



CITY OF LA PUENTE
PUBLIC PARTICIPATION IN MEETINGS
DUE TO COVID-19

Given current Covid-19 restrictions and social distancing guidelines issued by federal, state and local agencies, the City has implemented 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 <https://lapuente.org/agenda/>. Click on "View Event" for the current meeting to view it live.

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 of Decorum as would otherwise apply to speakers at City Council meetings.

In Person: Public comment may be provided in-person at City Hall, 15900 E. Main Street. Due to Covid-19 restrictions, 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.

In Writing: eComments may be submitted for a posted meeting via SpeakUp on the Agendas and Minutes page of the City's website at <https://lapuente.org/agenda/>. Simply click on "Click here for eComment". Please submit your eComment no later than 2 hours prior to the meeting start time.

Dadas las restricciones actuales de Covid-19 y las pautas de distanciamiento social emitidas por agencias federales, estatales y locales, la Ciudad ha implementado los siguientes procedimientos para la participación en las reuniones del Concejo Municipal, hasta nuevo aviso. Los miembros del Concejo Municipal/Agencia Sucesora pueden participar desde una ubicación remota a través de teleconferencia.

Cómo escuchar la reunión en vivo

Audio en vivo: visite el sitio web de la ciudad en <https://lapuente.org/agenda/>. Haga clic en "Ver evento" para ver la reunión en vivo.

En vivo por teléfono: marque (408) 650-3123 e ingrese el siguiente código de acceso: 731-551-669. Esta es una línea de "solo escuchar". Para enviar un comentario público, vea a continuación.

Cómo enviar comentarios públicos

Tenga en cuenta que todos los comentarios están sujetos a las mismas reglas que se aplicarían a los oradores en las reuniones del Concejo Municipal.

En persona: Los comentarios del público se pueden proporcionar en persona en el Ayuntamiento, 15900 E. Main Street. Debido a las restricciones de Covid-19, no se permitirá que los oradores permanezcan dentro de las Cámaras del Consejo/Ayuntamiento para observar la reunión. El distanciamiento social se aplicará estrictamente y todos los oradores deben cubrirse la cara y someterse a un control de temperatura, de acuerdo con los Protocolos de reapertura adoptados por la Ciudad.

Por escrito: Los comentarios electrónicos se pueden enviar a través de SpeakUp en la página de Agendas and Minutes del sitio web de la Ciudad en <https://lapuente.org/agenda/>. Simplemente haga clic en "eComment" para la reunión actual. Proporcione su eComment a más tardar 2 horas antes de la hora de inicio de la reunión.



**REGULAR MEETING OF
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
COUNCIL CHAMBERS**

15900 EAST MAIN STREET, LA PUENTE

APRIL 13, 2021

7:00 P.M. REGULAR SESSION

CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

PRESENTATIONS

Introduction of LEAD Students Participating in the City Council Meeting

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 rd Wednesday	6:30 p.m.
Sanitation District 15 & 21	Klinakis/Munoz	4 th Wednesday	1:30 p.m.
League of California Cities L.A. Div.	Lewis/Argudo	1 st Thursday	6:30 p.m.
City Selection Committee	Klinakis/Lewis	When Necessary	6:30 p.m.
San Gabriel Valley COG	Quinones/Argudo	3 rd Thursday	4:00 p.m.
Southern California JPIA	Quinones/All Council	4 th 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 & Vector Control District	Klinakis	2 nd Friday	7:00 a.m.

A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS

A-1 READ AND APPROVE THE MINUTES OF THE CITY COUNCIL AND SUCCESSOR AGENCY MEETING OF MARCH 23, 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 March 23, 2021.

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL – None

C. UNFINISHED BUSINESS OF THE CITY COUNCIL

C-1 UPDATE REGARDING INTERPRETIVE SERVICES AT MEETINGS (COUNCIL MEMBER ARGUDO)

Staff Recommendation: It is recommended that the City Council receive and file this report and provide any necessary direction to Staff.

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

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

D-1 CONSIDERATION OF A RESOLUTION APPROVING WARRANT REGISTER NO. 1506

Staff Recommendation: It is recommended that the City Council and Successor Agency adopt Resolution No. 21-5617 approving Warrant Register No. 1506.

D-2 CONSIDERATION OF A RESOLUTION TO ADOPT THE COVID-19 EXPOSURE CONTROL POLICY

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 21-5618 adopting the COVID-19 Exposure Control Policy.

D-3 CONSIDERATION OF RELEASE OF BONDS FOR TRACT MAP NO. 77117 LOCATED AT 1067 LARIMORE AVENUE – BOCO HOLDINGS

Staff Recommendation: It is recommended that the City Council: (1) accept the public improvements completed for Tract Map No. 77117; (2) authorize the City Clerk to execute a Notice of Completion; and (3) authorize staff to release the Faithful Performance Bond, Material and Labor Bond, and Warranty Bond to the developer.

D-4 CONSIDERATION OF A RESOLUTION DESIGNATING MAY AS GANG AWARENESS AND PREVENTION MONTH (MAYOR KLINAKIS)

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 21-5619 designating May as Gang Awareness and Prevention Month.

D-5 CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR LITTLE LEAGUE FIELDS FENCING AT LA PUENTE PARK

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-6 CONSIDERATION OF APPROVAL OF A FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH HDL COREN & CONE FOR PROPERTY TAX MANAGEMENT SERVICES

Staff Recommendation: It is recommended that the City Council approve the third amendment to the professional services agreement with HdL, Coren and Cone and authorize the City Manager to execute the Agreement on behalf of the City.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

E-1 UPDATE REGARDING OPENING OF LA PUENTE PARK (MAYOR KLINAKIS)

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

E-2 DISCUSSION AND DIRECTION REGARDING HIRING A COMMUNITY ENGAGEMENT SUPERVISOR AND UPDATE ON LA PUENTE COMMUNITY FOUNDATION

Staff Recommendation: It is recommended that the City Council provide discussion and direction regarding filling the Community Engagement Supervisor position and allow City staff to move forward with the hiring process including interviewing potential candidates and making an offer.

E-3 DISCUSSION AND DIRECTION REGARDING THE USE OF FUNDS RECEIVED FROM THE AMERICAN RESCUE PLAN ACT OF 2021

Staff Recommendation: It is recommended that the City Council: (1) discuss this item and provide direction to Staff; and (2) authorize the City Manager to approve purchase orders as may be required by the City's Procurement Policy.

E-4 DISCUSSION AND DIRECTION REGARDING RE-OPENING OF LA PUENTE LIVE

Staff Recommendation: It is recommended that the City Council discuss the re-opening of La Puente Live and provide direction to staff regarding waiving business license application and related fees for La Puente Live vendors through June 30, 2021.

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
7.	Project LEAD	Lewis/Quinones
8.	Community Safety and Welfare	Argudo/Quinones

AB 1234 REPORTS

ORAL COMMENTS FROM COUNCIL

ORAL COMMENTS FROM STAFF

ADJOURNMENT

AVAILABILITY

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

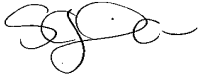
MEETING TIMES

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 8th day of April, 2021.



Sheryl Garcia, MMC, CPM
City Clerk

MINUTES
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
REGULAR MEETING OF
MARCH 23, 2021

Per *Robert's Rules of Order Newly Revised 11th Edition*, minutes are a record of the actions taken by the body. These minutes do not include a summary of the discussion but only reflect the action taken by the body. A complete audio recording of this meeting is available on the City's website www.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, March 9, 2021, at 7:00 p.m.

CALL TO ORDER

Mayor Klinakis called the meeting to order at 7:00 p.m.

ROLL CALL

Members present: Klinakis, Munoz (via teleconference), Argudo (arrived at 7:01 p.m.),
Lewis (via teleconference), Quinones.

Members absent: None.

Staff members present: City Manager Bob Lindsey, City Attorney Victor Ponto (via teleconference), City Clerk Garcia, Assistant City Attorney Marc Tran (via teleconference), Director of Administrative Services Troy Grunklee (via teleconference), Director of Development Services John Di Mario (via teleconference), Director of Community Services Roxanne Lerma (via teleconference) and Principal Accountant Alex Merkel-Medina.

PLEDGE OF ALLEGIANCE

Mayor Klinakis led the Pledge of Allegiance.

PRESENTATIONS

Sergeant Brian Smith of the Los Angeles County Sheriff's Department Industry Station provided an update regarding crime statistics in La Puente.

Mayor Klinakis presented a proclamation declaring April 2021 as "National Donate Life Month" to OneLegacy volunteer Ambassador Ms. Nancy Jolley. Ms. Jolley thanked the City Council and spoke regarding the importance of organ and tissue donation.

Lindavera Marquez, Sierra Vista Middle School student, thanked Council Member Lewis and Council Member Quinones for assisting in Project Lead and the Speaker Series. She spoke regarding her school's activities and events including Science Olympiad, celebrating everyday local heroes, Career Day on May 7, 2021, Wellness Week, and a schoolwide assembly with Cesar Chavez's granddaughter on March 29, 2021.

Jorge Espinoza, Sparks Middle School student, spoke regarding his experience with distance learning, leadership class, Motivational Monday, Spartan Speaker Series, and Project Lead.

Director of Community Services Lerma recognized Sparks Middle School Principal Mr. Collin Miller and Sierra Vista Middle School Assistant Principal Dr. John Kwon for being in attendance.

ORAL COMMUNICATIONS

Joe Bautista expressed his concern regarding COVID-19 safety at the La Puente Park, audio and translation services for City Council meetings, and City street construction.

Jose Sotelo spoke regarding a permit for his driveway.

Sandra Tooreess submitted a written comment expressing her concern regarding the Sheriff's Department.

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 MEETING OF MARCH 9, 2021

A motion was made by Council Member Argudo, seconded by Mayor Pro Tem Munoz, to waive the reading and approve the Minutes of the City Council and Successor Agency meeting of March 9, 2021. The motion carried by the following roll call vote:

AYES: Klinakis, Munoz, Argudo, Lewis, Quinones

NOES: None

ABSTAIN: None

ABSENT: None

Acting Captain Rick Rector of the Sheriff's Industry Station introduced himself and provided a brief update on crime in La Puente.

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL – None

C. UNFINISHED BUSINESS OF THE CITY COUNCIL

C-1 UPDATE REGARDING THE CITY'S MILITARY BANNER RECOGNITION PROGRAM

Director of Community Services Lerma provided an update regarding the lowest bid received for the production of the military banners.

Council Member Argudo inquired regarding the longevity of the ink of the banners.

Mayor Klinakis requested Staff to bring back additional information regarding the longevity of the ink on the banners, as requested by Council Member Argudo.

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

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

Mayor Klinakis pulled item D-5 for further discussion.

A motion was made by Council Member Argudo, seconded by Mayor Pro Tem Munoz, to approve Consent Calendar Items D-1 through D-4, and D-6. 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. 1505

Action taken: The City Council and Successor Agency adopted Resolution No. 21-5616 approving Warrant Register No. 1505.

D-2 PRESENTATION OF FEBRUARY 2021 INVESTMENT REPORT

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

D-3 PRESENTATION OF FEBRUARY 2021 REQUISITION SUMMARY REPORT

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

D-4 CONSIDERATION OF AWARD OF CONTRACT TO PIPE TEC, INC., IN THE AMOUNT OF \$204,996.90 FOR SANITARY SEWER MAINTENANCE SERVICES IN THE CITY

Action taken: The City Council: (1) awarded the contract to Pipe Tec, Inc. in the amount of \$204,996.90; and (2) authorized the City Manager to approve change orders up to 10% of the original bid amount.

D-5 PRESENTATION OF POPULAR ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2019/2020

Mayor Klinakis pulled this item for further discussion.

Principal Accountant Merkel-Medina provided a staff report regarding the Popular Annual Financial Report for Fiscal Year 2019/2020.

Action taken: The City Council received and filed the Popular Annual Financial Report for Fiscal Year 2019/2020.

D-6 CONSIDERATION OF THE 2020 HOUSING ELEMENT ANNUAL PROGRESS REPORT

Action taken: The City Council: (1) received and filed the 2020 Housing Element Annual Progress Report; and (2) directed Staff to submit the report to HCD and OPR.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

E-1 DISCUSSION AND DIRECTION REGARDING INSTALLATION OF GREENERY AND OTHER ABATEMENT MEASURES IN GRAFFITI-PRONE AREAS OF THE CITY (COMMUNITY WELFARE AND SAFETY AD HOC COMMITTEE)

Council Member Quinones and Council Member Argudo requested the discussion regarding the installation of greenery and other measures to beautify the City and eliminate graffiti on walls.

Discussion ensued regarding artificial and live greenery, creation of murals by community members, and resurfacing City walls to be a consistent color.

Direction was given to Staff to bring back the item with additional information.

E-2 DISCUSSION AND DIRECTION REGARDING UPGRADES TO COUNCIL CHAMBERS (MAYOR KLINAKIS)

Mayor Klinakis requested discussion regarding a Request for Proposal to upgrade the council chambers.

City Clerk Garcia noted that an option is for a consultant to do an assessment and write a specification for the upgrade.

Mayor Klinakis noted that the council chambers need to be upgraded to be COVID-19 compliant as well as compliant for future pandemics.

Council Member Argudo stated that Staff should also be prepared with mobile options to change venues for meetings and be mindful of the cost of upgrades.

Mayor Pro Tem Lewis stated that PEG funds can be utilized for upgrades in Council Chambers rather than paying for a consultant.

Council Member Quinones suggested that a professional should come in and perform an assessment.

Direction was provided to Staff to look at a previous communications assessment by Tripepi Smith and bring back additional information regarding the cost and assessment of the upgrades.

Mayor Pro Tem Munoz spoke about her challenges attending and presenting at meetings held by other agencies and noted that Staff is doing a great job.

E-3 DISCUSSION AND DIRECTION INTERPRETIVE SERVICES AT MEETINGS
(COUNCIL MEMBER ARGUDO)

Council Member Argudo requested incorporating interpretation services at meetings.

Discussion ensued regarding the interpretation of meetings in multiple languages, the cost of interpretation, and the current percentage of ethnicities in the City.

Council Member Argudo requested that Staff come back with analysis on the current population and different ethnicities within the City.

Assistant City Attorney Tran noted that local agencies can determine a substantial number and threshold for providing translation for non-English speakers, however, the threshold needs to be applied evenly across the board.

Direction was given to Staff to bring item back information on available technology, costs for all languages and population and ethnicity data.

E-4 PRESENTATION OF FEBRUARY 2021 BUDGET REPORT

Principal Accountant Merkel-Medina provided an update on revenue and expenditures for the budget.

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

AD HOC COMMITTEE REPORTS

Code Enforcement: Nothing to report.

La Puente Park Master Plan and Youth Program Oversight: Mayor Pro Tem Munoz reported that the ad hoc committee met with Staff on Thursday, March 18, 2021 to discuss a potential funding opportunity and noted that there will be an upcoming steering committee meeting.

Comprehensive Fee Schedule: Mayor Klinakis reported that the ad hoc committee have been meeting and are making process.

Park Ordinance Oversight: Mayor Klinakis reported that the ad hoc committee is close to finalizing the ordinance and will be meeting again on Thursday, April 1, 2021.

Public Health: Nothing to report.

Business Outreach and Reopening: Nothing to report.

Project LEAD: Council Member Quinones reported that the ad hoc committee has met with Workman Elementary, Sunset Elementary, and Spark Middle school for the LEAD Speaker Series.

Community Safety and Welfare: Council Member Argudo reported that the ad hoc committee met with the government steering committee on Monday, March 22, 2021, and provided updates. He further provided an update regarding the expansion of the asset and inventory list.

Council Member Quinones thanked the Special Assignment Officers team for their great work.

Mayor Klinakis noted that the Coalition of Mayors will be meeting on Wednesday, March 24, 2021 and will be presenting a resolution that will be brought to the City Council at a future meeting.

AB 1234 REPORTS – None

ORAL COMMENTS FROM COUNCIL

Council Member Quinones stated that he is looking forward to upgrading council chambers and noted that Staff is doing a great job in ensuring accessibility to residents to listen and participate in Council meetings.

Council Member Quinones requested that the meeting be adjourned in memory of the victims and their families of the Atlanta, Georgia and Boulder, Colorado mass shootings.

He further requested that Staff provide information regarding the Union Station.

Mayor Pro Tem Munoz recognized the March 16, 2021, COVID vaccination clinic in the City and thanked Staff for their hard work and due diligence. She further noted that there will be another vaccination clinic at the La Puente Senior Center on Wednesday, March 24, 2021.

Council Member Lewis urged everyone to continue following COVID safety guidelines.

Council Member Argudo requested that Staff, on behalf of the City, send a thank you letter to Rite-Aid headquarters for having a COVID vaccination clinic in the City.

ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked the City Council for their clear direction.

There being no further business before the City Council, Mayor Klinakis adjourned the meeting at 9:32 p.m. in memory of the victims and their families of the Atlanta, Georgia and Boulder, Colorado mass shootings.

Approved this 13th day of April, 2021.

Sheryl Garcia
City Clerk

Charlie Klinakis
Mayor/Chair



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: April 13, 2021

From: Bob Lindsey, City Manager

SUBJECT: UPDATE REGARDING INTERPRETIVE SERVICES AT MEETINGS (COUNCIL MEMBER ARGUDO)

BACKGROUND/DISCUSSION

At the City Council meeting of March 23, 2021, the City Council discussed the implementation of interpretive services at meetings and requested that Staff research and report back on the following: (1) available technology; (2) cost to provide interpretive services; and (3) data on current population and ethnicities in the City.

Technology

Pursuant to a March 2021 survey of California cities providing interpretive services, cities are either: (1) utilizing bilingual city staff for on-the-spot interpretation; or (2) contracting with an interpreter to interpret via meeting software, such as GoToMeeting, Zoom or Webex. Staff are in the process of identifying and testing software that is compatible with the City's current agenda management system (Granicus) and are also exploring options which will allow members of the public without a computer or smartphone to access interpretive services through an audio-only line.

Cost

Staff have researched the cost to provide simultaneous interpretive services. Generally, prices range from \$120 - \$180 per hour for Spanish and \$180 - \$220 for all other languages, depending on the interpreter hired. The industry standard is a two-hour minimum with two interpreters required for all meetings over two hours in length. A breakdown of costs per meeting at the low and high end is as follows:

A two-hour meeting with two interpreters

Spanish	\$480 - \$720 per meeting
Other languages	\$720 - \$880 per meeting

A three-hour meeting with two interpreters

Spanish	\$720 - \$1,080 per meeting
Other languages	\$1,080 - \$1,320 per meeting

A four-hour meeting with two interpreters

Spanish	\$960 - \$1,440 per meeting
Other languages	\$1,440 - \$1,760 per meeting

Ethnicities in the City

Relevant portions of the Southern California Association of Governments (SCAG) local profile for the City containing ethnicity and population are attached. A summary is provided below:

<i>Category</i>	<i>La Puente</i>
2018 Total Population	40,686
2018 Population Density (Persons per Square Mile)	11,691
2018 Median Age (Years)	32.8
2018 Hispanic	84.7%
2018 Non-Hispanic White	3.4%
2018 Non-Hispanic Asian	10.3%
2018 Non-Hispanic Black	0.9%
2018 Non-Hispanic American Indian or Alaska Native	0.1%
2018 All Other Non-Hispanic	0.6%

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council receive and file this report and provide any necessary direction to Staff.

ATTACHMENTS

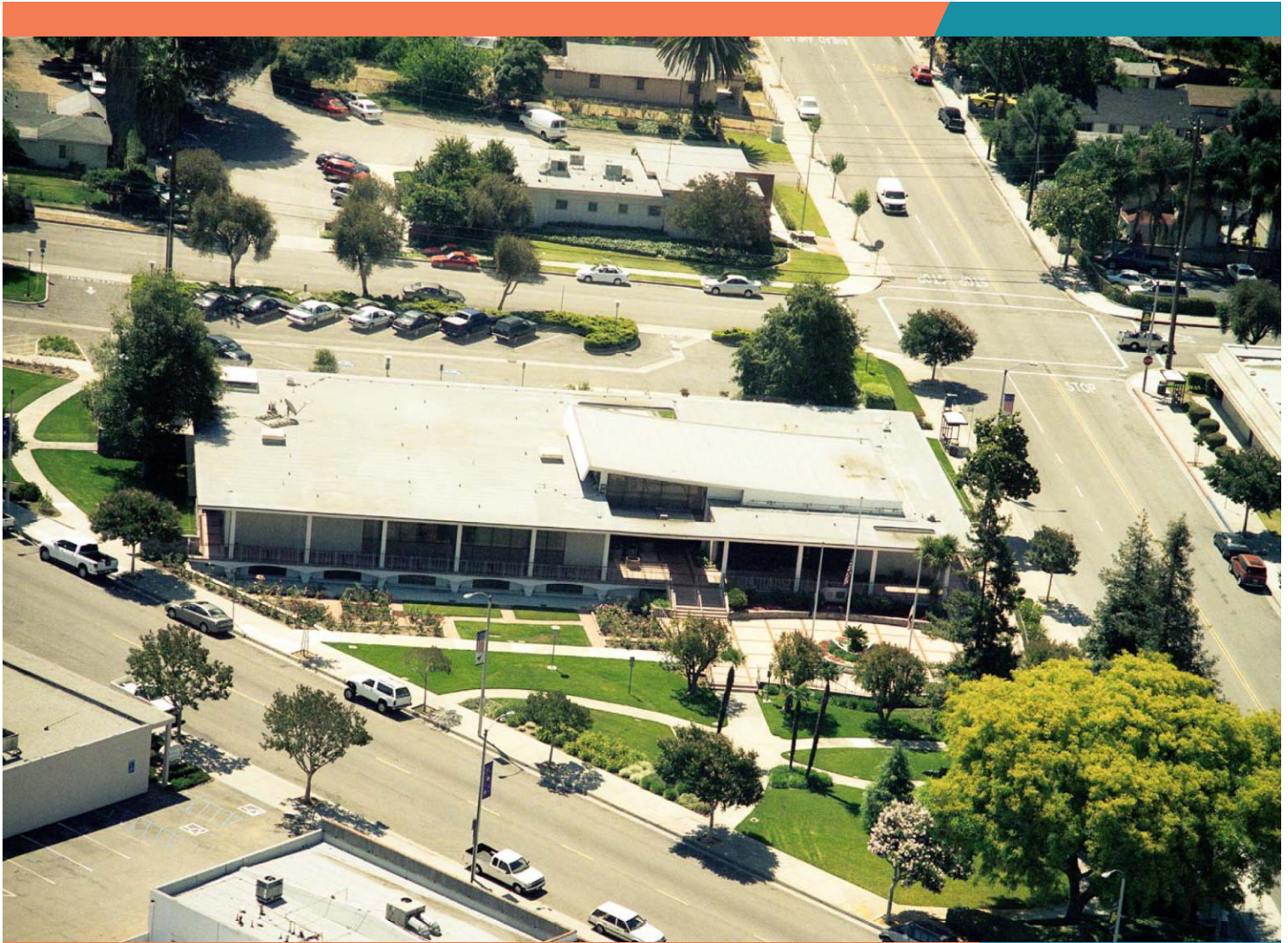
Attachment "A": Portions of the SCAG Local Profiles Report 2019



Profile of the City of La Puente

Southern California Association of Governments (SCAG) Regional Council
includes 69 districts which represent 191 cities and 6 counties in the SCAG region

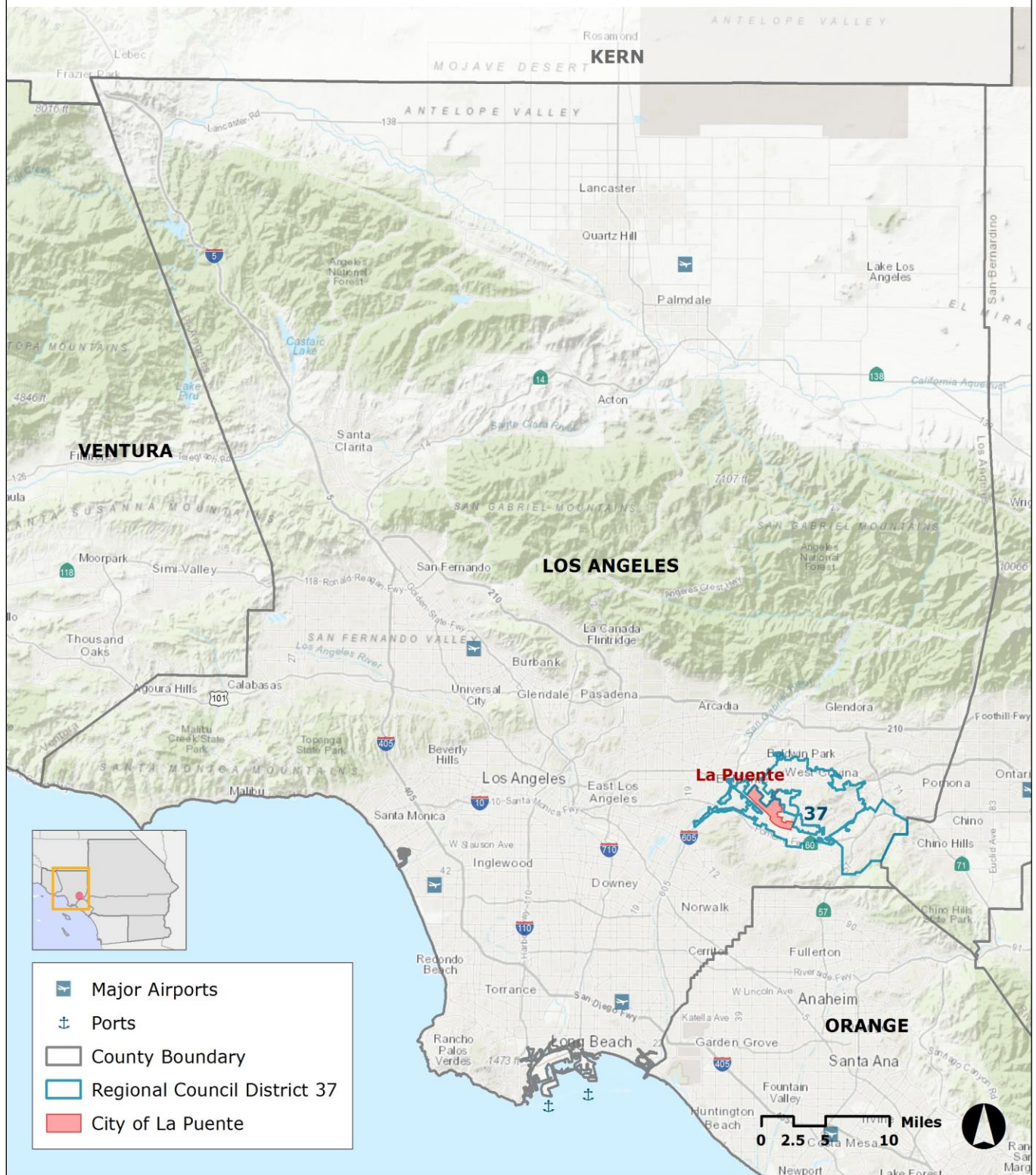
SCAG Regional Council District 37 includes Diamond Bar, Industry, La Puente, Walnut, and West
Covina
Represented by: Hon. Carol Herrera



LOCAL PROFILES REPORT 2019

This profile report was prepared by the Southern California Association of Governments and shared with the City of La Puente. SCAG provides local governments with a variety of benefits and services including, for example, data and information, GIS training, planning and technical assistance, and sustainability planning grants.

SCAG REGIONAL COUNCIL DISTRICT 37



Source: 2016 SCAG city boundary data, provided by the county Local Agency Formation Commissions.

Service Layer Credits: Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

TABLE OF CONTENTS

I.	Introduction.....	1
II.	Population	4
III.	Households	9
IV.	Housing.....	12
V.	Transportation	18
VI.	Active Transportation	20
VII.	Employment	21
VIII.	Retail Sales	29
IX.	Education.....	30
X.	Public Health.....	33
XI.	SCAG Regional Highlights	34
XII.	Data Sources.....	35
XIII.	Methodology	36
XIV.	Acknowledgments	41

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I. INTRODUCTION

The Southern California Association of Governments

The Southern California Association of Governments (SCAG) is the largest Metropolitan Planning Organization (MPO) in the nation, with more than 19 million residents. The SCAG region includes six counties (Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura) and 191 incorporated cities. In addition, the SCAG region is a major hub of global economic activity, representing the 16th largest economy in the world and is considered the nation's gateway for international trade, with two of the largest ports in the nation. The SCAG region is also the most culturally diverse region in the nation, with no single ethnic group comprising a majority of the population. With a robust, diversified economy and a growing population substantially fueled by international immigration, the SCAG region is poised to continue its role as a primary metropolitan center on the Pacific Rim.

SCAG Activities

As the designated MPO, SCAG is mandated by federal law to research and develop a Regional Transportation Plan (RTP), which incorporates a Sustainable Communities Strategy (SCS) per California state law. Additionally, SCAG is pursuing a variety of innovative planning and policy initiatives to foster a more sustainable Southern California. In addition to conducting the formal planning activities required of an MPO, SCAG provides local governments with a wide variety of benefits and services including, for example, data and information, GIS training, planning and technical assistance, and support for sustainability planning grants.

The Local Profiles

In 2008, SCAG initiated the Local Profiles project as a part of a larger initiative to provide a variety of new services to its member cities and counties. Through extensive input from member jurisdictions, the inaugural Local Profiles Reports were released at the SCAG General Assembly in May 2009. The Local Profiles have since been updated every two years.

The Local Profiles reports provide a variety of demographic, economic, education, housing, and transportation information about each member jurisdiction including, but not limited to, the following:

- How much growth in population has taken place since 2000?
- Has the local jurisdiction been growing faster or slower than the county or regional average?
- Have there been more or fewer school-age children?
- Have homeownership rates been increasing or decreasing?
- How and where do residents travel to work?
- How has the local economy been changing in terms of employment share by sector?

Answers to questions such as these provide a snapshot of the dynamic changes affecting each local jurisdiction.

The purpose of this report is to provide current information and data for the City of La Puente for planning and outreach efforts. Information on population, housing, transportation, employment, retail sales, and education can be utilized by the city to make well informed planning decisions. The report provides a portrait of the city and its changes since 2000, using average figures for Los Angeles County as a comparative baseline. In addition, the most current data available for the region is also included in the Statistical Summary (page 3). This profile report illustrates current trends occurring in the City of La Puente.

Factors Affecting Local Changes Reflected in the 2019 Report

Overall, member jurisdictions since 2000 have been impacted by a variety of factors at the national, regional, and local levels. For example, the vast majority of member jurisdictions included in the 2019 Local Profiles reflect national demographic trends toward an older and more diverse population. Evidence of continued economic growth is also apparent through increases in employment, retail sales, building permits, and home prices. Work destinations and commute times tend to correlate with local and regional development patterns and the location of local jurisdictions, particularly in relation to the regional transportation system.

Uses of the Local Profiles

Following release at the SCAG General Assembly, the Local Profiles are posted on the SCAG website and are used for a variety of purposes including, but not limited to, the following:

- As a data and communication resource for elected officials, businesses, and residents
- Community planning and outreach
- Economic development
- Visioning initiatives
- Grant application support
- Performance monitoring

The primary user groups of the Local Profiles include member jurisdictions and state and federal legislative delegates of Southern California. This report is a SCAG member benefit and the use of the data contained within this report is voluntary.

Report Organization

This report includes three sections. The first section presents a 'Statistical Summary' for the City of La Puente. The second section provides detailed information organized by subject area and includes brief highlights of some of the trends identified by that information. The third section, 'Methodology', describes technical considerations related to data definitions, measurement, and sources.

2018 STATISTICAL SUMMARY

<i>Category</i>	<i>La Puente</i>	<i>Los Angeles County</i>	<i>La Puente Relative to Los Angeles County*</i>	<i>SCAG Region</i>
2018 Total Population	40,686	10,283,729	[0.4%]	19,145,421
2018 Population Density (Persons per Square Mile)	11,691	2,518	9,173	494
2018 Median Age (Years)	32.8	36.0	-3.2	35.8
2018 Hispanic	84.7%	48.4%	36.3%	46.5%
2018 Non-Hispanic White	3.4%	26.5%	-23.1%	31.4%
2018 Non-Hispanic Asian	10.3%	14.3%	-4.0%	12.8%
2018 Non-Hispanic Black	0.9%	7.9%	-7.0%	6.3%
2018 Non-Hispanic American Indian or Alaska Native	0.1%	0.2%	-0.1%	0.2%
2018 All Other Non-Hispanic	0.6%	2.7%	-2.1%	2.8%
2018 Number of Households	9,483	3,338,658	[0.3%]	6,132,938
2018 Average Household Size	4.3	3.0	1.3	3.1
2018 Median Household Income	\$60,019	\$61,015	-\$996	\$64,989
2018 Number of Housing Units	9,802	3,546,863	[0.3%]	6,629,879
2018 Homeownership Rate	57%	52.4%	4.6%	52.4%
2018 Median Existing Home Sales Price	\$465,000	\$597,500	-\$132,500	\$561,000
2017 - 2018 Median Home Sales Price Change	8.4%	6.7%	1.7%	6.5%
2018 Drive Alone to Work	75.4%	73.7%	1.7%	75.8%
2018 Mean Travel Time to Work (minutes)	31.2	30.9	0.3	30.2
2017 Number of Jobs	6,692	4,767,204	[0.1%]	8,465,304
2016 - 2017 Total Jobs Change	52	23,801	[0.2%]	76,197
2017 Average Salary per Job	\$36,366	\$66,037	-\$29,671	\$60,956
2018 K-12 Public School Student Enrollment	6,243	1,482,258	[0.4%]	2,975,283

Sources: U.S. Census American Community Survey, 2017; Nielsen Co.; California Department of Finance E-5, May 2018; CoreLogic/DataQuick; California Department of Education; and SCAG

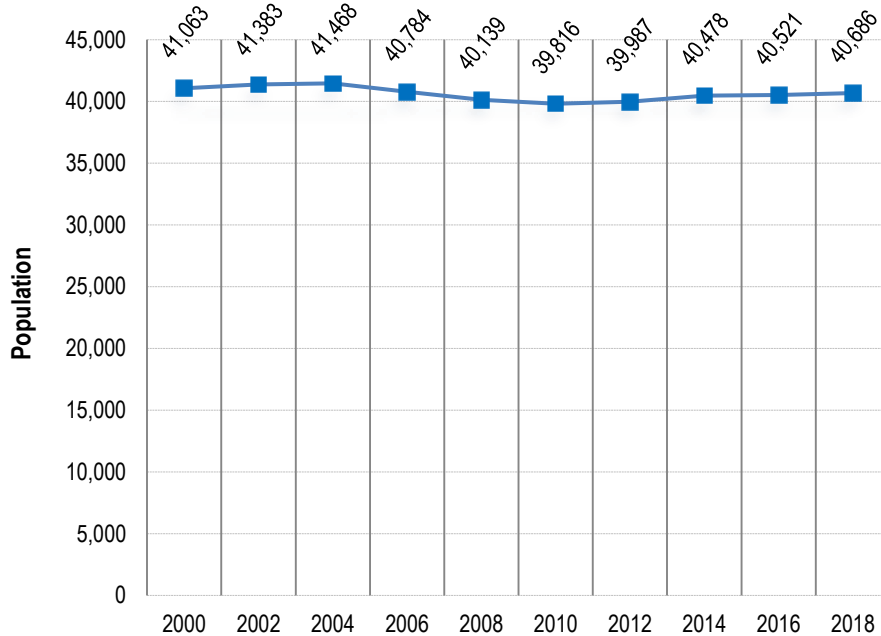
* Numbers with [] represent La Puente's share of Los Angeles County. The unbracketed numbers represent the difference between La Puente and Los Angeles County.

Mapped jurisdictional boundaries are as of July 1, 2016 and are for visual purposes only. Report data, however, are updated according to their respective sources.

II. POPULATION

Population Growth

Population: 2000 - 2018

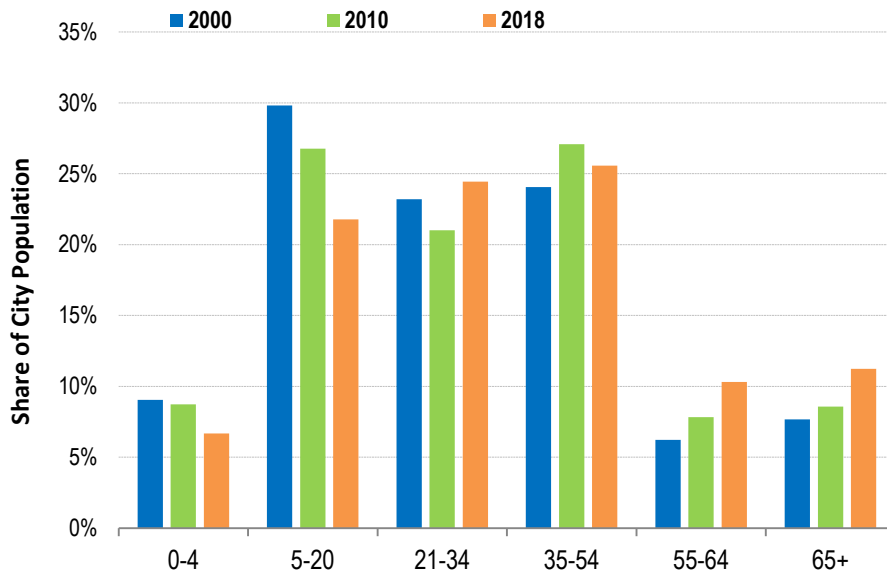


Source: California Department of Finance, E-5, 2000-2018

- Between 2000 and 2018, the total population of the City of La Puente decreased by 377 to 40,686.
- During this 18-year period, the city's population growth rate of -0.9 percent was lower than the Los Angeles County rate of 8 percent.
- 0.4 percent of the total population of Los Angeles County is in the City of La Puente.
- Population values for 2000 and 2010 are from the U.S. Decennial Census.
- Values for other years are estimates by the California Department of Finance.

Population by Age Range

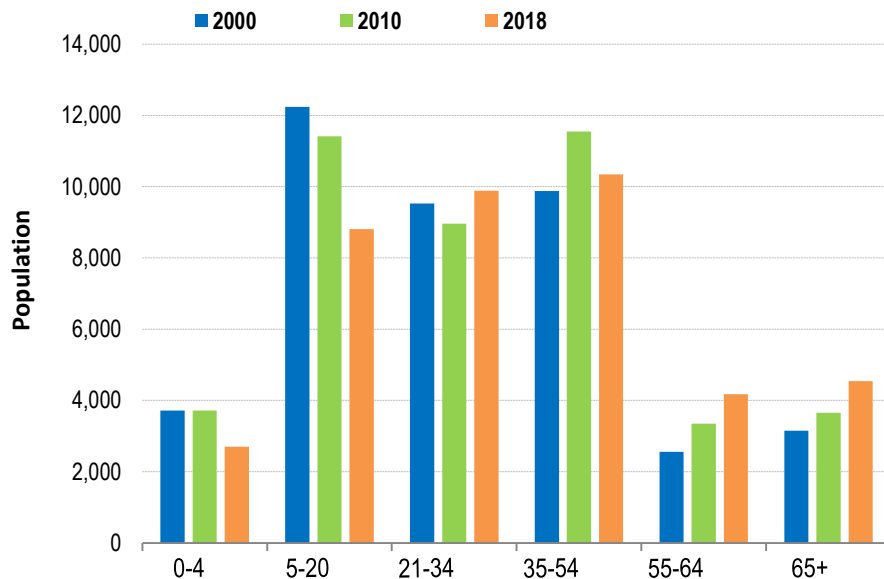
Population Share by Age: 2000, 2010, and 2018



Sources: 2000 & 2010 U.S. Decennial Census; American Community Survey, 2017; Nielsen Co.

- Between 2000 and 2018, the 55-64 age group experienced the largest increase in share, growing from 6.2 to 10.3 percent.
- The age group that experienced the greatest decline in share was 5-20, decreasing from 29.8 to 21.8 percent.

Population by Age: 2000, 2010, and 2018

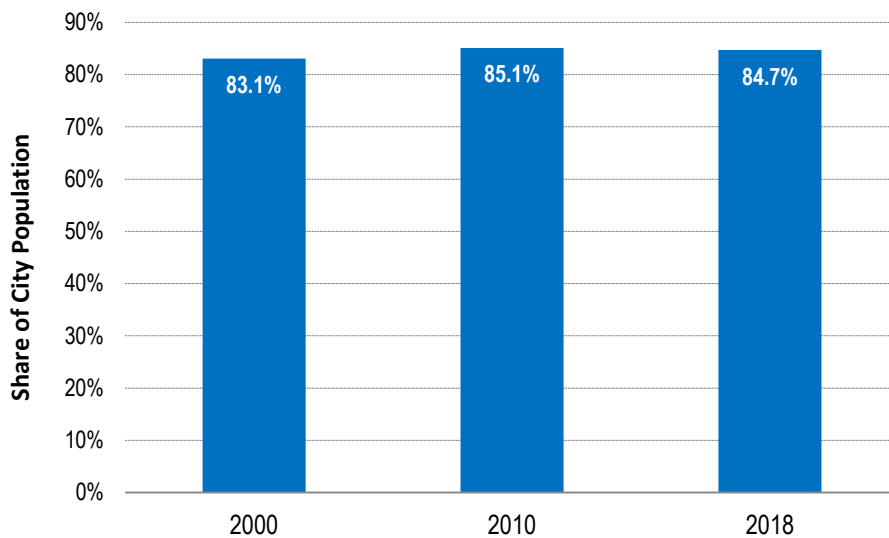


Sources: 2000 & 2010 U.S. Decennial Census; American Community Survey, 2017; Nielsen Co.

- The 55-64 age group added the most population, with an increase of 1,612 people between 2000 and 2018.

Population by Race/Ethnicity

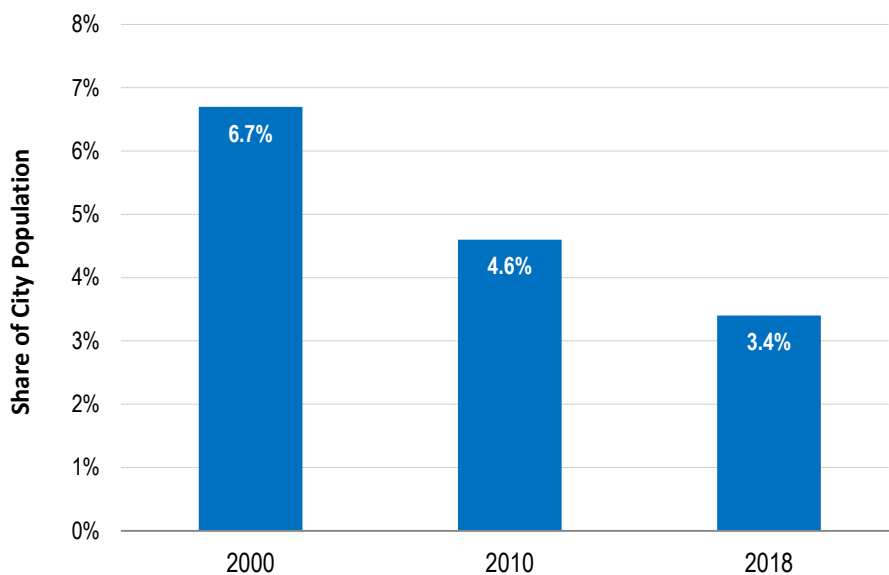
Hispanic or Latino of Any Race: 2000, 2010, and 2018



Sources: 2000 & 2010 U.S. Decennial Census; American Community Survey, 2017; Nielsen Co.

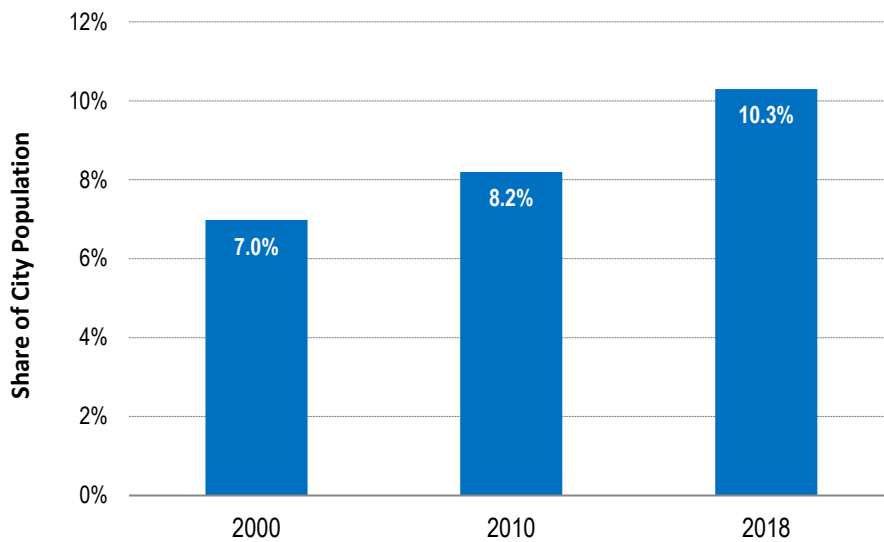
- Between 2000 and 2018, the share of Hispanic population in the city increased from 83.1 percent to 84.7 percent.

Non-Hispanic White: 2000, 2010, and 2018



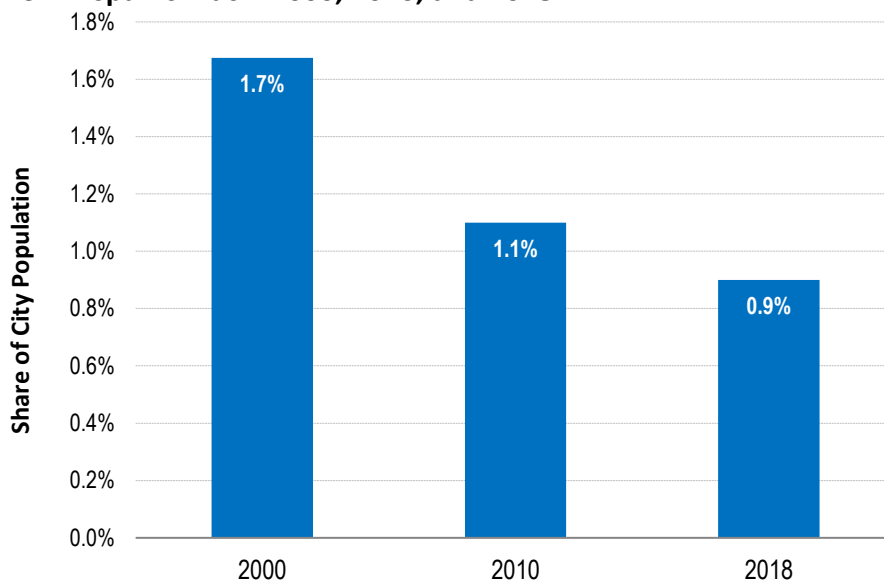
Sources: 2000 & 2010 U.S. Decennial Census; American Community Survey, 2017; Nielsen Co.

- Between 2000 and 2018, the share of Non-Hispanic White population in the city decreased from 6.7 percent to 3.4 percent.
- Please refer to the Methodology section for definitions of the racial/ethnic categories.

Non-Hispanic Asian: 2000, 2010, and 2018

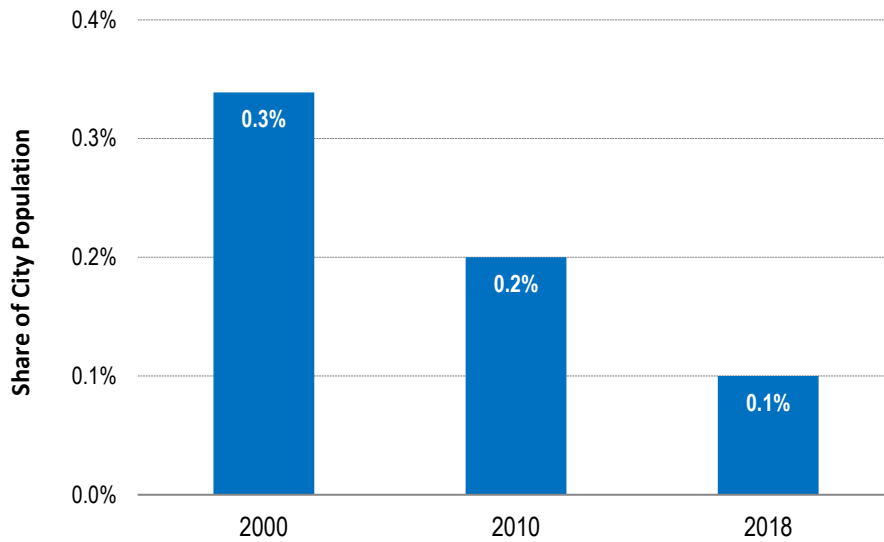
Sources: 2000 & 2010 U.S. Decennial Census; American Community Survey, 2017; Nielsen Co.

- Between 2000 and 2018, the share of Non-Hispanic Asian population in the city increased from 7.0 percent to 10.3 percent.

Non-Hispanic Black: 2000, 2010, and 2018

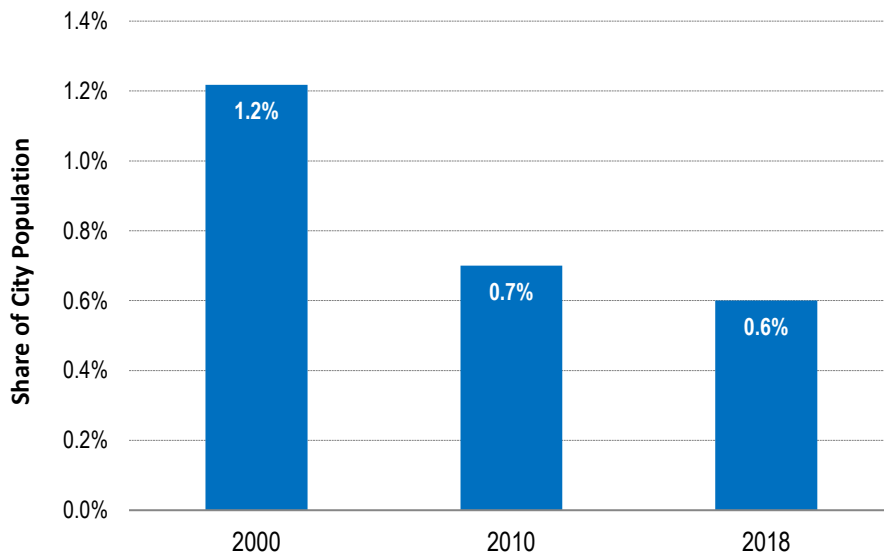
Sources: 2000 & 2010 U.S. Decennial Census; American Community Survey, 2017; Nielsen Co.

- Between 2000 and 2018, the share of Non-Hispanic Black population in the city decreased from 1.7 percent to 0.9 percent.

Non-Hispanic American Indian or Alaska Native: 2000, 2010, & 2018

Sources: 2000 & 2010 U.S. Decennial Census; American Community Survey, 2017; Nielsen Co.

- Between 2000 and 2018, the share of Non-Hispanic American Indian or Alaska Native population in the city decreased from 0.3 percent to 0.1 percent.

All Other Non-Hispanic: 2000, 2010, and 2018

Sources: 2000 & 2010 U.S. Decennial Census; American Community Survey, 2017; Nielsen Co.

- Between 2000 and 2018, the share of All Other Non-Hispanic population group in the city decreased from 1.2 percent to 0.6 percent.

RESOLUTION NO. 21-5617

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE ALLOWING CERTAIN CLAIMS AND
DEMANDS IN THE AMOUNT \$586,150.94 (WARRANT
REGISTER 1506)**

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 5193 through 5294 ACH(s) numbered 229 and Draft numbered 01222 through 01236 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 13th day of April 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 3/17/2021 - 4/5/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
229	3/26/2021	SIEIND	SIEMENS INDUSTRY INC.		3,828.06
	5610261505	02/21 TS MTCE		200-3120-53819	1,560.50
	5620034525	02/21 TS CALL OUTS		200-3120-53819	2,267.56
5193	3/19/2021	ACOGRO	ACOSTA GROWERS, INC.		381.47
	47957	PLANTS-LP PARK		285-3330-53822	105.84
	47958	PLANTS-LP PARK		285-3330-53822	275.63
5194	3/19/2021	AMABUS	AMAZON CAPITAL SERVICES INC		667.19
	1MPK-Q6LR-73T4	BASEBALL FIELD EQUIP		285-3330-53822	148.72
	1RTC-VLLJ-17YH	2020 W2 RETURNS		100-1130-53011	-29.14
	1WVT-PVJV-3GTM	FLASHLIGHT		100-3330-53011	43.99
	1WVT-PVJV-3GTM	PRINTER		550-6100-53018	503.62
5195	3/19/2021	ATT	AT&T		88.97
	000016140824	02/06-03/05 PHONE-CH 911 LINE		100-1150-53715	21.83
	000016140825	02/21-03/05 PHONE- MTCE 911 LINE		285-3330-53715	21.83
	000016188809	02/13-03/12 PHONE-CC FAX LINE		100-4100-53715	45.31
5196	3/19/2021	B2PRIN	B2 PRINT		394.50
	0010242	BUSINESS CARDS-COUNCIL		100-1100-53011	350.00
	0010299	BUSINESS CARDS-ADAMS		100-2130-53011	44.50
5197	3/19/2021	CALCPA	CALCPA		435.00
	I-0001206500	CALCPA MEMB RENEWAL- GRUNKLEE		100-1130-53971	435.00
5198	3/19/2021	CBEEQU	CELL BUSINESS EQUIPMENT		456.78
	71654034	03/21 CH COPIER LEASE		100-1150-53911	456.78
5199	3/19/2021	CONCEN	CONCENTRA		588.05
	70680880	PHYSICAL EXAM-FERNANDEZ		100-1135-53406	106.00
	INV0005556	FIRST AID MEDICAL ATTENTION-ROMERO		100-1135-53976	482.05
5200	3/19/2021	DAN	DANIEL JIMENEZ		330.00
	INV0005557	CHAIR/CARPS RENTAL		100-4140-53979	330.00
5201	3/19/2021	DAROLI	DAPEER, ROSENBLIT & LITVAK, LLP		825.52
	18458	02/21 LEGAL SVC-CODE ENF		100-2110-53114	825.52
5202	3/19/2021	DELLMR	DELL MARKETING, L.P.		3,144.00
	10473344371	2 YR SERVER WARRANTY RENEWAL		550-6100-53017	3,144.00
5203	3/19/2021	VERIC	FRONTIER COMMUNICATIONS		113.63
	INV0005563	03/07-04/06 PHONE-SR CTR ALARM		100-4130-53715	113.63
5204	3/19/2021	GLAMAI	GLASBY MAINTENANCE SUPPLY CO		55.44
	INV0005558	SANITIZING WIPES		100-1150-53011	55.44
5205	3/19/2021	GOVMEM	GOVERNMENT FINANCE		250.00
	INV0005569	FY 19/20 PAFR AWARD		100-1150-53111	250.00
5206	3/19/2021	INHOFA	INDUSTRY HOSES & FASTNERS		430.96
	54017	GRAFFITI SEAL KIT		200-3120-53012	39.42
	54992	OIL ABSORBENT		200-3120-53012	46.22
	57653	BRASS COUPLERS		200-3120-53012	110.72
	57828	INDUSTRIAL ASSEMBLY/NOZZLE		200-3120-53012	234.60

Check Register Report

Payment Dates: 3/17/2021 - 4/5/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
5207	3/19/2021 158891	GONSALV 04/21 LEGISLATIVE SVC	JOE A. GONSALVES & SON	100-1100-53111	2,500.00 2,500.00
5208	3/19/2021 25021	LOCKSP DUPLICATE KEYS	LOCKS PLUS, INC	100-3330-53012	144.54 144.54
5209	3/19/2021 INV0005554 INV0005554 INV0005554 INV0005554 INV0005554	LAPUPC CLEANING SUPPLIES SUPPLIES-VALDIVIEZ SUPPLIES BUNNY SUITS MOVIE SURVEY-PENA	PETTY CASH	100-4100-53011 100-4100-53976 100-4100-53976 100-4140-53979 100-4140-53979	63.69 10.82 12.39 24.78 8.00 7.70
5210	3/19/2021 22-39711873	REVSOL CABLE SVC	REVCO SOLUTIONS	100-1150-53715	59.00 59.00
5211	3/19/2021 377638	RYDIN 2022 BL DECALS	RYDIN DECAL	100-1130-53011	554.99 554.99
5212	3/19/2021 INV0005559 INV0005560 INV0005565	SGVWC 02/08-03/11 WTR-545 IRRIG PUENTE 02/08-03/11 WTR-13760 IRRIG PUENTE 02/03-03/08 WTR-935 IRRIG PUENTE	S.G.V. WATER CO	200-3120-53714 200-3120-53714 200-3120-53714	527.19 273.63 61.10 192.46
5213	3/19/2021 0011448730	SGVT AD-ORD# 21-972	SAN GABRIEL VLY NEWSPAPER	100-1120-53412	392.00 392.00
5214	3/19/2021 MEM-21-SILVER-29	SCMAFI MEMBERSHIP RENEWAL-SCMAF	SOUTHERN CALIF MUNICIPAL	100-4100-53971	310.00 310.00
5215	3/19/2021 2756968821 2779590531 2779651311 2779656091 2779967561 2780309801 2780309801 2780339541 2780364441 2780370741 2781143961 2792681901	STAPLE RETURNED-LA CROSSE TECHNOLOGY RED FLASH LIGHT MASTER STOOL MEASURING WHEEL LAPTOP BRIEFCASE FILE FOLDERS LABEL MAKER OFFICE SUPPLIES SIGHT SAVERS CARDSTOCK COPY PAPER OFFICE SUPPLIES	STAPLES CREDIT PLAN	100-1150-53011 100-3300-53011 100-3310-53011 100-3330-53012 260-3320-53011 100-1150-53011 100-3330-53011 100-1150-53011 100-1150-53011 100-3310-53011 100-1150-53011 100-1150-53011	2,559.57 -62.40 34.05 87.99 72.59 51.25 54.35 23.53 140.84 8.24 73.88 1,855.92 219.33
5216	3/19/2021 180041601377	SOSUBW 02/05-03/05 WTR-HACIENDA/MAPLEGROVE	SUBURBAN WATER SYSTEMS	200-3120-53714	153.51 153.51
5217	3/19/2021 INV0005561 INV0005562 INV0005566 INV0005567 INV0005568	GASCO 02/04-03/08 GAS-YLAC 02/04-03/08 GAS-COMM CTR 02/04-03/08 GAS-PUBLIC WORKS 02/04-03/08 GAS- CITY HALL 02/04-03/08 GAS-PARK SERVICES	THE GAS COMPANY	100-4110-53711 100-4100-53711 285-3330-53711 100-1150-53711 285-3330-53711	2,481.38 865.64 178.21 15.78 1,405.97 15.78
5218	3/19/2021 3218	THESHO WINDOW REPAIR-FORD ESCAPE	THE SHOP AUTO ELECTRIC	555-3150-53812	101.90 101.90
5219	3/19/2021 0004334866	VVSERVICE 02/21 CH DUMP/DISTRUTION FEE	VALLEY VISTA SERVICE, INC	100-1120-53405	286.22 286.22
5220	3/19/2021 INV0005564	VOLDEF 01/21 ANIMAL SHELTER SVC	VOLUNTEERS IN DEFENSE OF ANIMALS	100-2130-53111	4,794.00 4,794.00

Check Register Report

Payment Dates: 3/17/2021 - 4/5/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
5221	3/19/2021 170115	WESCO 02/16-28 PKWY TREE MTCE	WEST COAST ARBORISTS INC	200-3120-53815	6,676.45 6,676.45
5222	3/19/2021 INV929760	TURFWE SOD TURF RETENTION PYMT	WEST COAST TURF	280-20220	6,645.60 6,645.60
5223	3/19/2021 006-20553	WILENG 01/21 SEWER PLAN UPDATE	WILLDAN ENGINEERING	500-3210-53111	2,400.00 2,400.00
5224	3/19/2021 010-47121 010-47121	WILFIN 19/20 ANNUAL CONTINUING DISCLOURE FEES 19/20 ANNUAL CONTINUING DISCLOURE FEES	WILLDAN FINANCIAL SERVICES	100-1130-53111 500-3210-53111	1,475.00 1,325.00 150.00
5225	3/26/2021 1VHT-91VW-D9D7	AMABUS WIFI HOTSPOTS FOR SC	AMAZON CAPITAL SERVICES INC	550-6100-53018	491.70 491.70
5226	3/26/2021 21-00177	AMERI 02/21 MONTHLY SVC FEE	AMERINATIONAL	100-3320-53111	589.50 589.50
5227	3/26/2021 000016188810	ATT 02/13-03/12 PHONE - LP SNACK BAR	AT&T	285-3330-53715	22.68 22.68
5228	3/26/2021 INV0005572	BRYCON DEPOSIT REFUND-BRYCON	BRYCON	600-23280	20,334.67 20,334.67
5229	3/26/2021 200015044	CALASS CODE ENF TRAINING-LOPEZ	CALIFORNIA ASSOCIATION OF CODE OFFICERS	100-2110-53151	399.00 399.00
5230	3/26/2021 46829	CALWST LIGHT FIXTURE REPAIR-CHAMBERS	CALWEST LIGHTING SERVICES, INC.	100-1150-53813	454.05 454.05
5231	3/26/2021 INV0005576	KLINCHA COVID STAFF LUNCH-KLINAKIS	CHARLES KLINAKIS	100-4100-53976	757.90 757.90
5232	3/26/2021 3301-1000954	CED ELECTRICAL SUPPLIES	CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC	285-3330-53822	30.16 30.16
5233	3/26/2021 82069403	CORLOG 02/21 PROPERTY DATA SVC	CORELOGIC SOLUTIONS, LLC	100-3320-53111	137.00 137.00
5234	3/26/2021 5496	CALPUB PARKING HEARING TRAINING-GUERRERO	CPPA	100-2110-53151	175.00 175.00
5235	3/26/2021 CA49745	DAVBNG PARK SWING PARTS	DAVE BANG ASSOCIATES INC	285-3330-53822	978.70 978.70
5236	3/26/2021 1140 1140	DECO RETENTION - LITTLE LEAGUE FENCING PP #3 LITTLE LEAGUE FENCING PP #3	DECOFENCE	100-20220 100-5596-59300	38,327.75 -2,017.25 40,345.00
5237	3/26/2021 13562	DISPEN ASPHALT COLD PATCH	DISPENSING TECHNOLOGY	200-3120-53817	1,184.41 1,184.41
5238	3/26/2021 INV0005580 INV0005581	EDISON 02/19-03/20 ELEC - 14746 TEMPLE AVE 02/19-03/20 ELEC - 16159 TEMPLE AVE	EDISON CO	200-3120-53713 200-3120-53713	29.42 14.60 14.82
5239	3/26/2021 3331	FRAEXO BANNER-EGGSTRAVAGANZA	FRANCISCO'S EXOTIC DECO INC.	100-4140-53979	197.10 197.10
5240	3/26/2021 INV0005578	VERIC 03/16-04/15 PHONE-CH MAIN LN	FRONTIER COMMUNICATIONS	100-1150-53715	56.00 56.00
5241	3/26/2021 INV0005573	GREKEE DEPOSIT REFUND-KEERAN	GREG KEERAN	600-23280	730.00 730.00

Check Register Report

Payment Dates: 3/17/2021 - 4/5/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
5242	3/26/2021 INV0005574	JOSCAM DEPOSIT REFUND-CAMPOS	JOSEPHINE CAMPOS	600-23280	1,700.00 1,700.00
5243	3/26/2021 INV0005571	RODJUL 04/21 PHOTO SVC-EASTER DRIVE THRU	JULIE RODRIGUEZ	100-4140-53979	150.00 150.00
5244	3/26/2021 IN210000409 IN210000670	LACRDD 08/01-10/31 TS OUNTE@SAUDER 07/01-01/31 TS CALIFORNIA@FRANCISQUITO	LA CO DEPT PUBLIC WORKS	200-3120-53819 200-3120-53819	10,914.45 7,810.30 3,104.15
5245	3/26/2021 RE-PW-21011103897 RE-PW-21011103938 RE-PW-21020804161 RE-PW-21020804475 RE-PW-21020804516 RE-PW-21030804732 RE-PW-21030805070 RE-PW-21030805113	LACRD 12/20 TS MAINT DDG 12/20 TS MAINT DDG 01/21 IW LA PUENTE 01/21 TS MAINT DDG 01/21 TS MAINT DDG 02/21 IW LA PUENTE 02/21 TS MAINT DDG 02/21 TS MAINT DDG	LA CO DEPT PUBLIC WORKS	200-3120-53819 200-3120-53819 100-3110-53121 200-3120-53819 200-3120-53819 100-3110-53121 200-3120-53819 200-3120-53819	20,083.92 4,908.51 94.25 1,260.31 5,824.28 83.49 4,431.83 3,401.39 79.86
5246	3/26/2021 14300	MANCIL CITY MAPS FOR TRANSIT	MANCILLA'S QUALITY PRINTING	100-1150-53011	107.80 107.80
5247	3/26/2021 3 3	MARLAN 02/21 RIGHT OF WAY IMPROV-AMAR/ELLIOT-RETENTION 02/21 RIGHT OF WAY IMPROV-AMAR/ELLIOT	MARIPOSA LANDSCAPES, INC.	215-20220 215-5518-59300	100,040.15 -5,265.27 105,305.42
5248	3/26/2021 4	MARK WELDING SVC-LP PARK	MARK'S WELDING SERVICE	100-3330-53813	665.00 665.00
5249	3/26/2021 121165-1 121426 121459 121464 121478 121493 121573 121597 121603 121615 121619 121664 121741 121758 121764 121768 121774	MERRIT ADJUSTMENT-INV #121165 SPRAYPAINT LP PARK SUPPLIES SPEEDBOR BIT-MTCE TOOL GRAFFITI SUPPLIES SAFETY GEAR MTCE TOOLS LP PARK MTCE SUPPLIES STAPLE GUN/TAPE MTCE SUPPLIES GRAFFITI SUPPLIES TOOLS ST SIGNS SUPPLIES GRAFFITI SUPPLIES GRAFFITI SUPPLIES SPRAYPAINT GRAFFITI SUPPLIES	MERRITTS HARDWARE	100-1150-53813 200-3120-53016 285-3330-53822 100-3100-53012 200-3120-53016 100-3330-53012 100-3330-53012 285-3330-53822 100-4110-53012 100-3330-53012 200-3120-53016 100-3330-53012 200-3120-53821 200-3120-53016 200-3120-53016 285-3330-53822 200-3120-53016	1,445.71 439.91 13.17 87.59 25.29 150.49 49.49 61.85 50.56 86.82 15.26 154.90 23.07 14.19 73.66 62.67 8.78 128.01
5250	3/26/2021 210572	METLNK 03/17 METROLINK MONTHLY PASS-ADJUSTMENT	METROLINK	210-3130-53915	419.50 419.50
5251	3/26/2021 98690	READYP CEMENT-MTCE YARD	PUENTE READY MIX, INC.	285-3330-53822	1,275.68 1,275.68
5252	3/26/2021 INV0005577	LOPREA CACEO REIM-LOPEZ	REANNA LOPEZ	100-2110-53971	95.00 95.00
5253	3/26/2021 6014025	REGION 02/21 EZ FH MONTHLY PASSES	REGIONAL TAP SERVICE CENTER	210-3130-53915	1,763.80 1,763.80
5254	3/26/2021 INV0005579	CARRRI PHONE SUPPLIES REIM-CARRILLO	RICARDO CARRILLO	100-3330-53012	50.92 50.92

Payment Dates: 3/17/2021 - 4/5/2021

4/5/2021 12:08:43 PM Page 5 of 14

Check Register Report

Payment Dates: 3/17/2021 - 4/5/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0005599	STD INSURANCE		260-20330	30.31
	INV0005599	STD INSURANCE		261-20330	2.80
	INV0005599	STD INSURANCE		270-20330	0.57
	INV0005599	STD INSURANCE		285-20330	49.32
5265	4/1/2021	USBANK	U.S BANK PARS ACCT# 6746022400		3,421.36
	INV0005598	PARS RETIREMENT		100-20340	2,201.76
	INV0005598	PARS RETIREMENT		200-20340	134.00
	INV0005598	PARS RETIREMENT		203-20340	74.15
	INV0005598	PARS RETIREMENT		205-20340	169.88
	INV0005598	PARS RETIREMENT		260-20340	813.23
	INV0005598	PARS RETIREMENT		285-20340	28.34
5266	4/2/2021	A2ZHEA	A2Z HEALTH STORE		2,500.00
	INV0005608	2020-64 CDBG-CV BUSINESS GRANT		261-3320-53981	2,500.00
5267	4/2/2021	AMABUS	AMAZON CAPITAL SERVICES INC		2,051.22
	13TT-J4KD-HDQN	TONER		550-6100-53018	247.44
	176W-LX77-NM63	STELL METAL PUNCH SET		100-3330-53012	54.99
	1KK9-TVGQ-DR11	BATTING CAGE MATS-LP PUENTE PARK		285-3330-53822	1,583.94
	1TFF-6DVM-MLQ7	COMPUTER SPEAKERS (5)		550-6100-53018	115.45
	1TVQ-JLGD-WMFC	MTCE PHONE CASES		100-3330-53012	49.40
5268	4/2/2021	AMEIND	AMERICAN INDUSTRY FENCE		405.00
	RI52173	03/17-04/15 LP PARK FENCE RENTAL		100-3330-53012	405.00
5269	4/2/2021	ANABEA	ANA'S BEAUTY SALON		2,500.00
	INV0005609	2020-70 CDBG-CV BUSINESS GRANT		261-3320-53981	2,500.00
5270	4/2/2021	B2PRIN	B2 PRINT		717.10
	0010356	CITY-#9 ENVELOPES		100-1150-53011	514.20
	0010359	CITY-LETTERHEAD		100-1150-53011	202.90
5271	4/2/2021	BLEBAR	BARNEY'S BLENDS, INC.		1,300.25
	3469	03/26 INFIELD SOIL MIX		285-3330-53822	1,300.25
5272	4/2/2021	CELDEL	CELENA DELGADO		60.00
	INV0005615	ANIMAL LIC REFUND-0203		100-42140	60.00
5273	4/2/2021	EXPERI	EXPERIAN		27.00
	CD2112003980	03/21 CREDIT REPORT SVC		100-3320-53111	27.00
5274	4/2/2021	HDLASS	HINDERLITER DE LLAMAS & ASSOCIATES		1,772.89
	SIN007251	3RD QTR SALES TAX		100-1130-53111	1,222.80
	SIN007251	3RD QTR AUDIT SVC		100-1130-53111	550.09
5275	4/2/2021	ITSGAS	IT'S A GAS, INC		3,176.05
	123420	BALLOON DECORATIONS-EGG EVENT		100-4140-53979	3,176.05
5276	4/2/2021	JCLBAR	JCL TRAFFIC		744.96
	108191	PARKING SIGNS		200-3120-53821	744.96
5277	4/2/2021	BUCJEF	JEFFREY BUCKWELL		134.31
	INV0005610	FUEL REIMB-BUCKWELL		555-3150-53014	134.31
5278	4/2/2021	FERJUA	JUAN FERNANDEZ		67.00
	INV0005583	PRE EMPLOYMENT REIM-FERNANDEZ		100-1135-53406	67.00
5279	4/2/2021	KAYTHR	KAY THREADING INC		2,500.00
	INV0005607	2020-63 CDBG-CV BUSINESS GRANT		261-3320-53981	2,500.00
5280	4/2/2021	LACRDD	LA CO DEPT PUBLIC WORKS		13,696.69
	IN210000399	TS AMAR@ORANGE		200-3120-53819	4,079.58
	IN210000404	TS PUENTE@TEMPLE		200-3120-53819	4,672.75
	IN210000415	TS FAIRGROVE@HACIENDA		200-3120-53819	3,036.20

Check Register Report

Payment Dates: 3/17/2021 - 4/5/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	IN210000475	TS AZUSA WY@VALLEY		200-3120-53819	1,908.16
5281	4/2/2021 6061632	NATCON 03/08-04/04 LP PARK TEMP FENCING	NATIONAL CONSTRUCTION RENTALS	100-3330-53012	228.00 228.00
5282	4/2/2021 52460703	PRUDOV 03/24 CH MAT RENTAL	PRUDENTIAL OVERALL SUPPLY	100-1150-53813	73.56 73.56
5283	4/2/2021 3058304 3060513	RESOUR GRAVEL GRAVEL	RESOURCE BUILDING MATERIALS	285-3330-53822 285-3330-53822	209.81 78.68 131.13
5284	4/2/2021 180041608386 180041608446 180041608810 180041610035 180061326183 180071151512 180080918192 180080918195	SOSUBW 02/19-03/22 WTR-HACIENDA/TEMPLE 02/19-03/22 WTR-HACIENDA/NELSON 02/19-03/22 WTR-15250 TEMPLE 02/19-03/22 WTR-14746 TEMPLE 02/19-03/22 WTR-16159 TEMPLE 02/19-03/22 WTR-AMAR/AILERON 02/19-03/22 WTR-AMAR/HACIENDA 02/19-03/22 WTR-ELLIOTT	SUBURBAN WATER SYSTEMS	200-3120-53714 200-3120-53714 200-3120-53714 200-3120-53714 200-3120-53714 200-3120-53714 200-3120-53714 200-3120-53714	1,116.91 200.95 87.00 106.74 35.63 249.02 220.70 94.95 121.92
5285	4/2/2021 INVP500407185 INVP500407215	TARGET HERBICIDE SAFETY SUPPLIES	TARGET SPECIALTY PRODUCTS	285-3330-53822 100-3100-53012	688.70 403.81 284.89
5286	4/2/2021 405990721 405993302 405993359 405995085 405995099	TERMI 03/12 SR CENTER PEST CONTROL 03/12 CH PEST CONTROL 03/12 CH PEST CONTROL 03/12 CC PEST CONTROL 03/12 YLAC PEST CONTROL	TERMINIX PROCESSING CENTER	100-4130-53813 100-1150-53813 100-1150-53813 285-3330-53813 285-3330-53813	365.00 90.00 85.00 87.00 50.00 53.00
5287	4/2/2021 4687	THESAU COUNCIL-SHIRTS/JACKETS	THE SAUCE CREATIVE SERVICES CORP	100-1100-53976	173.89 173.89
5288	4/2/2021 0029105031421	TIMEWA 03/14-04/13 SC CABLE/INTERNET SVC	TIME WARNER CABLE	100-4130-53715	100.80 100.80
5289	4/2/2021 INV0005611 INV0005612 INV0005612 INV0005613	TMOBILE 02/21-03/20 PHONE-CE WIRELESS SVC 02/21-03/20 PHONE-PUBLIC SAFETY WIRELESS 02/21-03/20 PHONE-PUBLIC SAFETY WIRELESS 02/21-03/20 PHONE-MTCE WIRELESS	T-MOBILE	100-2110-53715 100-2100-53715 100-2110-53715 100-3100-53715	918.66 235.51 197.05 28.15 457.95
5290	4/2/2021 1788 1819 1820	TUNNEL EMERGENCY SEWER SVC CALL OUTS SEWER SYSTEM HYDROJET-SUNKIST APARTMENT SEWER PLATE RENTAL-PERTH AVE	TUNNELWORKS SERVICES INC	500-3210-53111 500-3210-53111 500-3210-53111	3,365.00 825.00 1,980.00 560.00
5291	4/2/2021 SW37549	UNISTO STORM WATER WING GATES	UNITED STORM WATER, INC	284-3100-53111	9,580.25 9,580.25
5292	4/2/2021 70797888 70797888 70797888 70797888 70797888 70797888 70797888 70797888 70797888 70797888	WEXBANK FUEL - MAINT DEPT FUEL - CODE ENF FUEL - CODE ENF FUEL - MAINT DEPT FUEL - CODE ENF (2) FUEL - CODE ENF (2) FUEL - MAINT DEPT (2) FUEL - ANIMAL CONTROL (2) FUEL - MAINT DEPT	WEX BANK	555-3150-53014 555-3150-53014 555-3150-53014 555-3150-53014 555-3150-53014 555-3150-53014 555-3150-53014 555-3150-53014 555-3150-53014 555-3150-53014	2,804.10 73.59 74.09 74.49 75.00 92.86 106.60 129.11 121.47 132.10

Check Register Report

Payment Dates: 3/17/2021 - 4/5/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	70797888	FUEL - ANIMAL CONTROL		555-3150-53014	143.87
	70797888	FUEL - MAINT DEPT (2)		555-3150-53014	191.29
	70797888	FUEL - CODE ENF		555-3150-53014	69.93
	70797888	FUEL - MAINT DEPT (7)		555-3150-53014	660.50
	70797888	FUEL - MAINT DEPT		555-3150-53014	114.48
	70797888	FUEL - CODE ENF (5)		555-3150-53014	226.08
	70797888	FUEL - CODE ENF		555-3150-53014	55.59
	70797888	FUEL - ANIMAL CONTROL		555-3150-53014	49.17
	70797888	FUEL - CODE ENF		555-3150-53014	52.46
	70797888	FUEL - ADJUSTMENT		555-3150-53014	-34.93
	70797888	FUEL - ANIMAL CONTROL		555-3150-53014	25.09
	70797888	FUEL - ANIMAL CONTROL		555-3150-53014	33.40
	70797888	FUEL - CODE ENF		555-3150-53014	33.60
	70797888	FUEL - CODE ENF		555-3150-53014	34.84
	70797888	FUEL - CODE ENF		555-3150-53014	30.12
	70797888	FUEL - ANIMAL CONTROL		555-3150-53014	38.50
	70797888	FUEL - REC		555-3150-53014	39.70
	70797888	FUEL - CODE ENF		555-3150-53014	35.67
	70797888	FUEL - REC		555-3150-53014	40.00
	70797888	FUEL - CODE ENF		555-3150-53014	42.40
	70797888	FUEL - CODE ENF		555-3150-53014	43.03
5293	4/2/2021	WILENG	WILLDAN ENGINEERING		28,143.55
	00224307	01/21 LP PARK PH III CONST INSPECTION		100-5596-59300	1,900.00
	00224308	02/21 LP PARK PH III CONST INSPECTION		100-5596-59300	1,100.00
	003-34123	02/21 NPDES SVC		284-3100-53111	1,323.75
	003-34124	02/21 CM-LP PARK SEWER IMPROVEMENT		500-5595-59600	1,160.00
	003-34125	02/21 SANITARY SEWER MTCE SVC		500-3210-53111	1,013.75
	003-34126	02/21 SEWER SYSTEM ASSESSMENT PROG		500-3210-53111	990.00
	003-34127	02/21 CALRECYCLE RAC APP.		200-3120-53111	1,120.00
	003-34131	02/21 ENGINEERING PERMITS		100-3110-53120	3,225.95
	003-34136	02/21 RIGHT OF WAY-ELLIOT/AMAR		215-5518-59600	7,083.00
	003-34142	02/21 SLURRY SEAL VARIOUS ST CONST MGMT		405-5598-59600	2,048.55
	003-34142	02/21 SLURRY SEAL VARIOUS ST CONST MGMT		410-5598-59600	2,048.55
	00620659	01/21 PROP 68 GRANT-LP COMM PARK		100-4100-53111	4,590.00
	00620660	01/21 LANDSCAPE PLAN REVIEW-15616 AMAR		100-3110-53111	540.00
5294	4/5/2021	KAYTHR	KAY THREADING INC		2,500.00
	INV0005614	2020-62 CDBG-CV BUSINESS GRANT		261-3320-53981	2,500.00
DFT0001222	3/26/2021	BANK	US BANK		85,153.42
	1733376	2020 SERIES A BOND INTEREST PYMT		300-3120-53990	85,153.42
DFT0001224	4/1/2021	AFLAC	AFLAC		120.53
	INV0005586	EMPLOYEE LIFE ASSURANCE		100-20399	101.92
	INV0005586	EMPLOYEE LIFE ASSURANCE		260-20399	10.60
	INV0005586	EMPLOYEE LIFE ASSURANCE		261-20399	3.50
	INV0005586	EMPLOYEE LIFE ASSURANCE		285-20399	4.51
DFT0001225	4/1/2021	AFLAC	AFLAC		127.21
	INV0005587	EMPLOYEE INSURANCE		100-20399	92.31
	INV0005587	EMPLOYEE INSURANCE		260-20399	26.20
	INV0005587	EMPLOYEE INSURANCE		261-20399	8.70
DFT0001226	4/1/2021	ICMARC	VANTAGEPOINT TRANSFER AGENTS-457		94.67
	INV0005590	EMPLOYEE LOAN REPYMT		100-20399	58.79
	INV0005590	EMPLOYEE LOAN REPYMT		210-20399	35.88
DFT0001227	4/1/2021	ICMARC	VANTAGEPOINT TRANSFER AGENTS-457		1,300.00
	INV0005591	EMPLOYEE CONTRIBUTIONS		100-20399	678.57
	INV0005591	EMPLOYEE CONTRIBUTIONS		200-20399	142.79
	INV0005591	EMPLOYEE CONTRIBUTIONS		203-20399	75.52

Check Register Report

Payment Dates: 3/17/2021 - 4/5/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0005591	EMPLOYEE CONTRIBUTIONS		205-20399	76.09
	INV0005591	EMPLOYEE CONTRIBUTIONS		210-20399	55.60
	INV0005591	EMPLOYEE CONTRIBUTIONS		215-20399	134.09
	INV0005591	EMPLOYEE CONTRIBUTIONS		260-20399	49.65
	INV0005591	EMPLOYEE CONTRIBUTIONS		285-20399	87.69
DFT0001228	4/1/2021	CPERS-HEALTH	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		52,966.35
	INV0005593	HEALTH INSURANCE		100-20399	37,139.25
	INV0005593	HEALTH INSURANCE		200-20399	2,703.07
	INV0005593	HEALTH INSURANCE		203-20399	1,905.71
	INV0005593	HEALTH INSURANCE		205-20399	3,897.38
	INV0005593	HEALTH INSURANCE		210-20399	1,922.59
	INV0005593	HEALTH INSURANCE		215-20399	868.60
	INV0005593	HEALTH INSURANCE		260-20399	1,611.97
	INV0005593	HEALTH INSURANCE		261-20399	197.00
	INV0005593	HEALTH INSURANCE		270-20399	15.16
	INV0005593	HEALTH INSURANCE		285-20399	2,705.62
DFT0001229	4/1/2021	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		11,704.44
	INV0005595	EMPLOYER CONTRIBUTION		100-20360	8,177.38
	INV0005595	EMPLOYER CONTRIBUTION		200-20360	686.41
	INV0005595	EMPLOYER CONTRIBUTION		203-20360	492.72
	INV0005595	EMPLOYER CONTRIBUTION		205-20360	368.08
	INV0005595	EMPLOYER CONTRIBUTION		210-20360	365.66
	INV0005595	EMPLOYER CONTRIBUTION		215-20360	302.19
	INV0005595	EMPLOYER CONTRIBUTION		260-20360	587.72
	INV0005595	EMPLOYER CONTRIBUTION		261-20360	51.00
	INV0005595	EMPLOYER CONTRIBUTION		270-20360	6.15
	INV0005595	EMPLOYER CONTRIBUTION		285-20360	667.13
DFT0001230	4/1/2021	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		7,591.67
	INV0005596	PERS- NEW EMPLOY CONTRB		100-20399	5,174.19
	INV0005596	PERS- NEW EMPLOY CONTRB		200-20399	456.02
	INV0005596	PERS- NEW EMPLOY CONTRB		203-20399	338.38
	INV0005596	PERS- NEW EMPLOY CONTRB		205-20399	253.22
	INV0005596	PERS- NEW EMPLOY CONTRB		210-20399	203.13
	INV0005596	PERS- NEW EMPLOY CONTRB		215-20399	270.54
	INV0005596	PERS- NEW EMPLOY CONTRB		260-20399	408.99
	INV0005596	PERS- NEW EMPLOY CONTRB		261-20399	29.00
	INV0005596	PERS- NEW EMPLOY CONTRB		270-20399	5.60
	INV0005596	PERS- NEW EMPLOY CONTRB		285-20399	452.60
DFT0001231	4/1/2021	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		745.67
	INV0005597	EMPLOYEE PORTION		100-20360	681.58
	INV0005597	EMPLOYEE PORTION		200-20360	16.02
	INV0005597	EMPLOYEE PORTION		210-20360	8.01
	INV0005597	EMPLOYEE PORTION		285-20360	40.06
DFT0001232	4/1/2021	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		35.00
	INV0005600	SURVIVORS LIFE INSURANCE		100-20350	26.52
	INV0005600	SURVIVORS LIFE INSURANCE		200-20350	1.61
	INV0005600	SURVIVORS LIFE INSURANCE		203-20350	1.23
	INV0005600	SURVIVORS LIFE INSURANCE		205-20350	0.81
	INV0005600	SURVIVORS LIFE INSURANCE		210-20350	1.02
	INV0005600	SURVIVORS LIFE INSURANCE		215-20350	0.64
	INV0005600	SURVIVORS LIFE INSURANCE		260-20350	1.08
	INV0005600	SURVIVORS LIFE INSURANCE		261-20350	0.10
	INV0005600	SURVIVORS LIFE INSURANCE		270-20350	0.02
	INV0005600	SURVIVORS LIFE INSURANCE		285-20350	1.97

Check Register Report

Payment Dates: 3/17/2021 - 4/5/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
DFT0001233	4/1/2021	EMPLOY	EMPLOYMENT DEVELOPMENT DEPT		4,879.44
	INV0005603	STATE INCOME TAX		100-20310	3,489.22
	INV0005603	STATE INCOME TAX		200-20310	248.83
	INV0005603	STATE INCOME TAX		203-20310	187.95
	INV0005603	STATE INCOME TAX		205-20310	162.32
	INV0005603	STATE INCOME TAX		210-20310	65.46
	INV0005603	STATE INCOME TAX		215-20310	165.29
	INV0005603	STATE INCOME TAX		260-20310	276.53
	INV0005603	STATE INCOME TAX		261-20310	5.10
	INV0005603	STATE INCOME TAX		270-20310	3.65
	INV0005603	STATE INCOME TAX		285-20310	275.09
DFT0001234	4/1/2021	IRSPR	IRS PAYROLL TAX DEPOSIT		14,731.23
	INV0005604	FEDERAL WITHHOLDING		100-20300	10,671.62
	INV0005604	FEDERAL WITHHOLDING		200-20300	706.14
	INV0005604	FEDERAL WITHHOLDING		203-20300	516.29
	INV0005604	FEDERAL WITHHOLDING		205-20300	430.31
	INV0005604	FEDERAL WITHHOLDING		210-20300	212.41
	INV0005604	FEDERAL WITHHOLDING		215-20300	411.58
	INV0005604	FEDERAL WITHHOLDING		260-20300	1,030.59
	INV0005604	FEDERAL WITHHOLDING		261-20300	22.90
	INV0005604	FEDERAL WITHHOLDING		270-20300	10.37
	INV0005604	FEDERAL WITHHOLDING		285-20300	719.02
DFT0001235	4/1/2021	IRSPR	IRS PAYROLL TAX DEPOSIT		4,610.50
	INV0005605	MEDICARE TAX		100-20300	3,194.32
	INV0005605	MEDICARE TAX		200-20300	228.28
	INV0005605	MEDICARE TAX		203-20300	165.36
	INV0005605	MEDICARE TAX		205-20300	163.66
	INV0005605	MEDICARE TAX		210-20300	76.70
	INV0005605	MEDICARE TAX		215-20300	104.52
	INV0005605	MEDICARE TAX		260-20300	467.72
	INV0005605	MEDICARE TAX		261-20300	10.60
	INV0005605	MEDICARE TAX		270-20300	2.16
	INV0005605	MEDICARE TAX		285-20300	197.18
DFT0001236	4/1/2021	CPERS-HEALTH	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		13,222.81
	INV0005606	04/21 RETIREES HEALTH INSURANCE		100-1135-51314	18,008.49
	INV0005606	04/21 CalPers Admin Fees		100-1135-51314	158.47
	INV0005606	04/21 Adjustment- I. Saucedo		100-1135-51314	-4,944.15
Grand Total:					586,150.94

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	210,925.83
200 - GAS TAX FUND	75,668.24
203 - MEASURE M FUND	3,850.53
205 - MEASURE R FUND	5,590.38
210 - PROP A FUND	5,189.06
215 - PROP C FUND	109,452.20
260 - CDBG PROGRAM FUND	5,956.26
261 - CDBG CARES	10,335.70
270 - AIR QUALITY IMPROVEMENT FUND	44.69
280 - MISCELLANEOUS GRANTS FUND	6,645.60
284 - MEASURE W	10,904.00
285 - LIGHTING & LANDSCAPE MAINTENANCE	11,958.99
300 - CITYWIDE DEBT SERVICE	85,153.42
405 - 2019A CAPITAL PROJECT FUND	2,048.55
410 - 2019B CAPITAL PROJECT FUND	2,048.55
500 - SEWER CONSTRUCTION/MAINTENANCE FUND	9,078.75
550 - EQUIPMENT REPLACEMENT FUND	4,502.21
555 - VEHICLE MAINTENANCE & REPLACEMENT FUND	3,040.31
600 - SPECIAL DEPOSIT FUND	23,757.67
Grand Total:	586,150.94

Account Summary

Account Number	Account Name	Payment Amount
100-1100-53011	Operating Supplies	350.00
100-1100-53111	Contract Services - Private	2,500.00
100-1100-53976	Special Departmental	173.89
100-1110-53114	Legal Services - General	34,582.17
100-1120-53405	Records Management	286.22
100-1120-53412	Municipal Code Publishing	392.00
100-1130-53011	Operating Supplies	525.85
100-1130-53111	Contract Services - Private	3,097.89
100-1130-53971	Dues & Memberships	435.00
100-1135-51314	Health Insurance	13,222.81
100-1135-53406	Recruitment Expenses	173.00
100-1135-53976	Special Departmental	482.05
100-1150-53011	Operating Supplies	3,096.62
100-1150-53111	Contract Services - Private	250.00
100-1150-53711	Utility - Gas	1,405.97
100-1150-53715	Utility - Communications	136.83
100-1150-53813	Facility Maintenance	1,139.52
100-1150-53911	Equipment Lease/Rental	456.78
100-20220	Retention Payable	-2,017.25
100-20300	FIT Payable	13,865.94
100-20310	SIT Payable	3,489.22
100-20320	Life Ins Payable	389.78
100-20330	LTD Payable	1,221.88
100-20340	PARS	2,313.12
100-20350	Group Insurance	26.52
100-20360	PERS	8,858.96
100-20399	Other Payroll Deductions	43,390.55
100-2100-53715	Utility - Communications	197.05
100-2110-53114	Legal Services	825.52
100-2110-53151	Education & Training	574.00
100-2110-53715	Utility - Communications	263.66
100-2110-53971	Dues & Memberships	95.00
100-2130-53011	Operating Supplies	44.50
100-2130-53111	Contract Services - Private	4,794.00

Account Summary

Account Number	Account Name	Payment Amount
100-3100-53012	Small Tools & Equipment	310.18
100-3100-53715	Utility - Communications	457.95
100-3110-53111	Contract Services - Private	540.00
100-3110-53120	Engineering Permits	3,225.95
100-3110-53121	Industrial Waste Inspecti...	5,692.14
100-3300-53011	Operating Supplies	34.05
100-3310-53011	Operating Supplies	161.87
100-3320-53111	Contract Services - Private	753.50
100-3330-53011	Operating Supplies	67.52
100-3330-53012	Small Tools & Equipment	3,365.11
100-3330-53813	Facility Maintenance	665.00
100-4100-53011	Operating Supplies	10.82
100-4100-53111	Contract Services - Private	4,590.00
100-4100-53711	Utility - Gas	178.21
100-4100-53715	Utility - Communications	45.31
100-4100-53971	Dues & Memberships	310.00
100-4100-53976	Special Departmental	795.07
100-4110-53012	Small Tools & Equipment	86.82
100-4110-53711	Utility - Gas	865.64
100-4130-53711	Utility - Gas	153.36
100-4130-53715	Utility - Communications	214.43
100-4130-53813	Facility Maintenance	90.00
100-4140-53979	Special Events	3,868.85
100-42140	Animal License Fees	60.00
100-5596-59300	Construction Costs	43,345.00
200-20300	FIT Payable	934.42
200-20310	SIT Payable	248.83
200-20320	Life Ins Payable	25.46
200-20330	LTD Payable	101.59
200-20340	PARS	135.15
200-20350	Group Insurance	1.61
200-20360	PERS	702.43
200-20399	Other Payroll Deductions	3,301.88
200-3120-53012	Small Tools & Equipment	596.39
200-3120-53016	Graffiti Removal Supplies	582.90
200-3120-53111	Contract Services - Private	1,120.00
200-3120-53713	Utility - Hwy Lights	29.42
200-3120-53714	Utility - Water	2,094.67
200-3120-53814	Landscape Maintenance	14,342.50
200-3120-53815	Parkway Tree Maintenan...	6,676.45
200-3120-53817	Street/Sidewalk Mainten...	1,184.41
200-3120-53819	Signal Maintenance	42,830.98
200-3120-53821	Traffic Markings/Signs	759.15
203-20300	FIT Payable	681.65
203-20310	SIT Payable	187.95
203-20320	Life Ins Payable	18.74
203-20330	LTD Payable	72.75
203-20340	PARS	75.88
203-20350	Group Insurance	1.23
203-20360	PERS	492.72
203-20399	Other Payroll Deductions	2,319.61
205-20300	FIT Payable	593.97
205-20310	SIT Payable	162.32
205-20320	Life Ins Payable	12.43
205-20330	LTD Payable	54.47
205-20340	PARS	171.61
205-20350	Group Insurance	0.81
205-20360	PERS	368.08

Account Summary

Account Number	Account Name	Payment Amount
205-20399	Other Payroll Deductions	4,226.69
210-20300	FIT Payable	289.11
210-20310	SIT Payable	65.46
210-20320	Life Ins Payable	15.11
210-20330	LTD Payable	44.19
210-20350	Group Insurance	1.02
210-20360	PERS	373.67
210-20399	Other Payroll Deductions	2,217.20
210-3130-53915	Public Transit Subsidy	2,183.30
215-20220	Retention Payable	-5,265.27
215-20300	FIT Payable	516.10
215-20310	SIT Payable	165.29
215-20320	Life Ins Payable	10.30
215-20330	LTD Payable	60.15
215-20340	PARS	1.15
215-20350	Group Insurance	0.64
215-20360	PERS	302.19
215-20399	Other Payroll Deductions	1,273.23
215-5518-59300	Construction Costs	105,305.42
215-5518-59600	Other Services	7,083.00
260-20300	FIT Payable	1,498.31
260-20310	SIT Payable	276.53
260-20320	Life Ins Payable	17.83
260-20330	LTD Payable	65.68
260-20340	PARS	813.23
260-20350	Group Insurance	1.08
260-20360	PERS	587.72
260-20399	Other Payroll Deductions	2,644.63
260-3320-53011	Operating Supplies	51.25
261-20300	FIT Payable	33.50
261-20310	SIT Payable	5.10
261-20320	Life Ins Payable	1.70
261-20330	LTD Payable	6.10
261-20350	Group Insurance	0.10
261-20360	PERS	51.00
261-20399	Other Payroll Deductions	238.20
261-3320-53981	Grants & Loans - Commer...	10,000.00
270-20300	FIT Payable	12.53
270-20310	SIT Payable	3.65
270-20320	Life Ins Payable	0.34
270-20330	LTD Payable	1.24
270-20350	Group Insurance	0.02
270-20360	PERS	6.15
270-20399	Other Payroll Deductions	20.76
280-20220	Retention Payable	6,645.60
284-3100-53111	Contract Services - Private	10,904.00
285-20300	FIT Payable	916.20
285-20310	SIT Payable	275.09
285-20320	Life Ins Payable	31.31
285-20330	LTD Payable	107.05
285-20340	PARS	31.22
285-20350	Group Insurance	1.97
285-20360	PERS	707.19
285-20399	Other Payroll Deductions	3,250.42
285-3330-53711	Utility - Gas	31.56
285-3330-53715	Utility - Communications	44.51
285-3330-53813	Facility Maintenance	103.00
285-3330-53822	Park Maintenance & Repa...	6,459.47

Account Summary

Account Number	Account Name	Payment Amount
300-3120-53990	Interest Payments	85,153.42
405-5598-59600	Other Services	2,048.55
410-5598-59600	Other Services	2,048.55
500-3210-53111	Contract Services - Private	7,918.75
500-5595-59600	Other Services	1,160.00
550-6100-53017	Software & Licensing	3,144.00
550-6100-53018	Computer Hardware & Su...	1,358.21
555-3150-53014	Fuel	2,938.41
555-3150-53812	Vehicle Maintenance	101.90
600-23280	Deposit - C & D	23,757.67
	Grand Total:	586,150.94

Project Account Summary

Project Account Key	Payment Amount	
None	545,533.80	
30121E	51.25	
30221E	753.50	
61721E	3,538.85	
69421E	3,748.11	
69721E	688.44	
70521E	10,000.00	
70621E	21,506.99	
71121E	330.00	
	Grand Total:	586,150.94



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: April 13, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF A RESOLUTION TO ADOPT A COVID-19 EXPOSURE CONTROL POLICY

BACKGROUND

On March 13, 2020, City Council closed all City facilities to the public. The closures were to protect both the residents and staff doing business in the facilities from the spread of COVID-19. Since then, staff has taken precautionary measures to ensure a healthy working environment throughout the pandemic. The City has procured face masks, face shields, gloves, hand sanitizer, disinfecting wipes, disinfecting spray, goggles, and other forms of Personal Protective Equipment (PPE).

On June 9, 2020, City Council approved guidelines and protocols for reopening City facilities. The Guide to Re-opening included protocols regarding customer contact, in-office disinfecting, pre-screening customers, and customers entering facilities. These protocols were set to ensure a safe working environment for staff and a safe environment for the public.

DISCUSSION

With the guidance of the California Joint Powers Insurance Authority (CJPIA), City staff constructed the COVID-19 Exposure Control Policy. The policy was reviewed by the City Attorney's office. City staff also reached out to the Service Employees International Union Local 721 (Union) representatives for any questions or comments on the policy. A conference call was held on April 6, 2021 with the Union and City staff obtained approval.

The policy is based on information available from the Centers for Disease Control and Prevention ("CDC"), the California Department of Public Health ("CDPH"), local county health department requirements, recently promulgated Cal/OSHA regulations as detailed in California Code of Regulations, Title 8, Sections 3205-3205.4 COVID-19 Prevention, as well as best practices. It is subject to change based on information provided by Cal/OSHA, public health authorities, and the CDC. The policy is intended to provide employees with information regarding the coronavirus COVID-19 and to provide guidance to employees regarding procedures in the event of a COVID-19 exposure, infection, or outbreak. These procedures apply to all City of La Puente employees. The information is subject to change as more information becomes available regarding COVID-19.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 21-5618 adopting the COVID-19 Prevention Policy.

ATTACHMENTS

Attachment "A": Resolution No. 21-5618

RESOLUTION NO. 21-5618

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA ADOPTING THE COVID-19
EXPOSURE CONTROL POLICY**

WHEREAS, the City of La Puente is committed to providing a working environment that is healthy and safe for employees and visitors.

WHEREAS, On March 13, 2020 City Council closed all facilities to the public in response to the COVID-19 pandemic; and

WHEREAS, On June 9, 2020 City Council approved guidelines and protocols for reopening City facilities; and

WHEREAS, City Staff has drafted a new COVID-19 Exposure Control Policy that provides for a more comprehensive approach to addressing COVID-19 in the workplace; and

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

WHEREAS, adoption of the proposed policy will help maintain a healthy and safe working environment for all employees and visitors.

**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 Administrative Policy #xx, COVID-19 Exposure Control Policy, 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 13th day of April 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
ADMINISTRATIVE POLICY**

POLICY #:	SUBJECT: COVID-19 EXPOSURE CONTROL POLICY
ISSUED:	
EFFECTIVE:	
CANCELLATION DATE:	
SUPERSEDES:	

PURPOSE

California Code of Regulations, Title 8, General Industry Safety Orders Section 3203 requires all employers to develop and implement an effective Injury and Illness Prevention Program (“IIPP”). The IIPP contains the employer's policies and procedures for protecting employees from workplace hazards. Some agencies are also covered by the standard for Aerosol Transmissible Diseases (Title 8, General Industry Safety Orders Section 5199).

This COVID-19 Exposure Control Policy (hereinafter “policy”) is a supplement to the City’s IIPP. This policy is based on information available from the Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health (“CDPH”), local county health department requirements, recently promulgated Cal/OSHA regulations as detailed in California Code of Regulations, Title 8, Sections 3205-3205.4 COVID-19 Prevention, as well as best practices. It is subject to change based on information provided by Cal/OSHA, public health authorities, and the CDC.

POLICY

The policy is intended to provide employees with information regarding the coronavirus COVID-19 and to provide guidance to employees regarding procedures in the event of a COVID-19 exposure, infection, or outbreak. These procedures apply to all City of La Puente employees. The information is subject to change as more information becomes available regarding COVID-19.

DEFINITIONS

For purposes of this Policy:

The following are definitions that apply to Title 8, Sections 3205-3205.4 COVID-19 Prevention and that are referenced throughout the policy:

- A. **COVID-19**: coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

- B. **COVID-19 case**: a person who: has a positive COVID-19 test; is subject to a COVID-19-related order to isolate issued by a local or state health official; or has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- C. **COVID-19 exposure**: being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period.” This definition applies regardless of the use of face coverings.
- D. **COVID-19 hazard**: exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
- E. **COVID-19 symptoms**: fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
- F. **COVID-19 test**: a viral test for SARS-CoV-2 that is approved by the United States Food and Drug Administration (“FDA”) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- G. **Exposed workplace**: any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.
- H. **High-risk exposure period**: for persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

For persons who test positive who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

COVID-19 EXPLAINED

COVID-19 is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. Everyone is at risk of getting COVID-19. Older adults and people of any age who have underlying medical conditions may be at higher risk for more severe illness.

Transmission of COVID-19 is commonly through encountering an infected person (within six feet or two arms' length) from respiratory droplets when an infected person coughs, sneezes, or talks. Transmission may also be possible by touching a surface or object contaminated with the virus, and then touching your mouth, nose, or eyes.

The best protection is to avoid being exposed to the virus that causes COVID-19. Stay home as much as possible and avoid close contact with others. Wear a face covering that covers your nose and mouth while in public settings. Clean and disinfect frequently touched surfaces. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol. Practice social distancing and stay at least six feet away from others.

Symptoms of COVID-19 range widely from no symptoms to mild symptoms to severe illness and may appear 2-14 days after exposure to the virus. Symptoms include, but are not limited to, the following:

- Fever of 100.4 degrees Fahrenheit or higher
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees should contact their medical provider for any other symptoms that are severe or concerning.

Seek medical attention immediately if you experience emergency warning signs including, but not limited to, the following:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Employees should contact their medical provider for any other symptoms that are severe or concerning.

Call 911 if you have a medical emergency. Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

Employees that develop symptoms should not report to work. Call your supervisor and healthcare provider immediately. If you encounter someone with symptoms, call your supervisor and healthcare provider immediately.

POLICY OVERSIGHT & ENFORCEMENT

The Director of Administrative Services is designated as the City's COVID-19 Exposure Control Policy administrator, who has the authority and responsibility for implementing the City's policy. The administrator is responsible for:

- Communicating this policy to all City employees. The City's goal is to have effective two-way communication with employees in a form they can readily understand.
- Communicating information about COVID-19 hazards employees (including other employers and individuals in contact with the City's workplace) may be exposed to, what is being done to control those hazards, and the City's COVID-19 policies and procedures.
- Engaging with employees and soliciting feedback and concerns.
- Asking employees to report, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace to Human Resources.
- Resolving concerns regarding potential or known hazards for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness. Each employee will be dealt with on a case-by-case basis.
- Providing information about access to COVID-19 testing. Where testing is not required, how employees can access COVID-19 testing.
- In the event the City is required to provide testing because of a workplace exposure or outbreak, the City will communicate the policy for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Distributing COVID-19 safety communications to employees implementing COVID-19 preventative measures identified in the policy.

- Reviewing applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention, including information of general application and information specific to the City, location, and operations.
- Monitoring CDC guidance on domestic and international travel.
- Communicating employee COVID-19 cases to health authorities in accordance with federal and state laws.
- Updating the policy to include new COVID-19 information.

All managers and supervisors are responsible for implementing and maintaining the policy in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand. Managers and supervisors must follow this policy at all times to ensure that proper hygiene and jobsite safety practices prevent the spread of COVID-19.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. In assessing potential hazards, the City has considered whether employees may encounter someone infected with COVID-19 in the course of their duties or if employees could be exposed to environments or materials contaminated with the virus.

The City has conducted a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. In conducting the identification, the City considered all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious:

- This includes the identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
- This includes an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The City has considered how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

The City's system consists of an air handler that draws in outside air for the building, until such time that it gets too hot outside then the dampers close and the system runs on circulation air that is then chilled by the outside compressors.

The City will conduct a periodic review of applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention.

Employee Participation

The City has encouraged employee and authorized employees' representative to express any concern or questions in the identification and evaluation of COVID-19 hazards in City facilities.

The City has evaluated existing COVID-19 prevention controls at the workplace and the need for different or additional controls.

The City will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the City's COVID-19 policies and procedures.

Employee Screening

Employees will be screened before entering the workplace.

Correction of COVID-19 Hazards

The City shall implement effective procedures for correcting unsafe or unhealthy conditions, work practices, a timely manner based on the severity of the hazard.

The severity of the hazard will be assessed, and correction time frames will be assigned accordingly. The Director of Administrative Services is responsible for ensuring timely correction. The Director of Administrative Services will confirm implementation of correction.

TRAINING AND INSTRUCTION

Employees will be provided a copy of the policy in advance of implementation and will receive training. Training will be conducted via e-learning videos available through the California Joint Powers Insurance Authority. The e-learning videos will include interactive trainings that include quizzes.

Training will include the following:

- Information about COVID-19 symptoms, and the importance of not coming to work when an employee is ill.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.

- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility.
- Proper use of face coverings.
- Explanation of the procedure employees must follow if exposed to COVID-19.
- Use of Personal Protective Equipment (PPE).

CONTROL OF COVID-19 HAZARDS

Physical Distancing

- The City has implemented alternating work schedules with employees working from home remotely every other week.
- All employees shall continue to be separated from other persons by at least six feet at all times, except where the City can demonstrate that six feet of separation is not possible, and except for momentary exposure while persons are in movement. When it is not possible to maintain a distance of at least six feet, employees and individuals shall be as far apart as possible.
- The downstairs break room at City Hall will continue to be limited to use of only the kitchen area for meal preparation and not for the gathering of Staff during lunch or breaks. Proper social distancing should be practiced if more than one person is using the kitchen area.
- All employees must enter City facilities at designated entrances, only, when reporting for their shift and when returning from lunch.

Visitors

- Facility visitors will continue to be asked to wear a face covering.
- Using a non-contact thermometer, all visitors will have their temperature checked. If a visitor registers a temperature at or above 100.4°F, they will be denied entry and asked to conduct their business over the phone or online. The City will not record nor maintain any temperatures taken.
- The City shall continue to limit the number of visitors in a facility at any one time. This will allow for proper physical distancing.
- The City will continue to enforce one-way control of visitor flow in and out of facilities, where possible.
- Where feasible, the City will continue to have set-up a reception desk at facility entrances to check-in visitors.
- The City has established formalized visitor protocols.

- The City may explore options of offering certain services to the public via video conferencing platforms.
- The City has placed markings at least six feet apart in customer line areas inside facilities and on walkways at public entrances with signs directing visitors to use the markings to maintain distance.
- The use of communal pens, clipboards, and other items may be discontinued. Staff will disinfect all other communal items when returned by visitors. Staff should also remind customers of hand sanitizer available for their use.
- The number of staff at reception at any given time will be reduced.
- Seating in reception areas has been rearranged or removed to maintain physical distancing.
- Hand sanitizer dispensers are available at facility entrances, public counters, and waiting areas. If feasible, the dispensers will be touchless.
- Tissue boxes are available throughout public areas of facilities.

Work Areas

- Employees are instructed to maintain at least six feet of distance from the public and visitors and from colleagues, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Employees should refrain from physical contact, such as handshaking, hugging, and fist/elbow bumps.
- Until further notice, employees should not congregate in offices, conference rooms, and break/lunchrooms and areas, unless a minimum distance of six feet from other individuals can be maintained.
- When feasible, multi-person activities will be limited (e.g., two-person lifting, if other safe methods are possible, etc.).
- Avoid face-to-face meetings. Meetings should be conducted via video or teleconference. Meetings requiring in-person discussion must follow the City's physical distancing protocol. In-person meetings of more than 10 individuals shall not be convened.
- Before scheduling business travel and external meetings, consult with your supervisor.
- Management should stagger breaks and lunches to ensure groups in community breakrooms and areas at any one time are less than 10 individuals. This number may be less than 10, depending on the size of the room.
- Workstations will continue to be spread out to allow for physical distancing between employees.
- In settings where multiple individuals may share one computer or other equipment, accommodations will be considered to allow for each employee to have their own, assigned computer and other equipment. If this is not practical, the shared computer and equipment will need to be disinfected before and after each individual use.

- For communal copy machines, scanners, and other office equipment use, employees are encouraged to sanitize after using the equipment. Employees should wash their hands or use hand sanitizer after use of communal equipment. Equipment should be disinfected before and after use, following manufacturer recommendations on cleaning/disinfecting.

Field Work

In addition to the local county health department guidelines, employees should avoid traveling to worksites together in one vehicle, if possible. Pool vehicles should be disinfected before and after each use.

Face Covering Requirements

For Employees

The CDPH mandates that a face covering is required at all times when outside of the home, with some exceptions. The use of face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Face coverings are not a replacement for six feet of physical distancing, frequent hand washing, other hygiene practices, cleaning protocols, and remaining at home when not conducting essential activities. Face coverings should not be placed on young children under age two, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. Face coverings should: fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine dried without damage or change to shape.

The City will follow the face covering guidelines outlined below:

- The City shall continue to provide face coverings to employees and ensure they are worn over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDPH or local health department. The City shall ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- The City shall continue to provide employees with an adequate supply of disposable face masks or washable fabric face coverings for use while working.
- Personal face coverings used in the workplace must be work appropriate and not include offensive images or content that violate workplace rules and policies.

The following are exceptions to the face coverings requirement:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
- Face coverings should be worn in areas where there is the potential for interaction with visitors or co-workers. This includes at times when no one is present (e.g., reception areas, public counters, restrooms, conference rooms, common work areas such as copy rooms, hallways, kitchens/break rooms, stairways, parking areas, elevators, etc.). If working in a private office where visitors or co-workers do not enter, an employee may not need to wear a face covering.
- Employees working outdoors should also wear face coverings when working with others and interacting with the public.
- When employees are driving alone or with others, wear face coverings to prevent the spread of respiratory droplets in carpool vehicles.
- Lack of employee compliance with face covering requirements shall be reported to Human Resources.

Visitors and the Public

The City has implemented measures to communicate to non-employees the face covering requirements while on City premises. This includes signage posted at entrances and in public areas.

If a visitor or member of the public walks into a facility without a face covering and states they cannot wear one due to a disability, the City and its employees **cannot** ask what the disability is or require proof/documentation of the disability.

If a person with a disability is not able to wear a face covering, the City will consider reasonable modifications to the face covering requirement so that the person with the disability can participate in, or benefit from, the programs offered or goods and services that are provided. A reasonable modification means changing policies, practices, and procedures, if needed, to provide goods, services, facilities, privileges, advantages, or accommodations to an individual with a disability. It is important to focus on how to provide goods or services to a customer with a disability in an equal manner. This can be done by reasonably modifying policies, practices, appointments, or procedures.

Examples of reasonable modifications to the face covering requirement include:

- Allow a person to wear a scarf, loose face covering, or full-face shield instead of a face covering.

- Allow a person to wait in a car for an appointment and enter the building when called or texted.
- Offer appointments by telephone or video calls.

CLEANING AND DISINFECTING

The City has implemented the following cleaning and disinfection measures for frequently touched surfaces. Employees and authorized employee representatives have been informed of protocols, including the planned frequency and scope of regular cleaning and disinfection.

- All high-touch surfaces will be cleaned and disinfected regularly (at least twice a day) (e.g., door handles/knobs, elevator buttons, equipment tools, handrails, handles, controls, restroom surfaces, counters, tables, desks, phones, keyboards, mice, toilets, faucets, sinks, copy machines, steering wheels, etc.).
- Disposable disinfecting wipes or equivalent supplies will be available throughout facilities to clean commonly used surfaces.
- All meeting rooms and common areas will be cleaned and disinfected at least twice a day.
- All restroom facilities will be cleaned at the scheduled interval and handwashing stations will be stocked with soap, hand sanitizer, and paper towels. Report low supplies of tissue, hand sanitizer, and disinfecting agents to the Human Resources Department.

Should the City have a COVID-19 case in the workplace, the following procedures will be taken:

- The City will clean and disinfect areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period.

See CDC guidance:

[Cleaning and Disinfection for Community Facilities: Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 \(COVID-19\)](#)

Additional cleaning and disinfecting guidance:

[Cleaning and Disinfecting your Facility \(PDF\)](#)

[Cleaning and Disinfection for Non-emergency Transport Vehicles](#)

[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

City staff will follow manufacturer instructions for use of all cleaning and disinfecting products.

Sharing Tools, Equipment, and Personal Protective Equipment (PPE)

- The City prohibits the sharing of PPE (e.g., gloves, goggles, face shields, etc.).
- To the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools must not be shared. When it is not feasible to prevent sharing, sharing shall be minimized, and such items and equipment shall be disinfected between uses by different people. If these items must be shared, disinfecting wipes should be used to clean items before and after use. When cleaning equipment and tools, verify manufacturer recommendations for proper cleaning techniques and any cleaning product restrictions.
- Disinfecting products will be available in kitchens/lunchrooms for use on communal coffee machines, refrigerators, etc. Employee are encouraged to sanitize after using communal kitchen appliances.
- Sharing of vehicles shall be minimized to the extent feasible. If practicable, employees should use the same vehicle during their shift. For vehicles that are used by multiple employees, the steering wheel, door handles, seatbelt buckles, armrests, shifter, radio, and other high-touch points shall be wiped down using disinfecting wipes/spray before and after each use.

Hand Sanitizing

The City has evaluated its handwashing facilities. The City has adequate handwashing facilities for employees.

The City encourages and allows time for employee handwashing and provides employees with effective hand sanitizer.

The City has implemented effective hand sanitizing procedures:

- Employees shall wash hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with the hand sanitizer and rub them together until they feel dry. Hand sanitizer is placed in multiple locations throughout City facilities and in conference rooms to encourage hand hygiene. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Tissue boxes and trash receptacles will be available throughout facilities for use. Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash.
- When exchanging documents with co-workers and visitors, handling mail and packages, and using communal equipment and appliances (e.g., copy machines, scanners, kitchen appliances, etc.), employees may choose to wear

disposable gloves (latex-free or nitrile). Wash your hands immediately after removal of gloves or use hand sanitizer.

- Consider using a key, pen, or other object when knocking on doors. Object used should not damage doors. Do not use your foot, as this can cause balance issues.
- Waste bins will be lined with plastic bags to ensure they can be emptied without touching the contents.

The Human Resources Department will ensure adequate sanitizing supplies are available. Report low supplies of tissue, hand sanitizer, and hand washing soap to the Maintenance Division or Human Resources Department.

PPE USED TO CONTROL EMPLOYEES' EXPOSURE TO COVID-19

California Code of Regulations, Title 8, Section 3380 Personal Protective Devices requires employers to conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. Section 3205(c)(8)(E) requires employers to evaluate the need for PPE to prevent exposure to COVID-19 hazards. While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies:

- The City shall evaluate the need for PPE to prevent exposure to COVID-19 hazards, such as gloves, goggles, face shields, face masks, and respiratory protection (when appropriate), and provide such PPE as needed.
- The City shall provide and ensure use of eye protection and respiratory protection in accordance with Section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators, etc.).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The City has provided employees with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure. Recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness

in preventing the spread of COVID-19. The City will periodically review Cal/OSHA, CDC guidelines, and other updates regarding recommended PPE.

INVESTIGATION AND RESPONDING TO COVID-19 CASES

Procedures

The following procedures are in place to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases. Management will:

- Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
- Give notice of the potential COVID-19 exposure, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - All employees who may have had COVID-19 exposure.
 - Independent contractors and other employers present at the workplace during the high-risk exposure period.
- Assist employees with scheduling COVID-19 testing at no cost to employees during their working hours who had potential COVID-19 exposure in the workplace and provide them with the information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing, or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees.

EXCEPTION: Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request. This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

The City shall ensure that all employee medical records required are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

COVID-19 REPORTING PROCEDURES

The City shall report information about COVID-19 cases at the workplace to the local health department whenever required by law and shall provide any related information requested by the local health department.

The City shall report immediately to Cal/OSHA any COVID-19-related serious injury or illness. “Serious injury or illness” means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

The City shall keep a record of and track all COVID-19 cases with the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Exclusion of COVID-19 Cases

To limit transmission of COVID-19 cases in the workplace:

- The City will ensure that COVID-19 cases are excluded from the workplace until the employee has satisfied all requirements from the CDC and the local county health department.
- Employees who report an actual or suspected exposure to COVID-19 will be required to quarantine themselves in their residence (“self-quarantine”) and will be excluded from the workplace.
- The City will continue and maintain an employee’s earnings, seniority, and all other employee rights and benefits when demonstrated that the COVID-19 exposure is work related. This provision does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
- At the time of exclusion, the City will provide the employee information on available benefits.

Workers’ Compensation

If an employee believes they have been exposed to COVID-19 or is exhibiting symptoms of COVID-19, the City will ask the employee if they feel the exposure is somehow related to their employment. If they feel their exposure and/or symptoms are work-related, the City will provide the employee with a DWC-1 form, refer the employee for testing, and exclude the employee from the workplace pending the results of testing. If the employee states that the exposure is not work-related, the City will follow the procedures outlined in the Return to Work Criteria in this policy.

If the City becomes aware of an employee's exposure to COVID-19 in the course and scope of their employment, the City will provide the employee with a DWC-1 form, refer the employee for testing, and exclude the employee from the workplace. Refer to the Exclusion of COVID-19 Cases section of this policy for additional information.

If an employee elects to file a claim, it will be placed on delay and investigated by the Sedgwick claims team. During the delay period, an employee is eligible for up to \$10,000 of medical treatment (including testing). While an employee is not eligible for any indemnity benefits (such as temporary disability or Labor Code 4850 benefits) during the investigation period, the City will provide the employee, and their exclusive representative (if any), with information regarding COVID-19-related leave options, and paid and unpaid leave options, in accordance with state and federal law, as well as anti-retaliation and anti-discrimination protections of the employee.

RETURN TO WORK CRITERIA

Isolation is used to separate people who are infectious with COVID-19 from people who are not infected. Persons in isolation may be symptomatic (presumed or laboratory confirmed) or asymptomatic with a positive viral test for COVID-19. Persons under isolation orders are released when they are no longer considered infectious.

Quarantine is used to separate close contacts of individuals with COVID-19 from others because they may be incubating the virus and may become infectious at some point during their incubation period. Persons under quarantine orders are released when they are determined to no longer be at risk for spreading the virus.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or **10** days from the time the order to quarantine was effective.

Employees with COVID-19 exposure will be excluded from the workplace for **10** days after the last known COVID-19 exposure to a COVID-19 case without testing.

Employees who report any of the following: 1) a positive COVID-19 test and COVID-19 symptoms; [or] 2) a positive COVID-19 test and no symptoms; [or] 3) receive advice from a healthcare provider that the healthcare provider clinically suspects that the employee has

COVID-19, must leave/stay away from the workplace and self-isolate (“self-isolation period”). The employee’s return to work is determined based on the following chart:

If employee tested positive for COVID-19 and had COVID-19 symptoms	If employee tested positive for COVID-19, but had no symptoms
• At least 24 hours have passed since a fever of 100.4° F or higher has resolved (<u>without</u> the use of medicine that suppresses or reduces fevers); • Other COVID-19 symptoms have improved (e.g., cough or shortness of breath have improved, etc.); AND • At least 10 days have passed since COVID-19 symptoms first appeared.	• At least 10 days have passed since the collection of specimen date of the positive COVID-19 test.
If employee tested positive for COVID-19 and had COVID-19 symptoms	If employee tested positive for COVID-19, but had no symptoms
• At least 24 hours have passed since a fever of 100.4° F or higher has resolved (<u>without</u> the use of medicine that suppresses or reduces fevers); • Other COVID-19 symptoms have improved (e.g., cough or shortness of breath have improved, etc.); AND • At least 10 days have passed since COVID-19 symptoms first appeared.	• At least 10 days have passed since the collection of specimen date of the positive COVID-19 test.
If employee did not take a COVID-19 test but was advised by healthcare provider that the healthcare provider clinically suspects that the employee has COVID-19:	
• At least 24 hours have passed since a fever of 100.4° F or higher has resolved (<u>without</u> the use of medicine that suppresses or reduces fevers); • Other COVID-19 symptoms have improved (e.g., cough or shortness of breath have improved); AND • At least 10 days have passed since COVID-19 symptoms first appeared. OR • The healthcare provider reassesses your diagnosis and concludes that you do not have COVID-19; and • At least 24 hours have passed since a fever of 100.4° F or higher has resolved (without using fever-reducing medications).	

A negative COVID-19 test will not be required for an employee to return to work.

Employee exposure to COVID-19 will remain confidential. If an employee is sent home due to actual or suspected exposure, they will not be identified by name.

For employees excluded from the workplace due to workplace exposure, who are otherwise able and available to work, the City shall continue and maintain the employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to the employee's former job status, as if the employee had not been removed from the employee's job. Employers may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, anywhere permitted by law and when not covered by workers' compensation. This paragraph is inapplicable any time the employee's exclusion from the workplace is due to exposure to COVID-19 *outside* of the workplace; or at any time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.

The City will provide any employees who may have been exposed in the workplace with information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation, and options for employees exposed in the workplace, including COVID-19-related leave, sick leave, state-mandated leave, supplemental sick leave, or negotiated paid or unpaid leave provisions, as well as antiretaliation and anti-discrimination protections of the employee.

COVID-19 OUTBREAKS IN THE WORKPLACE

In the event the City is identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period, the City will follow guidance and direction from the local health department.

In the event the City is identified by a local health department as the location of a Major COVID-19 outbreak or when there are twenty or more COVID-19 cases in an exposed workplace within a 14-day period, the City will follow guidance and direction from the local health department.

WORKPLACE SCREENINGS, AND TEMPERATURE CHECKS

In order to minimize potential exposure to COVID-19 in the workplace, until further notice, prior to the start of a work shift, all employees who physically report to work will have their temperature taken.

Temperature checks must be conducted using City provided infrared thermometers located at all City facilities. Each location will have a designated City employee assigned as a temperature reader, the individual administering temperature checks will be properly trained on the procedure, use PPE, and understand and comply with confidentiality considerations. PPE may include gloves, masks, goggles, and a gown.

EMPLOYEE TRAVEL

Business Travel

Until further notice, the City is limiting all business travel. Video conferencing and other communication methods will be used to conduct all feasible business. Before scheduling business travel and external business meetings, employees shall consult with their supervisor for approval. The City will monitor the CDC's travel web pages for the latest on travel restrictions and recommendations for avoiding transmission. In addition, the City will monitor the U.S. Department of State's travel alerts.

[Coronavirus and Travel in the United States](#)
[COVID-19 Travel Recommendations by Country](#)
[State Department COVID-19 Traveler Information](#)

Personal Travel

The City cannot require employees to cancel personal travel. The City encourages employees to visit the CDPH and the CDC's traveler web pages for the latest guidance and recommendations.

Upon return from business or personal travel, employees should monitor themselves for COVID-19 symptoms. Employees shall contact their supervisor and Human Resources if they begin to exhibit symptoms. Employees should also contact their healthcare provider and stay home if ill or exhibiting any COVID-19 symptoms.

MENTAL HEALTH

COVID-19 is presenting new and unique challenges for all of us. While this policy is specific to limiting employee exposure to COVID-19, the City is also committed to the mental health and wellness of employees. Use of any of these resources by employees is confidential. The following resources are available to employees:

- The City's Employee Assistance Program (EAP), 855-775-4357, <https://acispecialtybenefits.com/>
- The CDC also has Stress and Coping resources available.
- Additional resources are available from the Anxiety and Depression Association of America, American Psychological Association, and Mental Health First Aid.
- Employees are also encouraged to reach out to Human Resources. We are here to support you during these times.

DISCRIMINATION AND HARASSMENT

The City reminds employees that discrimination or harassment on the basis of membership in or association with protected classes such as race, national origin, genetic information, color, age 40 or older, and disability (or perceived disability) is strictly prohibited.

Employees are encouraged to review the Discrimination, Harassment, and Retaliation Policy. If you would like a copy of the Policy, please contact the Human Resources Department.

**ACKNOWLEDGMENT OF RECEIPT OF
COVID-19 EXPOSURE CONTROL POLICY**

This acknowledges that I have received my copy of the City of La Puente's COVID-19 Exposure Control Policy (the "Policy"), read the Policy, understand my rights and obligations under the Policy, and agree to be bound by it.

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 agency retains the right to add, change, or delete provisions of the Policy and all other working terms and conditions without obtaining anyone'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'S PERSONNEL OR OTHER APPROPRIATE FILE]



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: April 13, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF RELEASE OF BONDS FOR TRACT MAP NO. 77117
LOCATED AT 1067 LARIMORE AVENUE – BOCO HOLDINGS

BACKGROUND

On June 5, 2017, the Planning Commission adopted Resolution No. 17-1506 approving Tentative Tract Map No. 77117 to subdivide the property located at 1067 Larimore Avenue into six parcels for the development of five separate single family townhomes. The resolution established Conditions of Approval for the project that required the developer to complete or bond for public improvements prior to recordation of the Final Tract Map.

On April 23, 2019, the City Council approved Final Tract Map No. 77117 for recordation, and also approved the execution of a Subdivision Improvement Agreement allowing the developer to bond for and complete the off-site public improvements after the recordation of the Final Tract Map.

DISCUSSION

In accordance with the Conditions of Approval for Tentative Tract Map No. 77117 approved by the City Council, the developer, BOCO Holdings, was required to construct public improvements that included a new driveway approach and installation of survey monuments.

The project site is located along the west side of Larimore Avenue approximately 213 feet north of Cadwell Street. The Conditions of Approval required the developer to either complete or bond for the public improvements prior to recordation of the final tract map. The cost of the public improvements was estimated at \$11,730. The developer opted to submit bonds and execute a Subdivision Improvement Agreement; so that the public improvements can be constructed after the recordation of the final tract map, and prior to selling any of the new homes.

In accordance with the Subdivision Improvement Agreement guaranteeing the installation of the public improvements, the developer provided a Faithful Performance Bond in the amount of \$11,730; Material and Labor Bond in the amount of \$11,730; and Warranty Bond in the amount of \$2,645.

Since all of the required public improvements have been completed and inspected to the satisfaction of the City Engineer, staff is recommending that the bonds be released to the developer. To date, the townhome project is now complete; Certificates of Occupancy have been issued; and the developer has sold all the homes.

FISCAL IMPACT

There is no fiscal impact to the City to release the bonds for Tract Map No. 77117.

RECOMMENDATION

It is recommended that the City Council: (1) accept the public improvements completed for Tract Map No. 77117; (2) authorize the City Clerk to execute a Notice of Completion; and (3) authorize staff to release the Faithful Performance Bond, Material and Labor Bond, and Warranty Bond to the developer.

ATTACHMENTS

Attachment “A”: Subdivision Improvement Agreement

Attachment “B”: Faithful Performance, Material and Labor, and Warranty Bonds

SUBDIVISION IMPROVEMENT AGREEMENT
Final Tract Map No. 77117

This **SUBDIVISION IMPROVEMENT AGREEMENT** ("Agreement" herein) is made this 23rd day of April, 2019, by and between the City of La Puente, a municipal corporation ("City" herein), and BOCO Holdings ("the Subdivider" herein), collectively referred to herein as the "Parties."

RECITALS

A. Subdivider previously applied for approval of a tentative parcel map to subdivide certain real property located at 1067 Larimore Avenue in the City of La Puente, for the purpose of subdividing a lot into six separate lots, with five townhomes ("Subdivision").

B. The tentative map of the Subdivision was previously approved by the City's Planning Commission, subject to the Subdivision Map Act and the City's Subdivision Ordinance, which is set forth in Title 11 of the La Puente Municipal Code (collectively referred to herein as the "Subdivision Laws") and to the City's standard requirements and conditions of approval contained in the Planning Commission's Resolution No. 17-1506 approving Tentative Tract No. 77117 ("Resolution of Approval"), a copy of which is on file in the Office of the City Clerk and which is incorporated herein by this reference.

C. Pursuant to Section 11.28.220 of the Subdivision Laws, as a condition precedent to the approval of a final map, the Subdivider must comply with the Planning Commission's Resolution of Approval and either: (i) complete, in compliance with City standards, all of the improvements and land development work required by the Subdivision Laws and the Planning Commission's Resolution of Approval, or (ii) enter into a secured agreement with the City to complete the improvements and land development work within a period of time specified by the City.

D. Plans and related specifications ("Improvement Plans"), for the construction, installation and completion of the certain improvements, more specifically described in the attached Exhibit A, have been prepared by the Subdivider, approved by the City's Development Services Director or his or her designee ("Director"), and are on file in the office of City's Development Services Department. Said Improvement Plans are incorporated herein by this reference.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the Parties agree as follows:

1. **SUBDIVIDER'S OBLIGATION TO CONSTRUCT IMPROVEMENTS**

A. Subdivider shall, at its sole expense, and in compliance with the provisions of the Subdivision Laws, the Improvement Plans, and all applicable City standards,

and in a good and workmanlike manner, furnish, construct, install and guarantee (as set forth in Section 3) the Improvements, as generally described in this Section 1, and more specifically described in the attached Exhibit A as well as in the tentative map and in the Planning Commission's Resolution of Approval relating thereto (collectively, the "Improvements").

The general categories of Improvements, as more fully described in Exhibit A, and the estimated costs thereof as of \$10,200.00 are as follows:

Sewer Work	Completed
Off-Site Improvements	\$9,200.00
Monumentation	\$1,000.00
15% Contingency	\$1,530.00
Total Estimated Costs of Improvements	
Plus Contingency	\$11,730.00

B. Subject to any time extensions granted in accordance with Section 4 below, Subdivider shall commence work on the Improvements not later than six (6) months from recordation of Final Tract Map No. 77117 and shall complete the Improvements by no later than six (6) months after recordation of Final Tract Map No. 77117 ("the Completion Date" herein). The Improvements shall not be deemed complete until a Notice of Completion is approved and accepted by the City Council.

Notwithstanding the preceding paragraph, if the Director reasonably determines that accelerated construction of the Improvements is essential in order to protect the public health, welfare and safety, including, without limitation, providing for the orderly development of the surrounding area, the Director shall give Subdivider not less than 15 (fifteen) days' prior written notice to commence or accelerate installation and construction of the Improvements, or any portion thereof. The notice shall describe the work to be done by Subdivider and reasonable time periods within which the work will commence and be completed. All or any portions of said Improvements may be required to be constructed or completed at a specified time. If the Subdivider objects to the commencement or acceleration of the Improvements as specified by the Director, Subdivider may appeal the decision of the Director to the City Council. Any such appeal shall be filed with the City Clerk within 10 (ten) days after receipt by Subdivider of the written notice from the Director. Further, if any of the circumstances specified in Section 4 occur, the provisions of this paragraph shall not prevent Subdivider from requesting a time extension to perform said work, pursuant to the provisions of Section 4.

C. All monumentation shall be installed prior to the City's approval of the Notice of Completion. As used herein, "monumentation" shall mean the setting of survey monuments and tie points in accordance with the Subdivision Laws, and the delivery to the Director of tie notes for said points.

D. Subdivider shall, at its sole expense, replace or repair any and all public improvements, public utility facilities, and surveying or subdivision monuments which are destroyed or damaged as a result of any work by Subdivider or its agents under this Agreement. Any such replacement or repair shall be subject to the approval of the Development Services Director. Until recordation of the Notice of Completion of the Improvements, Subdivider assumes responsibility for the care and maintenance of, and any damage to, the Improvements. Subdivider shall replace or repair all Improvements, public utility facilities, and surveying or subdivision monuments which are destroyed or damaged for any reason, regardless whether resulting from the acts of the Subdivider, prior to recordation of the Notice of Completion. Subdivider shall bear the entire cost of such replacement or repairs regardless of what entity owns the underlying property. Any repair or replacement shall be to the satisfaction of the City Engineer.

E. Until the Notice of Completion is recorded, Subdivider shall be responsible for the care and maintenance of such Improvements and shall bear all risks of loss or damage to said Improvements. Neither City, nor its officers, agents' and employees, shall have any liability for any accident, loss or damage to the Improvements prior to their completion and acceptance by the City.

F. Subdivider shall, at its sole expense, obtain all necessary permits and licenses for the construction and installation of the Improvements, give all necessary notices, and pay all fees required by City ordinance or resolution and all taxes required by law.

G. Not less than fifteen (15) days prior to commencement of work on the Improvements, Subdivider shall give written notice to the Director of the date fixed for such commencement of work in order that the Director shall have adequate time to schedule all necessary inspections. City shall use its best efforts to inspect the Improvements in a timely manner.

2. INSPECTION OF WORK AND FINAL ACCEPTANCE

A. Upon completion of the Improvements the Subdivider may request a final inspection by the City Engineer. Subdivider shall maintain proper facilities and safe access for inspection of the Improvements by the City Engineer and other City personnel. Within ten (10) business days of any inspection of the Improvements, the Director shall, as a courtesy, provide written notice to Subdivider of the list of items which have been found to be incomplete and the list of items which have been found to be complete. Regardless of the list provided to the Subdivider by the City, Subdivider shall complete all Improvements as required by this Agreement. If the City Engineer determines that all of the Improvements have been completed in accordance with this Agreement and in compliance with the Improvement Plans and all applicable City standards, then the City Engineer shall promptly certify in writing to the City Council the completion of the Improvements. When applicable law requires an inspection at a particular state of construction of the Improvements, Subdivider shall not proceed with additional work until the inspection has been made, and the work is approved. Subdivider shall

bear all costs of inspection and certification for completeness in accordance with City's standard fees and rates.

B. Acceptance and approval of the Notice of Completion by the City Council shall not constitute a waiver by the City of any defect(s) in the Improvements.

3. GUARANTEE AND WARRANTY OF THE IMPROVEMENTS

A. Subdivider shall guarantee the Improvements against any defective workmanship or any unsatisfactory performance for one year after the recordation of the Notice of Completion. If, within said one year period, any Improvements or part of any Improvements furnished, installed or constructed by the Subdivider, or any of the related work performed under this Agreement, fails to comply with any requirements of this Agreement, or the Subdivision Laws, or the Improvement Plans and related specifications, the Subdivider shall, without delay and without cost to the City, repair, replace or reconstruct any defective or otherwise unsatisfactory part or parts of the Improvements.

B. Should the Subdivider fail or refuse to act promptly or in accordance with subparagraph 3.A above following thirty (30) days written notice, then the City may, in its reasonable discretion, make the necessary repairs or replacements or perform the necessary reconstruction and, if Subdivider fails to reimburse City for such reasonable costs within fifteen (15) days following a written demand therefore from City, City may draw upon the Subdivider's improvement security to reimburse itself for the costs incurred. If the Subdivider's improvement security does not cover the total cost of such repair, replacement, or reconstruction, the Subdivider shall reimburse the City for any reasonable excess costs incurred.

C. Should the City determine that the public health or safety requires curing any defect before Subdivider can be notified or adequately respond, the City may, in its sole discretion, perform such work as is reasonably necessary to protect the public health or safety, and Subdivider shall pay to City the cost of such work.

D. The security furnished for the faithful performance of the Subdivider's obligation to construct and install the Improvements described herein shall include Subdivider's liability hereunder for the one-year guarantee and warranty of the Improvements as set forth in subparagraph 3.A above.

4. TIME EXTENSIONS

A. Upon a showing by the Subdivider of good cause, the date for commencement of work on the Improvements, or the Completion Date, may be extended by the Director, with the written concurrence of the City Manager. Consent to any such extension shall not be unreasonably withheld. As used herein, "good cause" may include, without limitation, delay resulting from an act or omission of the City; acts of God or force majeure, including, without limitation, inclement weather; inability to obtain labor or materials through no fault of

Subdivider; civil unrest; and strikes, boycotts or similar job actions by employees or labor organizations which prevent the conduct of the work.

B. As a condition of any time extension provided for herein, the Director, with the written concurrence of the City Manager, may require the Subdivider to furnish new or modified improvement security guaranteeing performance of this Agreement, as extended, in an increased amount as necessary to compensate for any projected increase in the Estimated Total Cost of Improvements, as reasonably determined by the Director.

5. IMPROVEMENT SECURITY

A. Prior to City's execution of this Agreement, Subdivider shall provide as security bonds to the City:

1. For Performance and Guarantee: Security in an amount equal to one hundred percent (100%) of the Estimated Total Cost of the Improvements as set forth in Section 1, above ("Performance Security"). The form of which shall be subject to City Attorney's prior approval.

2. For Payment: To secure Subdivider's payment to any contractor, subcontractor, person renting or supplying equipment, or furnishing labor and materials for completion of the Improvements, security in the amount of one hundred percent (100%) of the Estimated Total Cost of the Improvements as set forth above in the Section 1, above ("Payment Security"). The form of which shall be subject to City Attorney's prior approval.

3. Warranty: To warranty the Subdivider's work for a period of one (1) year following recordation of the Notice of Completion against any defective work or labor done or defective materials furnished, in the amount of twenty-five percent (25%) of the Estimated Total Cost of the Improvements as set forth above in the Section 1, above ("Warranty Security"). The form of which shall be subject to City Attorney's prior approval.

4. Monument Setting: To secure the Subdivider setting the subdivision monuments as set forth on the Final Map, in the amount of one hundred percent (100%) of the estimated cost of setting the monuments ("Monument Security"). The form of which shall be subject to City Attorney's prior approval.

B. If the improvement security is a corporate surety bond and, in the opinion of the City, any surety or sureties thereon become insufficient, the Subdivider shall renew or replace any such surety bond with good and sufficient surety or sureties within ten (10) days after receiving from City written demand therefor.

C. Improvement security consisting of corporate surety bonds, issued by sureties that are admitted to do business in the State of California, shall be kept on file with the City Clerk. If a corporate surety bond is replaced by another approved bond, the replacement shall be filed with the City Clerk and, upon filing, shall be deemed to have been made a part of

and incorporated into this Agreement. Upon filing and approval by the Director of a replacement bond, the former improvement security shall be released and exonerated.

D. Modifications of the Improvement Plans and related specifications, and modifications of the Improvements, not exceeding ten percent (10%) of the original Estimated Total Cost of the Improvements, shall not subject Subdivider to providing additional improvement security. If any such modifications exceed ten percent (10%) of the Estimated Total Cost of the Improvements, Subdivider shall furnish additional improvement security for performance and guarantee, and for payment, as required by subparagraph A above, for one hundred percent (100%) of the revised Estimated Total Cost of the Improvements.

E. Notwithstanding Subsection 5D above, Subdivider's security shall compensate the City for the actual cost of completing the required Improvements in the event of default by the Subdivider in the performance of this Agreement, regardless of whether the City's cost of completion exceeds the estimated cost of the Improvements.

6. REDUCTION OR RELEASE OF IMPROVEMENT SECURITY

A. Performance security shall be released upon the recordation of the Notice of Completion.

B. If City receives no notice of recorded claims of lien, labor and materials security shall be released in full 90 days after recordation of the Notice of Completion. If City receives notice of any recorded lien, the provisions of the Subdivision Map Act shall apply.

C. No security given for the guarantee or warranty of work shall be released until the expiration of the warranty period and until any claims filed during the warranty period have been settled. As provided in Section 3 of this Agreement, the warranty period shall not commence until recordation of the Notice of Completion. Warranty security not utilized during the warranty period shall be released one year after recordation of the Notice of Completion. However, if at the end of the one-year warranty period, there are one or more outstanding requests by City for performance of work or provision of materials under the terms of the warranty, warranty security shall be retained until the outstanding requests are satisfied or until Subdivider has made other arrangements satisfactory to the City Engineer.

D. City may retain from any security released an amount sufficient to cover costs and reasonable expenses and fees, including reasonable attorneys' fees.

7. INDEMNIFICATION.

A. City and Subdivider agree that City, its elected and appointed officers, officials, employees, agents, contractors, consultants and volunteers ("**City Indemnitees**") should, to the extent permitted by law, be fully protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation or court costs, or any other cost arising out of or in any way related to the Subdivider's performance of this Agreement (collectively,

“**Claims**”). Accordingly, the provisions of this indemnity clause are intended by the City and Subdivider to be interpreted and construed to provide the fullest protection possible under the law to City. Subdivider acknowledges that City would not enter into this Agreement in the absence of Subdivider’s commitment to indemnify and protect City as set forth herein.

B. To the fullest extent permitted by law, Subdivider shall indemnify, defend with counsel selected by City, and hold harmless the City Indemnitees from and against any and all Claims of every nature arising out of or in connection with Subdivider’s performance of this Agreement or failure to comply with this Agreement. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Subdivider from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any Claims whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Subdivider acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

C. The obligations of Subdivider under this Section 7 will not be limited by the provisions of any workers’ compensation act or similar act. Subdivider expressly waives its statutory immunity under such statutes or laws as to the City Indemnitees.

D. Subdivider’s obligations under this Section 7 are not conditioned or dependent upon whether the City, or its officers, agents and employees, prepared, supplied or reviewed any Improvement Plans or related specifications in connection with the Subdivision or the Improvements, or has insurance or other indemnification covering any of these matters.

E. Subdivider’s obligation to indemnify, hold harmless and defend the City Indemnitees shall extend to injuries to persons and damages to or alleged taking of property resulting from the design or construction of the Subdivision, and the Improvements required herein, and shall likewise extend to adjacent property owners asserting claims based upon the diversion of waters caused by the Subdivider’s related design or construction of public drainage systems, streets, and other public facilities or improvements. The City’s acceptance of the Improvements shall not constitute an assumption by the City of any responsibility or liability for any damage or alleged taking of property referenced herein. City shall not be responsible or liable for the design or construction of the Subdivision or the Improvements constructed or installed pursuant to the approved Improvement Plans or the Final Map, regardless of any act or omission by the City in approving the Improvement Plans or the Final Map, unless the particular Improvement design was required by the City over the written objection of the Subdivider, which objection stated that the Improvement design was potentially dangerous or defective and set forth an alternative design. This indemnification obligation shall survive the expiration or termination of this Agreement. Notwithstanding anything contained in this Section 7 to the contrary, Subdivider’s improvement security shall not be required to secure the Subdivider’s obligations under this Section 7 beyond the one-year guarantee and warranty period.

F. Subdivider agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 7 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Subdivider in the performance of this Agreement.

8. INSURANCE.

A. Prior to commencement of work on the Improvements, the Subdivider shall obtain, and shall, at its sole costs and expense, carry, maintain, and keep in full force and effect insurance of the types and in the amounts as set forth below:

i. Comprehensive General Liability Insurance in an amount not less than **One Million Dollars (\$1,000,000.00)** including bodily injury, property damage, products, completed operations and contractual liability coverage.

ii. Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of **One Million Dollars (\$1,000,000.00)** per occurrence.

iii. Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Subdivider. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than **One Million Dollars (\$1,000,000.00)** per accident.

iv. Professional Liability Insurance against errors and omissions in the performance of the work under this Agreement with coverage limits of not less than **One Million Dollars (\$1,000,000.00)**.

B. City and its officers, employees, agents, and volunteers shall be named as additional insureds with respect to each of the insurance policies required under this Agreement except for Statutory Workers' Compensation Insurance and Employer's Liability Insurance and Professional Liability Insurance. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, officials, employees, agents, or volunteers. An endorsement must state that coverage is primary insurance with respect to the City and its officers, officials, employees, agents and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

C. Subdivider shall require each of its subcontractors, if any, to maintain insurance coverage that meets all of the requirements of this Agreement.

D. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California. The policy or policies for Comprehensive General Liability Insurance, Automobile Liability Insurance, Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be issued by an insurer with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

E. Subdivider agrees that if it does not keep the insurance required by this Section 8 in full force and effect the City may declare Subdivider in default; or take out the necessary insurance and pay, at Subdivider's expense, the premium thereon.

F. Prior to commencement of the work on the Improvements, Subdivider shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the insurance policies required by this Section 8 are in effect in the required amounts and

naming the City as an additional insured. Subdivider shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).

G. Subdivider shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

H. All insurance policies required herein shall be written on an occurrence basis and shall name the City Indemnitees as additional insureds, with the exception of professional liability insurance, which shall be written on a claims-made basis. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days' prior written notice to City. Subdivider agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

I. Subdivider's insurance coverage shall be primary insurance and shall not be contributing with any insurance or self-insurance maintained by City, and the policies shall so provide. The insurance policies shall contain a waiver of subrogation for the benefit of the City.

J. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Subdivider shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Subdivider shall procure a bond guaranteeing payment of losses and expenses.

9. OWNERSHIP OF THE IMPROVEMENTS

A. Ownership of all or any category of the Improvements constructed and installed by the Subdivider pursuant to this Agreement and to be dedicated to the City pursuant to the Final Map shall, as applicable, vest in the City upon recordation of a Notice of Completion.

B. The Subdivider shall at all times prior to the acceptance of the Improvements by the City, give good and adequate warning to the public of each and every dangerous and defective condition caused by the construction of the Improvements of which Subdivider or its agents or employees have knowledge and shall take all steps reasonably necessary under the circumstances to protect the public from such dangerous or defective conditions, if any.

10. DEFAULT AND BREACH BY THE SUBDIVIDER AND REMEDIES

A. Upon the occurrence of any of the following events, the Subdivider shall be deemed to be in default under this Agreement:

1. Subject to any time extensions granted in accordance with Section 4, failure to commence construction and installation of the Improvements by the commencement

date set forth above in the Subdivision Reference Data;

2. Failure to correct or cure any defect in the Improvements during the one-year guarantee and warranty period, as required by Section 3A or failure to commence correction or cure of any such defect or failure to diligently prosecute same to completion;

3. Subject to any time extensions granted in accordance with Section 4, failure to perform substantial construction work, after commencement of work on the Improvements, for a period of thirty (30) days after written notice thereof from the City;

4. Insolvency, appointment of a receiver, or the filing of any petition in bankruptcy, whether voluntary or involuntary, and such is not cured or discharged within a period of sixty (60) days;

5. Commencement of a foreclosure action against the Subdivision or any portion thereof, or any conveyance by the Subdivider in lieu or in avoidance of foreclosure; or

6. Failure to perform any other obligations in accordance with the terms and provisions of this Agreement within thirty (30) days after written notice thereof from the City.

B. City reserves to itself all remedies available to it at law or in equity for any breach of Subdivider's obligations under this Agreement. City shall have the right, without limitation of other rights or remedies, to draw upon or utilize any improvement security furnished hereunder to mitigate City's damages in the event of Subdivider's default.

C. The City may serve written notice of any default upon the surety on any corporate surety bond furnished as improvement security hereunder, and request that said surety take over and complete the Improvements herein specified. If such surety, within fifteen (15) days after service of such notice of default, does not give the City written notice of its intention to perform this Agreement, or does not commence such performance within five (5) days after notice to the City of such intention to perform, the City may take over the work and prosecute the same to completion, by contract or by any other method the City deems advisable, for the account and at the expense of the Subdivider and its surety.

D. Subdivider acknowledges that the Estimated Total Costs and improvement security amounts set forth herein may not reflect the actual cost of construction or installation of the Improvements, and, consequently, City's damages for Subdivider's default shall be measured by the cost of completing the required Improvements. If the damages incurred by the City in taking over and completing the Improvements exceeds the principal amount of the improvement security, then the Subdivider shall reimburse the City in the amount of such excess damages.

E. City may, without liability for so doing, take possession of, and utilize in completing the Improvements, such materials, appliances, plants and other property belonging to Subdivider as may be on the site of the work and necessary for the performance of the work. Subdivider hereby consents to entry by the City and its forces, including contractors, upon any real property in the Subdivision owned by Subdivider or by any assignee of this Agreement, in the event the City elects to maintain or complete the work on the Improvements following Subdivider's default.

F. The City's failure to take an enforcement action with respect to a default, or to declare a default or breach, shall not be construed as a waiver of that default or breach or any subsequent default or breach of the Subdivider.

G. If City sues to compel Subdivider's performance of this Agreement, or to recover from Subdivider or Subdivider's sureties damages or costs incurred in completing or maintaining the work on the Improvements, Subdivider agrees to pay all reasonable attorneys' fees and other costs and expenses of litigation incurred by the City in connection therewith, even if Subdivider subsequently resumes and completes the work.

11. RELATIONSHIP OF THE PARTIES

Neither Subdivider, nor any of Subdivider's contractors, employees or agents, are or shall be deemed to be, agents of the City in connection with the performance of Subdivider's obligations under this Agreement.

12. ASSIGNMENT

A. Subdivider shall not assign this Agreement without the prior written consent of the City which will not be unreasonably withheld or delayed. Any attempted or purported assignment in violation of this subparagraph shall be null and void and shall have no force or effect. In the event of such assignment, replacement bonds, in a form satisfactory to City, shall be provided to City.

B. The sale or other disposition of the Subdivision shall not relieve Subdivider of its obligations hereunder. If Subdivider intends to sell the Subdivision, or any portion thereof, to any other person or entity, the Subdivider may request a novation of this Agreement and a substitution of improvement security. Upon the City's approval of the novation and substitution of improvement security, which shall not be unreasonably withheld or delayed, the Subdivider may request a release or reduction of the improvement security furnished pursuant to this Agreement, which shall not be unreasonably denied.

13. NOTICES

All notices required or provided for in this Agreement shall be in writing and delivered in person or by mail, postage prepaid, to the addresses set forth below, or such other address that either party may hereafter designate in writing to the other. Notice shall be effective on the date that it is delivered in person, or, if mailed, three (3) days after the date of deposit in the United States Mail.

If to the City:

Bob Lindsey, City Manager
City of La Puente
15900 E. Main Street
La Puente, CA 91744
Email: blindsey@lapuente.org
Tel: (626) 855-1501

And:

James M. Casso, City Attorney
Casso & Sparks, LLP
Post Office Box 4131
West Covina, CA 91791
Email: jcasso@cassosparks.com
Tel: (626) 512-5470

If to the Subdivider:

BOCO Holdings
1049 Via Romales
San Dimas California 91773
Email: louiebobadilla@msn.com
Tel: (626) 329-2339

14. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement of the Parties with respect to its subject matter. All modifications, amendments, or waivers of any terms of this Agreement shall be in writing and signed by the duly authorized representatives of the Parties.

15. SEVERABILITY

The provisions of this Agreement are severable. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect.

16. INCORPORATION OF SUBDIVISION REFERENCE DATA AND RECITALS

The Recitals and Exhibit A are incorporated into this Agreement.

17. GOVERNING LAW AND VENUE

This Agreement shall be governed and construed in accordance with the laws of the State of California without regard to principles of conflicts of laws. The venue for any litigation shall be Los Angeles County, California or in the United States District Court for Central District of California.

18. CAPTIONS

The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and shall have no significance in the interpretation of this Agreement.

19. SIGNATURES

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

20. AUTHORITY

Each person executing this Agreement hereby represents and warrants (i) their authority to do so, and (ii) that such authority has been duly and validly conferred.

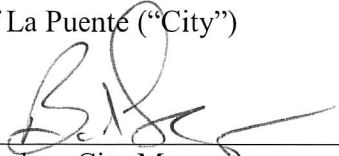
21. EFFECTIVE DATE OF THE AGREEMENT

This Agreement shall be and become effective as of the date that it is executed by a duly authorized officer or employee of the City, it being the intention of the Parties that the Subdivider shall first execute this Agreement and thereafter submit it to the City. The City shall insert the Effective Date in the Subdivision Reference Data in all counterparts of this Agreement and shall transmit a fully executed counterpart to the Subdivider.

[Signature Page to Follow]

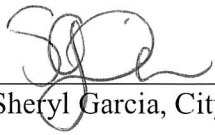
IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

City of La Puente ("City")

By: 

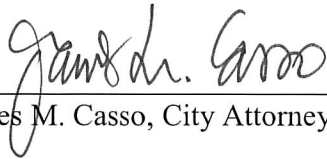
Bob Lindsey City Manager

ATTEST:



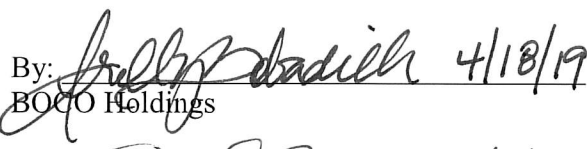
Sheryl Garcia, City Clerk

Approved as to form:

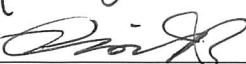
By: 

James M. Casso, City Attorney

BOCO Holdings ("Subdivider")

By:  4/18/19

BOCO Holdings

By:  4/18/19

BOCO Holdings Violeta Bobadilla

Please See Attached For
California Civil Code
Section 1189 Compliant
Acknowledgment

Please See Attached For
California Civil Code
Section 1189 Compliant
Acknowledgment

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles }

On April 18, 2019 before me, Liliana Ramos, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Violeta Bobadilla
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Subdivision Improvement Agreement

Document Date: April 18, 2019 Number of Pages: 14 of 14

Signer(s) Other Than Named Above: No other signer

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

Signer's Name: _____

☐ Corporate Officer – Title(s): _____

☐ Corporate Officer – Title(s): _____

☐ Partner – ☐ Limited ☐ General

☐ Partner – ☐ Limited ☐ General

☐ Individual

☐ Attorney in Fact

☐ Individual

☐ Attorney in Fact

☐ Trustee

☐ Guardian of Conservator

☐ Trustee

☐ Guardian of Conservator

☐ Other: _____

☐ Other: _____

Signer is Representing: _____

Signer is Representing: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

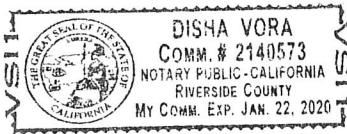
State of California

County of Los Angeles }

On April 18, 2019 before me, Disha Vora, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Arelly Bobadilla
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Disha Vora
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document Subdivision Improvement Agreement

Title or Type of Document: Final Tract Map No. 77117

Document Date: 04/18/2019 Number of Pages: 14

Signer(s) Other Than Named Above: No other Signer

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

☐ Corporate Officer – Title(s): _____

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian of Conservator

☐ Other: _____

Signer is Representing: _____

Signer's Name: _____

☐ Corporate Officer – Title(s): _____

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian of Conservator

☐ Other: _____

Signer is Representing: _____

ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles



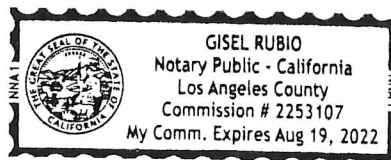
On May 1, 2019 before me, Gisel Rubio, Notary Public
Date (Name and Title of the Officer)

personally appeared Robert Craig Lindsey,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)

EXHIBIT A (Page 1 of 2)

CATAGORIES OF IMPROVEMENTS

1. Sewer Improvements: *Completed

*This work has been completed and inspected, no security required.

2. Off-Site Improvements: (a) Driveway approach (1)

(b) Remove existing Driveway approach (1)

(c) Remove and Replace Sidewalk (300 S.F.)

Estimated Total Cost: \$9,200.00

15% Contingency: \$1,380.00

Performance Security: \$10,580.00

Payment Security: \$10,580.00

3. Monumentation: (a) Monumentation

Estimated Total Cost: \$1,000.00

15% Contingency: \$150.00

Performance Security: \$1,150.00

Payment Security: \$1,150.00

EXHIBIT A (Page of 2)

TOTAL ESTIMATED COST FOR ALL IMPROVEMENTS:	\$10,200.00
15% CONTINGENCY (TOTAL):	\$1,530.00
TOTAL PERFORMANCE SECURITY:	\$11,730.00
TOTAL PAYMENT SECURITY:	\$11,730.00
TOTAL BOND AMOUNT:	\$23,460.00
WARRANTY SECURITY AMOUNT	\$2,645.00



PERFORMANCE BOND

(Subdivision Improvements)

Bond No. : 4427359
Premium: \$293.00

WHEREAS, BOCO Holdings (herein designated as “Principal”), and City of La Puente (herein designated as “Obligee”) have entered into an agreement whereby Principal agrees to install and complete certain designated Subdivision Improvements, which said agreement, dated _____, and identified as project Final Tract Map No. 77117, is hereby referred to and made a part hereof; and,

WHEREAS, said Principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement.

NOW, THEREFORE, we, the Principal and SureTec Insurance Company, as surety, are held and firmly bound unto the Obligee in the penal sum of Eleven Thousand Seven Hundred Thirty & no/100 dollars (\$ 11,730.00) lawful money of the United States, for the payment of which sum well and truly be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bounded Principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the Obligee, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect. This bond will remain in effect until the Principal has performed all obligations required by Obligee in connection with said improvements.

As part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorney’s fees, incurred by Obligee in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications, however, the Surety shall not be liable for a greater sum than the amount specified in the bond.

In witness whereof, this instrument has been duly executed by the Principal and surety above named, on April 22, 2019.

Principal

Address of Principal:

1049 Via Romales
San Dimas, CA 91773
626-329-2339

BOCO Holdings

By: 

Surety

Address of Surety:

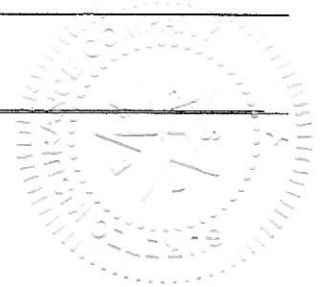
3131 Camino del Rio N., Suite 1450
San Diego, CA 92108
619-400-4100

SureTec Insurance Company

By: 

David Noddle, Attorney-In-Fact

Acknowledgment by attorney-in-fact must be attached.



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

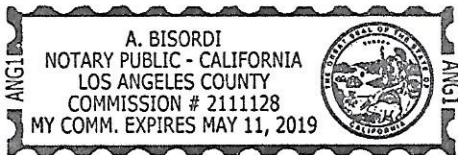
State of California

County of Los Angeles

On APR 22 2019 before me, A. Bisordi, Notary Public

personally appeared David Noddle

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

- ☐ INDIVIDUAL
☐ CORPORATE OFFICER

- ☐ PARTNER(S)
☐ MEMBER of LLC
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR

OTHER: _____

DESCRIPTION OF ATTACHED DOCUMENT

Title or Type of Document

Number of Pages

Date of Document

SIGNER IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES)

Signer(s) other than named above

SureTec Insurance Company

LIMITED POWER OF ATTORNEY

Know All Men by These Presents, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

David Noddle

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for, providing the bond penalty does not exceed

Five Million and 00/100 Dollars (\$5,000,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the CEO, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20th of April, 1999.)

In Witness Whereof, SURETEC INSURANCE COMPANY has caused these presents to be signed by its CEO, and its corporate seal to be hereto affixed this 1st day of November, A.D. 2018.

State of Texas
County of Harris

ss:

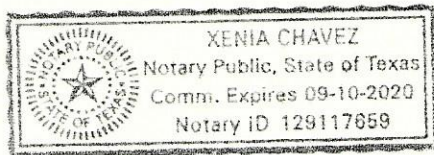


SURETEC INSURANCE COMPANY

By:

John Knox Jr., CEO

On this 1st day of November, A.D. 2018 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is CEO of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



Xenia Chavez, Notary Public

My commission expires September 10, 2020

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this APR 22 2019 day of April, A.D.

M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity.

For verification of the authority of this power you may call (713) 812-0800 any business day between 8:30 am and 5:00 pm CST.

In witness whereof, this instrument has been duly executed by the principal and surety above named, on April 22, 2019.

Principal

Address of Principal:

**1048 Via Romales
San Dimas, CA 91773
626-329-2339**

BOCO Holdings

By: 

Surety

Address of Surety:

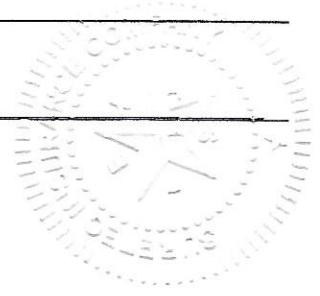
**3131 Camino del Rio N., Suite 1450
San Diego, CA 92108
619-400-4100**

SureTec Insurance Company

By: 

David Noddle, Attorney-In-Fact

Acknowledgment by attorney-in-fact must be attached.





LABOR AND MATERIAL'S BOND

(Subdivision Improvements)

Bond No. : 4427359

Premium: Included in Performance Bond

WHEREAS, BOCO Holdings (herein designated as "principal"), and City of La Puente (herein designated as "obligee") have entered into an agreement whereby principal agrees to install and complete certain designated Subdivision Improvements, which said agreement, dated _____, _____ and identified as project Final Tract Map No. 77117, is hereby referred to and made a part hereof; and,

WHEREAS, under the terms of said agreement, principal is required before entering upon the performance of the work, to file a good and sufficient payment bond with the City of La Puente to secure the claims to which reference is made in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code of the State of California.

NOW, THEREFORE, said principal and the undersigned as corporate surety, are held firmly bound unto the City of La Puente and all contractors, subcontractors, laborers, material men and other persons employed in the performance of the aforesaid agreement and referred to in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code of the State of California in the sum of Eleven Thousand Seven Hundred Thirty & no/100 dollars (\$11,730.00), for materials furnished or labor thereon of any kind, or for amounts due the Unemployment Insurance Act with respect to such work or labor, that said surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by City in successfully enforcing such obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

Should the condition of this bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of said agreement or the specifications accompanying the same shall in any manner affect its obligations on this bond, and it does hereby waive notice of any such change, extension, alteration or addition.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles

On APR 22 2019 before me, A. Bisordi, Notary Public

personally appeared David Noddle

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

[Signature]
Signature of Notary

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

- ☐ INDIVIDUAL
☐ CORPORATE OFFICER

- ☐ PARTNER(S)
☐ MEMBER of LLC
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR

OTHER: _____

DESCRIPTION OF ATTACHED DOCUMENT

Title or Type of Document

Number of Pages

Date of Document

SIGNER IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES)

Signer(s) other than named above

SureTec Insurance Company

LIMITED POWER OF ATTORNEY

Know All Men by These Presents, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

David Noddle

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for, providing the bond penalty does not exceed

Five Million and 00/100 Dollars (\$5,000,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the CEO, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20th of April, 1999.)

In Witness Whereof, SURETEC INSURANCE COMPANY has caused these presents to be signed by its CEO, and its corporate seal to be hereto affixed this 1st day of November, A.D. 2018.

State of Texas
County of Harris

ss:

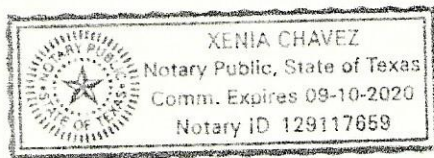


SURETEC INSURANCE COMPANY

By:

John Knox Jr., CEO

On this 1st day of November, A.D. 2018 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is CEO of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



Xenia Chavez, Notary Public

My commission expires September 10, 2020

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this APR 22 2019 day of April, A.D.

M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity.

For verification of the authority of this power you may call (713) 812-0800 any business day between 8:30 am and 5:00 pm CST.



2103 CityWest Boulevard, Suite 1300
Houston, TX 77042
(713) 812-0800 / (888) 344-3362

MAINTENANCE BOND
(California)

KNOW ALL BY THESE PRESENTS that

BOCO Holdings
1049 Via Romales
San Dimas, CA 91773 as Principal, and

SureTec Insurance Company

a corporate surety licensed to write bonds in the State of California as Surety, are held and firmly bound unto

City of La Puente
15900 E. Main Street
La Puente, CA 91744 as Obligee

in the amount of Two Thousand Six Hundred Forty Five & no/100, for the \$2,645.00 payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns firmly by these presents. The combined aggregate liability of the Surety shall be limited to the above stated sum, not withstanding anything to the contrary in the below stated Contract.

WHEREAS, the said Principal has completed, and Obligee has inspected and accepted as being complete in accordance with applicable design documents (failing which, this bond shall become effective only upon such completion and inspection) the Contract Work; and

WHEREAS, said Obligee requires that the Principal furnish a bond conditioned to guarantee for the period of one year (s) after substantial completion of the Work against defects in workmanship and materials which are the responsibility of the Principal under the contract under which the Work was constructed, and which did not appear prior to the final completion of the Contract Work.

NOW THEREFORE, THE CONDITIONS OF THIS OBLIGATION IS SUCH that, if the Principal shall indemnify the Obligee for all loss that the Obligee may sustain by reason of defective materials or workmanship which may first become apparent, and with respect to which written notice is delivered to Surety, before the expiration of the period of one year (s) from and after date of substantial completion of the Contract Work, then this obligation shall be void, otherwise to remain in full force and effect.

This obligation does not cover normal wear and tear of materials, misuse or abuse by the Obligee or third parties, failure of Obligee to perform owner-required maintenance, nor any defects known to Obligee prior to final completion of the Work nor any defects discovered or occurring after the expiration of the period set forth above.

Surety's liability on any performance bond previously executed in connection with the Work shall terminate automatically upon acceptance of this Bond and Surety's liability shall thereafter be determined exclusively in accordance with the terms of this Bond.

No right of action shall accrue hereunder to or for the benefit of any person or entity other the Obligee named herein, nor shall any suit be filed or action maintained on this bond more than one year after the date of the earliest timely notice of defect by Obligee to Surety; provided, however, if the limitation or period of time to make claims herein are prohibited by any law, then such limitation or period of time shall be deemed to be amended so as to be equal to the minimum period of limitation or notice allowed by such law.

The terms and conditions of this Bond shall be binding upon Principal, Obligee, and Surety, and their respective successors and permitted assigns. Obligee may not assign this Bond or any rights hereunder without the express written consent of Surety.

Signed and sealed this 22nd day of April, 2019.

Principal: BOCO Holdings

Signature
Name
Title



SureTec Insurance Company

Signature
Name
Title


David Noddle
Attorney-In-Fact



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles

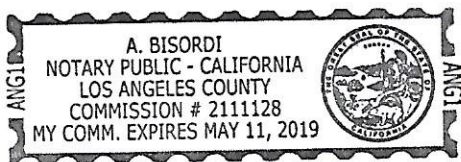
On APR 22 2019 before me, A. Bisordi, Notary Public

personally appeared David Noddle

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature of Notary

OPTIONAL

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CAPACITY CLAIMED BY SIGNER

- ☐ INDIVIDUAL
☐ CORPORATE OFFICER

- ☐ PARTNER(S)
☐ MEMBER of LLC
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR

OTHER: _____

SIGNER IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES)

DESCRIPTION OF ATTACHED DOCUMENT

Title or Type of Document

Number of Pages

Date of Document

Signer(s) other than named above

SureTec Insurance Company

LIMITED POWER OF ATTORNEY

Know All Men by These Presents, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

David Noddle

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for, providing the bond penalty does not exceed

Five Million and 00/100 Dollars (\$5,000,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the CEO, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

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Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20th of April, 1999.)

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State of Texas
County of Harris

ss:

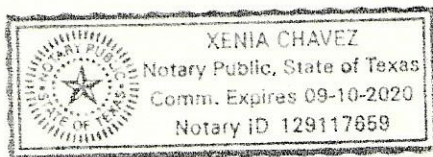


SURETEC INSURANCE COMPANY

By:

John Knox Jr., CEO

On this 1st day of November, A.D. 2018 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is CEO of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



Xenia Chavez, Notary Public

My commission expires September 10, 2020

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this APR 22 2019 day of _____, A.D.

M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity.

For verification of the authority of this power you may call (713) 812-0900 any business day between 8:30 am and 5:00 pm CST.



City of La Puente **AGENDA REPORT**

To: Mayor and City Council

For meeting of: April 13, 2021

From: Bob Lindsey, City Manager

SUBJECT: CONSIDERATION OF A RESOLUTION DESIGNATING MAY AS GANG AWARENESS AND PREVENTION MONTH (MAYOR KLINAKIS)

BACKGROUND/DISCUSSION

At the request of Mayor Klinakis, it is requested that the City of La Puente designate May as Gang Awareness and Prevention Month.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 21-5619 designating May as Gang Awareness and Prevention Month.

ATTACHMENTS

Attachment "A": Resolution No. 21-5619

RESOLUTION NO. 21-5619

**A RESOLUTION OF THE CITY OF LA PUENTE,
CALIFORNIA, DESIGNATING MAY AS GANG
AWARENESS AND PREVENTION MONTH**

WHEREAS, this Resolution designates the month of May, in perpetuity, as Gang Awareness and Prevention Month for all cities and organizations that would choose to adopt its intrinsic content; which solidifies the commitment of the cities who have come together as one in a consolidated and congruent coalition fighting gang violence and whom are recognized and formed as the San Gabriel Valley Coalition of Mayors Against Gang Violence (“Coalition”); and

WHEREAS, the observation of May as Gang Awareness and Prevention Month shall serve an annual reminder that renews the commitment to working in a regional and collaborative effort; and

WHEREAS, the Coalition is an Executive Committee formed to coalesce and combine and share a common practice, direction and value in eradicating hate, violence, and gang affiliated crimes, it is also respected and realized that individual choice has long been a driving force in gang related involvement and recruitment into its grasp of criminal enterprise; and

WHEREAS, it is in keeping with that personal individual freedom that the Coalition must involve itself in directing, making available and positioning itself as a driving force and empowering its partners to create positive change for every individual in eliminating generational gang affiliation, stunting recruitment into gangs and action to reduce crimes that are driven by animosity, hatred and retaliation by gangs against each other, violence impacting the public, violations of basic decency and crimes against humanity; and

WHEREAS, the Coalition encourages cities and constituents across the San Gabriel Valley, adjoining valleys and counties and the State, to observe the month of May with appropriate programs, ceremonies, and activities including significant outreach to prevent future gang activity and honor those who have lost their lives due to gang related crimes and activity; and

WHEREAS, the Coalition originated with and was formed by Mayor Charlie Klinakis of the City of La Puente to address all past suffering and pain delivered by acts of horrific violence in all forms, and specifically gang violence knowing and understanding that one person, one city, one idea, one pathway, and one single resolution fall short of addressing this criminal pandemic which has generationally struck down hope, progress and a future for those involved and those impacted; and

WHEREAS, Gabriela Elizabeth De Haro-Perez was the impetus, catalyst and propelling reason that the Coalition was formed, to not only address the senseless and callous attack resulting in her death, but to pay respect and honor and gratitude for who she was, the future she was building and the family that she left. Other tragic victims of heinous gang related crimes do not pale in comparison regardless of time, space or distance. All are remembered and cherished and serve to create the urgency that this coalition understands as it rises to the highest level of tribute and

respect which will be transmitted by operative action nurtured to impactful results by the coalitions effective leadership in demanding both short and long-term results; and

WHEREAS, gang violence was responsible for an average of 2,000 gang-related homicides each year, according to 2007 to 2012 data from the National Youth Gang Center, and as we enter 2021 with gang affiliated crime still impacting our peaceful, hard-working and caring communities, Californians everywhere are concerned, want change and are willing to engage in making a positive impact on the lives of those who have made the unfortunate decision to be involved in being the problem; and

WHEREAS, the solution to gang violence is found in the acknowledgment that gangs exist, pose a real and present danger to public safety, ruin lives, destroy families, target youth who are vulnerable, and can take the lives of innocent victims unaffiliated with gang activity; and

WHEREAS, all Californians must work together to ensure first responders do not have to respond to crime scenes and dying victims in dangerous surroundings where they can become the next target; and

WHEREAS, local communities need to learn and understand that gang affiliation and activity is preventable given responsible approaches and early intervention and the residents of the San Gabriel Valley and beyond must have the will, courage, and inner strength to stand up and engage their moral obligation as citizens of their community to help by deterring youth and their families from violence by educating them how to form stronger family bonds; and

WHEREAS, to prevent youth from joining gangs, multiple strategies and services must be employed, and programs designed for early intervention including local programs such as the Youth Athletic League, City youth leadership programs, school job programs; and

WHEREAS, participation in these programs can lead to change that can only occur with direction and advice, guidance, instruction, hard-work, involvement, and a willingness to reach out to those in need; and

WHEREAS, it is essential to continue to work together by actively organizing events to prevent gang violence and to encourage entities to be involved in gang prevention education that can influence the youth through outreach presentations, teaching the principles of nonviolence, establish programs that will have continuity as times change, and organize events in order to help diminish the number of gang-related crimes and deaths; and

WHEREAS, the Coalition along with residents throughout California stands together to honor those who have lost their lives due to gang activity, use their legacy to bond together, use their story to voice awareness, and ultimately seek to create a paradigm shift in the minds of at-risk youth and their families; and

WHEREAS, each Californian has a right to live in a safe gang-free neighborhood without fearing for his or her life or his or her family members' lives and concerned parents, youth, community groups, businesses, churches, and educators should accept this challenge to stop gangs

by building a better future for our children and for the nation and protect the right to live safe and free; and

WHEREAS, by designating May as Gang Awareness and Prevention Month communities take the initial step of ridding themselves of gangs, change lives, and teach students how to organize peacefully like the leader Dr. Martin Luther King, Jr. and other prolific ministers and emissaries of peace.

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

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

SECTION 2. The City of La Puente, working in collaboration and partnership with the cities of Baldwin Park, Covina, El Monte, Industry, South El Monte, Walnut, and West Covina, hereby designates the month of May, in perpetuity, as Gang Awareness and Prevention Month.

SECTION 3. The City of La Puente encourages cities and constituents across the state to observe the month of May with appropriate programs, ceremonies, and activities to prevent future gang activity and honor those who lost their lives due to gang activity.

SECTION 4. That the City Clerk of the City of La Puente will transmit copies of this resolution in an appropriate manner that will announce and signify this resolution to the residents of this caring and compassionate community.

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

PASSED, APPROVED AND ADOPTED this 13th day of April, 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 AGENDA REPORT

To: Mayor and City Council For meeting of: April 13, 2021

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director

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

BACKGROUND

On November 2, 2020, bid opening was held for new fencing for the little league baseball fields at La Puente Park.

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

Deco Fence Co.	\$198,369.00
Harris Steel Fence Co.	\$274,172.00
Crown Fence Co.	\$277,581.00
Ace Fence Co.	\$306,411.00
Dash Construction Co.	\$355,073.50

At the City Council meeting of November 19, 2020, the Council awarded a contract to Deco Fence Co. in the amount of \$198,369.00.

DISCUSSION

The project consisted of the removal of all galvanized chain link fence material, new black vinyl coated fencing fabric, the sleeving of the existing galvanized posts with new black vinyl coated posts, new black vinyl coated horizontal fence rails, installation of additional gates, and the replacement of four existing posts with new 26 foot black vinyl posts. The Project also included the installation of a permanent outfield fence for the two softball fields, plus a temporary outfield fence for the softball field nearest the Maintenance Yard that would be put in place for softball season and removed for football season.

The work for this project was deemed complete as of February 28, 2021. There were several change orders that were approved for the project which totaled \$18,854. These items included the following: 1) Concrete coring for dugout area (first base side) on the east little league field; 2) Additional 8 ft. high 2-7/8" posts for outfield fencing on little league fields; 3) Sleeving of the existing 2-7/8" posts on little league fields with larger 3-1/2" inch black vinyl coated posts; and 4) Six foot high black vinyl chain link fabric on west softball field outfield fence. These amounts were approved as part of the City Manager's 10% contingency authority.

In addition, there was an increase in bid item quantities for three existing (3) bid items pertaining to access gates; equipment gates (for both the softball fields and the little league fields) as well as fence fabric and top and bottom rails for the outfield fencing for the west softball field. This additional increase in bid item quantities totaled \$17,780.

FISCAL IMPACT

With an original construction cost of \$198,369; and additional costs of \$36,634 to properly complete the project, the final construction cost for this project is \$235,003. Funding in the amount of \$250,000 for this project was made available from a combination of State Grant Funds and the General Fund as part of the 2020-21 Fiscal Year budget.

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 February 28, 2021.

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

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

December 1, 2020

(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: Little League 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: April 13, 2021

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: CONSIDERATION OF APPROVAL OF A FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH HDL COREN & CONE FOR PROPERTY TAX MANAGEMENT SERVICES

BACKGROUND

HdL is a state-wide expert in property tax data analysis with over 190 public agency clients and has an extensive history with the City of La Puente. HdL has developed a comprehensive database for the City of La Puente and Staff uses the database for a variety of uses such as property owner verification, property owner notifications, and property tax forecasting and analysis. Since 2010, the City of La Puente has contracted with HdL Coren & Cone for property tax consulting and auditing services.

DISCUSSION

In May 2016, the City entered into an agreement with HdL Coren & Cone (HdL) to provide property tax consulting and auditing services. The agreement was for a two (2) year term with the ability to do five (5) one-year extensions, unless terminated by either party per the terms and conditions of the agreement. Per the 2016 agreement, the annual fee for services was \$10,080 with an increase to \$10,560 for year two of the agreement. In the remaining years of the agreement staff and HdL would re-evaluate each year for the remainder of the agreement. The City and HdL agreed to not increase the annual fee for the first, second, and third amendment of the contract and HdL has again agreed to not increase the annual fee for the third amendment and keep the price at \$10,560.

FISCAL IMPACT

Base fee of \$10,560 plus 25% of property tax revenues recovered or reallocated for Fiscal Year 2021-22

RECOMMENDATION

It is recommended that the City Council (1) approve the third amendment to the professional services agreement with HdL, Coren and Cone and authorize the City Manager to execute the Agreement on behalf of the City.

ATTACHMENTS

Attachment A: Amendment No. 4 to the Professional Services Agreement

**AMENDMENT NO. 4
TO THE PROFESSIONAL SERVICES AGREEMENT WITH
HdL COREN & CONE FOR PROPERTY TAX MANAGEMENT SERVICES**

This Amendment No. 4 to the Professional Services Agreement with HdL Coren & Cone ("Agreement") is made and entered into this day of April __, 2021, by and between the City of La Puente, a municipal corporation ("City") and HdL Coren & Cone, a California Corporation ("Consultant"). The City and Consultant are hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, on May 24, 2016, the City and Consultant entered into the Agreement under which Contractor agreed to provide property tax management services to the City; and

WHEREAS, the City may extend the Agreement at its option, for five, one-year terms; and

WHEREAS, the First Amendment expired on May 24, 2019; and

WHEREAS, the Second Amendment expires on May 24, 2020; and

WHEREAS, the Third Amendment expires on May 24, 2021; and

WHEREAS, to allow Consultant to continue providing property tax management services to the City, the City and Consultant desire to extend the term of the Agreement; and

WHEREAS, for the reasons set forth herein, the Parties desire to enter into this Amendment No. 4 and have agreed to amend Section 1 (Term) as set forth below.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements set forth herein, it is agreed the aforesaid Agreement, a copy of which is attached hereto as Exhibit A, and incorporated herein by reference, shall remain in full force and effect except as otherwise hereinafter provided:

Section 1, Term, is hereby amended to read in its entirety as follows:

Section 1. TERM This Agreement shall commence on the Effective Date, and shall remain and continue in effect until May 24, 2022, unless sooner terminated pursuant to the provisions of this Agreement. Notwithstanding the foregoing, the City may extend the Agreement at its option, for five, one-year terms.

Signature block on next page

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the Effective Date.

"CITY"

City of La Puente

By: _____
Bob Lindsey, City Manager

"CONSULTANT"

HdL Coren & Cone

By: 
Nichole Cone-Morishita, CFO

Attest:

By: _____
Sheryl Garcia, City Clerk

Approved as to form:

By: _____
Victor Ponto, City Attorney

AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements set forth herein, and in return for a copy of which a stipulated portion of the City's and Consultant's respective obligations shall remain in full force and effect, except as otherwise hereinafter provided.

Section 1. It is hereby amended to read in its entirety as follows:

Section 1.1. This Agreement shall remain in full force and effect until the term of the Agreement is terminated or until the City and Consultant agree in writing to extend the term of the Agreement. The term of the Agreement shall be for a period of one (1) year, commencing on the date of the execution of this Agreement, and shall be automatically renewed for successive one (1) year periods unless the City and Consultant agree in writing to terminate the Agreement prior to the expiration of the term.

Signature block on next page



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: April 13, 2021

From: Bob Lindsey, City Manager

SUBJECT: UPDATE REGARDING OPENING OF LA PUENTE PARK (MAYOR KLINAKIS)

BACKGROUND/DISCUSSION

Mayor Klinakis has requested a discussion regarding the opening of La Puente Park.

FISCAL IMPACT

None.

RECOMMENDATION

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

ATTACHMENTS

None.



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: April 13, 2021

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: DISCUSSION AND DIRECTION REGARDING HIRING A COMMUNITY ENGAGEMENT SUPERVISOR AND UPDATE ON LA PUENTE COMMUNITY FOUNDATION

BACKGROUND

On June 25, 2019, the City Council approved Resolution No. 19-5503 approving the establishment and formation of a Public Benefit Corporation called the “La Puente Community Foundation” (“Foundation”) for the purpose of managing funds received by the Foundation through grants, donations, and corporate support, and for directing such funds for the benefit of the La Puente community. The Resolution authorized and directed the City Manager and City staff to take actions necessary to form the Foundation and recruit qualified board members.

Staff conducted outreach to attract a qualified and diverse applicant pool. Applicants were asked to demonstrate their ability and/or expertise to effectively direct resources to areas of need in the La Puente community, including the ability to select appropriate projects and coordinate with participating organizations and the ability to garner further financial support for the Foundation’s projects.

On January 28, 2020, the City Council appointed five Directors to the La Puente Community Foundation. The five Directors appointed were Samantha Marquez, Barour Deirmenjian, Rajeev Parikh, Anthony Duarte, and Kevin Xie.

On October 28, 2020, the La Puente Community Foundation had their first meeting. Items discussed included: the mission of the Foundation, introduction of Board Members, selection of Board Officers, ideas for future projects, and other topics related to the Foundation. City staff mentioned that the Board will eventually have a person solely dedicated to the Foundation, which is the Community Engagement Supervisor. The position of Community Engagement Supervisor was created to be the liaison between the La Puente Community Foundation and City staff. At the Foundation’s first meeting, the Board requested the Foundation to have an active role in the recruitment for this position. After analyzing the current job description, City staff is aware that the responsibilities and essential functions needed to be clarified as being Foundation focused. The description lacked clarity.

On November 19, 2020, the City Council approved an update to the Community Engagement Supervisor (Attachment A) which ensured the position’s primary role will be to provide administrative and executive support to the La Puente Community Foundation. The responsibilities for the position

include: coordinating and assisting with the Board meetings, assist with the minutes from the meeting, develop and coordinate community efforts with the Foundation, identify and build relationships with potential donors, represents the Foundation in a positive manner, and ultimately be the liaison between the Foundation and the City Manager, Director of Community Services, other City departments, elected officials, and the public.

DISCUSSION

During the November 19, 2020 City Council meeting where an update to the Community Engagement Supervisor job description was approved, the City Council asked staff to bring back for discussion and direction before the position was filled.

Additionally, the La Puente Community Foundation had its second meeting on March 17, 2021. Some of the items that were discussed included selection of terms for the board members, a discussion regarding future fund-raising events, and a presentation of the Community Engagement Supervisor position. The Foundation board members expressed great interest in being involved in the hiring process of the position since this position would be the direct liaison between the City and the Foundation.

On March 23, 2021, City staff put out an internal job posting for the Community Engagement Supervisor position to gauge interest by current City of La Puente employees and to determine if a viable candidate could take advantage of this promotional opportunity. The job posting closed on April 2, 2021 and received a total of four applicants. Upon cursory review it has been determined that the 4 applicants meet the minimum qualification two compete for the position.

Regarding the status of the La Puente Community Foundation, City staff submitted the 501C3 exemption application in December 2020 and on April 2, 2021 received notification letter from the Internal Revenue Service (IRS) that our application was successfully approved. This means that the La Puente Community Foundation can now begin accepting donations that are tax deductible to the donor.

Since we can begin accepting tax deductible donations, City staff would like to move forward with filling the position of Community Engagement Supervisor.

FISCAL IMPACT

The Community Engagement Supervisor position salary and benefits were included in the operating budget for fiscal year 2020/2021 and will be included in the operating budget for fiscal year 2021/2022, no additional funds will need to set-aside.

Additionally, now that the La Puente Community Foundation has received its 501C3 exemption status, the entity now can begin accepting donations that are a tax write-off to the donor.

RECOMMENDATION

It is recommended that the City Council provide discussion and direction regarding filling the Community Engagement Supervisor position and allow City staff to move forward with the hiring process including interviewing potential candidates and making an offer.

ATTACHMENTS

Attachment "A": Community Engagement Supervisor Job Description



Community Engagement Supervisor

Department/Division:	City Manager's Office
Reports To:	City Manager
Provides Direction To:	Community Services Coordinators, Community Services Specialists, Community Services Leaders
FLSA Exemption Status:	Classified, Exempt
Employment Exemption Status:	At-Will
Date Prepared:	November 19, 2020

GENERAL PURPOSE

Under general direction of the City Manager, the Community Engagement Supervisor has full responsibility for the La Puente Community Foundation community engagement efforts; develops, leads, and champions a comprehensive strategic community engagement plan along with a global effort that will build public awareness of City initiatives, programs, services, and events related to the La Puente Community Foundation; assists in the planning and coordinating of events meant to raise funds through the La Puente Community Foundation; coordinates assigned activities and liaisons with the Director of Community Services and other departments to accomplish goals.

DISTINGUISHING CHARACTERISTICS

The Community Engagement Supervisor is distinguished from the Community Services Coordinators by its broader scope of responsibility for local and global programs and services, greater range of external interfaces, direct reporting relationship to the City Manager, and its liaison role and responsibility to the La Puente Community Foundation, community groups, non-profit organizations, and other bodies. In addition, the Community Engagement Supervisor plays a direct integral role with City fiscal operations to ensure the integrity of processing, collecting, verifying, and reporting of all associated monetary endeavors, gifts, and collections associated with the La Puente Community Foundation.

ESSENTIAL FUNCTIONS

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

1. Coordinates, administers, and assists with La Puente Community Foundation meetings and procedural discussions regarding agenda items; assists in taking minutes at meetings, tracks follow-up actions, and ensures recordation of any official meetings; researches and prepares items requested by the City Manager and the La Puente Community Foundation.
2. Researches and prepares staff reports; establishes and coordinates agenda actions and distributes agenda packets for the La Puente Community Foundation meetings.
3. Provides administrative and executive support to the La Puente Community Foundation, including preparing correspondence, coordinating programs or projects, processing confidential and official materials and documents.

4. Develop and implement a strategic plan with the La Puente Community Foundation to accomplish broader community awareness and engagement.
5. Develop and coordinate community programs efforts with the La Puente Community Foundation; compile or develop materials to submit to granting or other funding organizations; develop strategies to encourage new or increased contributions.
6. Serves as a liaison between the La Puente Community Foundation and the City Manager, Director of Community Services, other City departments, elected officials, and the public.
7. Identify and build relationships with potential donors; maintain media and donor contact lists which will benefit the La Puente Community Foundation.
8. Recruit sponsors, participants, or volunteers for events hosted or scheduled by the La Puente Community Foundation.
9. Direct or supervisor staff, including volunteer staff members for all La Puente Community Foundation events.
10. Collaborate with the La Puente Community Foundation and other organizations/groups within the community to build partnerships.
11. Represent the La Puente Community Foundation in a positive and effective manner; make presentations; attend meetings and events; participate in community and professional organizations as a representative of the Foundation.
12. Serve as a resource to the La Puente Community Foundation in the development and implementation of plans regarding capital projects, events, services and program efforts, among others.
13. Provide leadership for development of organizational goals and strategies; complete special projects as assigned that collate with the City and the Foundation.
14. Stay current with emerging technologies and methods related to open communication and community engagement; develop specific communication and outreach strategies to reach diverse population groups such seniors and youth, non-profit organizations, and those who may need assistance in connecting with City services and programs.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

Strong project management skills, including ability to balance multiple projects and prioritize effectively; goal setting and budget management; non-profit entities and possible tax advantages for donors and in-kind contributions; various business fiscal year and donation abilities; key players in the community where connections can be leveraged; ability to complete accurate work with detailed information in paper and electronic format. Principles, practices, methods, and techniques of public/community engagement, organizational behavior and program management; best practices in open government and community engagement practices, including cutting edge principles of interactive strategies and technologies and how to translate practices into innovative and effective solutions; business letter writing and financial report preparation.

Ability to:

Speak confidently with the ability to communicate skillfully and effectively with diverse audiences in both oral and written formats; effectively communicate clearly and concisely, both in person and in writing; successfully explain complex issues in a manner that is easily communicated and understood; formulate and accomplish strategic community awareness and engagement goals and objectives; successfully function in a dynamic and fast paced environment; build and maintain donor relationships; meet financial targets; motivate others and work as a part of a team.

Education/Training/Experience:

Four or more years of increasingly responsible experience in public relations, outreach, business or public administration, marketing or journalism, or a related field. Candidates with experience managing community engagement for a governmental agency, public utility or non-profit organization will be given priority consideration.

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Business Administration, Public Administration, Communications, Public Relations, Marketing, or a related field. A Master's degree in a related field is highly desirable.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours, including evenings, weekends, and holidays in order to attend meetings and functions and perform related work.

Occasional overnight travel for meetings and conferences.

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

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, talk, and hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, and crouch.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

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

WORK ENVIRONMENT

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

The employee frequently drives to program, event, and service sites and meeting locations, and is subject to traffic and variable weather conditions.



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: April 13, 2021

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: DISCUSSION AND DIRECTION REGARDING THE USE OF FUNDS RECEIVED FROM THE AMERICAN RESCUE PLAN ACT OF 2021

BACKGROUND

The American Rescue Plan Act of 2021 is a \$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by President Joe Biden on March 11, 2021, to speed up the United States' recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession. Included in this economic stimulus bill is \$65.1 billion in relief for cities, towns, and villages which is historic, as it is the first time in history that the government will provide funding to all cities, towns, and villages. The use of the funds is rather broad as it compares to the funding received through the State from the CARES Act. The use of the funds include:

- Responding to the COVID-19 emergency and address its economic effects, including through aid to households, small businesses, nonprofits, and industries such as tourism and hospitality.
- Providing premium pay to essential employees or grants to their employers. Premium pay couldn't exceed \$13 per hour or \$25,000 per worker.
- Providing government services affected by a revenue reduction resulting from COVID-19.
- Making investments in water, sewer or broadband infrastructure.

The one thing that is specifically called out for permitted uses is local governments cannot use the funds towards pension costs.

City of La Puente staff will have to complete a certification process and will receive funding in two disbursements that are 12-months apart and funds will need to be fully expended by December 31, 2024 or the money will need to be returned. The first installment is likely to be available in the next 60 to 90 days from the Treasury Department. The initial estimate for the City of La Puente is \$7,456,468 (\$3,728,234 per installment) but is not final and is subject to change based on cities being left on the initial listing.

DISCUSSION

Below are the ideas that City staff have put together for use of the funds that would directly impact community areas of concern.

La Puente Resident Protection and Safety Blueprint

1. Financial Aid in the form of security to La Puente City Resident Homes – Provide RING (or similar) devices to 1,000 residents throughout the City. Total cost estimated - \$150,000

The RING (or similar) program will allow the City to work with the resident and law enforcement to integrate personal safety and protection for use in a robust residential camera program which will capture local video of residential activity. Parcel thefts, cars driving down the street after a crime is committed, protection to ensure Covid Compliance at the front door of a residence for those concerned etc.

The recipient of the City provided camera would be required to sign a contract with the City allowing the City to access the information captured by that donated and registered camera. The goal would be to donate the camera and the second year of service with the recipient purchasing the first year of service which is approximately \$30. This would then ensure a minimum two-year program.

Staff suggests that all seniors in the City be offered first access to the cameras followed by crime victims and then potentially a lottery system for the remainder. An inspection would be necessary to ensure the cameras are installed and the first-year service paid for to help prevent any manipulation of the program such as the camera system being sold on the open market. This is a voluntary participatory program wherein the entire community can benefit long term as we all work together to discourage crime.

La Puente Small Business Financial Aid Outreach

La Puente Business Security Protection and Enhancement Program

2. Aid to Small Businesses – Provide business grants to small businesses in the City but increase the amount from the previous \$2,500 grant up to \$5,000. Total cost estimated - \$440,000

Businesses now need a jump start to move back into successful operation. A \$5,000 grant combined with other opportunities such as the Restaurant Revitalization Fund which provides additional grant dollars equal to pandemic-related revenue loss and funding for shuttered businesses will give our local businesses much needed relief.

This program for businesses would also include providing the business recipients a commercial RING (or similar) camera system thereby instituting a level of protection given increased burglaries throughout the county. RING and other competitors have a camera system which could be applicable for business security solutions. The same would hold true for the business security program as in the residential program. The business would have to allow the city access to the video footage etc. This program provides for 88 businesses. Last grant series all 70 businesses that applied were awarded grants.

La Puente Children Freedom Program - Sports and Healthy Life

3. Financial Aid to City of La Puente resident children participating in city recognized sports programs. Total cost estimated - \$70,000 per group totaling \$350,000

Provide direct funding for registration fees for City residents for Baseball, Softball, Football, Cheer and Judo non-profit groups. Since federal funding is involved, non-profit groups would be required to allow the City access to financial documents to ensure funding was spent properly and by the designated time period allotted. This program would, in essence, make our youth programs free to the City resident athletes who sign up. Registrations have been calculated by utilizing 2019 sports league participation and adding a percentage increase.

La Puente Youth Sports Leagues, Judo and Cheer Programs Grants

4. Financial Relief to Non-profit Sports Organizations to enhance youth programs – Provide snack bar sales for entire season for qualifying and recognized 501(c) 3 city sports and related organizations. Financial relief will be based on previous documented tax returns displaying sales revenue. Since federal funding is involved, non-profit groups would be required to allow the City access to financial documents to ensure funding was spent properly and by the designated time period allotted. Total cost estimated - \$12,000 per group totaling \$60,000

This would cover the amount of money typically provided by sports teams use of the La Puente Snack Bar located adjacent to the LP Little League Fields. This relief will give the 501C3 time to get the snack bar renovated, operation functioning correctly, and serve to keep local leagues viable without loss of revenue and negate claim of HARM during transition of city operations. The leagues have been asked for an accounting of what they have made from snack bar revenue.

La Puente Community Transparency Project

5. Update Council Room and Area audio visual and premises for presentations to public to aid in providing information to the public and accommodate COVID compliance for public entry – Total cost estimated - \$250,000

La Puente Save the Homeless Initiative

La Puente City Resident Jobs Program

6. Aid to City residents – Create two full-time temporary positions that are dedicated 100% to helping the **homeless population** in the City and to **JOB PLACEMENT** for La Puente residents. Total cost estimated - \$126,000 per year.

These project dedicated employees would work with law enforcement to identify those in critical need and case manage La Puente homeless and residents for placement, jobs and opportunities.

7. Aid to City residents – The jobs would establish a City beautification program wherein the City would hire part-time staff who work throughout the City to clean up and do minor repairs and beautification to resident's homes who have been identified as disabled or in need. Part-Time American Rescue staff would also be utilized for city beautification projects such as assisting with graffiti, painting red, yellow, blue curbs, painting reflective curb house numbers etc., removing trash from our streets, planting greenery and keeping our parks clean. Total cost estimated - \$677,000

Hiring of the dozen part-time staff would be given priority to residents of the City. Costs would include salary and benefits for the part-time employees, funding for supplies, and lease costs for City vehicles to run the program. The participants in this part time employment program which also serves to beautify the city would be targeted by our Jobs Program to get full-time employment thereby causing a rotation of part to full time success. The programs would be tracked to display continued viability.

Smart City Project to Integrate Security, Camera, and City Building Entry systems

8. Aid to City residents – Install a city-wide camera system and broadband technology. The city-wide camera system would be able to track stolen vehicles coming into the City using ALPR (Automated License Plate Reader) technology. The City broadband installation would allow the residents of the City to Wifi access throughout the City. Total cost estimated - \$845,234

La Puente Park Security, Camera, Speaker and Announcement System

9. Aid to City residents – Install park security cameras and speakers. This project would allow City staff to monitor La Puente park from a central location and give the staff the ability to reach out to parkgoers verbally through the speakers. This would also include park wi-fi. Total cost estimated - \$400,000

This system would collaborate and integrate with the city-wide camera system thereby making the City what is known as a “Smart City”.

Park Green Project – Water Reclamation – Park Access Road

10. Upgrade of Park Access for services to public – Construct a new service road to the Maintenance Yard. This road will be utilized by City staff to gain access to the Maintenance Yard via Temple Avenue. This new road will be outfitted with water saving technology. The City will utilize the Measure W funding allocation for 50% of the project. Total cost estimated - \$315,000

Update/Upgrade City Computer Systems for Efficiency and Public Access

11. Upgrade public access and City systems for communications and sharing and speed of service of city-wide computers thereby enhancing access and reducing down time– Total cost estimated \$50,000

Establish Sheriff's Bicycle Patrol

12. Create a Sheriff's Bike Team capability with existing deputies. This cost would include the purchase of bicycles as their shifts would be adjusted from patrol car to area bike patrol when appropriate. – Total Cost estimated \$5,000

Purchase Park ATV for Law Enforcement Response and Park Patrol

13. Purchase Park ATV for ease of patrolling by law and code enforcement in congested park areas and to maintain integrity and prevent vehicle damage of renovated park from vehicular traffic. Total cost estimated - \$25,000

Purchase Park Sanitization Equipment

14. Purchase City sanitization equipment - COVID and its Variants and other forms of viruses are here to stay. This is a fact of nature and humanity. Every public agency, including the City of La Puente, must operate under the condition that COVID is the enemy, and we must protect our residents and employees with unwavering resolve. Of upmost importance are City buildings and our parks. In this effort sanitization is paramount. As each individual is to wash their hands, safe distance and protect, so must the City cleanse its area of responsibility with reliable equipment that ensures safe space. The Sanitization equipment to accomplish this monumental daily task is approximately \$35,000 without accounting for employee time. Total cost estimated - \$35,000

City staff believe that all the above-mentioned projects and programs totaling \$3,725,652.00 stand to benefit all of the residents, businesses, and non-profit groups of the community. This was the designed intention of this funding.

As a reminder, in addition to these allocations recommended by City staff, ARP funding also extends to residents and businesses beyond our recommendations in the following ways:

- Direct payments - \$1,400.00 per person, reduced eligibility (\$80,000) – already being or has been distributed.
- Tax credits – Increase to and extension of Earned Income, Dependent Care and Child Tax Credits.
- Tax Credits- Employee Retention Credit and Paid Leave Credit.
- Tax Credits – Makes states and local governments eligible for FFCRA paid leave reimbursable tax credit beginning March 31, 2021.

- Extension to additional unemployment benefits, federal component – applies at state level (unless an employer provides unemployment benefits on a reimbursement basis, with 75% subsidy for that.)
- Limited PPP funding increase (March 31 closes) – includes nonprofit eligibility; EIDL increase.
- Restaurant Revitalization Fund – grants equal to pandemic-related revenue loss.
- Funding for shuttered venue operators
- Extends SNAP and WIC increases

City staff will be putting together a “how to” on how residents and businesses access these other programs, and it will be available on the City social media outlets.

FISCAL IMPACT

Initial funding estimate from the American Rescue Plan Act of 2021 is \$7,456,468 and will be received in two installments, one in the next 60 to 90 days and the other in a year from now.

RECOMMENDATION

It is recommended that the City Council: (1) discuss this item and provide direction to Staff, and (2) authorize the City Manager to approve purchase orders as may be required by the City’s Procurement Policy.

ATTACHMENTS

None.



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: April 13, 2021

From: Bob Lindsey, City Manager

SUBJECT: DISCUSSION AND DIRECTION REGARDING RE-OPENING OF LA PUENTE LIVE

BACKGROUND

In March of 2020, the weekly La Puente Live farmer's market ceased operations due to COVID-19 related public health restrictions. The participating vendors were unable to fully benefit from the privileges afforded to them by their annual City business licenses.

DISCUSSION

La Puente Live is once again a certified Farmers Market (as of March 16, 2021) which can open with 50% attendance and other restrictions (such as having hand sanitizer and social distancing). As the City and its partner consider re-opening the La Puente Live event, staff recommends that vendors at the event be allowed to conduct commercial activities without obtaining a City business license until June 30, 2021. This would include waiving all applications, documentation requirements, fees, and taxes. Staff believes that relaxing these requirements will encourage participation in the event.

Below is a listing of some Los Angeles County Farmers Markets that have been open since December, 2020:

Monrovia
West Covina
Whittier
Monterey Park
Encino
Chino Hills
Huntington Beach

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council discuss the re-opening of La Puente Live and provide direction to staff regarding waiving business license application and related fees for La Puente Live vendors through June 30, 2021.

ATTACHMENTS

None.