$ 20,228,895 | \$ 20,597,264 |                            |
| Deposits                                         |        |               |               |               |               | 205,806       | *             |                            |
| Miscellaneous Cash                               |        |               |               |               |               | 2,200         | **            |                            |
| Total Cash and Deposits                          |        |               |               |               |               | 208,006       |               |                            |
| Total Investments, Cash and Deposits             |        |               |               |               |               | \$ 20,436,901 |               |                            |

I certify that this investment portfolio is in conformity with the Investment Policy of the City of La Puente as stated in Resolution No. 20-5558 dated June 09, 2020. The Investment Program provides sufficient liquidity to meet the next six months' estimated expenditures.

\* 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

Troy O. Grunklee, CPA  
Dir. Of Aministrative Services

Alex Merkel Medina  
Principal Accountant

**CITY OF LA PUENTE****Negotiable Certificates of Deposit****Cash and Investment Report****October 31, 2020**

| <b>Issuer</b>                                       | <b>Purchase Date</b> | <b>Maturity Date</b> | <b>Interest Rate</b> | <b>Face Value</b>          | <b>Book Value</b>          | <b>Market Value</b>        | <b>Source of Valuation</b> |
|-----------------------------------------------------|----------------------|----------------------|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| JP Morgan Chase Bank                                | 5/19/20              | 5/28/25              | 1.00%                | 248,000                    | 248,000                    | 254,800                    | Stifel                     |
| BMW Bank                                            | 2/26/16              | 2/26/21              | 1.70%                | 248,000                    | 248,000                    | 249,557                    | Stifel                     |
| Pinnacle Bank                                       | 9/22/17              | 3/22/21              | 1.95%                | 245,000                    | 245,000                    | 246,842                    | Stifel                     |
| Bank Hapoalim                                       | 4/6/16               | 4/6/21               | 1.60%                | 248,000                    | 248,000                    | 249,679                    | Stifel                     |
| Synchrony Bank                                      | 4/15/16              | 4/15/21              | 1.50%                | 248,000                    | 248,000                    | 249,937                    | Stifel                     |
| Wells Fargo Bank                                    | 6/17/16              | 6/17/21              | 1.75%                | 248,000                    | 248,000                    | 250,408                    | Stifel                     |
| Mercantil Commerce Bank                             | 6/24/16              | 6/24/21              | 1.65%                | 248,000                    | 248,000                    | 250,480                    | Stifel                     |
| Keesler Federal Credit Union                        | 2/28/19              | 8/30/21              | 3.05%                | 249,000                    | 249,000                    | 255,200                    | Stifel                     |
| Discover Bank                                       | 12/14/16             | 12/14/21             | 2.10%                | 248,000                    | 248,000                    | 253,640                    | Stifel                     |
| State Bank of India, NY                             | 1/26/17              | 1/26/22              | 2.35%                | 248,000                    | 248,000                    | 254,989                    | Stifel                     |
| Mountain America FCU                                | 4/23/19              | 3/27/23              | 3.00%                | 249,000                    | 249,205                    | 266,034                    | Stifel                     |
| Sallie Mae Bank                                     | 3/22/17              | 3/22/22              | 2.35%                | 247,000                    | 247,000                    | 254,783                    | Stifel                     |
| Medallion Bank                                      | 4/4/17               | 4/4/22               | 2.25%                | 248,000                    | 248,000                    | 255,641                    | Stifel                     |
| American Express Centurion Bank                     | 4/5/17               | 4/5/22               | 2.45%                | 247,000                    | 247,000                    | 255,111                    | Stifel                     |
| Goldman Sachs Bank                                  | 4/12/17              | 4/12/22              | 2.40%                | 247,000                    | 247,000                    | 254,249                    | Stifel                     |
| Capital One Bank USA NA                             | 4/19/17              | 4/19/22              | 2.40%                | 247,000                    | 247,000                    | 255,381                    | Stifel                     |
| EverBank                                            | 4/28/17              | 4/28/22              | 2.15%                | 248,000                    | 248,000                    | 255,624                    | Stifel                     |
| American Express Bank FSB                           | 5/3/17               | 5/3/22               | 2.35%                | 247,000                    | 247,000                    | 255,102                    | Stifel                     |
| Capital One Bank NA McLean VA                       | 5/10/17              | 5/10/22              | 2.30%                | 247,000                    | 247,000                    | 255,307                    | Stifel                     |
| Comenity Bank                                       | 5/31/17              | 5/31/22              | 2.35%                | 248,000                    | 248,000                    | 256,829                    | Stifel                     |
| First Bank of Highland                              | 6/21/17              | 6/21/22              | 2.10%                | 247,000                    | 247,000                    | 255,084                    | Stifel                     |
| Morgan Stanley Bank NA                              | 6/6/19               | 6/6/24               | 2.70%                | 246,000                    | 246,000                    | 267,714                    | Stifel                     |
| Morgan Stanley Private Bank                         | 4/23/19              | 4/25/24              | 2.75%                | 246,000                    | 246,000                    | 267,540                    | Stifel                     |
| East Boston Savings Bank                            | 8/14/20              | 8/14/25              | 0.50%                | 248,000                    | 248,000                    | 250,004                    | Stifel                     |
| Merrick Bank                                        | 7/31/19              | 7/31/24              | 2.20%                | 249,000                    | 249,000                    | 267,175                    | Stifel                     |
| Citadel Federal Credit Union                        | 2/26/20              | 2/27/25              | 1.65%                | 248,000                    | 248,000                    | 262,493                    | Stifel                     |
| Axos Bank                                           | 2/27/20              | 3/26/25              | 1.65%                | 249,000                    | 249,000                    | 263,751                    | Stifel                     |
| Pathfinder Bank                                     | 10/2/20              | 10/14/25             | 0.50%                | 249,000                    | 249,000                    | 249,508                    | Stifel                     |
| Evansville Teachers Fed. Credit                     | 8/27/19              | 8/29/22              | 2.10%                | 249,000                    | 249,000                    | 258,036                    | Stifel                     |
| First Bank of DeQueen                               | 8/21/19              | 8/30/24              | 1.80%                | 249,000                    | 249,000                    | 263,708                    | Multi-Bank                 |
| Luana Savings Bank                                  | 2/28/20              | 2/28/25              | 1.55%                | 248,000                    | 248,000                    | 261,454                    | Multi-Bank                 |
| Celtic Bank                                         | 4/17/20              | 4/17/25              | 1.50%                | 249,000                    | 249,000                    | 262,229                    | Multi-Bank                 |
| EnerBank                                            | 7/23/19              | 7/22/24              | 2.35%                | 247,000                    | 247,016                    | 248,242                    | Multi-Bank                 |
| <b>Total for Negotiable Certificates of Deposit</b> |                      |                      |                      | <b><u>\$ 8,177,000</u></b> | <b><u>\$ 8,177,221</u></b> | <b><u>\$ 8,456,531</u></b> |                            |

## CITY OF LA PUENTE

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**Corporate Bonds**  
**Cash and Investment Report**  
**October 31, 2020**


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| 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                    | 255,898                    | Stifel                     |
| Proctor and Gamble                          | 1/9/18        | 11/3/21       | 1.70%         | 250,000                    | 244,875                    | 253,428                    | Stifel                     |
| Bank of New York Mellon                     | 8/16/18       | 8/16/23       | 2.20%         | 250,000                    | 237,232                    | 262,013                    | Stifel                     |
| JP Morgan Chase                             | 4/3/19        | 5/18/23       | 2.70%         | 250,000                    | 251,094                    | 263,430                    | Stifel                     |
| Coca Cola                                   | 10/10/19      | 9/6/24        | 1.75%         | 250,000                    | 250,224                    | 261,808                    | Stifel                     |
| <b>Total for Negotiable Corporate Bonds</b> |               |               |               | <b><u>\$ 1,250,000</u></b> | <b><u>\$ 1,233,425</u></b> | <b><u>\$ 1,296,575</u></b> |                            |

## CITY OF LA PUENTE

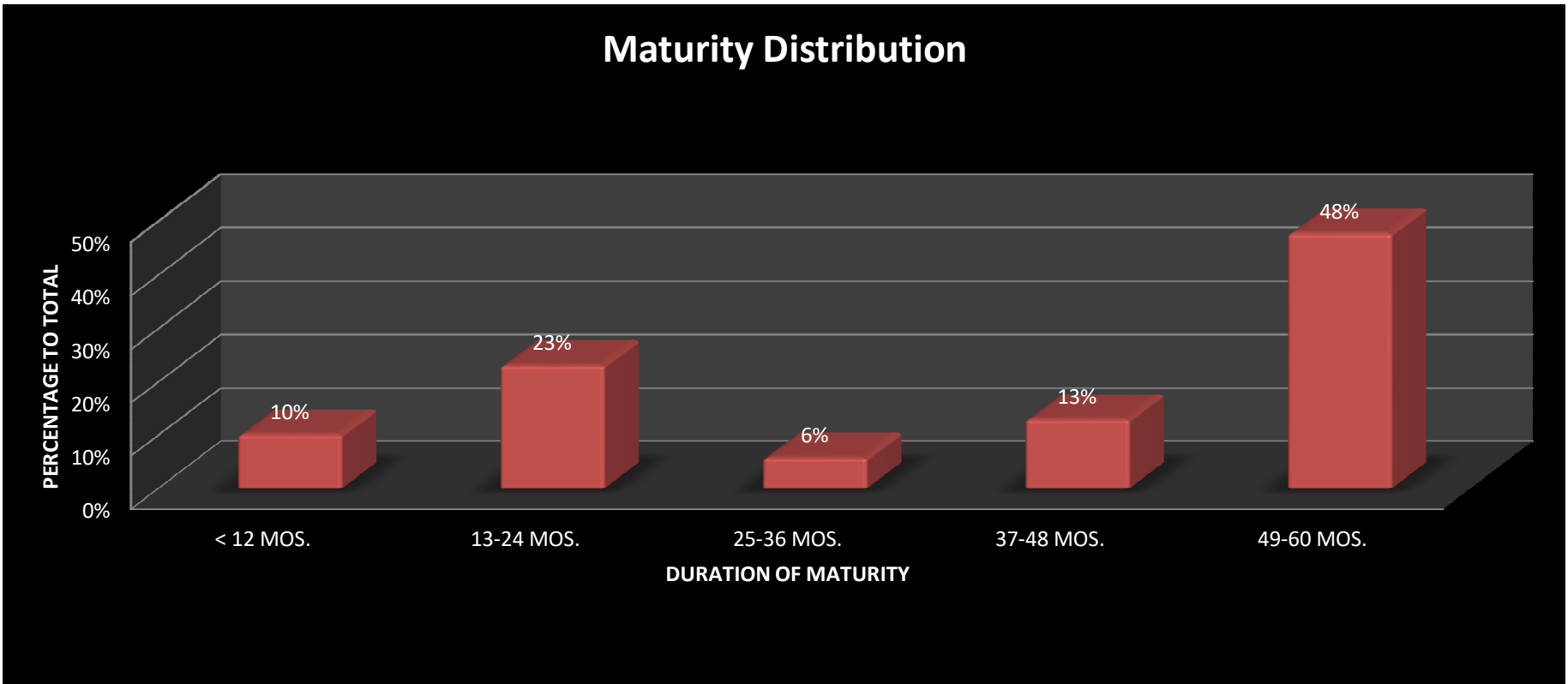
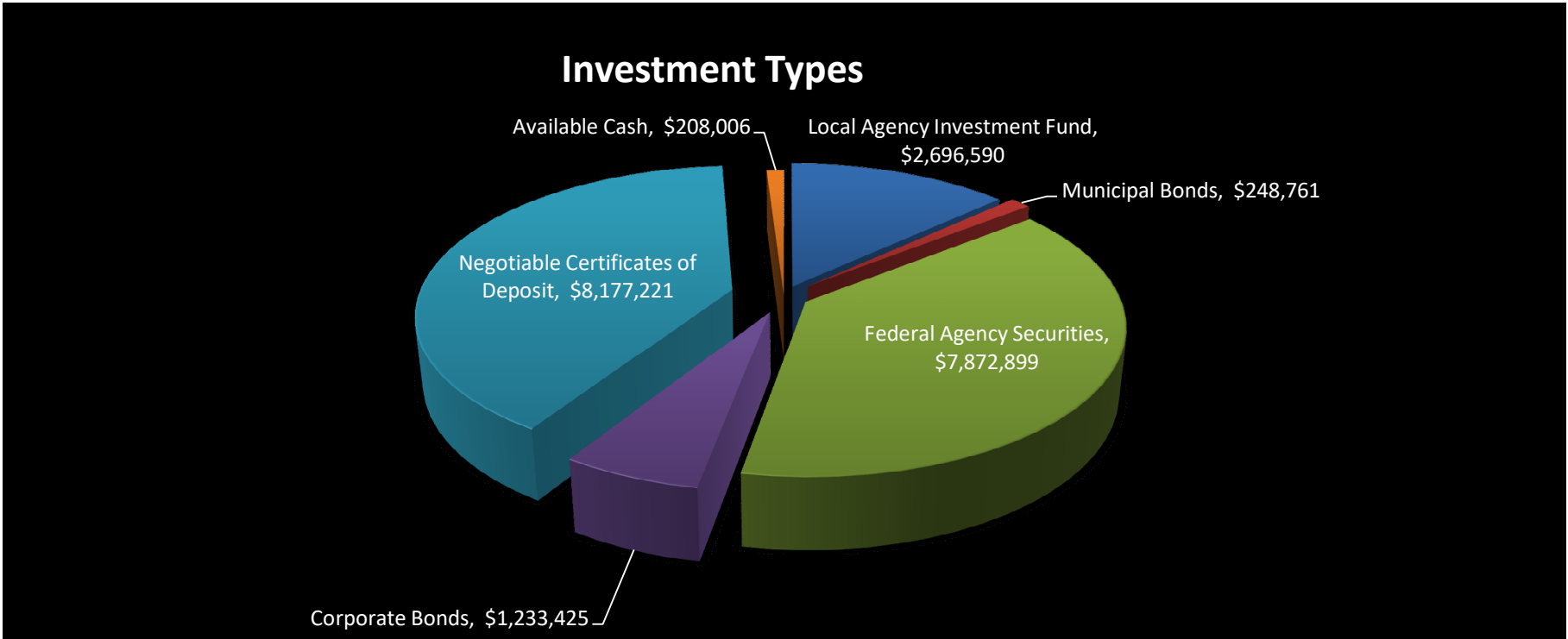
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**Municipal Bonds**  
**Cash and Investment Report**  
**October 31, 2020**


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| 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%         | <u>250,000</u>           | <u>248,761</u>           | <u>\$ 262,678</u>        | Stifel                     |
| <b>Total for Municipal Bonds</b>  |               |               |               | <b><u>\$ 250,000</u></b> | <b><u>\$ 248,761</u></b> | <b><u>\$ 262,678</u></b> |                            |

Cash and Investment Report Charts  
October 31, 2020



Cash and Investment Report  
November 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 |               |               | 0.685%        | \$ 2,456,590  | \$ 2,456,590  | \$ 2,466,697  | LAIF                       |
| Government Obligations                 |                     |               |               |               |               |               |               |                            |
| U.S. Agency Security                   | FFCB                | 01/16/19      | 01/26/21      | 3.000%        | 250,000       | 253,437       | 251,108       | Multi-Bank                 |
| U.S. Agency Security                   | FFCB                | 06/07/19      | 06/13/24      | 1.950%        | 250,000       | 249,712       | 264,708       | Stifel                     |
| U.S. Agency Security                   | FFCB                | 06/12/19      | 06/21/24      | 2.220%        | 250,000       | 250,000       | 252,338       | Stifel                     |
| U.S. Agency Security                   | FFCB                | 06/10/20      | 06/10/25      | 0.680%        | 250,000       | 250,000       | 251,045       | Multi-Bank                 |
| U.S. Agency Security                   | FFCB                | 06/02/20      | 06/09/25      | 0.500%        | 250,000       | 250,000       | 250,958       | Stifel                     |
| U.S. Agency Security                   | FFCB                | 07/29/20      | 07/29/25      | 0.580%        | 250,000       | 250,000       | 249,480       | Stifel                     |
| U.S. Agency Security                   | FHLB                | 05/05/20      | 05/19/25      | 0.750%        | 250,000       | 250,000       | 250,008       | Stifel                     |
| U.S. Agency Security                   | FHLB                | 06/29/20      | 06/30/25      | 0.650%        | 375,000       | 375,000       | 374,456       | Stifel                     |
| U.S. Agency Security                   | FHLB                | 06/29/20      | 06/30/25      | 0.680%        | 250,000       | 250,000       | 249,933       | Stifel                     |
| U.S. Agency Security                   | FHLMC               | 04/21/20      | 04/21/25      | 0.700%        | 500,000       | 499,260       | 500,070       | Stifel                     |
| U.S. Agency Security                   | FHLMC               | 11/14/19      | 05/10/24      | 1.750%        | 250,000       | 250,061       | 251,495       | Stifel                     |
| U.S. Agency Security                   | FHLMC               | 08/12/16      | 08/12/21      | 1.125%        | 250,000       | 246,250       | 251,748       | Stifel                     |
| U.S. Agency Security                   | FHLMC               | 01/29/20      | 01/29/25      | 1.875%        | 250,000       | 250,000       | 250,430       | Multi-Bank                 |
| U.S. Agency Security                   | FHLMC               | 06/19/20      | 06/30/25      | 0.720%        | 250,000       | 250,000       | 250,030       | Stifel                     |
| U.S. Agency Security                   | FHLMC               | 06/29/20      | 06/28/24      | 0.500%        | 250,000       | 250,000       | 250,005       | Stifel                     |
| U.S. Agency Security                   | FHLMC               | 05/01/20      | 05/05/25      | 0.700%        | 250,000       | 249,750       | 250,045       | Stifel                     |
| U.S. Agency Security                   | FHLMC               | 07/14/20      | 07/14/25      | 0.600%        | 250,000       | 250,000       | 248,843       | Stifel                     |
| U.S. Agency Security                   | FHLMC               | 07/23/20      | 07/23/25      | 0.500%        | 250,000       | 249,625       | 248,708       | Stifel                     |
| U.S. Agency Security                   | FHLMC               | 07/29/20      | 04/29/25      | 0.700%        | 250,000       | 250,000       | 249,073       | Stifel                     |
| U.S. Agency Security                   | FNMA                | 06/04/20      | 06/30/25      | 0.800%        | 250,000       | 250,000       | 250,130       | Stifel                     |
| U.S. Agency Security                   | FNMA                | 06/04/20      | 06/04/25      | 0.710%        | 250,000       | 250,000       | 250,150       | Multi-Bank                 |
| U.S. Agency Security                   | FNMA                | 05/27/20      | 05/27/20      | 0.750%        | 250,000       | 250,000       | 250,128       | Multi-Bank                 |
| U.S. Agency Security                   | FNMA                | 07/22/20      | 07/22/25      | 0.600%        | 250,000       | 250,000       | 249,058       | Stifel                     |
| U.S. Agency Security                   | FNMA                | 08/03/20      | 08/19/25      | 0.625%        | 250,000       | 250,000       | 249,470       | Stifel                     |
| U.S. Agency Security                   | FNMA                | 08/03/20      | 08/12/25      | 0.500%        | 250,000       | 250,000       | 249,443       | Stifel                     |
| U.S. Agency Security                   | FNMA                | 08/17/20      | 08/14/25      | 0.500%        | 250,000       | 249,899       | 248,838       | Stifel                     |
| U.S. Agency Security                   | FNMA                | 07/29/20      | 07/29/25      | 0.700%        | 250,000       | 250,000       | 250,033       | Multi-Bank                 |
| Total Government Securities            |                     |               |               |               | 7,125,000     | 7,122,994     | 7,141,724     |                            |
| Municipal Bonds***                     |                     |               |               | various       | 250,000       | 248,761       | 262,625       | Stifel                     |
| Negotiable Certificates of Deposit *** |                     |               |               | various       | 8,177,000     | 8,177,221     | 8,432,828     | Stifel                     |
| Corporate Bonds***                     |                     |               |               | various       | 1,250,000     | 1,233,425     | 1,295,935     | Stifel                     |
| Total Investments                      |                     |               |               |               | \$ 19,258,590 | \$ 19,238,990 | \$ 19,599,809 |                            |
| Deposits                               |                     |               |               |               |               | 891,188       | *             |                            |
| Miscellaneous Cash                     |                     |               |               |               |               | 2,200         | **            |                            |
| Total Cash and Deposits                |                     |               |               |               |               | 893,388       |               |                            |
| Total Investments, Cash and Deposits   |                     |               |               |               |               | \$ 20,132,378 |               |                            |

I certify that this investment portfolio is in conformity with the Investment Policy of the City of La Puente as stated in Resolution No. 20-5558 dated June 09, 2020. The Investment Program provides sufficient liquidity to meet the next six months' estimated expenditures.

\* 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

Troy O. Grunklee, CPA  
Dir. Of Aministrative Services

Alex Merkel Medina  
Principal Accountant

**CITY OF LA PUENTE****Negotiable Certificates of Deposit****Cash and Investment Report****November 30, 2020**

| <b>Issuer</b>                                       | <b>Purchase Date</b> | <b>Maturity Date</b> | <b>Interest Rate</b> | <b>Face Value</b>          | <b>Book Value</b>          | <b>Market Value</b>        | <b>Source of Valuation</b> |
|-----------------------------------------------------|----------------------|----------------------|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| JP Morgan Chase Bank                                | 5/19/20              | 5/28/25              | 1.00%                | 248,000                    | 248,000                    | 245,594                    | Stifel                     |
| BMW Bank                                            | 2/26/16              | 2/26/21              | 1.70%                | 248,000                    | 248,000                    | 249,151                    | Stifel                     |
| Pinnacle Bank                                       | 9/22/17              | 3/22/21              | 1.95%                | 245,000                    | 245,000                    | 246,446                    | Stifel                     |
| Bank Hapoalim                                       | 4/6/16               | 4/6/21               | 1.60%                | 248,000                    | 248,000                    | 249,354                    | Stifel                     |
| Synchrony Bank                                      | 4/15/16              | 4/15/21              | 1.50%                | 248,000                    | 248,000                    | 249,582                    | Stifel                     |
| Wells Fargo Bank                                    | 6/17/16              | 6/17/21              | 1.75%                | 248,000                    | 248,000                    | 250,096                    | Stifel                     |
| Mercantil Commerce Bank                             | 6/24/16              | 6/24/21              | 1.65%                | 248,000                    | 248,000                    | 250,170                    | Stifel                     |
| Keesler Federal Credit Union                        | 2/28/19              | 8/30/21              | 3.05%                | 249,000                    | 249,000                    | 254,578                    | Stifel                     |
| Discover Bank                                       | 12/14/16             | 12/14/21             | 2.10%                | 248,000                    | 248,000                    | 253,228                    | Stifel                     |
| State Bank of India, NY                             | 1/26/17              | 1/26/22              | 2.35%                | 248,000                    | 248,000                    | 254,512                    | Stifel                     |
| Mountain America FCU                                | 4/23/19              | 3/27/23              | 3.00%                | 249,000                    | 249,205                    | 265,339                    | Stifel                     |
| Sallie Mae Bank                                     | 3/22/17              | 3/22/22              | 2.35%                | 247,000                    | 247,000                    | 254,294                    | Stifel                     |
| Medallion Bank                                      | 4/4/17               | 4/4/22               | 2.25%                | 248,000                    | 248,000                    | 255,167                    | Stifel                     |
| American Express Centurion Bank                     | 4/5/17               | 4/5/22               | 2.45%                | 247,000                    | 247,000                    | 254,655                    | Stifel                     |
| Goldman Sachs Bank                                  | 4/12/17              | 4/12/22              | 2.40%                | 247,000                    | 247,000                    | 253,802                    | Stifel                     |
| Capital One Bank USA NA                             | 4/19/17              | 4/19/22              | 2.40%                | 247,000                    | 247,000                    | 254,872                    | Stifel                     |
| EverBank                                            | 4/28/17              | 4/28/22              | 2.15%                | 248,000                    | 248,000                    | 255,162                    | Stifel                     |
| American Express Bank FSB                           | 5/3/17               | 5/3/22               | 2.35%                | 247,000                    | 247,000                    | 254,674                    | Stifel                     |
| Capital One Bank NA McLean VA                       | 5/10/17              | 5/10/22              | 2.30%                | 247,000                    | 247,000                    | 254,825                    | Stifel                     |
| Comenity Bank                                       | 5/31/17              | 5/31/22              | 2.35%                | 248,000                    | 248,000                    | 256,325                    | Stifel                     |
| First Bank of Highland                              | 6/21/17              | 6/21/22              | 2.10%                | 247,000                    | 247,000                    | 254,613                    | Stifel                     |
| Morgan Stanley Bank NA                              | 6/6/19               | 6/6/24               | 2.70%                | 246,000                    | 246,000                    | 267,215                    | Stifel                     |
| Morgan Stanley Private Bank                         | 4/23/19              | 4/25/24              | 2.75%                | 246,000                    | 246,000                    | 267,055                    | Stifel                     |
| East Boston Savings Bank                            | 8/14/20              | 8/14/25              | 0.50%                | 248,000                    | 248,000                    | 249,481                    | Stifel                     |
| Merrick Bank                                        | 7/31/19              | 7/31/24              | 2.20%                | 249,000                    | 249,000                    | 266,741                    | Stifel                     |
| Citadel Federal Credit Union                        | 2/26/20              | 2/27/25              | 1.65%                | 248,000                    | 248,000                    | 261,990                    | Stifel                     |
| Axos Bank                                           | 2/27/20              | 3/26/25              | 1.65%                | 249,000                    | 249,000                    | 263,203                    | Stifel                     |
| Pathfinder Bank                                     | 10/2/20              | 10/14/25             | 0.50%                | 249,000                    | 249,000                    | 249,421                    | Stifel                     |
| Evansville Teachers Fed. Credit                     | 8/27/19              | 8/29/22              | 2.10%                | 249,000                    | 249,000                    | 257,523                    | Stifel                     |
| First Bank of DeQueen                               | 8/21/19              | 8/30/24              | 1.80%                | 249,000                    | 249,000                    | 263,352                    | Multi-Bank                 |
| Luana Savings Bank                                  | 2/28/20              | 2/28/25              | 1.55%                | 248,000                    | 248,000                    | 260,965                    | Multi-Bank                 |
| Celtic Bank                                         | 4/17/20              | 4/17/25              | 1.50%                | 249,000                    | 249,000                    | 261,682                    | Multi-Bank                 |
| EnerBank                                            | 7/23/19              | 7/22/24              | 2.35%                | 247,000                    | 247,016                    | 247,761                    | Multi-Bank                 |
| <b>Total for Negotiable Certificates of Deposit</b> |                      |                      |                      | <b><u>\$ 8,177,000</u></b> | <b><u>\$ 8,177,221</u></b> | <b><u>\$ 8,432,828</u></b> |                            |

## CITY OF LA PUENTE

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**Corporate Bonds**  
**Cash and Investment Report**  
**November 30, 2020**


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| 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                    | 255,675                    | Stifel                     |
| Proctor and Gamble                          | 1/9/18        | 11/3/21       | 1.70%         | 250,000                    | 244,875                    | 253,448                    | Stifel                     |
| Bank of New York Mellon                     | 8/16/18       | 8/16/23       | 2.20%         | 250,000                    | 237,232                    | 261,505                    | Stifel                     |
| JP Morgan Chase                             | 4/3/19        | 5/18/23       | 2.70%         | 250,000                    | 251,094                    | 263,208                    | Stifel                     |
| Coca Cola                                   | 10/10/19      | 9/6/24        | 1.75%         | 250,000                    | 250,224                    | 262,100                    | Stifel                     |
| <b>Total for Negotiable Corporate Bonds</b> |               |               |               | <b><u>\$ 1,250,000</u></b> | <b><u>\$ 1,233,425</u></b> | <b><u>\$ 1,295,935</u></b> |                            |

## CITY OF LA PUENTE

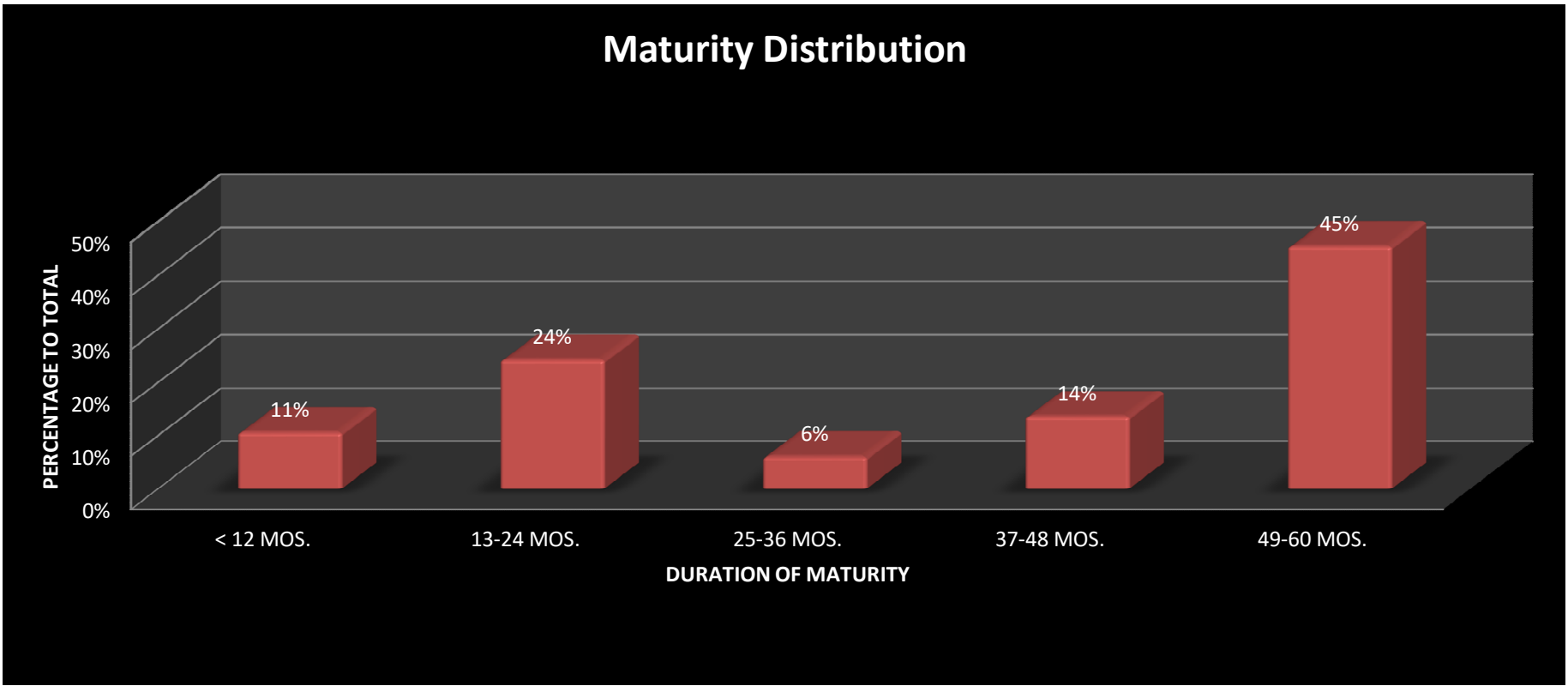
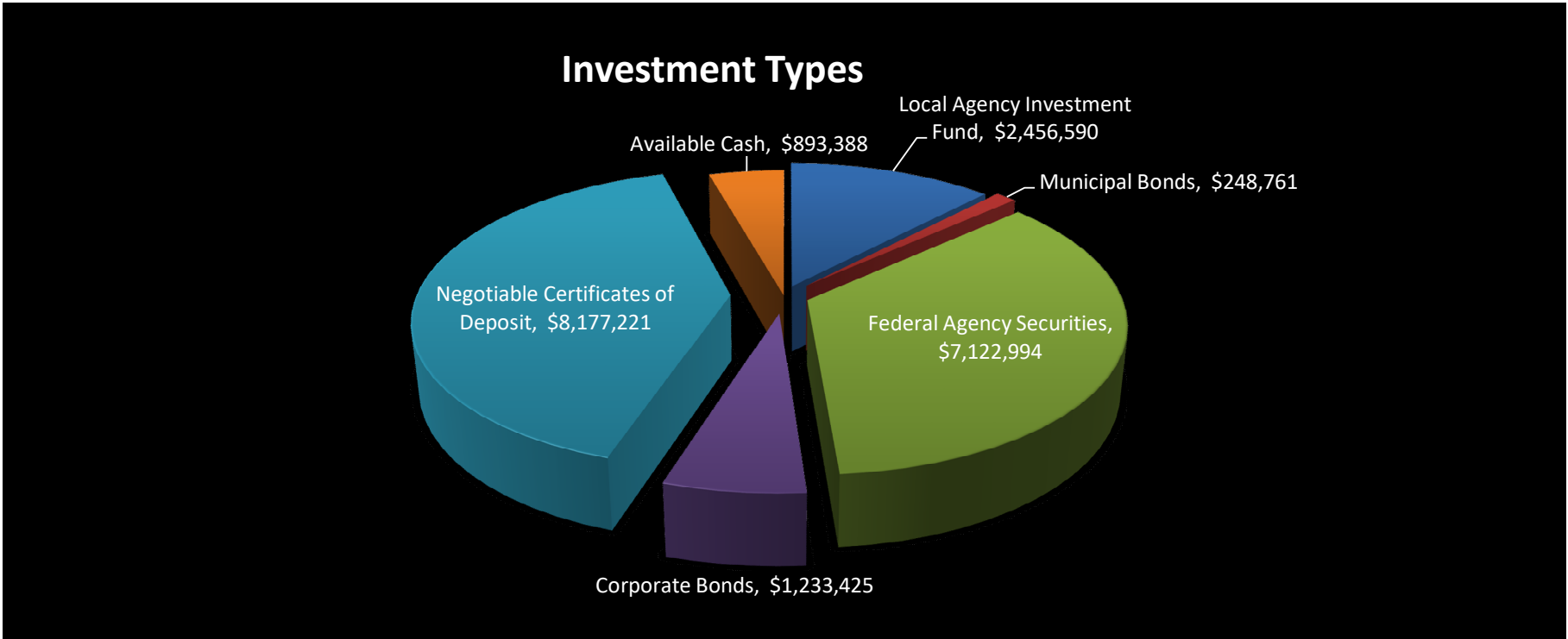
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**Municipal Bonds**  
**Cash and Investment Report**  
**November 30, 2020**


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| 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%         | <u>250,000</u>           | <u>248,761</u>           | <u>\$ 262,625</u>        | Stifel                     |
| <b>Total for Municipal Bonds</b>  |               |               |               | <b><u>\$ 250,000</u></b> | <b><u>\$ 248,761</u></b> | <b><u>\$ 262,625</u></b> |                            |

Cash and Investment Report Charts  
November 30, 2020



CITY OF LA PUENTE

ATTACHMENT A

Cash and Investment Report  
December 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 |        |               |               | 0.685%        | \$ 3,981,590         | \$ 3,981,590         | \$ 3,997,972         | LAIF                       |
| <b>Government Obligations</b>                    |        |               |               |               |                      |                      |                      |                            |
| U.S. Agency Security                             | FFCB   | 01/16/19      | 01/26/21      | 3.000%        | 250,000              | 253,437              | 250,458              | Multi-Bank                 |
| U.S. Agency Security                             | FFCB   | 06/07/19      | 06/13/24      | 1.950%        | 250,000              | 249,712              | 264,440              | Stifel                     |
| U.S. Agency Security                             | FFCB   | 06/12/19      | 06/21/24      | 2.220%        | 250,000              | 250,000              | 251,980              | Stifel                     |
| U.S. Agency Security                             | FFCB   | 06/10/20      | 06/10/25      | 0.680%        | 250,000              | 250,000              | 250,348              | Multi-Bank                 |
| U.S. Agency Security                             | FFCB   | 06/02/20      | 06/09/25      | 0.500%        | 250,000              | 250,000              | 251,045              | Stifel                     |
| U.S. Agency Security                             | FFCB   | 07/29/20      | 07/29/25      | 0.580%        | 250,000              | 250,000              | 249,990              | Stifel                     |
| U.S. Agency Security                             | FHLB   | 05/05/20      | 05/19/25      | 0.750%        | 250,000              | 250,000              | 250,108              | Stifel                     |
| U.S. Agency Security                             | FHLB   | 06/29/20      | 06/30/25      | 0.650%        | 375,000              | 375,000              | 374,681              | Stifel                     |
| U.S. Agency Security                             | FHLB   | 06/29/20      | 06/30/25      | 0.680%        | 250,000              | 250,000              | 250,055              | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 04/21/20      | 04/21/25      | 0.700%        | 500,000              | 499,260              | 500,075              | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 11/14/19      | 05/10/24      | 1.750%        | 250,000              | 250,061              | 251,208              | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 08/12/16      | 08/12/21      | 1.125%        | 250,000              | 246,250              | 251,535              | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 01/29/20      | 01/29/25      | 1.875%        | 250,000              | 250,000              | 250,195              | Multi-Bank                 |
| U.S. Agency Security                             | FHLMC  | 06/19/20      | 06/30/25      | 0.720%        | 250,000              | 250,000              | 250,043              | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 06/29/20      | 06/28/24      | 0.500%        | 250,000              | 250,000              | 250,020              | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 05/01/20      | 05/05/25      | 0.700%        | 250,000              | 249,750              | 250,025              | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 07/14/20      | 07/14/25      | 0.600%        | 250,000              | 250,000              | 249,025              | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 07/23/20      | 07/23/25      | 0.500%        | 250,000              | 249,625              | 248,893              | Stifel                     |
| U.S. Agency Security                             | FHLMC  | 07/29/20      | 04/29/25      | 0.700%        | 250,000              | 250,000              | 249,010              | Stifel                     |
| U.S. Agency Security                             | FNMA   | 06/04/20      | 06/30/25      | 0.800%        | 250,000              | 250,000              | 250,128              | Stifel                     |
| U.S. Agency Security                             | FNMA   | 06/04/20      | 06/04/25      | 0.710%        | 250,000              | 250,000              | 250,138              | Multi-Bank                 |
| U.S. Agency Security                             | FNMA   | 05/27/20      | 05/27/20      | 0.750%        | 250,000              | 250,000              | 250,118              | Multi-Bank                 |
| U.S. Agency Security                             | FNMA   | 07/22/20      | 07/22/25      | 0.600%        | 250,000              | 250,000              | 249,643              | Stifel                     |
| U.S. Agency Security                             | FNMA   | 08/03/20      | 08/19/25      | 0.625%        | 250,000              | 250,000              | 249,470              | Stifel                     |
| U.S. Agency Security                             | FNMA   | 08/03/20      | 08/12/25      | 0.500%        | 250,000              | 250,000              | 249,565              | Stifel                     |
| U.S. Agency Security                             | FNMA   | 08/17/20      | 08/14/25      | 0.500%        | 250,000              | 249,899              | 249,023              | Stifel                     |
| U.S. Agency Security                             | FNMA   | 07/29/20      | 07/29/25      | 0.700%        | 250,000              | 250,000              | 250,240              | Multi-Bank                 |
| <b>Total Government Securities</b>               |        |               |               |               | <b>7,125,000</b>     | <b>7,122,994</b>     | <b>7,141,454</b>     |                            |
| <b>Municipal Bonds***</b>                        |        |               |               | various       | <b>250,000</b>       | <b>248,761</b>       | <b>262,608</b>       | Stifel                     |
| <b>Negotiable Certificates of Deposit ***</b>    |        |               |               | various       | <b>8,177,000</b>     | <b>8,177,221</b>     | <b>8,421,326</b>     | Stifel                     |
| <b>Corporate Bonds***</b>                        |        |               |               | various       | <b>1,250,000</b>     | <b>1,233,425</b>     | <b>1,294,963</b>     | Stifel                     |
| <b>Total Investments</b>                         |        |               |               |               | <b>\$ 20,783,590</b> | <b>\$ 20,763,990</b> | <b>\$ 21,118,321</b> |                            |
| Deposits                                         |        |               |               |               |                      | 676,174              | *                    |                            |
| Miscellaneous Cash                               |        |               |               |               |                      | 2,200                | **                   |                            |
| <b>Total Cash and Deposits</b>                   |        |               |               |               |                      | <b>678,374</b>       |                      |                            |
| <b>Total Investments, Cash and Deposits</b>      |        |               |               |               |                      | <b>\$ 21,442,364</b> |                      |                            |

I certify that this investment portfolio is in conformity with the Investment Policy of the City of La Puente as stated in Resolution No. 20-5558 dated June 09, 2020. The Investment Program provides sufficient liquidity to meet the next six months' estimated expenditures.

\* 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

Troy O. Grunklee, CPA  
Dir. Of Aministrative Services

Alex Merkel Medina  
Principal Accountant

**CITY OF LA PUENTE****Negotiable Certificates of Deposit****Cash and Investment Report****December 31, 2020**

| <b>Issuer</b>                                       | <b>Purchase Date</b> | <b>Maturity Date</b> | <b>Interest Rate</b> | <b>Face Value</b>          | <b>Book Value</b>          | <b>Market Value</b>        | <b>Source of Valuation</b> |
|-----------------------------------------------------|----------------------|----------------------|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| JP Morgan Chase Bank                                | 5/19/20              | 5/28/25              | 1.00%                | 248,000                    | 248,000                    | 245,867                    | Stifel                     |
| BMW Bank                                            | 2/26/16              | 2/26/21              | 1.70%                | 248,000                    | 248,000                    | 248,746                    | Stifel                     |
| Pinnacle Bank                                       | 9/22/17              | 3/22/21              | 1.95%                | 245,000                    | 245,000                    | 246,061                    | Stifel                     |
| Bank Hapoalim                                       | 4/6/16               | 4/6/21               | 1.60%                | 248,000                    | 248,000                    | 249,027                    | Stifel                     |
| Synchrony Bank                                      | 4/15/16              | 4/15/21              | 1.50%                | 248,000                    | 248,000                    | 249,228                    | Stifel                     |
| Wells Fargo Bank                                    | 6/17/16              | 6/17/21              | 1.75%                | 248,000                    | 248,000                    | 249,796                    | Stifel                     |
| Mercantil Commerce Bank                             | 6/24/16              | 6/24/21              | 1.65%                | 248,000                    | 248,000                    | 249,882                    | Stifel                     |
| Keesler Federal Credit Union                        | 2/28/19              | 8/30/21              | 3.05%                | 249,000                    | 249,000                    | 253,995                    | Stifel                     |
| Discover Bank                                       | 12/14/16             | 12/14/21             | 2.10%                | 248,000                    | 248,000                    | 252,861                    | Stifel                     |
| State Bank of India, NY                             | 1/26/17              | 1/26/22              | 2.35%                | 248,000                    | 248,000                    | 254,086                    | Stifel                     |
| Mountain America FCU                                | 4/23/19              | 3/27/23              | 3.00%                | 249,000                    | 249,205                    | 265,041                    | Stifel                     |
| Sallie Mae Bank                                     | 3/22/17              | 3/22/22              | 2.35%                | 247,000                    | 247,000                    | 253,904                    | Stifel                     |
| Medallion Bank                                      | 4/4/17               | 4/4/22               | 2.25%                | 248,000                    | 248,000                    | 254,820                    | Stifel                     |
| American Express Centurion Bank                     | 4/5/17               | 4/5/22               | 2.45%                | 247,000                    | 247,000                    | 254,304                    | Stifel                     |
| Goldman Sachs Bank                                  | 4/12/17              | 4/12/22              | 2.40%                | 247,000                    | 247,000                    | 253,479                    | Stifel                     |
| Capital One Bank USA NA                             | 4/19/17              | 4/19/22              | 2.40%                | 247,000                    | 247,000                    | 254,492                    | Stifel                     |
| EverBank                                            | 4/28/17              | 4/28/22              | 2.15%                | 248,000                    | 248,000                    | 254,840                    | Stifel                     |
| American Express Bank FSB                           | 5/3/17               | 5/3/22               | 2.35%                | 247,000                    | 247,000                    | 254,373                    | Stifel                     |
| Capital One Bank NA McLean VA                       | 5/10/17              | 5/10/22              | 2.30%                | 247,000                    | 247,000                    | 254,482                    | Stifel                     |
| Comenity Bank                                       | 5/31/17              | 5/31/22              | 2.35%                | 248,000                    | 248,000                    | 256,003                    | Stifel                     |
| First Bank of Highland                              | 6/21/17              | 6/21/22              | 2.10%                | 247,000                    | 247,000                    | 254,373                    | Stifel                     |
| Morgan Stanley Bank NA                              | 6/6/19               | 6/6/24               | 2.70%                | 246,000                    | 246,000                    | 266,745                    | Stifel                     |
| Morgan Stanley Private Bank                         | 4/23/19              | 4/25/24              | 2.75%                | 246,000                    | 246,000                    | 266,556                    | Stifel                     |
| East Boston Savings Bank                            | 8/14/20              | 8/14/25              | 0.50%                | 248,000                    | 248,000                    | 249,039                    | Stifel                     |
| Merrick Bank                                        | 7/31/19              | 7/31/24              | 2.20%                | 249,000                    | 249,000                    | 266,323                    | Stifel                     |
| Citadel Federal Credit Union                        | 2/26/20              | 2/27/25              | 1.65%                | 248,000                    | 248,000                    | 261,566                    | Stifel                     |
| Axos Bank                                           | 2/27/20              | 3/26/25              | 1.65%                | 249,000                    | 249,000                    | 262,737                    | Stifel                     |
| Pathfinder Bank                                     | 10/2/20              | 10/14/25             | 0.50%                | 249,000                    | 249,000                    | 249,326                    | Stifel                     |
| Evansville Teachers Fed. Credit                     | 8/27/19              | 8/29/22              | 2.10%                | 249,000                    | 249,000                    | 257,334                    | Stifel                     |
| First Bank of DeQueen                               | 8/21/19              | 8/30/24              | 1.80%                | 249,000                    | 249,000                    | 263,001                    | Multi-Bank                 |
| Luana Savings Bank                                  | 2/28/20              | 2/28/25              | 1.55%                | 248,000                    | 248,000                    | 260,549                    | Multi-Bank                 |
| Celtic Bank                                         | 4/17/20              | 4/17/25              | 1.50%                | 249,000                    | 249,000                    | 261,213                    | Multi-Bank                 |
| EnerBank                                            | 7/23/19              | 7/22/24              | 2.35%                | 247,000                    | 247,016                    | 247,279                    | Multi-Bank                 |
| <b>Total for Negotiable Certificates of Deposit</b> |                      |                      |                      | <b><u>\$ 8,177,000</u></b> | <b><u>\$ 8,177,221</u></b> | <b><u>\$ 8,421,326</u></b> |                            |

## CITY OF LA PUENTE

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**Corporate Bonds**  
**Cash and Investment Report**  
**December 31, 2020**


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| 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                    | 255,183                    | Stifel                     |
| Proctor and Gamble                          | 1/9/18        | 11/3/21       | 1.70%         | 250,000                    | 244,875                    | 253,190                    | Stifel                     |
| Bank of New York Mellon                     | 8/16/18       | 8/16/23       | 2.20%         | 250,000                    | 237,232                    | 261,885                    | Stifel                     |
| JP Morgan Chase                             | 4/3/19        | 5/18/23       | 2.70%         | 250,000                    | 251,094                    | 262,838                    | Stifel                     |
| Coca Cola                                   | 10/10/19      | 9/6/24        | 1.75%         | 250,000                    | 250,224                    | 261,868                    | Stifel                     |
| <b>Total for Negotiable Corporate Bonds</b> |               |               |               | <b><u>\$ 1,250,000</u></b> | <b><u>\$ 1,233,425</u></b> | <b><u>\$ 1,294,963</u></b> |                            |

## CITY OF LA PUENTE

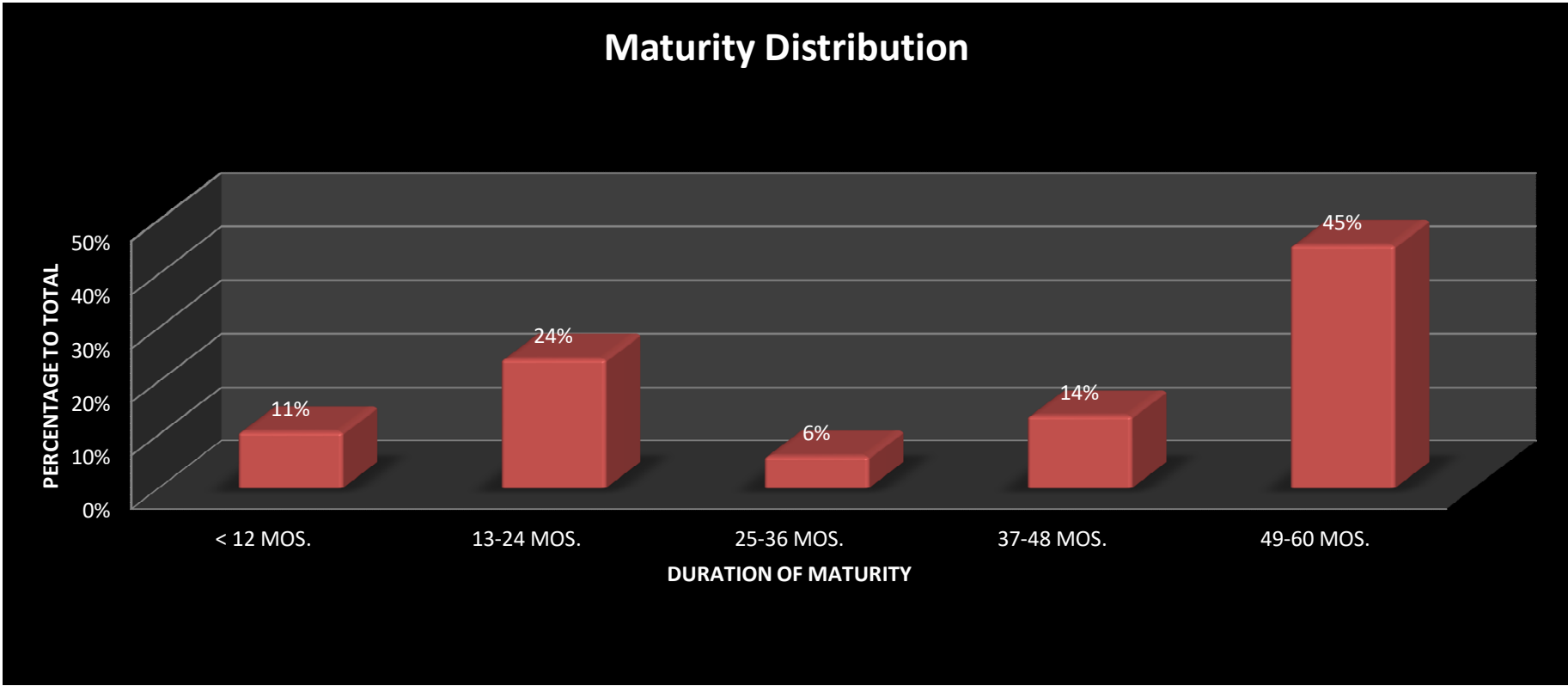
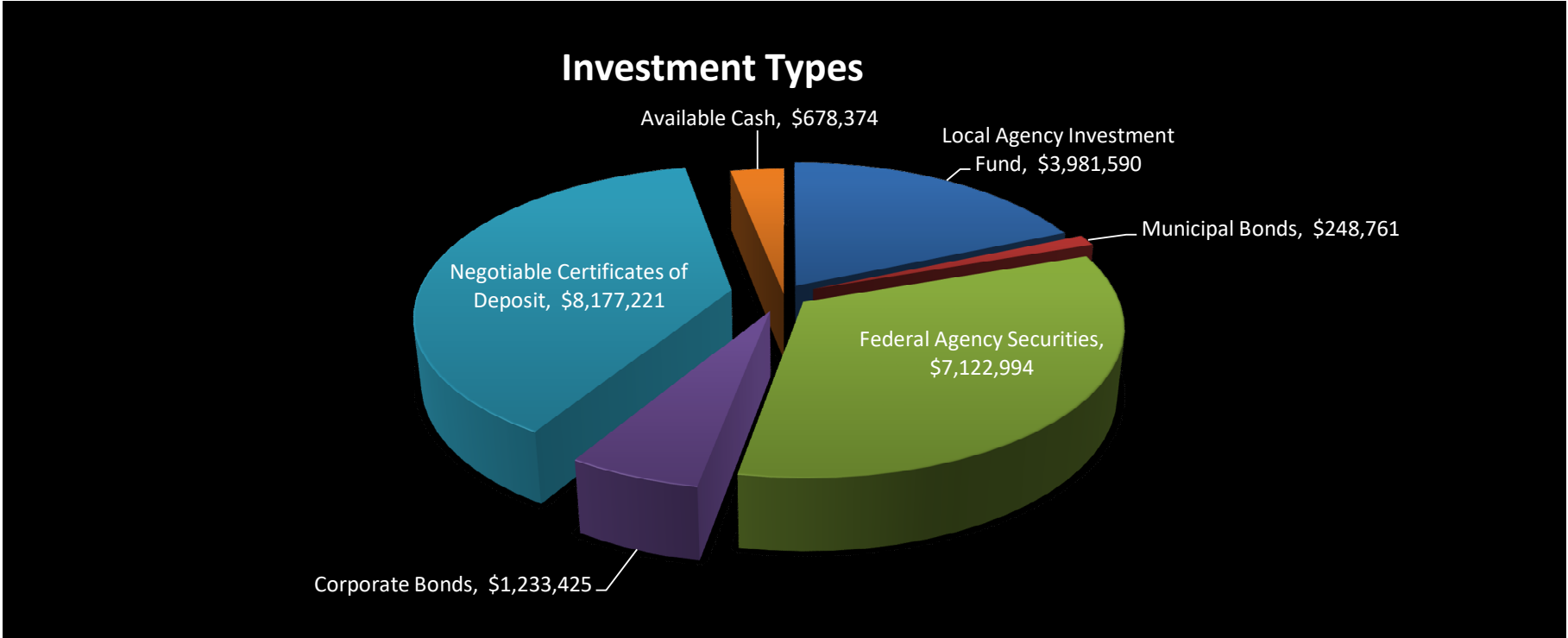
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**Municipal Bonds**  
**Cash and Investment Report**  
**December 31, 2020**


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| <b>Issuer</b>                     | <b>Purchase<br/>Date</b> | <b>Maturity<br/>Date</b> | <b>Interest<br/>Rate</b> | <b>Face<br/>Value</b>    | <b>Book<br/>Value</b>    | <b>Market<br/>Value</b>  | <b>Source of<br/>Market<br/>Valuation</b> |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------------|
| Los Angeles Airport Revenue Bonds | 7/16/18                  | 5/15/23                  | 2.79%                    | <u>250,000</u>           | <u>248,761</u>           | <u>\$ 262,608</u>        | Stifel                                    |
| <b>Total for Municipal Bonds</b>  |                          |                          |                          | <b><u>\$ 250,000</u></b> | <b><u>\$ 248,761</u></b> | <b><u>\$ 262,608</u></b> |                                           |

Cash and Investment Report Charts  
December 31, 2020







# City of La Puente AGENDA REPORT

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To: Mayor and City Council For meeting of: January 26, 2021

Via: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF OCTOBER, NOVEMBER AND DECEMBER 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. Due to modified City Council meeting schedules during the winter holiday season, this report will cover a three-month period. This action is to receive and file the requisition summary report for the three (3) month period of October through December 2020.

## DISCUSSION

City staff initiated eighteen (18) requisitions during the month totaling \$172,899.00 See Attachment "A" to this report.

## RECOMMENDATION

It is recommended that the City Council receive and file these reports.

## ATTACHMENTS

Attachment "A": Requisition Summary Report for October, November and December 2020

City of La Puente  
Requisition Summary Report  
For the period of 10/01/2020 - 12/31/2020

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000395          | 10/5/2020      | 10/5/2020     | Approved | Development Services |

Vendor: JCL Traffic  
Description: K-Rail traffic barricades

Total Obligation: \$ 10,246.50  
Total Paid: \$ 10,246.50

Submitted By: Norma Ramirez  
Approved By: City Council  
Funding Source: State CARES Act (262)

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000396          | 10/5/2020      | 10/5/2020     | Approved | Development Services |

Vendor: JCL Traffic  
Description: Digital Message Boards (3)

Total Obligation: \$ 53,542.50  
Total Paid: \$ 53,542.50

Submitted By: Norma Ramirez  
Approved By: City Council  
Funding Source: Vehicle Replacement Fund (555) and State CARES Act (262)

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000398          | 10/8/2020      | 10/8/2020     | Approved | Development Services |

Vendor: US Postal Service  
Description: City Hall postage stamps

Total Obligation: \$ 6,000.00  
Total Paid: \$ -

Submitted By: Norma Ramirez  
Approved By: City Manager  
Funding Source: General Fund (100)

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000400          | 10/21/2020     | 10/21/2020    | Approved | Development Services |

Vendor: Vinly Smart Fencing, Inc.  
Description: Hacienda Blvd. Median Vinly Fencing

Total Obligation: \$ 2,900.00  
Total Paid: \$ -

Submitted By: Norma Ramirez  
Approved By: Director of Development Services  
Funding Source: Gas Tax Fund (200)

| Requisition Number | Date Requested | Date Approved | Status   | Department         |
|--------------------|----------------|---------------|----------|--------------------|
| REQ000401          | 10/22/2020     | 10/22/2020    | Approved | Community Services |

Vendor: Angelcom Audio  
Description: Dia de Los Muertos Event-Sound

Total Obligation: \$ 4,000.00  
Total Paid \$ 3,060.00

Submitted By: Angel Morales  
Approved By: Director of Community Services  
Funding Source: General Fund (100)

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000402          | 10/23/2020     | 10/23/2020    | Approved | Development Services |

Vendor: Thyssenkrupp  
Description: Elevator Testing

Total Obligation: \$ 2,568.00  
Total Paid \$ 2,568.00

Submitted By: Norma Ramirez  
Approved By: Director of Development Services  
Funding Source: General Fund (100)

| Requisition Number | Date Requested | Date Approved | Status   | Department         |
|--------------------|----------------|---------------|----------|--------------------|
| REQ000404          | 10/26/2020     | 10/26/2020    | Approved | Community Services |

Vendor: We Hang Christmas Lights  
Description: Tree Decoration-2020

Total Obligation: \$ 8,500.00  
Total Paid \$ 7,976.87

Submitted By: Adriana Dominguez  
Approved By: City Manager  
Funding Source: General Fund (100)

| Requisition Number | Date Requested | Date Approved | Status   | Department         |
|--------------------|----------------|---------------|----------|--------------------|
| REQ000405          | 10/26/2020     | 10/26/2020    | Approved | Community Services |

Vendor: It's A Gas, Inc.  
Description: Balloon Arches and Columns-Holiday Event

Total Obligation: \$ 2,000.00  
Total Paid \$ 1,768.05

Submitted By: Adriana Dominguez  
Approved By: Director of Community Services  
Funding Source: General Fund (100)

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000406          | 11/6/2020      | 11/6/2020     | Approved | Development Services |

Vendor: Our Powder Coatings  
Description: Powder Coat Street Post and Hankers

Total Obligation: \$ 1,603.00  
Total Paid \$ 1,603.00

Submitted By: Norma Ramirez  
Approved By: Director of Development Services  
Funding Source: General Fund (100)

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000407          | 11/13/2020     | 11/13/2020    | Approved | Development Services |

Vendor: Cortez Roofing  
Description: Housing Rehab Grant

Total Obligation: \$ 8,000.00  
Total Paid \$ 8,000.00

Submitted By: Gisela Rubio-Lopez  
Approved By: City Manager  
Funding Source: CDBG Fund (260)

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000408          | 11/13/2020     | 11/13/2020    | Approved | Development Services |

Vendor: SoCal Construction Services  
Description: Housing Rehab Grant

Total Obligation: \$ 1,100.00  
Total Paid \$ 1,100.00

Submitted By: Gisela Rubio-Lopez  
Approved By: Director of Development Services  
Funding Source: CDBG Fund (260)

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000409          | 11/13/2020     | 11/13/2020    | Approved | Development Services |

Vendor: Centre Construction  
Description: Housing Rehab Grant

Total Obligation: \$ 5,240.00  
Total Paid \$ 5,240.00

Submitted By: Gisela Rubio-Lopez  
Approved By: City Manager  
Funding Source: CDBG Fund (260)

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000410          | 11/13/2020     | 11/13/2020    | Approved | Development Services |

Vendor: Centre Construction  
Description: Housing Rehab Grant

Total Obligation: \$ 7,200.00  
Total Paid \$ -

Submitted By: Gisela Rubio-Lopez  
Approved By: City Manager  
Funding Source: CDBG Fund (260)

| Requisition Number | Date Requested | Date Approved | Status   | Department         |
|--------------------|----------------|---------------|----------|--------------------|
| REQ000412          | 11/30/2020     | 11/30/2020    | Approved | Community Services |

Vendor: Angelcom Audio  
Description: Audiovisual Services-Winter Holiday Event

Total Obligation: \$ 9,000.00  
Total Paid \$ 7,985.00

Submitted By: Angel Morales  
Approved By: City Manager  
Funding Source: General Fund (100)

| Requisition Number | Date Requested | Date Approved | Status   | Department         |
|--------------------|----------------|---------------|----------|--------------------|
| REQ000413          | 11/30/2020     | 11/30/2020    | Approved | Community Services |

Vendor: Arctic Glacier Ice, Inc.  
Description: Snow Services-Winter Holiday Event

Total Obligation: \$ 5,000.00  
Total Paid \$ 4,462.13

Submitted By: Angel Morales  
Approved By: Director of Community Services  
Funding Source: General Fund (100)

| Requisition Number | Date Requested | Date Approved | Status   | Department         |
|--------------------|----------------|---------------|----------|--------------------|
| REQ000416          | 12/1/2020      | 12/1/2020     | Approved | Community Services |

Vendor: Celebration Holiday Studio  
Description: Holiday Decoration & Lights - Winter Holiday Event

Total Obligation: \$ 35,018.75  
Total Paid \$ 35,018.75

Submitted By: Angel Morales  
Approved By: City Council  
Funding Source: General Fund (100)

| Requisition Number | Date Requested | Date Approved | Status   | Department         |
|--------------------|----------------|---------------|----------|--------------------|
| REQ000417          | 12/14/2020     | 12/14/2020    | Approved | Community Services |

Vendor: Luis Martinez  
Description: Santa Claus Services-Zoom Visits with Santa

Total Obligation: \$ 1,400.00  
Total Paid \$ 1,400.00

Submitted By: Angel Morales  
Approved By: Director of Community Services  
Funding Source: General Fund (100)

| Requisition Number | Date Requested | Date Approved | Status   | Department           |
|--------------------|----------------|---------------|----------|----------------------|
| REQ000417          | 12/16/2020     | 12/16/2020    | Approved | Development Services |

Vendor: United Storm Water, Inc.  
Description: Storm Water Wing Gates

Total Obligation: \$ 9,580.25  
Total Paid \$ -

Submitted By: Norma Ramirez  
Approved By: City Manager  
Funding Source: Measure W (284)



# City of La Puente AGENDA REPORT



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To: Mayor and City Council For meeting of: January 26, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF DECEMBER 2020 BUDGET REPORT

## BACKGROUND

The City Council adopted the Fiscal Year 2020-2021 Budget and Capital Improvement Program on June 23, 2020. The attached report examines fiscal activity taking place during the month of December 2020 and includes all funds within the operating budget. The report analyzes year-to-date transactions in comparison to budgeted amounts for the entire fiscal year, expressing each category using a percentage-of-completion methodology. It additionally provides comparisons in activity level to the same time period last fiscal year.

## DISCUSSION

The closure of the December accounting period represents the passage of fifty (50) percent of the 2020-2021 fiscal year. Wielding this benchmark in mind, along with historical patterns, staff submits the following observations:

## **REVENUES**

In the General Fund, revenues have reached 26.3% of total budget. This is consistent with the results of the immediate past fiscal year, in which 27.6% of revenues were realized by December 31. The transaction taxes, both *Sales and Use Tax* and *Measure LP*, are at approximately 50% (half) of their annual budgets, owing in large part to the strength of retail sales during the holiday season, especially online.

In the *Property Tax* category, the other largest source of General Fund revenue, the City has collected 9.2% of its budgeted revenue to date – almost identical to 9.1% at this time last year. This is entirely consistent with expected disbursement timelines from the Los Angeles County Auditor Controller's Office. Historically, staff expects a large influx of revenue in this segment during January, when In-Lieu Vehicle License Fees will be received.

As has been the case throughout the COVID-19 pandemic, *Charges for Services and Fines and Forfeitures* continue to post stagnant results. They demonstrate year-over-year reductions in revenue of \$264,990 (46%) and \$54,543 (47%), respectively, due in no small measure to the moratorium on parking citation issuance as well as the modification of City facility hours and services. Since Public Health orders show little likelihood of loosening in the near future, staff expects these revenue sources to continue to move at a sluggish pace.

Special revenue fund allocations provided a strong showing for the first half of fiscal year 2020-2021. Those that possess funding formulas based on transaction taxes collected across multiple jurisdictions, such as the Gas Tax and the four (4) Metropolitan Transportation Authority funds, are posting results at the fifty (50) percent mark or higher.

Special revenue funds specific to COVID-19 relief, including the State and Federal CARES Act funds, also serve to strengthen the bottom line in this revenue segment. The City has received its final allocations of the state funds and continues to submit and receive reimbursement for the federal programs.

As a final note on the City's total collection of revenue as of December 31, 2020, it is important to bear in mind that although the overall results appear smaller at first glance when compared to those of December 31, 2019, the fiscal year 2019-2020 revenues included almost \$8,000,000 in unbudgeted, one-time receipts due to the 2019A and 2019B debt issuance.

## **EXPENDITURES**

General Fund expenditures registered at 39.5% of total budget for the fiscal year, as compared to 40.4% at this time last year, indicating a strong commitment by City Council and staff to prudent financial management. Animal Control and Code Enforcement departments are indicating a savings-oriented trajectory, having utilized 42% and 47% of their annual budgets to date, respectively. Public Works and Youth Learning and Activity Center are also posting results under fifty (50) percent of expenditures year-to-date.

In the special revenue funds, the combined total expenditures demonstrate a modest 31% increase over the 2019-2020 fiscal year. This is due to expenditures for COVID-19-related matters housed in the State CARES Act and CDBG CARES funds, including business grants, senior nutrition programs, food bank support, technology acquisition, viral testing, and cleaning services. As discussed previously, the expenditures in these funds are offset completely by corresponding revenues from the state and federal governments.

Expenditures in the Landscape and Lighting Maintenance District Fund, at 55% of annual budget, are driven by ongoing irrigation repairs at La Puente Park.

The Vehicle Maintenance and Replacement Fund, as well as the AQMD Fund, post expenditure numbers that appear to exceed their respective budgets. This is a matter of timing – both of these funds contain vehicle purchases that were budgeted in the prior fiscal year but paid for in fiscal year 2020-2021. Specifically, these include a clean air transit bus and park lawnmower equipment.

### RECOMMENDATION

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

### ATTACHMENTS

Attachment “A”:      Monthly Budget Report – December 2020

**CITY OF LA PUENTE**  
**Monthly Budget Report - December 2020**  
**Statement of Revenues**  
**50% of the Fiscal Year Complete**

|                                                  | <b>FY 2020-2021<br/>BUDGET</b> | <b>FY 2020-2021<br/>YTD ACTUAL</b> | <b>%</b>     | <b>FY 2019-2020<br/>BUDGET</b> | <b>FY 2019-2020<br/>YTD ACTUAL</b> | <b>%</b>        |
|--------------------------------------------------|--------------------------------|------------------------------------|--------------|--------------------------------|------------------------------------|-----------------|
| <b>GENERAL FUND</b>                              |                                |                                    |              |                                |                                    |                 |
| Property Tax                                     | 6,597,300                      | 607,705                            | 9.2%         | 6,333,300                      | 576,625                            | 9.1%            |
| Sales Tax                                        | 2,539,000                      | 1,231,738                          | 48.5%        | 3,255,700                      | 1,115,956                          | 34.3%           |
| Sales Tax - Measure LP                           | 2,137,500                      | 1,102,977                          | 51.6%        | 1,250,000                      | 815,139                            | 65.2%           |
| Other Taxes and Assesments                       | 1,479,100                      | 307,478                            | 20.8%        | 1,505,400                      | 334,508                            | 22.2%           |
| Licenses and Permits                             | 645,500                        | 398,753                            | 61.8%        | 687,700                        | 324,191                            | 47.1%           |
| Fines and Forfeitures                            | 280,000                        | 61,574                             | 22.0%        | 298,000                        | 116,118                            | 39.0%           |
| Use of Money                                     | 120,000                        | 102,727                            | 85.6%        | 110,000                        | 45,700                             | 41.5%           |
| Intergovernmental                                | 67,500                         | 203,865                            | 302.0%       | 61,500                         | 27,464                             | 44.7%           |
| Charges for Services                             | 824,300                        | 309,882                            | 37.6%        | 716,200                        | 574,872                            | 80.3%           |
| Other                                            | 577,200                        | 126,790                            | 22.0%        | 598,200                        | 164,931                            | 27.6%           |
| <b>TOTAL GENERAL FUND</b>                        | <b>15,267,400</b>              | <b>4,014,001</b>                   | <b>26.3%</b> | <b>14,816,000</b>              | <b>4,095,502</b>                   | <b>27.6%</b>    |
| <b>SPECIAL REVENUE FUNDS</b>                     |                                |                                    |              |                                |                                    |                 |
| Gas Tax                                          | 965,300                        | 489,220                            | 50.7%        | 1,063,000                      | 498,726                            | 46.9%           |
| RMRA (SB1)                                       | 704,100                        | 251,508                            | 35.7%        | 676,400                        | 260,798                            | 38.6%           |
| Prop A                                           | 827,800                        | 410,251                            | 49.6%        | 964,600                        | 484,969                            | 50.3%           |
| Prop C                                           | 585,600                        | 331,987                            | 56.7%        | 697,100                        | 346,170                            | 49.7%           |
| Measure R                                        | 436,700                        | 249,749                            | 57.2%        | 521,100                        | 259,449                            | 49.8%           |
| Measure M                                        | 490,100                        | 283,923                            | 57.9%        | 585,700                        | 291,491                            | 49.8%           |
| AQMD                                             | 53,000                         | 13,557                             | 25.6%        | 58,000                         | 7,114                              | 12.3%           |
| Miscellaneous Grants                             | 838,400                        | 737,901                            | 88.0%        | 290,000                        | -                                  | 0.0%            |
| Lighting & Landscape Maintenance District        | 839,600                        | 341,713                            | 0.0%         | 827,700                        | 328,064                            | 39.6%           |
| CDBG                                             | 445,600                        | 126,355                            | 28.4%        | 419,700                        | 51,965                             | 12.4%           |
| CDBG CARES                                       | -                              | 153,607                            | 0.0%         | -                              | -                                  | 0.0%            |
| PEG Access                                       | 36,500                         | 9,817                              | 26.9%        | 42,000                         | 12,231                             | 29.1%           |
| Supplemetal Law Enforcement Fund                 | 100,000                        | 131,722                            | 131.7%       | 100,000                        | 128,851                            | 128.9%          |
| State CARES Act Fund                             | -                              | 369,298                            | 0.0%         | -                              | -                                  | 0.0%            |
| Other Special Revenue                            | 1,474,700                      | 70,238                             | 4.8%         | 1,135,500                      | 63,536                             | 5.6%            |
| <b>TOTAL SPECIAL REVENUE FUNDS</b>               | <b>7,797,400</b>               | <b>3,970,844</b>                   | <b>50.9%</b> | <b>7,380,800</b>               | <b>2,733,361</b>                   | <b>37.0%</b>    |
| <b>CAPITAL PROJECTS &amp; DEBT SERVICE FUNDS</b> |                                |                                    |              |                                |                                    |                 |
| Capital Projects                                 | 68,500                         | 53,827                             |              | 55,000                         | 53,287                             | 0.0%            |
| Series 2019A Debt Service                        | 262,800                        | -                                  |              | -                              | 4,137,525                          | 0.0%            |
| Series 2019 B Debt Service                       | 234,200                        | -                                  |              | -                              | 3,672,847                          | 0.0%            |
| <b>TOTAL CAP. PROJ. &amp; DEBT SERVICE FUNDS</b> | <b>565,500</b>                 | <b>53,827</b>                      | <b>9.5%</b>  | <b>55,000</b>                  | <b>7,863,659</b>                   | <b>14297.6%</b> |
| <b>SUCCESSOR AGENCY</b>                          |                                |                                    |              |                                |                                    |                 |
| Successor Agency to the LPCDC                    | 737,600                        | 6                                  | 0.0%         | 699,700                        | 24                                 | 0.0%            |
| <b>PROPRIETARY FUNDS</b>                         |                                |                                    |              |                                |                                    |                 |
| Sewer Construction/Maintenance Fund              | 1,325,000                      | 615,852                            | 46.5%        | 1,504,400                      | 609,162                            | 40.5%           |
| Equipment Replacement Fund                       | 142,300                        | 70,410                             | 49.5%        | 164,500                        | 86,544                             | 52.6%           |
| Vehicle Maintenance & Replacement Fund           | 157,500                        | 78,006                             | 49.5%        | 139,900                        | 69,186                             | 49.5%           |
| <b>TOTAL REVENUES</b>                            | <b>25,992,700</b>              | <b>9,005,189</b>                   | <b>34.6%</b> | <b>24,760,300</b>              | <b>15,613,168</b>                  | <b>63.1%</b>    |

**CITY OF LA PUENTE**  
**Monthly Budget Report - December 2020**  
**Statement of Operating Expenditures**  
**50% of the Fiscal Year Complete**

|                                                  | <b>FY 2020-2021<br/>BUDGET</b> |          | <b>FY 2020-2021<br/>YTD ACTUAL</b> | <b>%</b>     | <b>FY 2019-2020<br/>BUDGET</b> | <b>FY 2019-2020<br/>YTD ACTUAL</b> | <b>%</b>      |
|--------------------------------------------------|--------------------------------|----------|------------------------------------|--------------|--------------------------------|------------------------------------|---------------|
| <b>GENERAL FUND</b>                              |                                |          |                                    |              |                                |                                    |               |
| General Government                               | 1,353,100                      |          | 517,556                            | 38.2%        | 1,139,200                      | 500,975                            | 44.0%         |
| Administrative Services                          | 1,791,100                      |          | 867,848                            | 48.5%        | 1,683,000                      | 835,112                            | 49.6%         |
| General Services                                 | 238,100                        |          | 165,878                            | 69.7%        | 214,400                        | 125,258                            | 58.4%         |
| Public Safety                                    | 8,451,800                      |          | 2,747,996                          | 32.5%        | 8,042,000                      | 2,689,371                          | 33.4%         |
| Development Services                             | 1,570,600                      |          | 830,507                            | 52.9%        | 1,289,500                      | 710,561                            | 55.1%         |
| Community Services                               | 1,792,500                      |          | 868,663                            | 48.5%        | 1,689,200                      | 816,330                            | 48.3%         |
| <b>TOTAL GENERAL FUND</b>                        | <b>15,197,200</b>              | <b>-</b> | <b>5,998,447</b>                   | <b>39.5%</b> | <b>14,057,300</b>              | <b>5,677,606</b>                   | <b>40.4%</b>  |
| <b>SPECIAL REVENUE FUNDS</b>                     |                                |          |                                    |              |                                |                                    |               |
| Gas Tax                                          | 958,800                        |          | 449,030                            | 46.8%        | 913,000                        | 334,588                            | 36.6%         |
| Prop A                                           | 965,300                        |          | 331,376                            | 34.3%        | 973,000                        | 345,225                            | 35.5%         |
| Prop C                                           | 71,400                         |          | 35,759                             | 50.1%        | 45,600                         | 32,130                             | 70.5%         |
| Measure R                                        | 483,300                        |          | 79,156                             | 16.4%        | 256,200                        | 86,807                             | 33.9%         |
| Measure M                                        | 472,700                        |          | 104,313                            | 22.1%        | 216,200                        | 102,824                            | 47.6%         |
| AQMD                                             | 30,900                         |          | 116,429                            | 376.8%       | 105,900                        | -                                  | 0.0%          |
| Lighting & Landscape Maintenance District        | 892,400                        |          | 491,993                            | 55.1%        | 971,300                        | 510,269                            | 52.5%         |
| CDBG                                             | 444,300                        |          | 162,214                            | 36.5%        | 419,700                        | 172,870                            | 41.2%         |
| CDBG CARES Fund                                  | -                              |          | 165,804                            | 0.0%         | -                              | -                                  | 0.0%          |
| State CARES Act Fund                             | -                              |          | 182,251                            | 0.0%         | -                              | -                                  | 0.0%          |
| PEG Access                                       | 87,600                         |          | 7,870                              | 9.0%         | 86,400                         | 23,887                             | 27.6%         |
| Supplemetal Law Enforcement Fund                 | 100,000                        |          | -                                  | 0.0%         | 100,000                        | -                                  | 0.0%          |
| Other Special Revenue                            | 392,900                        |          | 31,347                             | 8.0%         | 264,400                        | 38,140                             | 14.4%         |
| <b>TOTAL SPECIAL REVENUE FUNDS</b>               | <b>4,899,600</b>               |          | <b>2,157,541</b>                   | <b>44.0%</b> | <b>4,351,700</b>               | <b>1,646,740</b>                   | <b>37.8%</b>  |
| <b>CAPITAL PROJECTS &amp; DEBT SERVICE FUNDS</b> |                                |          |                                    |              |                                |                                    |               |
| Capital Projects - Debt Service                  | 53,500                         |          | 53,287                             | 99.6%        | 55,000                         | 53,287                             | 96.9%         |
| Series 2019A Debt Service                        | 262,800                        |          | 61,419                             | 23.4%        | -                              | 76,179                             | 0.0%          |
| Series 2019 B Debt Service                       | 234,200                        |          | 54,575                             | 23.3%        | -                              | 67,670                             | 0.0%          |
| <b>TOTAL CAP. PROJ. &amp; DEBT SERVICE FUNDS</b> | <b>550,500</b>                 |          | <b>169,281</b>                     | <b>30.8%</b> | <b>55,000</b>                  | <b>197,136</b>                     | <b>358.4%</b> |
| <b>SUCCESSOR AGENCY</b>                          |                                |          |                                    |              |                                |                                    |               |
| Successor Agency to the LPCDC                    | 1,021,900                      |          | 12,601                             | 1.2%         | 1,027,900                      | 12,132                             | 1.2%          |
| <b>PROPRIETARY FUNDS</b>                         |                                |          |                                    |              |                                |                                    |               |
| Sewer Construction/Maintenance Fund              | 1,264,700                      |          | 108,213                            | 8.6%         | 1,204,000                      | 136,784                            | 11.4%         |
| Equipment Replacement Fund                       | 140,800                        |          | 87,969                             | 62.5%        | 173,100                        | 69,586                             | 40.2%         |
| Vehicle Maintenance & Replacement Fund           | 226,800                        |          | 361,371                            | 159.3%       | 378,400                        | 28,715                             | 7.6%          |
| <b>TOTAL OPERATING EXPENDITURES</b>              | <b>23,301,500</b>              |          | <b>9,236,550</b>                   | <b>39.6%</b> | <b>21,247,400</b>              | <b>7,867,002</b>                   | <b>37.0%</b>  |





## City of La Puente AGENDA REPORT

---

To: Mayor and City Council For meeting of: January 26, 2021

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director

SUBJECT: CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR  
SOFTBALL FIELDS FENCING AT LA PUENTE PARK

### BACKGROUND

On August 25, 2020, a bid opening was held for new fencing for the softball fields at the La Puente Park.

The City received a total of five (5) bids for the project as listed below:

|                             |              |
|-----------------------------|--------------|
| Harris Steel Fence Co, Inc. | \$ 93,219.00 |
| Red Hawk Services, Inc.     | \$125,094.57 |
| Izurietta Fence Co.         | \$151,356.00 |
| Dash Construction Co.       | \$161,992.00 |
| Ace Fence Co.               | \$293,783.00 |

At the City Council meeting of September 8, 2020, the Council awarded a contract to Harris Steel Fence Company, Inc. in the amount of \$93,219.00.

### DISCUSSION

The project consisted of supplying and installing black polyvinyl chloride (vinyl) coated posts and chain link fence fabric for the new relocated “west” softball field, and removing and modifying the existing galvanized (gray) chain link fencing on the “east” softball field to be replaced with the new vinyl coated black fence fabric. In addition, the existing poles for the east softball field were painted black to match the new black vinyl chain link fencing.

The work for this project was deemed complete as of December 21, 2020. There was an increase in unit quantities for the 11’ and 13’ high posts to form out the dugouts and bullpen areas resulting in an additional cost of \$3,465.00 as well as coring and additional concrete cutting of the concrete for pole installations as part of the dugouts in the amount of \$3,000.00. These amounts were approved as part of the City Manager’s 10% contingency authority.

In addition, there was a needed change order in the amount of \$20,800 for 13 additional gates for access onto the field from the concourse area and from the dugouts onto the field of play. These

gates were noted on the plans, but were not listed or identified in the itemized bid schedule of unit pricing as part of the bid package.

#### FISCAL IMPACT

With an original construction cost of \$93,219.00; and associated additional costs \$27,265.00 (as discussed above) the final construction cost for this project is \$120,484.00. Funding for this project was made available from the General Fund and the Grants Fund through the California Natural Resources Agency.

#### RECOMMENDATION

It is recommended that the City Council: (1) approve the change order in the amount of \$20,800; (2) accept the project as complete; and (2) authorize the City Clerk to execute the Notice of Completion.

#### ATTACHMENTS

Attachment “A”: Notice of Completion

RECORDING REQUESTED BY  
CITY OF LA PUENTE  
AND WHEN RECORDED MAIL TO

NAME CITY OF LA PUENTE  
CITY CLERK  
STREET 15900 East Main Street  
ADDRESS  
CITY La Puente CA 91744  
STATE California  
ZIP 91744

SPACE ABOVE LINE FOR RECORDER'S USE

## NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)  
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is City of La Puente
3. The full address of the owner is 15900 East Main Street, La Puente, CA 91744
4. The nature of the interest or estate of the owner is: in fee.

- (if other than Fee, strike "In fee" and insert, for example, "purchaser under contract of purchase", or "lessee")
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:  
NAMES ADDRESSES

6. The full names and addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:  
NAMES ADDRESSES

7. A work of improvement on the property hereinafter described was substantially completed on December 21, 2020.

8. The work done was: Softball Fields Fencing at La Puente Park.

9. The names of the contractor, if any, for such work of improvement was: Harris Steel Fence Company, Inc.

(If no contractor for work of improvement as a whole, insert "None")

September 10, 2020

(Date of Contract)

10. The property on which said work of improvement was completed is in the City of: La Puente  
County of Los Angeles, State of CA, and is described as follows: Softball Fields Fencing at La Puente Park
11. The street address of said property is None

(If no street address has been officially assigned, insert "none".)

Dated \_\_\_\_\_

(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)

## VERIFICATION

I, the undersigned, say: I am the City Clerk of the City of La Puente, the declarant of the foregoing Notice of Completion:  
I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at La Puente, CA

(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)

ATTACHMENT A





## City of La Puente **AGENDA REPORT**

---

To: Mayor and City Council For meeting of: January 26, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR  
VALLEY BOULEVARD SANITARY SEWER IMPROVEMENT AND  
PAVEMENT RESURFACING PROJECT

### BACKGROUND

On December 6, 2019, the City Council awarded a construction contract to Excel Paving Company in the amount of \$1,043,469 to complete the Valley Boulevard Sanitary Sewer Improvement and Pavement Resurfacing Project (“Project”).

### DISCUSSION

In February 2020, Excel Paving Company commenced work on the Project and the Project was completed on December 17, 2020. In accordance with the City’s Sewer Master Plan, the improvements consisted of the removal and replacement of approximately 1,930 linear feet of existing sewer mainline pipe with larger pipe in Valley Boulevard from Ferraro Lane to Wickford Avenue (from 10” to 12”) and in Wickford Avenue from Valley Boulevard to Inyo Street (from 8” to 10”).

The project also included the replacement of 10 sewer manholes; reconnection of 32 sewer laterals; cold milling the existing asphalt pavement and resurfacing with Asphalt Rubber Hot Mix (ARHM); repairing deteriorated pavement areas at scattered locations; slurry sealing the full length of Valley Boulevard from the west City limit to Azusa Way; and restoring the existing traffic striping and signing.

The contractor’s bid price for this Project was \$1,043,469. During construction, there were several bid item quantity adjustments that resulted in a net increase of \$218,236.71, primarily due to additional asphalt pavement repairs and slurry seal application that needed to be done beyond the quantities that were estimated in the original bid documents.

At the meeting of February 11, 2020, the City Council approved a contract change order in the amount of \$171,000.00 to address an approximately 85,500 square feet of additional pavement repairs that were needed within the Project area. On August 11, 2020, the City Council approved a subsequent contract change order in the amount of \$124,000.00 to increase the quantity of slurry seal by an additional 310 tons to complete the Project.

There were also six additional change orders for the Project that amounted to \$153,191.46 and included the following items: remediation of wet soils; sewer trench repairs; slurry backfill; sewer trench fabric; and additional grind and pave and traffic loop work. The total construction cost for this Project was \$1,414,897.17, which is 36% above the original contract amount due to the approved change order work and quantity adjustments as discussed above.

### FISCAL IMPACT

The Fiscal Year 2019-20 Capital Projects Budget included \$750,000 in Sewer funds for the sewer main upgrades and related street resurfacing portion of the Project, with \$950,000 budgeted in Prop C, under the Major Street Resurfacing project to fund the balance of the pavement repairs, slurry seal, and traffic striping. At the time of award, the City Council also approved a budget adjustment of \$208,400 from the Sewer fund to account for the 10 percent contingency and associated Project costs of construction management, inspection and material testing; thus increasing the budget for the sewer portion of the Project to \$958,400. The final construction costs were \$849,413.83 charged to the Sewer Fund and \$565,483.34 charged to Prop C.

With a final cost for construction of \$1,414,897.17 and associated costs of \$130,000 for project management, construction observation and material testing, the total Project construction cost is \$1,544,897.17.

### RECOMMENDATION

It is recommended that the City Council: (1) accept the project as complete; and (2) authorize the City Clerk to execute the Notice of Completion.

### ATTACHMENTS

Attachment "A": Notice of Completion

RECORDING REQUESTED BY  
CITY OF LA PUENTE  
AND WHEN RECORDED MAIL TO

NAME CITY OF LA PUENTE  
CITY CLERK  
STREET 15900 East Main Street  
ADDRESS  
CITY La Puente CA 91744  
STATE California  
ZIP 91744

SPACE ABOVE LINE FOR RECORDER'S USE

## NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)  
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is City of La Puente
3. The full address of the owner is 15900 East Main Street, La Puente, CA 91744
4. The nature of the interest or estate of the owner is: in fee.

(if other than Fee, strike "In fee" and insert, for example, "purchaser under contract of purchase", or "lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:  
NAMES ADDRESSES

6. The full names and addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:  
NAMES ADDRESSES

7. A work of improvement on the property hereinafter described was substantially completed on December 17, 2020.

8. The work done was: Removal and replacement of approximately 1,930 linear feet of existing sewer mainline pipe with larger pipe in Valley Boulevard from Ferraro Lane to Wickford Avenue, and in Wickford Avenue from Valley Boulevard to Inyo Street.

9. The names of the contractor, if any, for such work of improvement was: Excel Paving Company

December 6, 2019

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

10. The property on which said work of improvement was completed is in the City of: La Puente  
County of Los Angeles, State of CA, and is described as follows: Valley Boulevard Sanitary Sewer Improvement and Pavement Resurfacing

11. The street address of said property is None

(If no street address has been officially assigned, insert "none".)

Dated \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)

## VERIFICATION

I, the undersigned, say: I am the City Clerk of the City of La Puente, the declarant of the foregoing Notice of Completion:

I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at La Puente, CA

\_\_\_\_\_  
(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)

**ATTACHMENT A**





## City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: January 26, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: AUTHORIZATION TO SOLICIT BIDS FOR SANITARY SEWER  
MAINTENANCE SERVICES IN THE CITY OF LA PUENTE

### BACKGROUND

On July 1, 2010, the County of Los Angeles Consolidated Sewer Maintenance District (CSMD) responsibilities were assumed by the City to manage the immediate and long-term maintenance and operational needs of the City's sanitary sewer system. The City of La Puente currently maintains approximately 60 miles of sewer mainlines. As part of this on-going effort, the City requires the services of an outside contractor to perform regularly scheduled cleaning and maintenance of the sewer system to provide for continued proper operation of the system and compliance with applicable laws and regulations.

At the City Council meeting of September 26, 2017, the City awarded a contract to Tunnelworks Services, Inc. for a three-year service agreement. The multi-year contract with Tunnelworks was for \$222,738.40.

### DISCUSSION

With the conclusion of the prior contract term, it is now necessary to solicit bids for the City's multi-year sewer cleaning. The specifications for maintenance services of this project have been completed and the project is ready to be advertised for formal bid.

The bid opening is set for February 25, 2021 with the anticipated bid award on March 9, 2021. This project will include the cleaning and maintenance of approximately 306,000 linear feet of City-owned sanitary sewer pipelines and manholes by hydraulic flushing/cleaning per designated areas within the city limits, emergency calls for sewer line cleaning, and closed circuit television (CCTV) inspection. The time duration for this service contract will be three years, with one-third of the City being serviced each year as follows:

| <u>AREA</u> | <u>BOUNDARY</u>                                        | <u>FOOTAGE</u> | <u>DATE</u> |
|-------------|--------------------------------------------------------|----------------|-------------|
| I           | West City Limit and Unruh Ave./Cadbrook Dr.            | 102,800 l.f.   | 2021        |
| II          | Unruh Ave./Cadbrook Dr., and Glendora Ave./Temple Ave. | 119,500 l.f.   | 2022        |
| III         | Glendora Ave./Temple Ave., and East City Limit         | 84,100 l.f.    | 2023        |

The hydraulic flushing/cleaning of the three boundary areas identified above will occur each spring of the year designated.

#### FISCAL IMPACT

The estimated cost for the project in year one is estimated to be \$75,000. Funding has been included in the current Fiscal Year 2020-21 budget in the Sewer Construction/Maintenance Fund for this project.

#### RECOMMENDATION

It is recommended that the City Council: (1) approve the specifications for sanitary sewer maintenance services in the City of La Puente; and (2) authorize Staff to solicit bids.

#### ATTACHMENTS

Attachment "A": Bid Specifications (on file in the City Clerk's Office for public review)



## City of La Puente AGENDA REPORT

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To: Mayor and City Council

For meeting of: January 26, 2021

From: Bob Lindsey, City Manager

By: JD Buckwell, AC/Code Supervisor

SUBJECT: ANIMAL CONTROL PROGRAM UPDATE

### BACKGROUND/DISCUSSION

La Puente Animal Control Services Supervisor, JD Buckwell, to present current state of La Puente Animal Control Services.

### LP AC BUDGET

Current budget overview of Animal Control Services, FY20/21.

### H.E.A.R.T. PET WELLNESS CLINICS

HEART Pet Wellness Clinic's proposed schedule and service expansion for 2021. Clinic's COVID-19 compliant protocols.

### ANIMAL CORNER (WEBSITE)

Review of ANIMAL CORNER web elements.

### LP AC CASE MANAGEMENT PROTOCOL

Review of Animal Control's case management and current case closure rate.

### LP AC / CODE ENFORCEMENT COLLABORATION

Animal Control Officer's current protocols regarding code enforcement assistance.

### FISCAL IMPACT

None.

### RECOMMENDATION

It is recommended that the City Council receive and file the update.

### ATTACHMENTS

None.





## City of La Puente AGENDA REPORT

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To: Mayor and City Council For meeting of: January 26, 2021

From: Bob Lindsey, City Manager

By: Roxanne E. Lerma, Director of Community Services

SUBJECT: DISCUSSION AND DIRECTION REGARDING THE CITY'S MILITARY BANNER RECOGNITION PROGRAM

### BACKGROUND

Since 2009, the City of La Puente has offered a Military Banner Program to recognize members of the community who are currently serving our nation in the armed forces. The banners state the service member's name and the branch of military service. Once the banner is in place, the banner remains on display until the service member is discharged from military duty or the banner becomes damaged. The cost of the banner is \$130 which is paid for by the service member and/or their family.

### DISCUSSION

At its City Council Meeting of January 12, 2021, City Council directed staff to provide a review and recommendations of the Military Banner Program. Since its inception in 2009, the major program elements have remained the same apart from a few administrative and logistical details:

1. Designed to honor current military personnel with a La Puente address including service members with a Los Angeles County unincorporated La Puente address
2. A brochure with program information
3. An application that is filled out by the service member/and or their family
4. Military banners are limited to one banner per service member
5. Military banners are displayed along Hacienda Boulevard
6. The cost of the banner is paid for by the service member and/or their family

The program originally called for the service member and/or their family to be presented a certificate representing the banner at a City Council Meeting. This recognition now takes place during the annual Veteran's Day Ceremony and includes a special commemorative pin for military banner recipients separate and apart from the pin provided at this annual event. Initially, banners would go up during the first two (2) weeks in January, May and September annually. Banners are now scheduled to go up once the order is fulfilled and received.

On December 13, 2016, the Military Banner Ad Hoc Committee was formed to review current practices and make recommendations moving forward. The Military Banner Ad Hoc Committee met periodically between 2017 and 2018. The following discussions took place during this period:

1. A review of the cost and city subsidy
2. Expanding the program to include veterans
3. Rebranding the program to include additional or other forms of recognition for veterans
4. Provide an option for a photo of the military member on the banner

In 2017, the Community Services Department conducted a survey of surrounding cities regarding military recognition programs and costs associated with the implementation of these various types of recognitions. In addition, the staff looked at banner pricing from various companies as the City had not solicited bids for banners since 2009. At this time staff is recommending that the City Council expand the Military Recognition Program to include the following:

1. Banners for all military service personnel including veterans.
2. Keep a supply of the “Home to a La Puente Veteran” yard signs to be readily available.
3. Allow for the option of a photo of the service member to be placed on the banner.

Staff will conduct a new survey as an update of the information that was collected in 2017.

#### FISCAL IMPACT

The fiscal impact related to these recommendations will be studied over the course of the next sixty (60) days in order to determine costs and possible avenues for financial relief.

#### RECOMMENDATION

It is recommended that the City Council: (1) extend banners to all military service personnel including veterans; (2) direct staff to keep a supply of the “Home to a La Puente Veteran” yard sign on hand to distribute to veterans; and (3) allow for the option of a photo of the service member to be placed on the banner.

#### ATTACHMENTS

Attachment “A”: September 22, 2009, Staff Report  
Attachment “B”: Military Banner Program Flyer  
Attachment “C”: Military Banner Program Brochure and Application



## City of La Puente AGENDA REPORT

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To: Mayor and City Council For meeting of: September 22, 2009

From: Frank Tripepi, Interim City Manager Date: September 16, 2009

By: Ted Bistarkey, Recreation Services Director

SUBJECT: CONSIDERATION MILITARY BANNER RECOGNITION PROGRAM

### BACKGROUND

Annually, the City of La Puente coordinates a Veterans Day Ceremony on November 11 to celebrate the commitment of past U.S. military personnel and those from La Puente currently serving our nation. The ceremony takes place at the Veterans Memorial adjacent to City Hall. Although the ceremony is well attended with numerous veterans and family members, many community members have expressed an interest in expanding the recognition of La Puente residents currently serving in the armed forces. The recognition would include military street banners along major street corridors in the City. A number of cities locally and nationwide have developed such programs.

### DISCUSSION

The proposed street banners would honor and recognize members of the community who are currently serving our nation in the armed forces. The banners will state the service members name and the branch of military service. Once the banners are in place, they will remain on display until the serviceperson is discharged from military duty. At that time, the banner will be taken down and presented to the individual or family during a City Council meeting.

Staff designed of the banner (Attachment A) that incorporates various elements such as a patriotic theme, individual acknowledgement, and the City's gratitude.

The following is a summary of the companies from whom staff received informal quotes from to produce each customized banner:

| <u>Company</u>              | <u>Amount</u> |
|-----------------------------|---------------|
| Dekra-Lite Industries, Inc. | \$111.04      |
| Graphic Design, Inc.        | \$187.50      |
| Street Décor, Inc.          | \$120.75      |

Staff is recommending that the City Council award Dekra-Lite Industries, Inc., the quote to produce the banners. West Coast Arborists (WCA) has agreed to participate in the program by becoming a co-

sponsor. At no cost, WCA will provide the personnel, equipment, and a vehicle for three (3) days per year to assist one of our maintenance workers to install the banners. The total cost to display each customized military banner is \$130.00. This low cost allows us to support our troops and their families with little impact to staffs' existing duties. The additional \$18.96 will be used for administrative fees.

The program elements being recommended are as follows:

1. Staff will develop informational materials to solicit names of the men and women in uniform. The Military Banner Recognition Program will be promoted in press releases, brochures, and on our website.
2. Individuals/groups will submit the name of a serviceperson to the City on a registration form developed by staff (current La Puente resident).
3. The military banner will be ordered and limited to one banner per serviceperson.
4. The family, if appropriate, would be invited to a City Council meeting and be presented certificates representing the banner.
5. The military banners will be displayed on selected locations along Hacienda Boulevard.
6. Weather permitting the military banners will go up during the first two (2) weeks in January, May, and September annually.
7. When the serviceperson becomes inactive the Honoree and family, if appropriate, would be invited to a City Council meeting and be presented with the actual banner.

#### FISCAL IMPACT

None

#### RECOMMENDATION

It is recommended that the City Council: 1) adopt a Military Banner Recognition Program, 2) approve the banner design, and 3) establish the recommended cost per banner at \$130.00.

Attachment A: Banner Design

# **Military Banner Recognition Program**

The City of La Puente Military Banner Recognition Program is designed to honor current military personnel who reside in La Puente (any patron with a La Puente address, which includes Los Angeles County unincorporated La Puente addresses). Each Banner will have the name and branch of service of men and women currently serving in the military.

In order to qualify as a participant, the honoree must be a current member of the Armed Forces and a La Puente resident or an immediate family member of a La Puente resident (wife, husband, son, daughter, grandson, or granddaughter).

## **Where will Banners Be Displayed?**

Military Banners will be displayed continuously at available locations along major streets corridors in La Puente. Banners are installed by City personnel.

## **What is the cost of the Banner?**

The cost to display each customized banner is \$130.

(No Quantity Limit)

If you have any questions regarding the military banner recognition program please call (626) 855-1561.

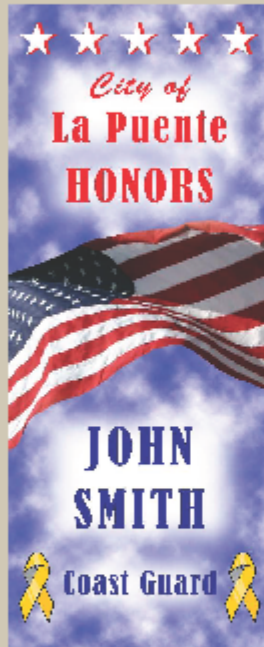


# CITY OF LA PUENTE Military Banner Recognition Program

## ABOUT THE PROGRAM

The City of La Puente Military Banner Recognition Program is designed to honor current military personnel who reside in La Puente, including Los Angeles County unincorporated La Puente addresses. Each banner will have the name and branch of the serviceperson currently serving in the military. In order to qualify as a participant, the honoree must be a current member of the Armed Forces and a La Puente resident or an immediate family member of a La Puente resident (wife, husband, son, daughter, grandson, or granddaughter).

## SAMPLE BANNER



## WHAT IS THE COST OF THE BANNER?

The cost to display each  
customized banner is  
\$130.  
(No Quantity Limit)

## MILITARY RECOGNITION BANNER ORDER FORM

To place an order, please complete the following information:

### SERVICEPERSON INFORMATION

Please print legibly or type the first and last name of the service person as it should appear on the banner and specify the branch of military service. Lettering of the name and branch of service will be sized to fit the banner. Rank of the service person will not be used. Annual verification of active duty status will be required.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Branch of Service:

☐ U.S. Air Force    ☐ U.S. Coast Guard    ☐ U.S. Navy

☐ U.S. Army    ☐ U.S. Marine Corps

Date of Enlistment: \_\_\_\_\_

Anticipated Date of Discharge: \_\_\_\_\_

### NAME AND ADDRESS OF LA PUENTE RESIDENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to Service Person: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## SUBMITTING THE ORDER FORM

Please mail or deliver this order form and payment to:

City of La Puente

Attn: Military Banner Recognition Program

15900 E. Main Street

La Puente, CA 91744

## PLEASE NOTE

Weather permitting the military banners will go up within 30 days.

*The Military Banner Recognition Program honorees may be viewed on the City of La Puente's website at [www.lapuente.org](http://www.lapuente.org). For additional information, please call (626) 855-1560 or (626) 855-1561.*

## FOR OFFICE USE ONLY

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Verified City Address: ☐ YES    Quantity \_\_\_\_\_

Application: ☐ Approved

☐ Denied. Indicate Reason: \_\_\_\_\_

Fee: \$130    ☐ Cash    ☐ Check # \_\_\_\_\_

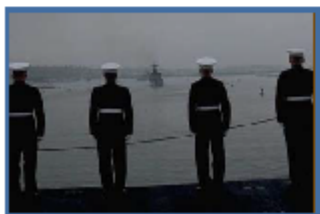
Date Paid: \_\_\_\_\_

\_\_\_\_\_  
City Staff Signature

#### WHERE WILL THE BANNERS BE DISPLAYED?

The military banners will be on display continuously at available locations along major street corridors in La Puente. The banners will be installed by personnel from the City, West Coast Arborist, Inc., and Republic ITS. The banners will be removed when the banner is damaged or the serviceperson is no longer in the military. The banner will be given to the person named on the banner or to a family member.

The City will not be responsible for replacing banners that are stolen, damaged, destroyed due to sun, weather, age, vandalism, or any act of nature beyond our control such as high winds.



#### *City of La Puente*

Military Banner Recognition Program

15900 E. Main Street

La Puente, CA 91744

Phone: (626) 855-1560

or (626) 855-1561

[www.lapuente.org](http://www.lapuente.org)

CITY OF LA PUENTE

## MILITARY BANNER RECOGNITION PROGRAM



*Honoring Residents Serving  
in the United States of  
America Armed Forces.*







## City of La Puente AGENDA REPORT

---

To: Mayor and City Council

For meeting of: January 26, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF A RESOLUTION ADOPTING AMENDED  
ADMINISTRATIVE POLICY #16C, HARASSMENT, DISCRIMINATION, AND  
RETALIATION PREVENTION POLICY

### BACKGROUND

On October 25, 2002, Policy No. 16B was established as the City's Harassment and Discrimination policy to coincide with the City's anti-harassment and discrimination training.

Effective January 1, 2015, the California Fair Employment and Housing Act (FEHA) was modified to require supervisors to be trained regarding the prevention of "abusive conduct" in the workplace.

Beginning January 1, 2020, Senate Bill 1343 required an employer having 5 or more employees to provide at least two hours of classroom or other interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other interactive training and education regarding sexual harassment to all nonsupervisory employees in California. This training must be provided once every two years. To assist employers in satisfying this obligation, Senate Bill 1343 directed the Department of Fair Employment and Housing (DFEH) to develop and make available two interactive, online training courses – a two-hour training for supervisory employees and a one-hour training for nonsupervisory employees.

Senate Bill 778 pushed back the January 1, 2020 deadline to January 1, 2021 deadline in order to give employers an ample amount of time to complete the training requirements. Training was sent out to staff and has been completed. Make up training has been assigned for those who did not complete the training. The training is due on February 1, 2021.

### DISCUSSION

The FEHA requires all employers to develop and implement a sexual harassment prevention policy with a procedure for employees to make complaints and for the employer to investigate complaints. The Department of Fair Employment and Housing (DFEH) states that policies must include provisions to:

1. Fully inform complainants of their rights and any obligations to secure those rights.
2. Require a full and effective investigation. All those with information must be interviewed, and a determination must be made and communicated to the complainant and to the alleged harasser.
3. Require the employer to take prompt and effective correction action if allegations are proven.

The City's current policy must be amended to reflect updated FEHA requirements. The proposed policy is expanding existing harassment training requirements to include all employees, not just supervisors, as previously required and at least one hour of anti-harassment training to all nonsupervisory employees. The proposed policy broadens the scope to include edits and updates for definitions, reporting and investigation requirements, training procedures, and policy dissemination.

Additionally, City staff reached out to the Service Employees International Union Local 721 (Union) representatives on January 5, 2021 to get questions or comments on the amended policy. The Union came back with one comment in Section D.2 to remove "unwanted" and replace it with "unwarranted" or "unsolicited" because the wording had the potential to be subjective. City staff reached out to the City Attorney on the Union request and their suggestion was to keep "unwanted" because unlawful sexual harassment is measured by subjective and objective standard. Both the subjective and objective standard are used to determine whether conduct constitutes unlawful sexual harassment. The word "unwanted" is important to keep in the definition because it tracks the legal definition of unlawful sexual harassment, which includes a subjective component.

The City Attorney's recommendation is to keep the word "unwanted" and to add "unsolicited" to the definition. The proposed definition for Section D.2 will read as follows, "Physical harassment: Assault, unwanted or unsolicited touching, impeding or blocking movement, interference with normal work movement, massages, sitting on laps, or physical behavior of any type based upon a legally protected category;" The Union agreed with the recommendation put forth by the City and has been included in the updated policy.

#### FISCAL IMPACT

None.

#### RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 21-5606 adopting amended Administrative Policy #16C, Harassment, Discrimination, and Retaliation Prevention policy.

#### ATTACHMENTS

|               |                                                                                                         |
|---------------|---------------------------------------------------------------------------------------------------------|
| Attachment A: | Resolution No. 21-5606                                                                                  |
| Attachment B: | Current Harassment, Discrimination, and Retaliation Policy                                              |
| Attachment C: | Proposed Harassment, Discrimination, and Retaliation Prevention Policy with additions/edits highlighted |

**RESOLUTION NO. 21-5606**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF LA PUENTE, CALIFORNIA AMENDING  
ADMINISTRATIVE POLICY #16, HARASSMENT AND  
DISCRIMINATION**

**WHEREAS**, the City of La Puente is committed to providing a work environment that is free from discrimination, harassment, and/or retaliation.

**WHEREAS**, In October, 2002 Policy #16B was established as the City's Harassment and Discrimination policy; and

**WHEREAS**, effective January 1, 2015 the California Fair Employment and Housing Act (FEHA) was modified to require supervisors to be trained regarding the prevention of "abusive conduct" in the workplace; and

**WHEREAS**, effective January 1, 2021 the City of La Puente will also be required to provide training to all nonsupervisory employees once every two years; and

**WHEREAS**, City Staff has drafted an amended administrative policy that provides updated language addressing the most recent FEHA updates as it relates to sexual harassment; and

**WHEREAS**, the proposed policy accurately reflects updated requirements and broadens the scope of the policy to include those additions required by law; and

**WHEREAS**, adoption of the proposed policy will help maintain a professional and positive working environment for all employees and will ensure our current policy reflects current mandates.

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

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

SECTION 2. The City Council does hereby approve and adopt amended Administrative Policy #16, Harassment and Discrimination, which is attached hereto as Exhibit A.

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

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

**PASSED, APPROVED AND ADOPTED** this 26<sup>th</sup> day of January 2021, by the following vote:

|          |                 |
|----------|-----------------|
| AYES:    | COUNCILMEMBERS: |
| NOES:    | COUNCILMEMBERS: |
| ABSENT:  | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |

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Charlie Klinakis, Mayor

ATTEST:

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Sheryl Garcia, City Clerk

## CITY OF LA PUENTE ADMINISTRATIVE POLICY

|                                           |                                                                                       |
|-------------------------------------------|---------------------------------------------------------------------------------------|
| <b>POLICY #:</b> 016C                     | <b>SUBJECT: HARASSMENT,<br/>DISCRIMINATION, AND RETALIATION<br/>PREVENTION POLICY</b> |
| <b>ISSUED:</b> January 26, 2021           |                                                                                       |
| <b>EFFECTIVE:</b> January 26, 2021        |                                                                                       |
| <b>CANCELLATION DATE:</b>                 |                                                                                       |
| <b>SUPERSEDES:</b> 016B –October 25, 2002 |                                                                                       |

### PURPOSE

The City of La Puente (“City” or “La Puente”) is committed to providing a work environment that is free from discrimination, harassment (including sexual harassment), and retaliation. In keeping with this commitment, the City maintains a strict policy prohibiting such conduct.

The purpose of this Harassment, Discrimination, and Retaliation Prevention Policy (“Policy”) is to define and expressly prohibit all discriminatory, harassing, and retaliatory conduct in the workplace, as well as the condoning or perpetuating of such conduct, and to establish an efficient means for reporting and resolving complaints of discrimination, harassment, and retaliation against any individual who reports discrimination, harassment, or retaliation, or who participates in an investigation of such reports.

Discrimination, harassment, and retaliation can decrease work productivity, decrease morale, and cause emotional and physical damage. Incidents of discrimination, harassment, and retaliation can result in serious economic implications such as high turnover, ineffective use of time during working hours, costly salaries paid for nonproductive work hours, and employee absences due to hearings and meetings related to discrimination, harassment, and retaliation complaints.

### POLICY

The City expressly prohibits discrimination and harassment of all applicants, employees, volunteers, interns, and other persons providing services pursuant to a contract on the basis of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years or any other basis protected by applicable federal, state, or local law, including association with individuals with these protected characteristics or perception that an individual has one or more of these protected characteristics.

The City also prohibits retaliation against any individual who files a complaint of discrimination or harassment pursuant to this Policy, or against any individual who assists someone with filing a complaint of discrimination or harassment, who participates in any manner in an investigation or

resolution of a complaint of discrimination or harassment, or who otherwise opposes conduct they reasonably believe to be unlawful discrimination or harassment.

The City considers discrimination, harassment, and retaliation to be a serious offense and is firmly committed to the philosophy that every employee, volunteer, intern, or contract worker has the right to work in an environment free from such treatment. Employees are expected to adhere to a standard of conduct that is respectful to all persons within the work environment and compliant with this Policy and all applicable federal, state and local laws and regulations governing workplace conduct. The City will neither tolerate nor condone harassment of employees by managers, supervisors, co-workers, elected/appointed officials, or persons with whom the City has a business, service, or professional relationship.

Any employee found to have engaged in conduct in violation of this Policy will be subject to appropriate disciplinary action, up to and including termination. Employees may be subject to discipline for engaging in discriminatory or harassing conduct that does not meet the definition of harassment under the law, but that, if repeated or allowed to continue, might meet that definition. The City will also take appropriate action to address violations of this Policy by nonemployees.

The City trusts that employees, contract workers, volunteers, and interns will act responsibly to establish a respectful environment free of discrimination, harassment, or retaliation. The City encourages all employees, contract workers, volunteers, interns to raise questions regarding discrimination, harassment, or retaliation with their immediate supervisor, department head, the Personnel Officer or the City Manager.

## **DEFINITIONS**

For purposes of this Policy:

- A. **Legally Protected Categories:** Race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), age over 40 years or any other basis protected by applicable federal, state, or local law, including association with individuals with these protected characteristics or perception that an individual has one or more of these protected characteristics.
- B. **Discrimination:** Discrimination is the unequal or unfair treatment of an individual in any aspect of employment based solely or in part on the individual's membership in a legally protected category, association with individual(s) in a legally protected category, or perception of being in a legally protected category. Discriminatory conduct may include, but is not limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their membership in a protected category.

- C. **Harassment:** Harassment is unwelcome verbal, visual, written, or physical conduct based on a person's actual or perceived membership in a protected category, or association with an individual in a protected category that is sufficiently severe or pervasive to have the effect or purpose of: creating an intimidating, hostile or offensive work environment; unreasonably interfering with an individual's work performance; or otherwise adversely affecting an individual's employment opportunities.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or computer images regarding an employee, applicant, volunteer, intern, or contract worker's legally protected characteristic. Harassment in the workplace is prohibited whether it involves a co-worker, supervisor or manager, or by third parties doing business with or for the City.

- D. **Sexual harassment:** Sexual harassment is conduct that constitutes an unwelcome sexual advance, proposition, or request for sexual favors or dating, or any other verbal, visual, or physical conduct of a sexual nature or directed at an individual because of his or her sex when:

- i. Submission to such conduct is made a term or condition of employment or relates to the conditional receipt of employment benefits, such as hiring, compensation and advancement; or
- ii. Submission to or rejection of such conduct is used as basis for making employment decisions affecting the individual; or
- iii. Such conduct is severe or pervasive to the extent that it has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment can occur between members of the same or opposite sex. Sexual harassment need not be motivated by sexual desire. Sexual harassment on the job is prohibited whether it involves co-worker harassment, harassment by a supervisor or manager, harassment by a City Official, harassment by a subordinate, or harassment by third parties doing business with or for the City.

Examples of conduct that can constitute unlawful harassment or sexual harassment include, but are not limited to, the following:

1. Verbal harassment: Verbal sexual advances or propositions, jokes, epithets, derogatory comments or slurs, graphic commentaries about an individual's body or other suggestive or offensive comments made on the basis of a legally protected category;
2. Physical harassment: Assault, unwanted or unsolicited touching, impeding or blocking movement, interference with normal work movement, massages, sitting on laps, or physical behavior of any type based upon a legally protected category;

3. Visual harassment: Leering, derogatory gestures, inappropriate or offensive posters, notices, bulletins, cartoons, drawings, e-mails, content displayed from a computer or cell phone, or other depictions related to a legally protected category; and/or
  4. Sexual conduct: Unwelcome sexual advances or propositions, requests for sexual favors, requests for dates, verbal abuse of a sexual nature, verbal commentary about an individual's body, dress or appearance, sexually explicit jokes, sexually degrading language, suggestive or obscene communications, and other verbal, visual or physical conduct of a sexual nature.
- E. **Retaliation:** Retaliation is taking adverse employment action against an individual because the individual either reports in good faith or opposes a practice that the individual reasonably believes constitutes employment discrimination, harassment, or retaliation, or participates in any manner in an investigation or proceeding related to allegations of employment discrimination, harassment, or retaliation.

Examples of conduct that can constitute protected activity include, but are not limited to, the following:

- i. Protected good faith opposition to or reporting of perceived or actual discrimination, harassment, and/or retaliation, or refusing to tolerate or engage in prohibited conduct, or threatening to file a complaint with any federal, state, or administrative agency or court. Protected opposition also includes a complaint or protest made on behalf of another employee or made by the employee's representative. Complaints or oppositions that are intentionally false and/or not made in good faith are not protected; and/or
- ii. Protected participation such as filing a complaint, charge, testifying, assisting, or in any way participating in any internal or administrative investigation, proceeding, or hearing, and/or litigation under federal or state statutes.

Examples of conduct that can constitute an adverse employment action include, but are not limited to, the following: denial of promotion, refusal to hire, denial of job benefits, demotion, suspension, and discharge. Adverse actions may also include threats, reprisals and adverse treatment that in the circumstances could dissuade or intimidate a reasonable person from raising a concern about a workplace condition or activity.

- F. **Supervisor:** An employee with the authority to direct employees, address or respond to grievances, hire, transfer, suspend, layoff, recall, promote, discharge, assign, regard, or discipline other employees, or make such recommendations, if, in connection with the foregoing, the exercise of that authority is not merely of a routine or clerical nature, but requires the use of independent judgment.
- G. **City Official:** Any elected or appointed member of a City of La Puente legislative body.

Employees should contact their supervisor or other supervisory employee, the City Manager, or the Personnel Officer with any questions regarding these definitions, or if they are uncertain about what constitutes prohibited discrimination, harassment, sexual harassment, or retaliation under this Policy.

## **REPORTING DISCRIMINATION, HARASSMENT, OR RETALIATION**

City management is readily available and receptive to complaints of discrimination, sexual or other harassment, and retaliation. Any employee, applicant, intern, volunteer, contract worker, or City Official who believes they have been discriminated against, harassed, or retaliated against in violation of this Policy are encouraged to promptly report the incident and the individuals involved. While there is no time limit for reporting, because complaints of discrimination, harassment, and retaliation are most effectively addressed at the earliest possible stage, the City encourages early reporting of such concerns or complaints.

Any employee, applicant, contract worker, intern, or volunteer who experiences or witnesses any behavior or conduct that they believe violate this Policy are encouraged, but not required, to immediately inform the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior. A decision not to confront the person does not prevent the employee from filing a complaint, nor does it in any way exonerate the accused person.

Employees, applicants, contract workers, interns, and volunteers should also immediately report the alleged violation to their supervisor, manager, or the Personnel Officer, as appropriate. If the alleged offender is the individual's supervisor or manager, or if the individual does not feel that the matter can be discussed with their immediate supervisor, or another supervisor, the individual should contact the Personnel Officer and arrange for a meeting to discuss the complaint. Individuals who do not feel that the matter can be discussed with the Personnel Officer should contact the City Manager and arrange for a meeting to discuss their complaint.

A complaint may be brought forward verbally or in writing. Complaints should be made as soon as possible following the incident, and should include the following information:

- a. The complainant's name, department and position title.
- b. The name of the person or persons committing the alleged discrimination, harassment, or retaliation, including their titles, if known.
- c. The specific nature of the alleged discrimination, harassment, or retaliation, how long it has gone on, and any employment action such as demotion, failure to promote, dismissal, refusal to hire, or transfer taken against the complainant as a result of the discrimination, harassment, or retaliation, or any other threats made against the complainant as a result of the alleged discrimination, harassment, or retaliation.

- d. Witnesses to the alleged discrimination, harassment, or retaliation.
- e. Whether the complainant has previously reported such alleged discrimination, harassment, or retaliation, and, if so, when and to whom.

The City cannot resolve discrimination, harassment, or retaliation problems unless it knows about them. Therefore, it is critical that these kinds of problems are brought to the attention of the City so that the necessary steps can be taken to correct the problem.

The City will not retaliate against any individual for good faith opposition to or the reporting of discrimination, sexual or other harassment, or retaliation. It is also unlawful for an employer to retaliate against employees who report or oppose practices prohibited by state and federal law, file complaints, or otherwise participate in an investigation, proceeding or hearing conducted by the California Department of Fair Employment and Housing (“DFEH”) or the federal Equal Employment Opportunity Commission (“EEOC”). Similarly, the City of La Puente will not tolerate employees who interfere with internal or administrative investigations and/or complaint procedures.

Employees are reminded that the City protects employees from sexual or other harassment by non-employees, such as volunteers, interns, contractors, vendors, or visitors. Any employee who is the victim of harassment by a non-employee or observes this conduct toward another City of La Puente employee should report such harassment to his or her immediate supervisor, and appropriate action will be taken.

Employees who observe or are advised about the sexual or other harassment of another employee, volunteer, or intern are encouraged to follow these reporting procedures.

## **SUPERVISOR REPORTING OBLIGATIONS**

Any supervisor who receives a complaint of discrimination, harassment, or retaliation, or otherwise witnesses or becomes aware of potential discrimination, harassment, or retaliation is required to report the conduct immediately to the Personnel Officer or to the City Manager.

A supervisor who fails to report potential discrimination, harassment, or retaliation that the supervisor knew or should have about in the normal course and scope of their supervisory duties will be subject to discipline, up to and including termination.

## **ANONYMOUS COMPLAINTS**

Employees, applicants, contract workers, interns, or volunteers who wishes to make a complaint of discrimination, harassment, and/or retaliation, but is uncomfortable disclosing their identity may file a complaint anonymously with the Personnel Officer or City Manager. Individuals should understand, however, that anonymity in the complaint procedure may compromise the City’s ability to complete a thorough investigation.

Individuals should also be aware that if the City learns of the identity of an anonymous complainant, the City cannot guarantee that his/her identity will remain confidential, if the City

determines in its sole and absolute discretion that disclosure is necessary to complete any investigation.

## **THE CITY'S RESPONSE TO COMPLAINTS OF DISCRIMINATION HARASSMENT, OR RETALIATION**

### **a. Investigation of Complaints**

All incidents of discrimination, harassment, and/or retaliation that are reported shall be investigated by qualified personnel. The City will immediately undertake or direct an effective, thorough, impartial, and objective investigation of the discrimination, harassment, and/or retaliation allegations.

The investigation will include obtaining information from the person accused of harassment, discrimination, or retaliation and anyone who may have witnessed the alleged misconduct. Anyone with information to assist the City with the investigation of an alleged violation of this Policy should contact the Personnel Officer and/or City Manager. Failure to follow this Policy may subject employees to discipline, up to and including termination.

Employees involved in the investigation may be placed on administrative leave until the conclusion of the investigation when necessary to protect the parties involved.

The City will document each complaint and track each investigation to ensure reasonable progress, timely closure, and that findings are made based on the evidence collected. The findings of the investigation will be communicated to both complainant and the accused.

### **b. Confidentiality**

Maintaining confidentiality during the investigation process helps to encourage the reporting of potential discrimination, harassment, and retaliation and to protect the privacy rights of all parties involved. All investigations related to a complaint under this Policy will be conducted in a confidential manner to the extent possible and with respect for the rights of all individuals involved. Complete confidentiality, however, cannot be guaranteed when it interferes with the City's ability to fulfill its obligations under this Policy, or when disclosure of information pertaining to the complaint or investigation is required by law.

### **c. Cooperation with Investigation**

All employees involved in an investigation into alleged discrimination, harassment, and/or retaliation are required to fully and truthfully cooperate with the investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Employees may discuss their investigation interview with their designated representative. Failure to fully and truthfully cooperate with the investigation is grounds for disciplinary action, up to and including termination.

All employees are prohibited from engaging in retaliation as set forth in this Policy.

d. Determination and Corrective Action

Upon completion of the investigation, if the City determines that conduct in violation of this Policy occurred, the City will take appropriate corrective and preventive action, which may include imposing discipline, up to and including termination. The City will notify both the complaining party and the accused of the findings of the investigation and whether any corrective action has been taken against the accused. The City will not disclose any notes, reports, or other written materials relating to the investigation unless the City deems disclosure necessary to support disciplinary action, to take remedial action, to defend itself in any proceedings, or to comply with the law or court order.

The information and definitions set forth in this Policy are based on the legal definitions of discrimination, harassment, and retaliation. In light of the City's duty to prevent the unlawful discrimination, harassment and retaliation, and its desire to ensure a respectful work environment, the City reserves the right to take appropriate corrective action when an employee engages in inappropriate conduct that does not necessarily meet the legal standards set forth herein. For example, the City may take appropriate corrective action for inappropriate conduct, even if such conduct was not subjectively unwelcome or offensive, or if it does not meet the legal threshold of severe or pervasive.

e. Bad Faith and Intentionally False Complaints

While the City vigorously defends its employees' right to work in an environment free of discrimination, harassment, and retaliation, it also recognizes that false accusations of discrimination, harassment, or retaliation can have serious consequences. Any employee who is found, through the City's investigation, to have deliberately and falsely accused another person of discrimination, harassment, and/or retaliation will be subject to appropriate disciplinary action, up to and including discharge.

## **ADDITIONAL ENFORCEMENT INFORMATION**

Employees who believe they have been discriminated against, harassed, or retaliated against may also file a complaint of discrimination with the California Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (EEOC) using the following contact information:

EEOC: (800) 669-4000 or TTY (800) 669-6820; or online at [www.eeoc.gov](http://www.eeoc.gov)

DFEH: (800) 884-1684 or TTY (800) 700-2320; or online at [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

The DFEH and the EEOC may investigate and prosecute employment harassment, and retaliation complaints. Remedies available through these agencies may include sanctions, fines, injunctions, reinstatement, back pay and damages for emotional distress. There are time limits

for filing complaints with the DFEH and EEOC. Employees are advised to contact the DFEH or EEOC directly to obtain information on the time limits for filing complaints with these agencies.

## **TRAINING AND POLICY DISSEMINATION**

State law requires the City to provide one hour of sexual harassment and abusive conduct prevention training to all non-supervisory employees and two hours of sexual harassment and abusive conduct prevention training to all supervisory employees once every two years. In addition, all persons appointed or promoted to supervisory positions must receive such training within six months of the appointment or promotion, if the supervisory employee is a new hire or was promoted from a non-supervisory position.

In addition, state law requires that City Officials who earn any type of compensation, salary, or stipend receive two hours of sexual harassment prevention training once every two years. This two-hour training must be completed within six months of taking office, and every two years thereafter. A City Official who serves more than one local agency may satisfy the training requirements once every two years; without regard to the number of local agencies he or she serves.

All City employees, contract workers, volunteers, interns, and City Officials will be given a copy of this Policy as part of their initial orientation with the City, and will be given a copy in conjunction with training they attend sponsored by the City.

**ACKNOWLEDGMENT OF RECEIPT OF  
HARASSMENT, DISCRIMINATION,  
AND RETALIATION PREVENTION POLICY**

This acknowledges that I have received my copy of the City of La Puente's Harassment, Discrimination, and Retaliation Prevention Policy (the "Policy") and that I have read the Policy, understand my rights and obligations under the Policy, and agree to be bound by it. I understand that my failure to comply with the requirements of this Policy could result in disciplinary action, up to and including termination.

I understand that a copy of this employee acknowledgment will be placed in my personnel file, and that my signature below signifies that I have read this Policy and will abide by all of its provisions.

PRINT FULL NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

**[RETAIN IN EMPLOYEE'S PERSONNEL OR OTHER APPROPRIATE FILE]**

## **DISCRIMINATION AND HARASSMENT POLICY**

### **I. PURPOSE**

The City of La Puente (the "City") is committed to providing a work environment that is free from discrimination. In keeping with this commitment, the City maintains a strict policy prohibiting discrimination and harassment, including sexual harassment.

The purpose of this Policy is to define and forbid discriminatory and/or harassing conduct, to prohibit the condoning or perpetuating of such conduct and to provide an efficient means for reporting and resolving complaints of discrimination and/or harassment.

This policy is also posted on the Bulletin Board in your office for review at any time. If you need another copy, please let us know.

State and federal law expressly prohibit discrimination and/or harassment of employees or applicants based upon race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, veteran status, sexual orientation, marital status, sex, or age over 40 years old.

Discrimination and/or harassment is misconduct that can decrease work productivity, decrease morale and cause emotional and physical damage. Incidents of discrimination and/or harassment can result in serious economic implications such as high turnover, ineffective use of time during working hours, costly salaries paid for nonproductive work hours, and employee absences due to hearings and meetings related to discrimination and/or harassment complaints.

### **II. POLICY**

The City's policy strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or mental disability, medical condition (cancer related), pregnancy, childbirth, veteran status, marital status or over 40 years old. The City considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discrimination intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful to all persons within the work environment.

In keeping with this commitment, the City maintains and follows a strict policy prohibiting unlawful discrimination and harassment, in any form, including verbal, physical and visual harassment, coercion, and/or reprisal. This policy applies to all employees, vendors and visitors. The City does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee has engaged in

discrimination and/or sexual harassment, that employee will be disciplined, up to and including discharge.

### **III. PROHIBITED CONDUCT**

The City's Discrimination and Harassment prohibits the following types of conduct:

A. Discrimination. Discrimination is any action or conduct by which an employee is treated differently or less favorably than other employees similarly situated to him or her for the sole reason that he or she is as member of a legally protected category, such as race, religion, creed, color, national origin, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, sexual orientation, marital status, sex, sexual orientation or age over 40 years old. For example, it would be discrimination for an individual to be denied employment or terminated from employment because that individual has a disability or is 40 years of age or older.

B. Harassment. Unlawful harassment is any verbal or physical conduct based on an employee's membership in a protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, sexual orientation, marital status, sex, or age over 40 years, that is sufficiently and/or alter the conditions of employment and create an intimidating, hostile or otherwise offensive working environment.

C. Sexual Harassment. Sexual harassment is defined as follows: Any action that constitutes an unwelcome sexual advance or request for sexual factors, or any verbal or physical conduct of a sexual nature that is (i) related to or conditional to the receipt of employee benefits, including but not limited to hiring and advancement, (ii) sufficiently severe or pervasive so as to affect an employee's work performance negatively and/or alter the conditions of employment and create an intimidating, hostile or otherwise offensive working environment.

Examples of the type of conduct that can constitute unlawful harassment or sexual harassment including, but are not limited to, the following:

1. Verbal harassment – For example: epithets, derogatory comments or slurs, graphic commentaries about an individual's body or other suggestive comments made on the basis of a legally protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, sexual orientation, marital status, sex, or age over 40 years.
2. Physical harassment – For example: assault, impeding or blocking movement, interference with normal work movement, massages, sitting on laps, or unwanted touching of any type based upon a legally protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth,

veteran status, sexual orientation, marital status, sex, sexual orientation or age over 40 years.

3. Visual forms of harassment – For example: leering, making derogatory gestures, derogatory posters, notices, bulletins, cartoons, drawings, e-mails, faxes or other depictions based upon legally protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, sexual orientation, marital status, sex, sexual orientation or over 40 years.
4. Sexual conduct – For example: unwelcome sexual advances, requests for sexual favors, propositions, and other verbal or physical conduct of a sexual nature which is made a condition of an employment benefit or unreasonably interferes with an individual's work performance and creates an offensive work environment.
5. Relation – Taking adverse employment action against any employee for having reported or threatened to report unlawful discrimination or harassment, on the basis of legally protected category such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth, veteran status, sexual orientation, marital status, sex, sexual orientation or age over 40 years.

If you have questions regarding these definitions of discrimination, harassment, sexual harassment, if you are uncertain what constitutes discrimination, harassment, or sexual harassment or if you are uncertain as to what constitutes prohibited conduct under the City's Policy, contact your supervisor, the Personnel Director, the City Manager or other management official.

#### **IV. REPORTING DISCRIMINATION OR HARASSMENT**

If you believe any comments, gestures or actions of a co-worker, supervisor, vendor or visitor be discriminatory, harassing or offensive, you should immediately communicate to that person that such behavior is unwelcome. However, failure to do so does not prevent you from filing a complaint nor does it in any way exonerate the discriminating party or harasser.

City management is readily available and receptive to complaints of discrimination, sexual or other harassment. If you feel that you are being discriminated against or harassed by another employee, by a vendor, by a visitor or otherwise, you should immediately report the facts of the incident or incidents and the name(s) of the individual(s) involved to your immediate supervisor. If you do not feel that the matter can be discussed with your immediate supervisor, you should contact Personnel/Risk Specialist and arrange for a meeting to discuss your complaint. If you do not feel that

the matter can be discussed with the Personnel/Risk Specialist, you should contact the city Manager and arrange for a meeting to discuss your complaint. An anonymous written complaint also can be delivered to the Personnel/Risk Specialist or City Manager. It is recommended that complaints be made no later than 15 working days after the incident. In addition, a written and signed statement of the complaint should be submitted to your supervisor, the Personnel/Risk Specialist or the City Manager within 10 days of the initial report. Employees in the need of assistance in filing the complaint will be provided such.

Complaints must include the following information:

- A. The employee's name, department and position title.
- B. The name of the person or persons committing the harassment, including their title(s) if known.
- C. The specific nature of the harassment, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) or any other threats made against the victim as a result of the harassment.
- D. Witnesses to the harassment.
- E. Whether the victim previously has reported such harassment and, if so, when and to whom.

Your notification to the City is essential. You may be assured that you will not be penalized in any way for reporting discrimination, sexual harassment or the harassment problems. This would be considered retaliation and it is unlawful for an employer to retaliate against employees who oppose practices prohibited by state and federal law, file complaints, or otherwise participate in an investigation, proceeding or hearing conducted by the Department Commission. Similarly, the City will not tolerate any employees who interfere with its own internal investigations and its own internal complaints procedure.

Employees are reminded that the City protects employees from sexual or other harassment by non-employees (e.g. vendors, visitors). Any employee who is the victim of any harassment by a non-employee or observes this conduct toward another City employee should report such harassment to his or her immediate supervisor, and appropriate action will be taken. Likewise, employees observe or are advised about the sexual or other harassment of another employee are encouraged to follow these reporting procedures.

**The city cannot resolve discrimination or a sexual or other harassment problem unless it knows about it. Therefore, it is your responsibility to bring those kinds of problems to the attention of the city so that the necessary steps can be taken to correct the problem, and we encourage you to do so.**

## **V. ANONYMOUS COMPLAINTS**

Any employee who wishes to make a complaint of discrimination or sexual harassment or other harassment but is uncomfortable disclosing his or her identity may do so by following the above complaint procedure and filing the complaint anonymously with the Personnel/Risk Specialist or City Manager. Employees should know, however, that anonymity in the complaint procedure may compromise the City's ability to complete a through investigation.

## **VI. THE CITY'S RESPONSE TO COMPLAINTS OF THE DISCRIMINATION OR HARASSMENT**

All complaints of sexual harassment that are reported to management will be investigated immediately, thoroughly, objectively, completely and as confidentially as possible. The City, as part of its investigation, will make every attempt to interview all individuals with information relative to the complaint.

Any investigation related to a complaint under this policy will be conducted with as much confidentiality as possible and with respect for the rights of all individuals involved. Information related to the investigation will be provided on a "need to know" basis only.

The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of harassment, and to protect the reputation of any employee wrongfully charged with harassment.

It is important for the complaining party and the alleged harasser to understand that it is a violation of this policy to discuss any investigation with other employees or to conduct your own investigation at anytime. If you have any information to assist the City, you are to contact the person conducting the investigation. Failure to follow this policy may subject you to discipline, as the confidential nature of the complaint and the investigation is vital in protecting the privacy rights of all parties involved.

The city will make its determination and communicate that determine to the complaining employee and to the alleged harasser. You are not entitled to copies of any notes or other written materials regarding the investigation, as we consider these notes or other written materials regarding the investigation, as we consider these confidential documents. If it is determine that the alleged harasser has violated City policies, appropriate corrective action will be taken in accordance with established City disciplinary procedures, up to and including discharge. Furthermore, as part of the City's attempt to remedy the complaining employee's concerns, the complaining employee will be informed of remedial measures and disciplinary actions imposed against the violator.

Employees who believe that they have been harassed may, within one year of harassment, also file a complaint of discrimination with California Department of Fair Employment and Housing ("DFEH"). The DFEH may also investigate and process the complaint. Violators are subject to penalties and remedial measures that may include

sanctions, fines, injunctions, reinstatement, back pay and damages. The address of the local office of the Department of Fair Employment and Housing is as follows:

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While the City vigorously defends its employees' right to work in an environment free of sexual or other harassment, it also recognizes that false accusations of sexual or other harassment can have serious consequences. Accordingly, any employee who is found, through the City's investigation, to have deliberately and falsely accused another person of sexual or other harassment will be subject to appropriate disciplinary action, up to and including discharges.

The City trusts that all employees will continue to act responsibly to establish a pleasant working environment free of sexual or other harassment. The City encourages you to raise questions you may have regarding this, the Personnel/Risk Specialist or the City Manager.

**VII. REFERENCE:**

California Department of Fair Employment & Housing (DFEH) Fair Employment and Housing Act (FEHA), Title VII.

**EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF  
HARASSMENT AND DISCRIMINATION POLICY**

This will acknowledge that I have received my copy of the City of La Puente Harassment and Discrimination Policy ("Policy") and that I have read the Policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations and does not create a contract of employment. Regardless of what the Policy states or provides, the City retains the right to add, change or delete provisions of the Policy and all other working terms and conditions without obtaining another person's consent or agreement.

My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

[RETAIN IN EMPLOYEE PERSONNEL FILE]

## CITY OF LA PUENTE ADMINISTRATIVE POLICY

|                                           |                                                                                       |
|-------------------------------------------|---------------------------------------------------------------------------------------|
| <b>POLICY #:</b> 016C                     | <b>SUBJECT: HARASSMENT,<br/>DISCRIMINATION, AND RETALIATION<br/>PREVENTION POLICY</b> |
| <b>ISSUED:</b> January 26, 2021           |                                                                                       |
| <b>EFFECTIVE:</b> January 26, 2021        |                                                                                       |
| <b>CANCELLATION DATE:</b>                 |                                                                                       |
| <b>SUPERSEDES:</b> 016B –October 25, 2002 |                                                                                       |

### PURPOSE

The City of La Puente (“City” or “La Puente”) is committed to providing a work environment that is free from discrimination, harassment (including sexual harassment), and retaliation. In keeping with this commitment, the City maintains a strict policy prohibiting such conduct.

The purpose of this Harassment, Discrimination, and Retaliation Prevention Policy (“Policy”) is to define and expressly prohibit all discriminatory, harassing, and retaliatory conduct in the workplace, as well as the condoning or perpetuating of such conduct, and to establish an efficient means for reporting and resolving complaints of discrimination, harassment, and retaliation against any individual who reports discrimination, harassment, or retaliation, or who participates in an investigation of such reports.

Discrimination, harassment, and retaliation can decrease work productivity, decrease morale, and cause emotional and physical damage. Incidents of discrimination, harassment, and retaliation can result in serious economic implications such as high turnover, ineffective use of time during working hours, costly salaries paid for nonproductive work hours, and employee absences due to hearings and meetings related to discrimination, harassment, and retaliation complaints.

### POLICY

The City expressly prohibits discrimination and harassment of all applicants, employees, volunteers, interns, and other persons providing services pursuant to a contract on the basis of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years or any other basis protected by applicable federal, state, or local law, including association with individuals with these protected characteristics or perception that an individual has one or more of these protected characteristics.

The City also prohibits retaliation against any individual who files a complaint of discrimination or harassment pursuant to this Policy, or against any individual who assists someone with filing a complaint of discrimination or harassment, who participates in any manner in an investigation or

resolution of a complaint of discrimination or harassment, or who otherwise opposes conduct they reasonably believe to be unlawful discrimination or harassment.

The City considers discrimination, harassment, and retaliation to be a serious offense and is firmly committed to the philosophy that every employee, volunteer, intern, or contract worker has the right to work in an environment free from such treatment. Employees are expected to adhere to a standard of conduct that is respectful to all persons within the work environment and compliant with this Policy and all applicable federal, state and local laws and regulations governing workplace conduct. The City will neither tolerate nor condone harassment of employees by managers, supervisors, co-workers, elected/appointed officials, or persons with whom the City has a business, service, or professional relationship.

Any employee found to have engaged in conduct in violation of this Policy will be subject to appropriate disciplinary action, up to and including termination. Employees may be subject to discipline for engaging in discriminatory or harassing conduct that does not meet the definition of harassment under the law, but that, if repeated or allowed to continue, might meet that definition. The City will also take appropriate action to address violations of this Policy by nonemployees.

The City trusts that employees, contract workers, volunteers, and interns will act responsibly to establish a respectful environment free of discrimination, harassment, or retaliation. The City encourages all employees, contract workers, volunteers, interns to raise questions regarding discrimination, harassment, or retaliation with their immediate supervisor, department head, the Personnel Officer or the City Manager.

## DEFINITIONS

For purposes of this Policy:

- A. **Legally Protected Categories:** Race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), age over 40 years or any other basis protected by applicable federal, state, or local law, including association with individuals with these protected characteristics or perception that an individual has one or more of these protected characteristics.
- B. **Discrimination:** Discrimination is the unequal or unfair treatment of an individual in any aspect of employment based solely or in part on the individual's membership in a legally protected category, association with individual(s) in a legally protected category, or perception of being in a legally protected category. Discriminatory conduct may include, but is not limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their membership in a protected category.

- C. **Harassment:** Harassment is unwelcome verbal, visual, written, or physical conduct based on a person's actual or perceived membership in a protected category, or association with an individual in a protected category that is sufficiently severe or pervasive to have the effect or purpose of: creating an intimidating, hostile or offensive work environment; unreasonably interfering with an individual's work performance; or otherwise adversely affecting an individual's employment opportunities.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or computer images regarding an employee, applicant, volunteer, intern, or contract worker's legally protected characteristic. Harassment in the workplace is prohibited whether it involves a co-worker, supervisor or manager, or by third parties doing business with or for the City.

- D. **Sexual harassment:** Sexual harassment is conduct that constitutes an unwelcome sexual advance, proposition, or request for sexual favors or dating, or any other verbal, visual, or physical conduct of a sexual nature or directed at an individual because of his or her sex when:

- i. Submission to such conduct is made a term or condition of employment or relates to the conditional receipt of employment benefits, such as hiring, compensation and advancement; or
- ii. Submission to or rejection of such conduct is used as basis for making employment decisions affecting the individual; or
- iii. Such conduct is severe or pervasive to the extent that it has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment can occur between members of the same or opposite sex. Sexual harassment need not be motivated by sexual desire. Sexual harassment on the job is prohibited whether it involves co-worker harassment, harassment by a supervisor or manager, harassment by a City Official, harassment by a subordinate, or harassment by third parties doing business with or for the City.

Examples of conduct that can constitute unlawful harassment or sexual harassment include, but are not limited to, the following:

1. Verbal harassment: Verbal sexual advances or propositions, jokes, epithets, derogatory comments or slurs, graphic commentaries about an individual's body or other suggestive or offensive comments made on the basis of a legally protected category;
2. Physical harassment: Assault, unwanted or unsolicited touching, impeding or blocking movement, interference with normal work movement, massages, sitting on laps, or physical behavior of any type based upon a legally protected category;

3. Visual harassment: Leering, derogatory gestures, inappropriate or offensive posters, notices, bulletins, cartoons, drawings, e-mails, content displayed from a computer or cell phone, or other depictions related to a legally protected category; and/or
4. Sexual conduct: Unwelcome sexual advances or propositions, requests for sexual favors, requests for dates, verbal abuse of a sexual nature, verbal commentary about an individual's body, dress or appearance, sexually explicit jokes, sexually degrading language, suggestive or obscene communications, and other verbal, visual or physical conduct of a sexual nature.

**E. Retaliation:** Retaliation is taking adverse employment action against an individual because the individual either reports in good faith or opposes a practice that the individual reasonably believes constitutes employment discrimination, harassment, or retaliation, or participates in any manner in an investigation or proceeding related to allegations of employment discrimination, harassment, or retaliation.

Examples of conduct that can constitute protected activity include, but are not limited to, the following:

- i. Protected good faith opposition to or reporting of perceived or actual discrimination, harassment, and/or retaliation, or refusing to tolerate or engage in prohibited conduct, or threatening to file a complaint with any federal, state, or administrative agency or court. Protected opposition also includes a complaint or protest made on behalf of another employee or made by the employee's representative. Complaints or oppositions that are intentionally false and/or not made in good faith are not protected; and/or
- ii. Protected participation such as filing a complaint, charge, testifying, assisting, or in any way participating in any internal or administrative investigation, proceeding, or hearing, and/or litigation under federal or state statutes.

Examples of conduct that can constitute an adverse employment action include, but are not limited to, the following: denial of promotion, refusal to hire, denial of job benefits, demotion, suspension, and discharge. Adverse actions may also include threats, reprisals and adverse treatment that in the circumstances could dissuade or intimidate a reasonable person from raising a concern about a workplace condition or activity.

**F. Supervisor:** An employee with the authority to direct employees, address or respond to grievances, hire, transfer, suspend, layoff, recall, promote, discharge, assign, regard, or discipline other employees, or make such recommendations, if, in connection with the foregoing, the exercise of that authority is not merely of a routine or clerical nature, but requires the use of independent judgment.

**G. City Official:** Any elected or appointed member of a City of La Puente legislative body.

Employees should contact their supervisor or other supervisory employee, the City Manager, or the Personnel Officer with any questions regarding these definitions, or if they are uncertain about what constitutes prohibited discrimination, harassment, sexual harassment, or retaliation under this Policy.

## **REPORTING DISCRIMINATION, HARASSMENT, OR RETALIATION**

City management is readily available and receptive to complaints of discrimination, sexual or other harassment, and retaliation. Any employee, applicant, intern, volunteer, contract worker, or City Official who believes they have been discriminated against, harassed, or retaliated against in violation of this Policy are encouraged to promptly report the incident and the individuals involved. While there is no time limit for reporting, because complaints of discrimination, harassment, and retaliation are most effectively addressed at the earliest possible stage, the City encourages early reporting of such concerns or complaints.

Any employee, applicant, contract worker, intern, or volunteer who experiences or witnesses any behavior or conduct that they believe violate this Policy are encouraged, but not required, to immediately inform the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior. A decision not to confront the person does not prevent the employee from filing a complaint, nor does it in any way exonerate the accused person.

Employees, applicants, contract workers, interns, and volunteers should also immediately report the alleged violation to their supervisor, manager, or the Personnel Officer, as appropriate. If the alleged offender is the individual's supervisor or manager, or if the individual does not feel that the matter can be discussed with their immediate supervisor, or another supervisor, the individual should contact the Personnel Officer and arrange for a meeting to discuss the complaint. Individuals who do not feel that the matter can be discussed with the Personnel Officer should contact the City Manager and arrange for a meeting to discuss their complaint.

A complaint may be brought forward verbally or in writing. Complaints should be made as soon as possible following the incident, and should include the following information:

- a. The complainant's name, department and position title.
- b. The name of the person or persons committing the alleged discrimination, harassment, or retaliation, including their titles, if known.
- c. The specific nature of the alleged discrimination, harassment, or retaliation, how long it has gone on, and any employment action such as demotion, failure to promote, dismissal, refusal to hire, or transfer taken against the complainant as a result of the discrimination, harassment, or retaliation, or any other threats made against the complainant as a result of the alleged discrimination, harassment, or retaliation.

- d. Witnesses to the alleged discrimination, harassment, or retaliation.
- e. Whether the complainant has previously reported such alleged discrimination, harassment, or retaliation, and, if so, when and to whom.

The City cannot resolve discrimination, harassment, or retaliation problems unless it knows about them. Therefore, it is critical that these kinds of problems are brought to the attention of the City so that the necessary steps can be taken to correct the problem.

The City will not retaliate against any individual for good faith opposition to or the reporting of discrimination, sexual or other harassment, or retaliation. It is also unlawful for an employer to retaliate against employees who report or oppose practices prohibited by state and federal law, file complaints, or otherwise participate in an investigation, proceeding or hearing conducted by the California Department of Fair Employment and Housing (“DFEH”) or the federal Equal Employment Opportunity Commission (“EEOC”). Similarly, the City of La Puente will not tolerate employees who interfere with internal or administrative investigations and/or complaint procedures.

Employees are reminded that the City protects employees from sexual or other harassment by non-employees, such as volunteers, interns, contractors, vendors, or visitors. Any employee who is the victim of harassment by a non-employee or observes this conduct toward another City of La Puente employee should report such harassment to his or her immediate supervisor, and appropriate action will be taken.

Employees who observe or are advised about the sexual or other harassment of another employee, volunteer, or intern are encouraged to follow these reporting procedures.

### **SUPERVISOR REPORTING OBLIGATIONS**

Any supervisor who receives a complaint of discrimination, harassment, or retaliation, or otherwise witnesses or becomes aware of potential discrimination, harassment, or retaliation is required to report the conduct immediately to the Personnel Officer or to the City Manager.

A supervisor who fails to report potential discrimination, harassment, or retaliation that the supervisor knew or should have about in the normal course and scope of their supervisory duties will be subject to discipline, up to and including termination.

### **ANONYMOUS COMPLAINTS**

Employees, applicants, contract workers, interns, or volunteers who wishes to make a complaint of discrimination, harassment, and/or retaliation, but is uncomfortable disclosing their identity may file a complaint anonymously with the Personnel Officer or City Manager. Individuals should understand, however, that anonymity in the complaint procedure may compromise the City’s ability to complete a thorough investigation.

Individuals should also be aware that if the City learns of the identity of an anonymous complainant, the City cannot guarantee that his/her identity will remain confidential, if the City

determines in its sole and absolute discretion that disclosure is necessary to complete any investigation.

## **THE CITY'S RESPONSE TO COMPLAINTS OF DISCRIMINATION HARASSMENT, OR RETALIATION**

### **a. Investigation of Complaints**

All incidents of discrimination, harassment, and/or retaliation that are reported shall be investigated by qualified personnel. The City will immediately undertake or direct an effective, thorough, impartial, and objective investigation of the discrimination, harassment, and/or retaliation allegations.

The investigation will include obtaining information from the person accused of harassment, discrimination, or retaliation and anyone who may have witnessed the alleged misconduct. Anyone with information to assist the City with the investigation of an alleged violation of this Policy should contact the Personnel Officer and/or City Manager. Failure to follow this Policy may subject employees to discipline, up to and including termination.

Employees involved in the investigation may be placed on administrative leave until the conclusion of the investigation when necessary to protect the parties involved.

The City will document each complaint and track each investigation to ensure reasonable progress, timely closure, and that findings are made based on the evidence collected. The findings of the investigation will be communicated to both complainant and the accused.

### **b. Confidentiality**

Maintaining confidentiality during the investigation process helps to encourage the reporting of potential discrimination, harassment, and retaliation and to protect the privacy rights of all parties involved. All investigations related to a complaint under this Policy will be conducted in a confidential manner to the extent possible and with respect for the rights of all individuals involved. Complete confidentiality, however, cannot be guaranteed when it interferes with the City's ability to fulfill its obligations under this Policy, or when disclosure of information pertaining to the complaint or investigation is required by law.

### **c. Cooperation with Investigation**

All employees involved in an investigation into alleged discrimination, harassment, and/or retaliation are required to fully and truthfully cooperate with the investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Employees may discuss their investigation interview with their designated representative. Failure to fully and truthfully cooperate with the investigation is grounds for disciplinary action, up to and including termination.

All employees are prohibited from engaging in retaliation as set forth in this Policy.

d. Determination and Corrective Action

Upon completion of the investigation, if the City determines that conduct in violation of this Policy occurred, the City will take appropriate corrective and preventive action, which may include imposing discipline, up to and including termination. The City will notify both the complaining party and the accused of the findings of the investigation and whether any corrective action has been taken against the accused. The City will not disclose any notes, reports, or other written materials relating to the investigation unless the City deems disclosure necessary to support disciplinary action, to take remedial action, to defend itself in any proceedings, or to comply with the law or court order.

The information and definitions set forth in this Policy are based on the legal definitions of discrimination, harassment, and retaliation. In light of the City's duty to prevent the unlawful discrimination, harassment and retaliation, and its desire to ensure a respectful work environment, the City reserves the right to take appropriate corrective action when an employee engages in inappropriate conduct that does not necessarily meet the legal standards set forth herein. For example, the City may take appropriate corrective action for inappropriate conduct, even if such conduct was not subjectively unwelcome or offensive, or if it does not meet the legal threshold of severe or pervasive.

e. Bad Faith and Intentionally False Complaints

While the City vigorously defends its employees' right to work in an environment free of discrimination, harassment, and retaliation, it also recognizes that false accusations of discrimination, harassment, or retaliation can have serious consequences. Any employee who is found, through the City's investigation, to have deliberately and falsely accused another person of discrimination, harassment, and/or retaliation will be subject to appropriate disciplinary action, up to and including discharge.

## ADDITIONAL ENFORCEMENT INFORMATION

Employees who believe they have been discriminated against, harassed, or retaliated against may also file a complaint of discrimination with the California Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (EEOC) using the following contact information:

EEOC: (800) 669-4000 or TTY (800) 669-6820; or online at [www.eeoc.gov](http://www.eeoc.gov)

DFEH: (800) 884-1684 or TTY (800) 700-2320; or online at [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

The DFEH and the EEOC may investigate and prosecute employment harassment, and retaliation complaints. Remedies available through these agencies may include sanctions, fines, injunctions, reinstatement, back pay and damages for emotional distress. There are time limits

for filing complaints with the DFEH and EEOC. Employees are advised to contact the DFEH or EEOC directly to obtain information on the time limits for filing complaints with these agencies.

## **TRAINING AND POLICY DISSEMINATION**

State law requires the City to provide one hour of sexual harassment and abusive conduct prevention training to all non-supervisory employees and two hours of sexual harassment and abusive conduct prevention training to all supervisory employees once every two years. In addition, all persons appointed or promoted to supervisory positions must receive such training within six months of the appointment or promotion, if the supervisory employee is a new hire or was promoted from a non-supervisory position.

In addition, state law requires that City Officials who earn any type of compensation, salary, or stipend receive two hours of sexual harassment prevention training once every two years. This two-hour training must be completed within six months of taking office, and every two years thereafter. A City Official who serves more than one local agency may satisfy the training requirements once every two years; without regard to the number of local agencies he or she serves.

All City employees, contract workers, volunteers, interns, and City Officials will be given a copy of this Policy as part of their initial orientation with the City, and will be given a copy in conjunction with training they attend sponsored by the City.

**ACKNOWLEDGMENT OF RECEIPT OF  
HARASSMENT, DISCRIMINATION,  
AND RETALIATION PREVENTION POLICY**

This acknowledges that I have received my copy of the City of La Puente's Harassment, Discrimination, and Retaliation Prevention Policy (the "Policy") and that I have read the Policy, understand my rights and obligations under the Policy, and agree to be bound by it. I understand that my failure to comply with the requirements of this Policy could result in disciplinary action, up to and including termination.

I understand that a copy of this employee acknowledgment will be placed in my personnel file, and that my signature below signifies that I have read this Policy and will abide by all of its provisions.

PRINT FULL NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

**[RETAIN IN EMPLOYEE'S PERSONNEL OR OTHER APPROPRIATE FILE]**





## City of La Puente AGENDA REPORT

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To: Mayor and City Council

For meeting of: January 26, 2021

From: Bob Lindsey, City Manager

By: Jaime Guerrero, Code Enforcement Manager

SUBJECT: CONSIDERATION OF CODE ENFORCEMENT PROGRAM EXPANSION

### BACKGROUND/DISCUSSION

La Puente Code Enforcement Manager, Jaime Guerrero, to present current state of La Puente Code Enforcement Program and the expansion of Code Enforcement activities.

### PARKING ENFORCEMENT DEPARTMENT

Parking citations issued from July 1, 2020 to December 31, 2020 were 2,661 parking citations with a fine total of \$145,800 in fines. In comparison with last year, there were 3,334 parking citations issued with a total fine amount of \$177,718 for the same time period. The difference between the two periods reflects a reduction of 673 citations being issued under the Covid-19 conditions.

Parking Enforcement staff is undergoing the approval process to gain access to the Los Angeles County Sheriff's Department Network. This will allow them to use mobile computers in their vehicles that will provide them with access to DMV information and process the towing of vehicles.

Currently, the budgeted allocation for Parking Enforcement Officers provides the City with only five hours of dedicated parking enforcement per day. As part of the City's on-going effort to address parking concerns, an increase of ten additional staff hours per day is requested at a cost of \$25,000. This will allow for expanded parking enforcement activities in the early morning and evening hours for the remainder of this fiscal year.

### CODE ENFORCEMENT DEPARTMENT

For the period between July 1, 2020 through December 31, 2020, staff opened 900 cases and closed 929 cases. In comparison with the last fiscal year, there were 1,029 cases opened and 976 cases closed for the same period. Currently, as of this report we have 340 active code enforcement related cases open.

The Code Department has recently been tasked with providing security at the City's parks to ensure the regulations to preserve public peace, health, and safety are enforced. Currently staff is providing patrol services for eight hours a day, which were intended for residential and commercial enforcement. To accommodate for this new task for the remainder of this fiscal year, staff is requesting an increase of \$41,000 to the Code Enforcement Part-time Salaries Budget.

### FISCAL IMPACT

The cost to expand parking enforcement activities and continue to provide park patrol services and graffiti abatement security through the end of this fiscal year is \$66,000.

### RECOMMENDATION

It is recommended that the City Council approve an increase to the Code Enforcement Part-Time Salaries Budget in the amount of \$66,000.

### ATTACHMENTS

None.

**AMENDED AND RESTATED PROCLAMATION AND ORDER  
OF THE CITY COUNCIL  
OF THE CITY OF LA PUENTE, CALIFORNIA,  
PROCLAIMING EXISTENCE OF A LOCAL EMERGENCY**

**WHEREAS**, Government Code Section 8630 and Section 2.28.060 of the City of La Puente Municipal Code, empower the City Council to proclaim the existence or threatened existence of a local emergency when the City of La Puente ("City"), is affected or likely to be affected; and

**WHEREAS**, the City Council of the City of La Puente does hereby find as follows:

(a) Paragraph 5 of the Proclamation and Order of the City Council adopted on March 17, 2020, proclaimed "the use of all City facilities, including all parks, and except for City Hall, are closed to the public and all City-sponsored events are cancelled or postponed to a future date" as well as authorizing the City Manager "to make any other decisions regarding staffing at City facilities to protect the health, safety and welfare of City Staff."

(b) On September 23, 2020, Governor Gavin Newsom ("Governor Newsom") issued Executive Order N-80-20 hereby extending the timeframe for the protections set forth in Executive Order N-28-20 Paragraph 2, extended via Executive Order N-66-20, through March 31, 2021, with respect to commercial evictions only; and

(c) The Executive Order by the Chair of the County of Los Angeles Supervisors ("Board"), imposing a temporary moratorium on evictions for non-payment of residential and commercial tenants has been extended through February 28, 2021, unless repealed or extended by the Board; and

(d) On December 3, 2020, the California Department of Public Health issued a Regional Stay at Home Order ("Order"), going into effect at 11:59 PM the day after a region has been announced to have less than 15% ICU availability and will require the region to prohibit private gatherings of any size, close sector operations except for critical infrastructure and retail, and require 100% masking and physical distancing; and

(e) That the conditions of the COVID-19 pandemic, pose extreme peril to the health and safety of persons and property within the City and are, or are likely to be, beyond the control and capacity of the services, personnel, equipment and facilities of the City; and

**WHEREAS**, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, DOES HEREBY PROCLAIM AND ORDER AS FOLLOWS:**

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

2. A local emergency has existed in the City since March 13, 2020, and that emergency continues to date.

3. During the existence of said local emergency the powers, functions and duties of the emergency organization of City shall be those prescribed by state law, by the ordinances and resolutions of the City, and any other applicable law, rule, or regulation.

4. During the existence of said local emergency, the City, and all related City entities, shall follow and impose all directives, mandates, Executive Orders and any other emergency related restrictions issued by the United States of America, State of California and/or the County of Los Angeles, including any and all social distancing recommendations.

5. The normal City goods and services procurement requests and purchase practices are stayed during this period of emergency.

6. Given the emergency, and the need to devote City staff and resources to respond to it, the City hereby extends all deadlines for responding to requests under the California Public Records Act, the processing of any land use entitlements, and any other applications to the City, and the City Council also orders that the issuance of street sweeping parking tickets are hereby suspended until a determination by the City Council that street sweeping parking tickets resume.

7. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of La Puente.

8. Consistent with the City's adopted budget and approved agreements with vendors and contractors, the City Manager shall ensure that City vendors and contractors are paid in a timely manner, the City Manager and the Finance Director are authorized and directed to approve the claims and demands, make payments thereon, and finally to bring those claims and demands to the City Council at future meetings for ratification of the payments made.

9. The City Council will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its council meetings via teleconferencing and other electronic means to permit councilmembers and members of the public to adopt social distancing to the greatest extent possible while still proceeding with the efficient handling of the City's business, in compliance with all Executive Orders issued by the Governor concerning the conduct of public meetings. The City Council may also avail itself to the briefings permitted under Executive Order N-35-20.

10. Paragraph 5 of the Proclamation and Order of the City Council adopted on March 17, 2020 is hereby repealed in its entirety.

11. The City Manager, as Director of Emergency Services, shall have all powers and duties set forth in the La Puente Municipal Code Section 2.28.060 (Powers and duties of the director and assistant director of emergency services).

12. Paragraph 11 of the Proclamation and Order of the City Council adopted on March 26, 2020 is hereby repealed in its entirety and allowing the County of Los Angeles Eviction

Moratorium Protections to remain applicable in the City of La Puente.

13. Until termination of this emergency is proclaimed by the City Council of the City of La Puente, all individuals visiting parks of any kind located in the City must abide by State and County wide social distancing and mask requirements.

14. A copy of this amended and restated proclamation shall be forwarded by the City Clerk to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in Los Angeles County and by virtue of that declaration the City of La Puente; that the Governor waive regulations that may hinder response and recovery efforts; that response and recovery assistance be made available under the California Disaster Assistance Act and the Stafford Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

15. The City Council shall review the need for continuing the local emergency as set forth by State law.

**PASSED, APPROVED AND ADOPTED** this 26<sup>th</sup> day of January 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Charlie Klinakis, Mayor

ATTEST:

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Sheryl Garcia, City Clerk





## City of La Puente AGENDA REPORT

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To: Mayor and City Council

For meeting of: January 26, 2021

From: Bob Lindsey, City Manager

By: Victor Ponto, Interim City Attorney  
Marc Tran, Interim Assistant City Attorney

SUBJECT: CONSIDERATION OF AN URGENCY ORDINANCE TO ADD A NEW CHAPTER 3.78 OF TITLE 3 OF THE CITY'S MUNICIPAL CODE RELATING TO THE CITY'S SKATE PARK; CONSIDERATION OF AN ORDINANCE TO ADD A NEW CHAPTER 3.78 OF TITLE 3 OF THE CITY'S MUNICIPAL CODE RELATING TO THE CITY'S SKATE PARK

### BACKGROUND

The City recently completed construction of a skate park located at 501 Glendora Avenue ("Skate Park"). Prior to opening and dedicating the Skate Park, however, the City must consider and adopt regulations to ensure the safety of the public and also protect the City from potential litigation that may arise from use of the Skate Park.

### DISCUSSION

State law provides that public entities and public employees are not liable for injuries and property damage incurred by persons who voluntarily place themselves at risk by participating in a hazardous recreational activity that the person, including persons who assist the participant or spectators, who knew or reasonably should have known the activity created a substantial risk of injury. (Gov. Code, § 831.7.)

Skate boarding and use of other wheeled recreational devices carries such a risk and is deemed a hazardous recreational activity within the meaning of Government Code section 831.7 if: (1) the person riding the skate board or other wheeled recreational device is 12 years of age or older; (2) the riding of the skate board or other wheeled recreational device that caused the injury was stunt, trick, or luge riding; and (3) if the skate board park or other wheeled recreational device is on public property where the local public agency adopts an ordinance and posts signs requiring a person riding a skate board or other wheeled recreational device at the facility to wear a helmet, elbow pads, and knee pads and notifying users that failure to do so will subject users to citation. (Health & Saf. Code, § 115800.)

By establishing regulations governing safe use of a facility and posting on signage at the facility, the City can alert participants, parents and guardians, and spectators of the risks involved and offer guidelines to help prevent injury.

The City Attorney's Office has drafted both an urgency ordinance ("Urgency Ordinance No. 21-969") and a regular ordinance ("Ordinance No. 21-970")(collectively, "Skate Park Ordinances") for the City Council's consideration. While the two ordinances contain similar contents, adoption of Urgency Ordinance No. 21-969 would allow for the immediate implementation of the regulations to preserve public peace, health, and safety while the City Council considers a more permanent set of regulations through Ordinance No. 21-970. (See Gov. Code, §§ 8634, 36934, and 36937.)

Urgency Ordinance No. 21-969 is justified in light of the increased demand for outdoor recreational spaces, the urgency of such demand, and the exposure to liability if there are no regulation governing the use of the Skate Park.

The Skate Park Ordinances would limit skate park use to skate boarders and "other wheeled recreational devices," which includes nonmotorized bicycles, scooters, inline skates, roller skates, and wheelchairs being used for recreational purposes. (See Health & Saf. Code, § 115800, subd. (d).) It would require parents or guardians to accompany users under age 12 and require all users to wear safety gear, including helmets. It would prohibit use of user-supplied obstacles, ramps and jumps, and any other reckless and unsafe behavior. It would declare that Skate Park users use the facility at their own risk, no onsite supervision is provided, and the City is not responsible for injuries and damage.

In order to strike a balance between providing access to the Skate Park and protecting itself from liability, the City should consider adopting the Skate Park Ordinances. If adopted, the Skate Park Ordinances would establish regulations that ensure safe use of the skate park and insulate the City from liability for future injuries sustained by skate park users.

#### FISCAL IMPACT

Staff anticipates minimal expenditures related to enforcement of the regulations and cost savings related to avoidance of liability related to potential lawsuits.

#### RECOMMENDATION

It is recommended that the City Council: (1) introduce, waive the reading of, and adopt Urgency Ordinance No. 21-969; and (2) introduce and waive the first reading of Ordinance No. 21-970.

#### ATTACHMENTS

Attachment "A": Urgency Ordinance No. 21-969  
Attachment "B": Ordinance No. 21-970

**URGENCY ORDINANCE NO. 21-969**

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF  
THE CITY OF LA PUENTE, CALIFORNIA, ADDING  
CHAPTER 3.78 OF TITLE 3 OF THE CITY'S MUNICIPAL  
CODE RELATING TO THE CITY'S SKATE PARK**

**WHEREAS**, beginning on March 4, 2020 and continuing thereafter, Governor Gavin Newsom and various state and local departments have declared state and local health emergencies related to the Coronavirus Disease 2019 ("COVID-19"); and

**WHEREAS**, Government Code Section 8630 et seq. authorize the City of La Puente ("City") to declare a local emergency, which the City Council did on March 17, 2020; and

**WHEREAS**, COVID-19 regulations have caused the closure of gyms, fitness centers, and recreational centers, thereby increasing a corollary demand for access to outdoor recreational centers where users may be outdoors and participate in fitness and recreational activities while being socially distanced from other users; and

**WHEREAS**, the City intends to open and dedicate a skate park ("Skate Park") for the purpose of skate boarding and other forms of recreation using non-motorized, wheeled devices; and

**WHEREAS**, skate boarding and other forms of recreation using nonmotorized, wheeled devices are inherently hazardous recreational activities; and

**WHEREAS**, the City desires to immediately adopt and publish regulations and guidelines for the use of the Skate Park to apprise the public of risks associated with use of the Skate Park; and

**WHEREAS**, the City desires to immediately adopt and publish regulations and guidelines for the use of the Skate Park to limit its liability associated to the public's use of the Skate Park; and

**WHEREAS**, in light of the increased demand for outdoor recreational spaces in the City and the urgency of such demand, the City desires to make the Skate Park available for use by the public in a safe manner forthwith; and

**WHEREAS**, the City Council finds that immediate action is necessary to protect the public health and safety from health hazards associated with lack of access to outdoor recreation spaces and misuse of spaces not designed or designated for hazardous recreational activities; and

**WHEREAS**, Government Code Sections 8634, 36934, and 36937 authorize the City Council to take action by ordinance to take effect immediately for the preservation of the public peace, health, and safety when adopted by a four-fifths vote of the City Council.

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

Section 1. Findings.

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

Section 2. La Puente Municipal Code Amendment.

A new Chapter 3.78 of Title 3 of the La Puente Municipal Code is hereby amended to read in its entirety as follows:

Chapter 3.78 Skate Park

3.78.010 Purpose.

The purpose of this chapter is to provide regulations governing the conduct of the City's public skate park facility users and to insulate the City from liability associated with potential injury arising from public skate park facility users' participation in an inherently hazardous recreational activity.

3.78.020 Definitions.

For the purpose of carrying out the purpose of this chapter, words, phrases, and terms used herein shall have their ordinary meaning, unless otherwise indicated as follows:

"Department" means the City of La Puente's Department of Community Services.

"Director" means the Director of Community Services, or his/her designee.

"Other wheeled recreational device" means nonmotorized bicycles, scooters, inline skates, roller skates, or wheelchairs being used for recreational purposes.

"Public skate park facility" means any public facility or structure that is designed for, owned, operated, and maintained by the City of La Puente, in use of skate boards and other wheeled recreational devices are permitted pursuant to the provisions of this chapter, and which has been designated as a "public skate park facility" by resolution of the City Council.

"Skate board" means any platform of any composition or size to which two or more wheels are attached and which is intended to be ridden or propelled by one person standing or kneeling upon such platform and containing no steering apparatus.

"Skate activity" means the use of a skate board or other wheeled recreational device.

"Skater" means any person engaged in a skate activity.

3.78.030 Protective Gear Required.

All skaters must wear a safety helmet, elbow pads, and kneepads while engaging in any skate activity in a public skate park facility. All such protective gear must be functional and protective, properly sized, and designed for their intended use at said facility.

3.78.040 Prohibited Conduct.

It shall be unlawful for any person do engage in the following activities at a public skate park facility:

- (a) No person shall be allowed to perform any skate activity at times other than those established by the director or his/her designee.
- (b) No person shall use a public skate park facility for uses other than skate activity.
- (c) No person shall use or enter a public skate park facility unless they wear proper safety equipment, including a helmet, elbow pads, and kneepads. All such safety equipment must be functional and protective, properly sized, and designed for its intended use at the public skate park facility.
- (d) No person shall ride or use any items other than skate boards or other wheeled recreational device.
- (e) No person, other than a skater, is permitted within the skating surface of any public skate park facility, except that spectators may sit or stand in areas designated for that purpose.
- (f) No person shall ride or use any skate board or other wheeled recreational device in a reckless manner or with willful disregard for the safety of persons or property, or cause anyone with such items to be ridden or used in such a reckless manner.
- (g) No person shall place, affix or utilize any obstacles or other materials within a public skate park facility that are not affixed thereto by the department for recreational purposes.
- (h) No skate activity is permitted on the curbs, sidewalk, fences, railings, seating area, or walls of any City-owned structure or area surrounding or adjoining a public skate park facility.
- (i) No person shall conduct organized activities, events, or competitions on any public skate park facility without the prior written approval from the Director or his/her designee.
- (j) A public skate park facility shall not be used if a hazardous condition exists, including but not limited to, inclement weather conditions and significant cracks, breaks, or other irregularities in the skating surface of a public skate park facility.
- (k) No person shall litter in a public skate park facility. All persons using a public skate park facility must place any trash, cans, bottles, papers, or

waste of any kind they create or bring to a public skate park facility in refuse containers provided by the City. If no refuse container is provided by the City, each person shall be responsible for removing and disposing of such items in an appropriate manner.

- (l) No person shall possess or use alcohol or drugs in the public skate park facility.
- (m) No person shall use a public skate park facility while under the influence of alcohol or drugs that would impair the person's judgment or motor skills.
- (n) No person shall allow or cause glass containers of any kind to be brought into any public skate park facility.
- (o) No person shall allow or cause graffiti or tagging in or around any part of the public skate park facility.
- (p) No person shall allow or cause any animal of any kind to be brought into a public skate park facility.

#### 3.78.050 Signage and Posting Requirements.

In order to provide reasonable notice to the public, the Director or his/her designee shall place and post signs in one or more conspicuous and visible area(s) of the public skate park facility, designating the facility, structure or area as a public skate park, specifying the rules and regulations established pursuant to this chapter, and the activities described as prohibited in this chapter.

#### 3.78.060 Other Rules and Regulations.

The City reserves the right to eject anyone from the public skate park facility at any time for any reason. The Director may set forth any other rules and regulations for the use of a public skate park facility which he/she deems appropriate, provided that signs describing such rules and regulations are placed and posted pursuant to this chapter.

#### 3.78.070 Violations and Penalties.

- (a) Any violation of this chapter may be punishable as either a misdemeanor or an infraction.
- (b) Repeat violators (i.e., having three or more violations) may be suspended or prohibited from using the facility.
- (c) Repeat violations of this chapter may also constitute a public nuisance and may be abated by the City through civil process by means of restraining order, preliminary or permanent injunction or in any other manner provided by law for the abatement of such nuisances.

### Section 3. CEQA Findings.

The City Council finds that the Urgency Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines, as it is not a “project” and has no potential to result in a direct or reasonably foreseeable indirect physical

change to the environment. (Cal. Code Regs., tit.14, § 15378, subd. (a).) Further, this Urgency Ordinance is exempt from CEQA as there is no possibility that it or its implementation would have a significant negative effect on the environment. (Cal. Code Regs., tit.14, § 15061, subd. (b)(3).)

#### Section 4. Clerical Errors.

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

#### Section 5. Severability.

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

#### Section 6. Effective Date.

This Urgency Ordinance is enacted pursuant to the authority conferred upon the City Council by Government Code Sections 36934 and 36937 and shall be in full force and effect upon its adoption by a four-fifths (4/5) vote of the City Council. The City Clerk shall cause this Urgency Ordinance to be published once in a newspaper of general circulation within fifteen (15) days after its adoption. This Urgency Ordinance shall become effective immediately and shall terminate ninety (90) days after the effective date or upon the City's adoption of a regular ordinance regulating the same, whichever occurs first.

#### Section 7. Grace Period.

Any person violating Section 3.78.070 pertaining to Violations and Penalties of this Urgency Ordinance shall receive warnings during the first seven (7) days after this Urgency Ordinance's effective date.

#### Section 8. Publication.

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

**PASSED, APPROVED AND ADOPTED** this 26<sup>th</sup> day of January, 2021, by the following vote:

|          |                 |
|----------|-----------------|
| AYES:    | COUNCILMEMBERS: |
| NOES:    | COUNCILMEMBERS: |
| ABSENT:  | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |

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Charlie Klinakis, Mayor

ATTEST:

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Sheryl Garcia, City Clerk

**ORDINANCE NO. 21-970**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY  
OF LA PUENTE, CALIFORNIA, ADDING CHAPTER 3.78  
OF TITLE 3 OF THE CITY'S MUNICIPAL CODE  
RELATING TO THE CITY'S SKATE PARK**

**WHEREAS**, the City of La Puente ("City") anticipates opening and dedicating a skate park ("Skate Park") for the purpose of skate boarding and other forms of recreation using non-motorized, wheeled devices; and

**WHEREAS**, skate boarding and other forms of recreation using non-motorized, wheeled devices are inherently hazardous recreational activities; and

**WHEREAS**, the City desires to adopt and publish regulations and guidelines for the use of the Skate Park to apprise the public of risks associated with use of the Skate Park; and

**WHEREAS**, the City desires to adopt and publish regulations and guidelines for the use of the Skate Park to limit its liability associated to the public's use of the Skate Park.

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

Section 1. Findings.

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

Section 2. La Puente Municipal Code Amendment.

A new Chapter 3.78 of Title 3 of the La Puente Municipal Code is hereby amended to read in its entirety as follows:

Chapter 3.78 Skate Park

3.78.010 Purpose.

The purpose of this chapter is to provide regulations governing the conduct of the City's public skate park facility users and to insulate the City from liability associated with potential injury arising from skate park users' participation in an inherently hazardous recreational activity.

3.78.020 Definitions.

For the purpose of carrying out the purpose of this chapter, words, phrases, and terms used herein shall have their ordinary meaning, unless otherwise indicated as follows:

"Department" means the City of La Puente's Department of Community Services.

“Director” means the Director of Community Services, or his/her designee.

“Other wheeled recreational device” means nonmotorized bicycles, scooters, inline skates, roller skates, or wheelchairs being used for recreational purposes.

“Public skate park facility” means any public facility or structure that is designed for, owned, operated, and maintained by the City of La Puente, in use of skate boards and other wheeled recreational devices are permitted pursuant to the provisions of this chapter, and which has been designated as a “public skate park facility” by resolution of the City Council.

“Skate board” means any platform of any composition or size to which two or more wheels are attached and which is intended to be ridden or propelled by one person standing or kneeling upon such platform and containing no steering apparatus.

“Skate activity” means the use of a skate board or other wheeled recreational device.

“Skater” means any person engaged in a skate activity.

#### 3.78.030 Protective Gear Required.

All skaters must wear a safety helmet, elbow pads, and kneepads while engaging in any skate activity in a public skate park facility. All such protective gear must be functional and protective, properly sized, and designed for their intended use at said facility.

#### 3.78.040 Prohibited Conduct.

It shall be unlawful for any person do engage in the following activities at a public skate park facility:

- (a) No person shall be allowed to perform any skate activity at times other than those established by the director or his/her designee.
- (b) No person shall use a public skate park facility for uses other than skate activity.
- (c) No person shall use or enter the fenced area of a public skate park facility unless they wear proper safety equipment, including a helmet, elbow pads, and kneepads. All such safety equipment must be functional and protective, properly sized, and designed for its intended use at the public skate park facility.
- (d) No person shall ride or use any items other than skate boards or other wheeled recreational device.
- (e) No person, other than a skater, is permitted within the skating surface of any public skate park facility, except that spectators may sit or stand in areas designated for that purpose.

- (f) No person shall ride or use any skate board or other wheeled recreational device in a reckless manner or with willful disregard for the safety of persons or property, or cause anyone with such items to be ridden or used in such a reckless manner.
- (g) No person shall place, affix or utilize any obstacles or other materials within a public skate park facility that are not affixed thereto by the department for recreational purposes.
- (h) No skate activity is permitted on the curbs, sidewalk, fences, railings, seating area, or walls of any City-owned structure or area surrounding or adjoining a public skate park facility.
- (i) No person shall conduct organized activities, events, or competitions on any public skate park facility without the prior written approval from the Director or his/her designee.
- (j) A public skate park facility shall not be used if a hazardous condition exists, including but not limited to, inclement weather conditions and significant cracks, breaks or other irregularities in the skating surface of a public skate park facility.
- (k) No person shall litter in a public skate park facility. All persons using a public skate park facility must place any trash, cans, bottles, papers, or waste of any kind they create or bring to a public skate park facility in refuse containers provided by the City. If no refuse container is provided by the City, each person shall be responsible for removing and disposing of such items in an appropriate manner.
- (l) No person shall possess or use alcohol or drugs in the public skate park facility.
- (m) No person shall use a public skate park facility while under the influence of alcohol or drugs that would impair the person's judgment or motor skills.
- (n) No person shall allow or cause glass containers of any kind to be brought into any public skate park facility.
- (o) No person shall allow or cause graffiti or tagging in or around any part of the public skate park facility.
- (p) No person shall allow or cause any animal of any kind to be brought into a public skate park facility.

#### 3.78.050 Signage and Posting Requirements.

In order to provide reasonable notice to the public, the Director or his/her designee shall place and post signs in one or more conspicuous and visible area(s) of the public skate park facility, designating the facility, structure or area as a public skate park, specifying the rules and regulations established pursuant to this chapter, and the activities described as prohibited in this chapter.

3.78.060 Other Rules and Regulations.

The City reserves the right to eject anyone from the public skate park facility at any time for any reason. The Director may set forth any other rules and regulations for the use of a public skate park facility which he/she deems appropriate, provided that signs describing such rules and regulations are placed and posted pursuant to this chapter.

3.78.070 Violations and Penalties.

- (a) Any violation of this chapter may be punishable as either a misdemeanor or an infraction.
- (b) Repeat violators (i.e., having three or more violations) may be suspended or prohibited from using the facility.
- (c) Repeat violations of this chapter may also constitute a public nuisance and may be abated by the City through civil process by means of restraining order, preliminary or permanent injunction or in any other manner provided by law for the abatement of such nuisances.

Section 3. CEQA Findings.

The City Council finds that the Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines, as it is not a “project” and has no potential to result in a direct or reasonably foreseeable indirect physical change to the environment. (Cal. Code Regs., tit.14, § 15378, subd. (a).) Further, this Urgency Ordinance is exempt from CEQA as there is no possibility that it or its implementation would have a significant negative effect on the environment. (Cal. Code Regs., tit.14, § 15061, subd. (b)(3).)

Section 4. Clerical Errors.

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

Section 5. Severability.

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

Section 6. Effective Date.

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

Section 7. Publication.

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

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_, 2021, by the following vote:

|          |                 |
|----------|-----------------|
| AYES:    | COUNCILMEMBERS: |
| NOES:    | COUNCILMEMBERS: |
| ABSENT:  | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |

\_\_\_\_\_  
Charlie Klinakis, Mayor

ATTEST:

\_\_\_\_\_  
Sheryl Garcia, City Clerk