



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 25, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF THE CITY OF LA PUENTE'S HOUSING ELEMENT UPDATE

BACKGROUND/DISCUSSION

The City has commenced the process of preparing its 6th Cycle Housing Element as required by state law.

The City has retained the services of RRM Design Group ("RRM") along with Veronica Tam & Associates ("VTA") for preparation of the Housing Element document.

RRM and VTA along with Staff will provide the City Council with a PowerPoint presentation touching upon the state requirements, the process for adoption and certification of the Housing Element, the City's progress thus far, and issues and topics for further consideration.

FISCAL IMPACT

None.

RECOMMENDATION

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

ATTACHMENTS

Attachment "A": PowerPoint Presentation



City of La Puente Housing Element Update

CITY COUNCIL STUDY SESSION

MAY 25, 2021

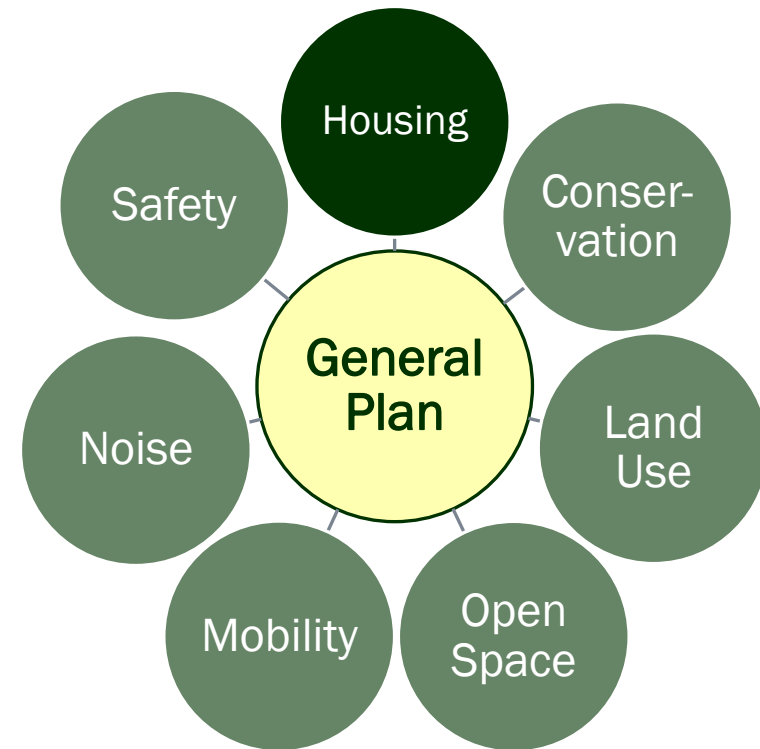


Tonight's Topics

- *Introductions*
- *What is the Housing Element?*
- *Housing Element Requirements and Process*
- *2013 - 2021 Housing Element and 5th Cycle RHNA Accomplishments*
- *La Puente Today*
- *Regional Housing Needs Assessment (RHNA)*
- *Sites Inventory Criteria*
- *Site Opportunity Example*

What is the Housing Element?

- One of **seven** required elements of the General Plan
- Assessment of City's housing needs and how best to accommodate existing and future housing needs
- Update required every **eight (8) years**
 - **Deadline:** October 15, 2021 + 120 grace-period
- Reviewed for compliance by State Dept. of Housing and Community Development (**HCD**)



Benefits of HCD Compliance

- Presumption of **legally adequate Housing Element** in courts
- Maintain eligibility for **State housing and transportation grant funding**
- Don't face **RHNA carry-over** into next Housing Element cycle

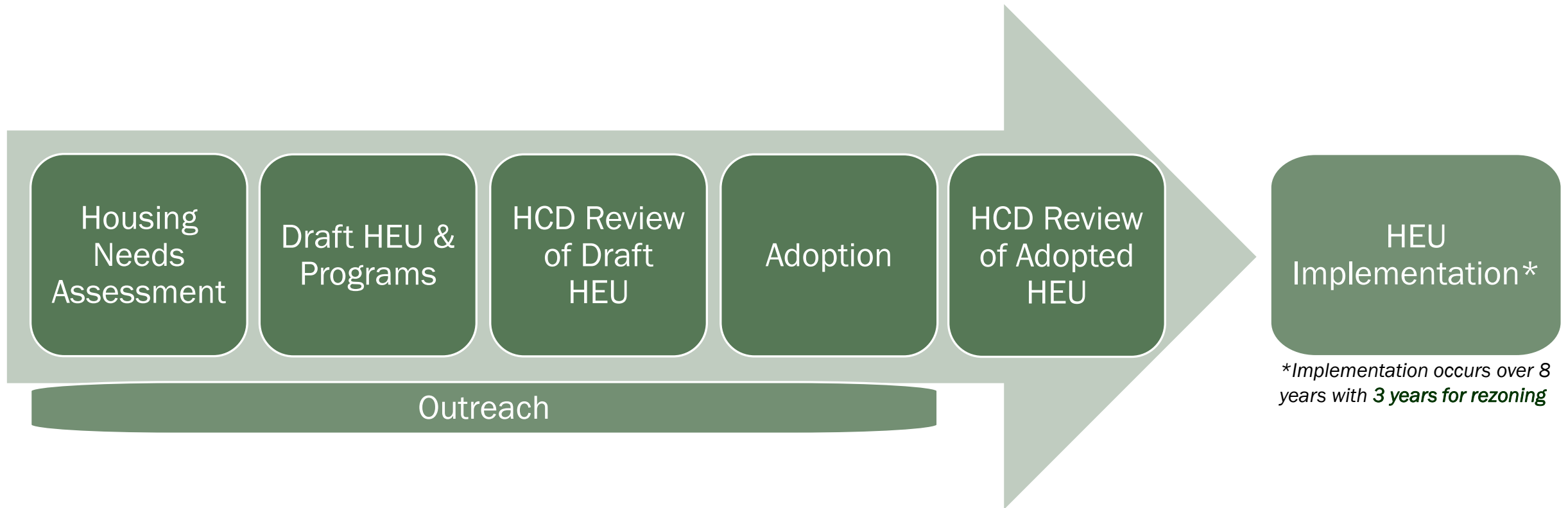


Bradbury

Consequences of Noncompliance

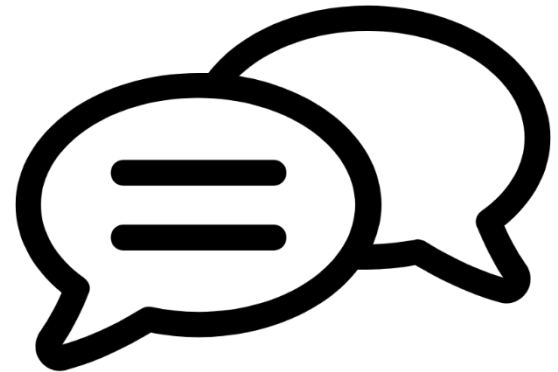
- Risk of Litigation (AB 72, AB 101)
 - HCD monitors for non-compliance; reports to Attorney General (AG)
 - Court imposed fines up to \$100k per month
 - Huntington Beach and Pleasanton sued by AG
 - Pomona and San Clemente sued by nonprofits
- Ineligibility for State Grants
 - SB 2 / Local Early Action Planning (LEAP) Grants
 - Other infrastructure/transportation funds being considered
- Loss of permitting authority
 - Suspend City's authority to issue building permits, grant zoning changes, variances, or subdivision map approvals

Housing Element Update Process



Outreach Opportunities

- Stakeholder Interviews
- Online Housing Needs Survey
- City Council Study Session
- Community Workshop
- Public Review and Adoption Hearings
 - Planning Commission
 - City Council



Housing Element Requirements

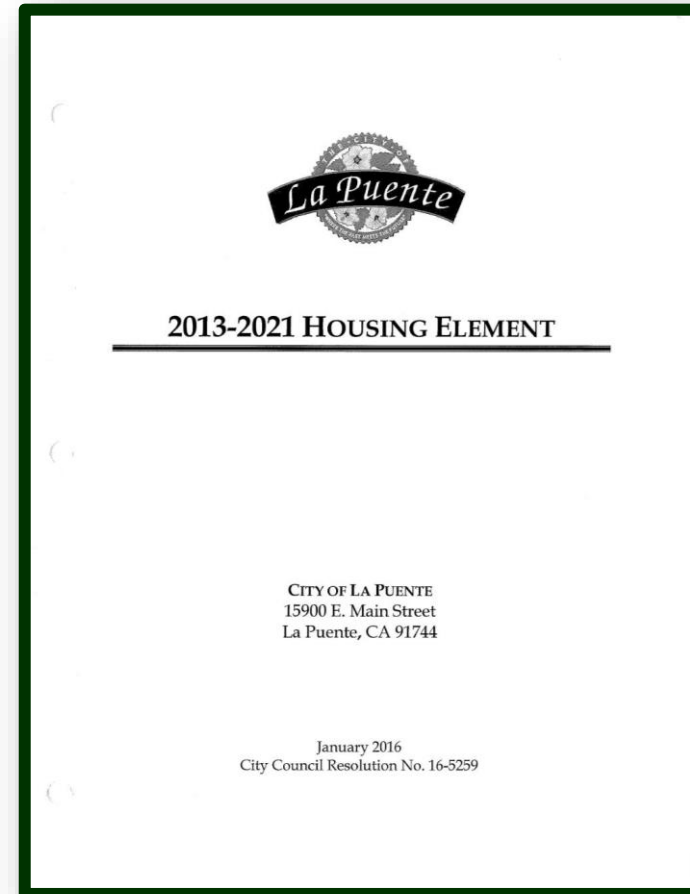
- Accommodate projected housing demand, as mandated by the State with the Regional Housing Needs Assessment (RHNA)
- Includes policies and programs to:
 - Preserve existing affordable housing
 - Improve the safety, quality, and existing housing condition
 - Facilitate housing development for all income levels and household types including special needs populations
 - Promote fair housing for all



Arboleda Senior Apartments

Housing Element Contents

- Introduction
 - Summary of Outreach Process
- Needs Assessment
- Constraints Analysis
- Resources and Opportunities
- Review of Past Accomplishments
- Housing Action Plan



2013 - 2021 Housing Element and 5th Cycle RHNA Accomplishments

- City Housing Programs
 - Housing Rehabilitation Program – **Rehabilitation of 74 units**, with a total of \$1.2 million granted or loaned to eligible program participants
 - Code Enforcement
 - Facilitate Residential/Mixed-Use Development in the DBDSP – New **22-townhome condominium development** (135 First Street)
 - Section 8 Rental Assistance – Continued support of LA County **Section 8 Program**
 - Assist Affordable Housing Development with Priority for Extremely-low-Income Units – New 74-unit low-income senior affordable housing development (**Arboleda Senior Apartments**)

2013 - 2021 Housing Element and 5th Cycle RHNA Accomplishments

- City Housing Programs
 - Preservation of Affordable Housing – **Rehabilitation of 216 affordable housing units** (Sunny Garden Senior Apartments and La Villa Puente Apartments)
 - First-Time Homebuyer Assistance – **HCD grant** to implement/administer First Time Homebuyer Program
 - Encourage Second Units – **119 accessory dwelling units** approved since 2017
 - Fair Housing and Reasonable Accommodation – **Updated City website** with fair housing information and applications

2013 - 2021 Housing Element and 5th Cycle RHNA Accomplishments

Keynote Housing Developments (Completed or Approved)

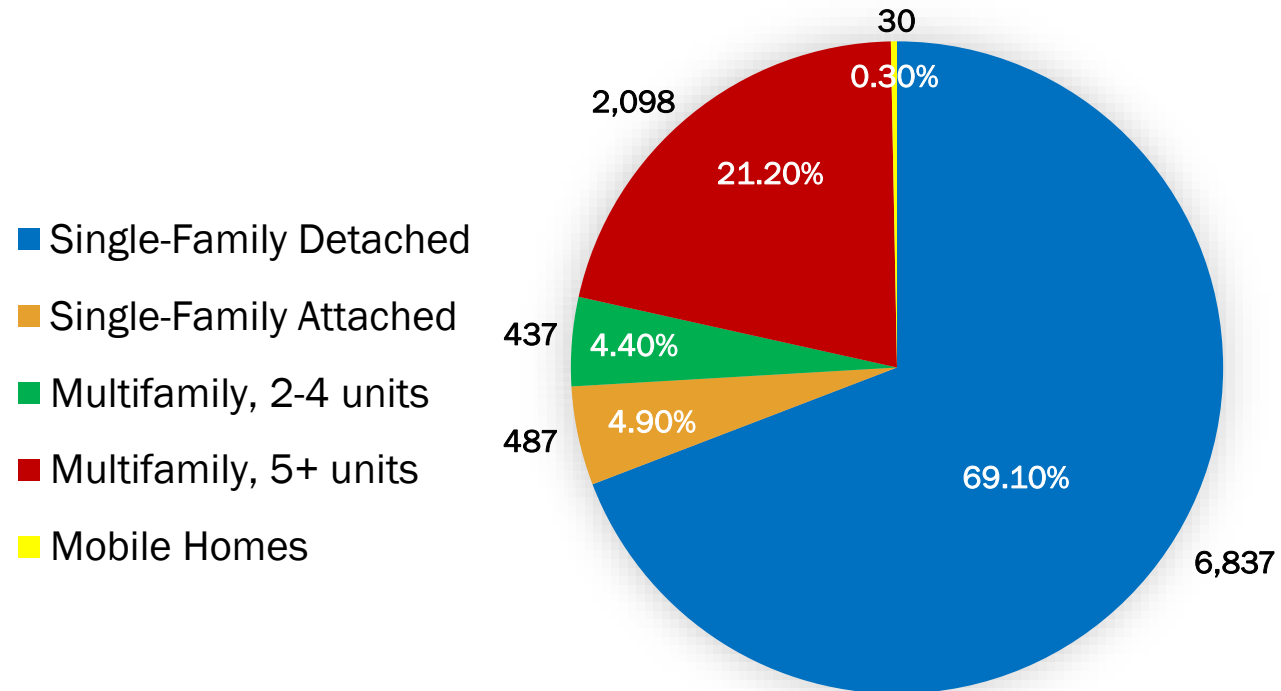
- Bradbury – **45 units**
- Arboleda Senior Apartments – **74 units (senior affordable)**
- 16015 Central Avenue – **4 units**
- 135 1st Street – **22 units**
- 15921 Sierra Vista Court – **5 units**



135 1st Street

La Puente Today

La Puente Housing Type (Dwelling Units)



Source: CA DOF E-5 Population and Housing Unit Estimates - 2020

La Puente Today

Income Distribution

Income Category (% of County AMI)	Households	Percent
Extremely Low (<30% AMI)	1,765	20%
Very Low (31-50% AMI)	1,445	16%
Low (51-80% AMI)	2,260	25%
Moderate/Above Moderate (>80-100% AMI)	1,205	13%
Above Moderate (>100% AMI)	2,325	26%
Total	9,000	100.0%

Source: 2013-2017 Comprehensive Housing Affordability Strategy (CHAS), US Census Bureau

- Income categories are defined by the State; based on varying percentages of Area Median Income (AMI)
- Housing is considered “affordable” if occupants pay no more than 30% of their income on housing costs

La Puente Today



2000 – 2018 General Demographic Trends



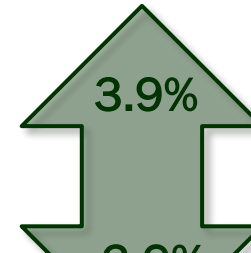
Total Population
(41,063 to 40,686)



Household Size
(4.4 to 4.3)



55 - 64 Age Group
(6.2% to 10.3%)
Fastest growing age group



Renters
(39.1% to 43.0%)

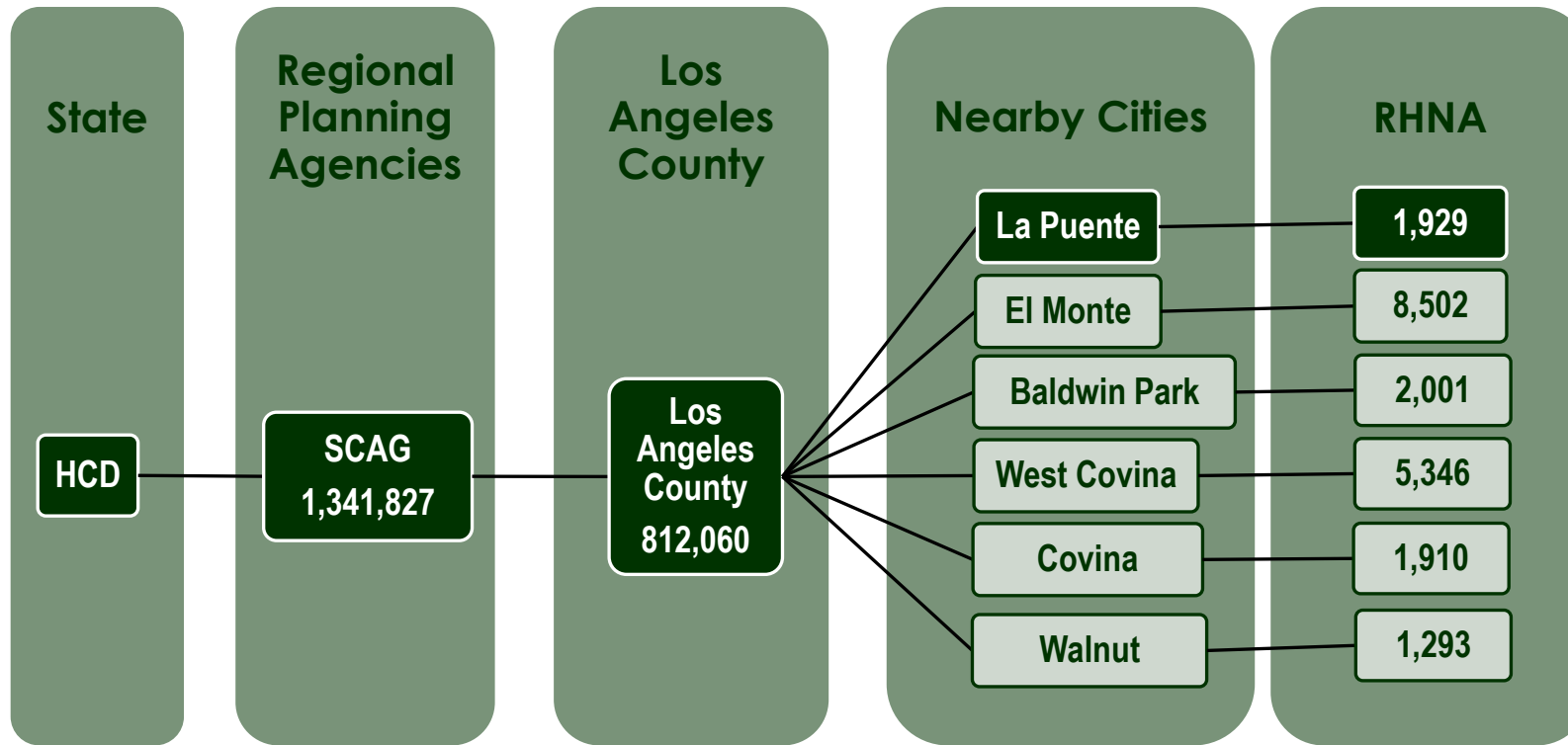


Homeownership
(60.9% to 57.0%)

Sources: 2019 SCAG La Puente Local Profiles Report

Trends show a steadily growing population of older residents with fewer homeownership opportunities for younger families and households

Regional Housing Needs Assessment (RHNA)



Each jurisdiction must demonstrate in its Housing Element that it can accommodate its **total RHNA number** and its allocations by income level.

Source: SCAG Proposed Final RHNA Allocation, March 4, 2021, approved by HCD March 22, 2021

Regional Housing Needs Assessment (RHNA)

Income Category	La Puente RHNA			
	5 th Cycle (2013-2021)		6 th Cycle (2021-2029)	
Very Low*	208	25.4%	544	28.20%
Low	121	14.8%	275	14.26%
Moderate	135	16.5%	275	14.26%
Above Moderate	354	43.3%	835	43.29%
Total	818	100%	1,929	100%
*Pursuant to Government Code 65583(a)(1), 50% of the very low category is assumed to be extremely low income				
Los Angeles County Average Median Income (AMI) = \$77,300				

Sources: 2013 – 2021 La Puente Housing Element; SCAG Proposed Final RHNA Allocation, March 4, 2021; State Income Limits for 2020, Department of Housing and Community Development, April 30, 2020

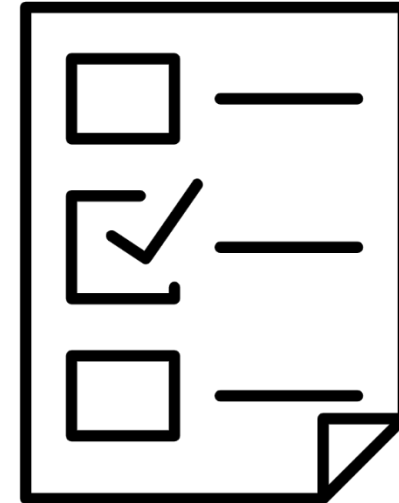
Regional Housing Needs Assessment (RHNA)

Los Angeles County AMI = \$77,300	Household Size	1-person	2-person	3-person	4-person	5-person
	Extremely Low	\$23,700	\$27,050	\$30,450	\$33,800	\$36,550
	Very Low	\$39,450	\$45,050	\$50,700	\$56,300	\$60,850
	Low	\$63,100	\$72,100	\$81,100	\$90,100	\$97,350
	Median Income	\$54,100	\$61,850	\$69,550	\$77,300	\$83,500
	Moderate	\$64,900	\$74,200	\$83,500	\$92,750	\$100,150

Source: State Income Limits for 2020, Department of Housing and Community Development, April 30, 2020

Where is La Puente in the process?

- Stakeholder interviews completed
- Housing Needs Survey launched on City website
- Background Assessment/Data and Sites Analysis underway
- Preparing Draft HEU for 6th cycle



Stakeholder Interviews

- Ten (10) participants:
 - For-profit/non-profit developers, local/regional service providers, and congregational organizations
- Emerging Themes
 - Development standards should provide flexibility
 - Encourage partnerships with service or non-traditional organizations
 - Consider land use and zoning changes
 - Analyze effectiveness affordable/inclusionary housing
 - Continue to streamline the development application process
 - Locate new housing areas along major commercial corridors, underutilized sites, areas adjacent to existing residential uses, consider converting underperforming commercial to housing

Housing Needs Survey

- Survey (English and Spanish) launched in April 2021
 - City website and social media platforms
 - Printed surveys and scannable QR code flyers at City Hall, Community Center, and Senior Center
 - Email blasts to Stakeholders
- **Have you taken the Housing Needs Survey yet?**
 - Website: <https://lapuente.org/government/departments/development-services/planning-division/>
 - Use your cell phone to scan the QR code to access the survey:



English Version



Spanish Version

Sites Inventory Considerations

Criteria for Selecting Candidate Sites

- Existing use – high vacancy/turnover rates, declining/marginal operations, outdated model of business
- Age and condition of structure
- Existing use of land – existing number of units on site or Floor Area Ratio
- Expressed interest of property owners or developers for redevelopment
- Areas exhibiting active development activities

Sites Inventory Considerations

Strategic Sources

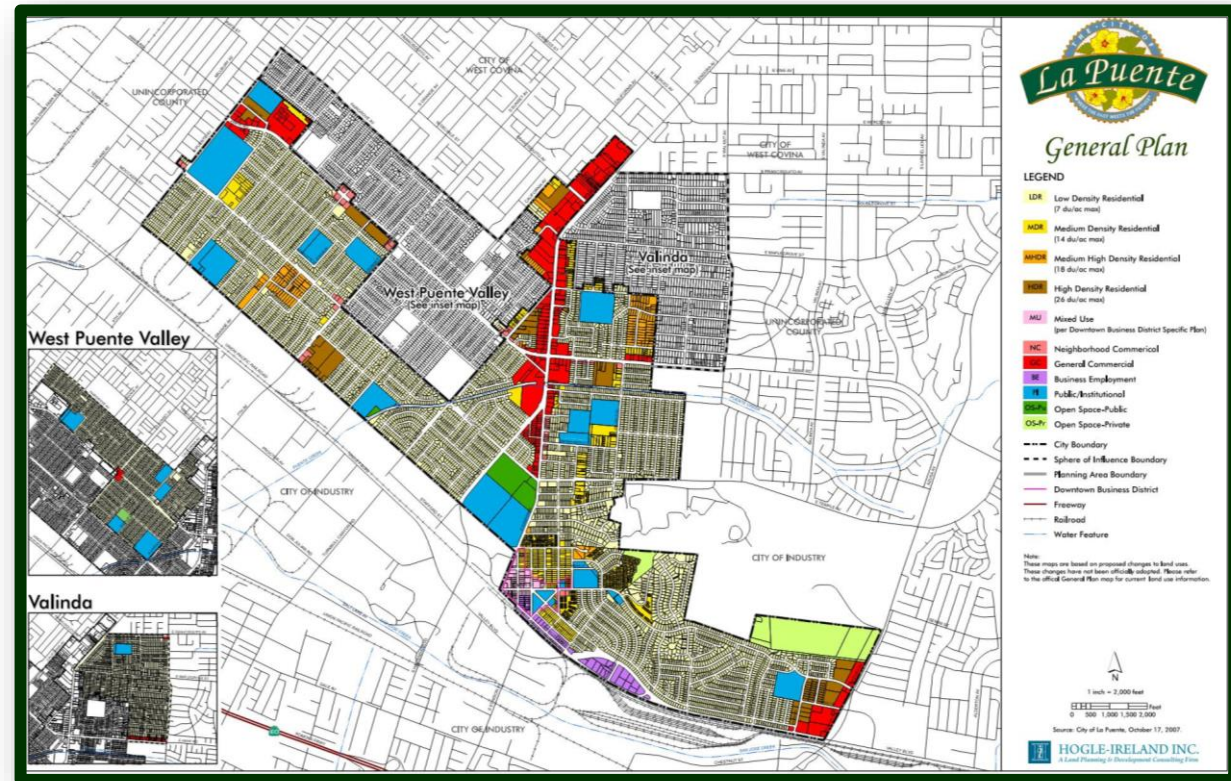
- RHNA 4th and 5th Cycle Sites
- Vacant/Underutilized Parcels
- Accessory Dwelling Units (ADUs)
- Places of Worship/Congregational Sites
- Public Lands (State and Local)
- Re-zoning
- Infill projects
- Downtown



15921 Sierra Vista Court

Sites Inventory Discussion

- La Puente Residential Land Use Categories
 - Low Density Residential (7 du/acre)
 - Medium Density Residential (14 du/acre)
 - Medium-High Density Residential (18 du/acre)
 - High Density Residential (26 du/acre)
 - Mixed Use (per Downtown Business District Specific Plan)
- Default density = 30 units/acre to be adequate for lower income housing

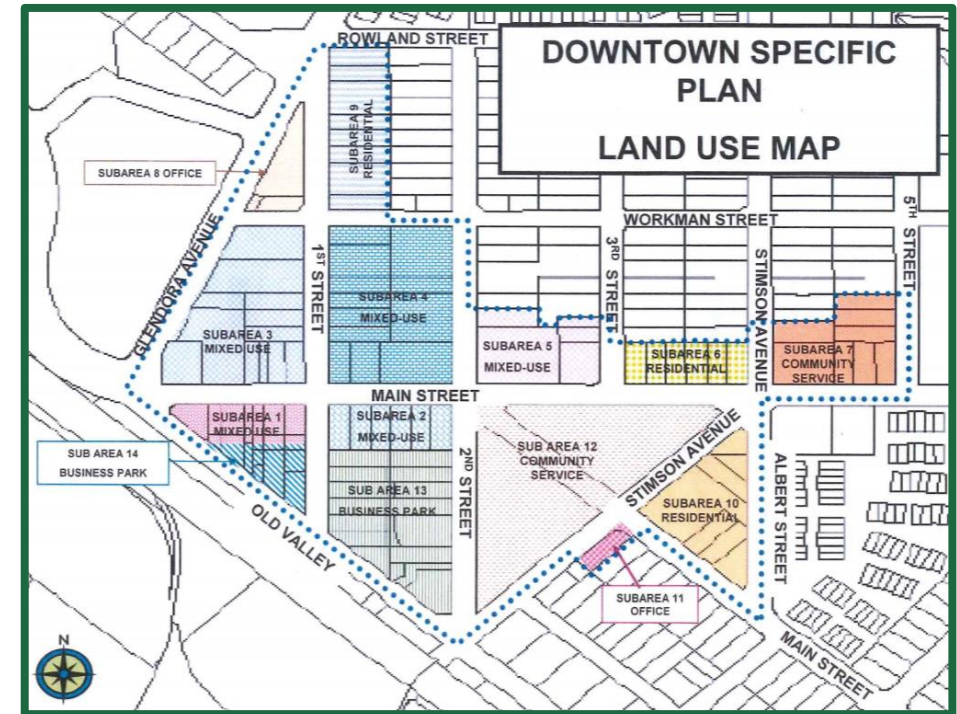


No Net Loss Law (SB 166)

- Requires sufficient and available adequate sites throughout the RHNA planning period
- Must replenish sites capacity, if:
 - Sites are developed with fewer units than assumed in Housing Element
 - Sites are developed for higher income/affordability level than assumed in Housing Element
- Recommended that a buffer in the housing element inventory, of at least 15-30% more than required, particularly for low-income categories
 - City often has projects built at lower density than allows

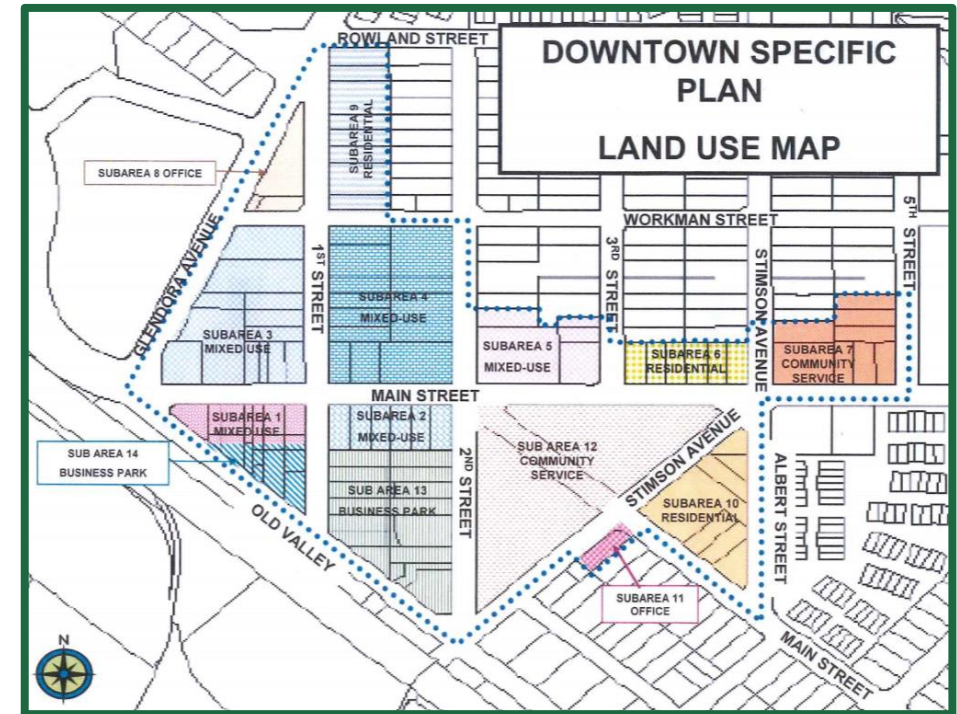
Sites Inventory Discussion

- Potential Downtown Business District Specific Plan (DBD-SP) Update
 - The DBD-SP document is **confusing/unclear** about certain processes and development standards
 - Piecemeal amendments to the specific plan document is **indicative of an inadequate plan**
 - Even with high density allowance, other development standards in the DBD-SP can cause **hindrance (e.g.: parking and height restrictions)**



Sites Inventory Discussion

- Potential Downtown Business District Specific Plan (DBD-SP) Update
 - Take advantage of the **momentum/increase** in development from new townhomes at former Star Theater to jump into addressing the shortfalls of the existing DBD-SP.
 - Consider a **downtown market/economic study** before spending additional resources in amending the DBD-SP.
 - **Possible Developer Incentives:** Consider by-right development and/or reduce the environmental/CEQA obstacles by completing EIR for downtown area's anticipated development.



Accessory Dwelling Units (ADUs)

- Two HCD acceptable methods
 - Past trend (2013 – 2017)
 - Recent trend (2018 - present)
 - Future annual trend
 - Can inflate trend by a reasonable rate if HE contains incentives for ADUs

Historical ADU Trend of Permits Issued in La Puente

2018	20
2019	26
2020	16

Source: City of La Puente ADU Log

- Default income percentages (LA County II)
 - Extremely Low 15.0%
 - Very Low 8.5%
 - Low 45%
 - Moderate 2%
 - Above Moderate 30%

Source: SCAG Regional Accessory Dwelling Unit Affordability Analysis, 2020

Congregational Sites

- AB 1851 allows development of **lower income housing units** on a congregational / religious institution property
- Does not require **replacement parking** on-site if parking is lost for housing development
- Potential for **Congregational Site Overlay**
 - Case Study – Pasadena

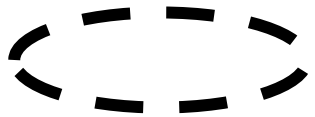


Case Study ~ Garden Grove United Methodist Church

- 2.2 acres of the former parking lots / vacant land
- 47 units of family housing; 16 units of senior housing
- A community center, the Orange County Head Start Learning Center and offices for multiple local non-profits

Potential Housing Opportunity Areas

- Sunkist Center
- Amar Rd
- Hacienda Blvd
- Sunset Ave
- Nelson Ave

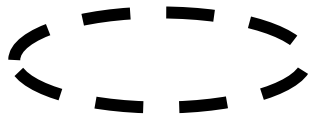


Potential Housing Opportunity Areas

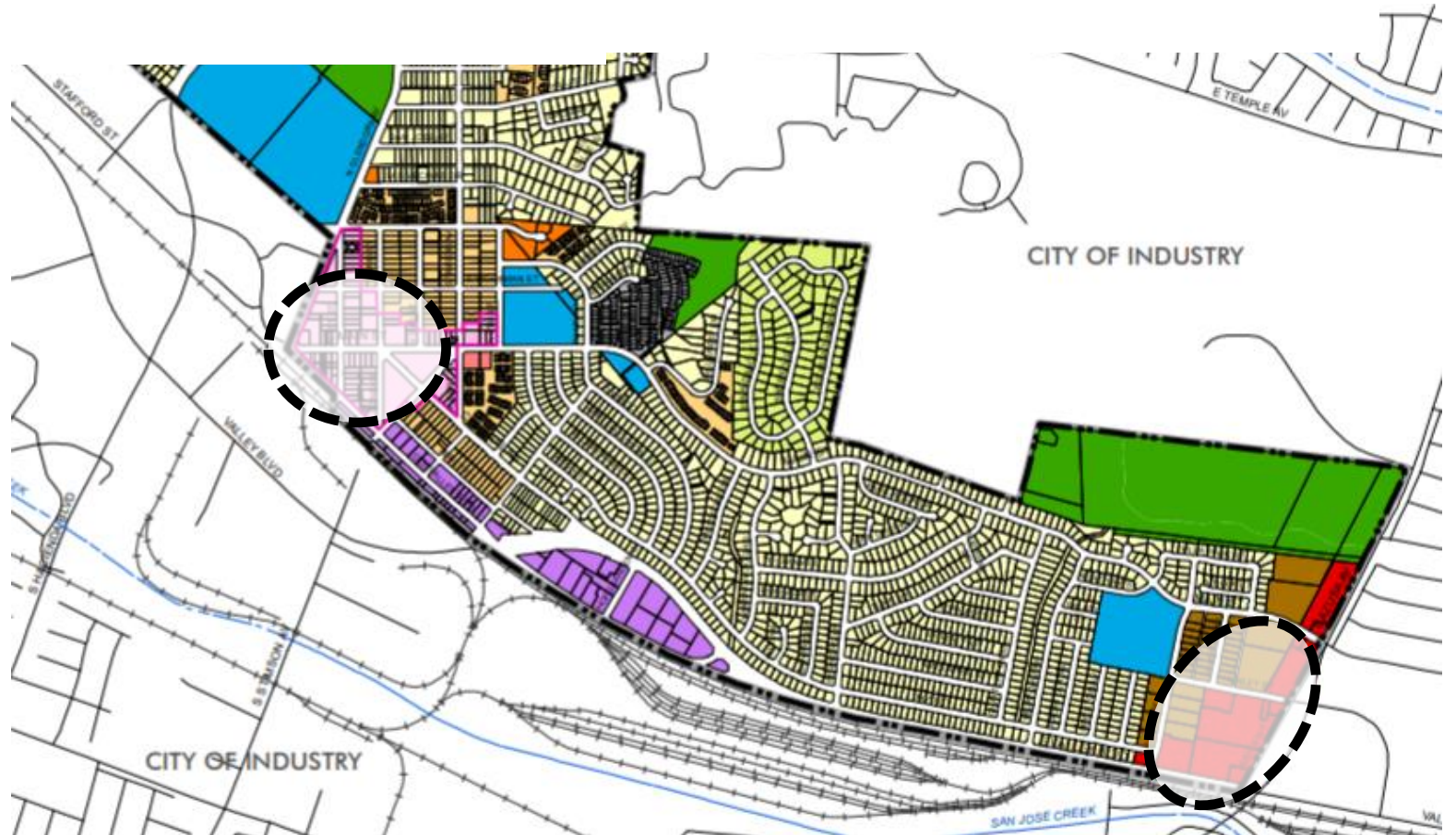


Potential Housing Opportunity Areas

- Downtown Business District
- Bodega Shopping Center



Potential Housing Opportunity Areas



Site Opportunity Example

- Currently retail, 15 acres
- Adjacent to Amar and Sunkist – services/schools/retail
- Past inquiries/interest from development community
- Could be potential candidate for GPA/rezone from General Commercial (C2) to add new Mixed Use Overlay Zone; or housing at the rear portion of site



Site Opportunity Example

- Currently vacant, 0.55 acres
- Adjacent to Main Street – services/retail/schools
- Opportunity for parcel assemblage
- Past inquiries/interest from development community
- Within the Mixed-Use Subarea of the Downtown Business District Specific Plan allowing up to 50 du/ac



Discussion

- In thinking about the Housing Element Update, what are the primary issues that we should consider?
- What areas or sites should be considered for future housing opportunities in the sites inventory analysis?
- Are there other issues we have not covered that are important for us to consider?

Next Steps

- Proceed with Sites Inventory Analysis
- Draft Housing Element Update document and Housing Programs
- Facilitate future Community Workshop
- HCD Review of Housing Element Update
- Public Hearings in Fall 2021



Arboleda Senior Apartments

Thank You!

Email questions and comments to:

Abraham Tellez, Senior Planner
atellez@lapuente.org

Visit the City's website for updates on the 2021 Housing Element Update:

<https://lapuente.org/government/departments/development-services/planning-division/>



Bradbury

MINUTES
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
REGULAR MEETING OF
MAY 11, 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.lapuate.org.

A Special Closed Session and 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, May 11, 2021, at 6:00 p.m.

6:00 P.M. SPECIAL CLOSED SESSION AGENDA

CALL TO ORDER

Mayor Klinakis called the meeting to order at 6:00 p.m.

ROLL CALL

Members present: Klinakis, Munoz (via teleconference), Argudo (arrived at 6:10 p.m.),
Quinones.

Members absent: Lewis.

Staff members present: City Manager Bob Lindsey, Attorney Martin Koczanowicz, City Clerk
Garcia and Management Assistant Cece Dunlap.

ORAL COMMUNICATIONS – None.

RECESS INTO CLOSED SESSION

The City Council recessed into closed session at 6:01 p.m. to discuss items as posted on the agenda.

1. THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code Section 54957(a))
 Consultation with City Manager and Los Angeles County Sheriff's Department

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 7:10 p.m.

REPORT OUT OF CLOSED SESSION

City Attorney Koczanowicz noted that Council Member Argudo joined the closed session at 6:10 p.m. and reported that on a unanimous vote, the City Council authorized the City Manager to negotiate and execute a contract for a City-wide camera system.

7:00 P.M. REGULAR SESSION

CALL TO ORDER

Mayor Klinakis called the meeting to order at 7:11 p.m.

ROLL CALL

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

Members absent: Lewis.

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

PLEDGE OF ALLEGIANCE

Council Member Quinones led the Pledge of Allegiance.

PRESENTATIONS

Mayor Klinakis presented a proclamation to Estela Mata and Juana Mata of Looms4Lupus proclaiming May 2021 as Fibromyalgia Awareness Month, Lupus Awareness Month and Mental Health Awareness Month.

Aldrin Principe, Sunset Elementary School student, spoke regarding his experience at Sunset Elementary and is looking forward to his promotion to middle school. He asked the City Council questions regarding the recent City survey.

Charlize Meza, Sparks Middle School student, spoke regarding her experience with distance learning, leadership program, speaker series, and school events.

ORAL COMMUNICATIONS

Psi Jimenez spoke regarding the City's survey that was mailed out to residents.

Rita Greenspon expressed her concern regarding the use of funding from the American Rescue Plan.

Joe Bautista thanked the City Council members that attended the grand openings of Sabor de Mexico and H2O Auto Detail Center, and spoke regarding the City-wide survey, the La Puente Valley Women's Club, newly paved streets, the upcoming budget meeting, promotion of Gang Prevention & Awareness Month, fireworks, speeding, and safety in the City.

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 APRIL 27, 2021

A motion was made by Council Member Argudo, seconded by Council Member Munoz, to waive the reading and approve the Minutes of the City Council and Successor Agency meeting of April 27, 2021. The motion carried by the following roll call vote:

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

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL – None

C. UNFINISHED BUSINESS OF THE CITY COUNCIL

C-1 CONSIDERATION OF APPROVAL OF UPDATES TO THE COMMUNITY ENGAGEMENT SUPERVISOR JOB DESCRIPTION AND DISCUSSION AND DIRECTION REGARDING HIRING A COMMUNITY ENGAGEMENT SUPERVISOR

At the request of Mayor Klinakis, this item was removed from the agenda to be considered at a later date.

C-2 INTRODUCTION OF AN ORDINANCE ADDING CHAPTER 2.36 OF TITLE 2 OF THE LA PUENTE MUNICIPAL CODE GOVERNING THE USE OF THE OFFICIAL CITY SEAL AND CITY LOGO AND CONSIDERATION OF A RESOLUTION TO ADOPT A USE OF CITY SEAL AND LOGO POLICY

Per the City Council's direction at the April 27, 2021, City Council meeting, Director of Administrative Services Grunklee provided an update regarding the requested additions to an ordinance and resolution governing the use of the official City seal and City logo.

A motion was made by Council Member Argudo, seconded by Mayor Klinakis, to: (1) waive reading of Ordinance No. 21-973 and read by title only; (2) introduce Ordinance No. 21-973 an Ordinance of the City of La Puente Adding Chapter 2.36 (Official Seal) of Title 2 (Administration) of the La Puente Municipal Code to Establish Regulations for the Use of the Official City Seal, City Logo, and (3) adopt Resolution No. 21-5622 adopting the Use of City Seal and Logo Policy. The motion carried by the following roll call vote:

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

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

Director of Administrative Services Grunklee provided a staff report regarding various programs and services that may be funded through the funds of the American Rescue Plan Act of 2021.

Discussion ensued regarding the timeline on the receipt of funds.

Council Member Argudo suggested to bring back the item at the next City Council meeting for further discussion and after the Community Safety & Welfare committee discuss the potential programs and services.

Mayor Klinakis stated that the sooner the City Council approves the desired programs, the sooner Staff can begin the development of the programs.

Director Grunklee noted that some programs will take time to develop while other line items are purchases.

Council Member Argudo stated that Item No. 8 as listed in the staff report is not a direct benefit to La Puente residents.

Direction was given to Staff to bring this item at the next City Council meeting and reach out prior to the Community Safety & Welfare ad hoc committee for discussion.

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

A motion was made by Council Member Argudo, seconded by Mayor Pro Tem Munoz, to approve Consent Calendar Item D-1. The motion carried by the following roll call vote:

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

D-1 CONSIDERATION OF A RESOLUTION APPROVING WARRANT REGISTER NO. 1508

Action Taken: The City Council and Successor Agency adopted Resolution No. 21-5624 approving Warrant Register No. 1508.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

E-1 INTRODUCTION OF AN ORDINANCE TO EXCLUDE THE PUBLIC FROM PUBLIC PARK AND RECREATIONAL AREAS DURING EMERGENCIES AND EJECT INDIVIDUALS THAT REPEATEDLY VIOLATE PARK USE REGULATIONS FROM PUBLIC PARKS AND RECREATIONAL AREAS

Assistant City Attorney Tran provided a staff report regarding La Puente Park regulations.

Mayor Klinakis noted that the regulations were discussed as part of the Park Ordinance Oversight ad hoc committee.

A motion was made by Council Member Argudo, seconded by Council Member Quinones, to: (1) waive reading of Ordinance No. 21-974 and read by title only; (2) and introduce Ordinance No. 21-974, an Ordinance of the City of La Puente Adding Sections 3.68.021 and 3.68.022 to Chapter 3.68 of Title 3 of the City's Municipal Code Relating to Authority to Exclude the Public From Public Parks and Recreational Areas During Emergencies and Eject Individuals that Repeatedly Violate Park Use Regulations From Public Parks and Recreational Areas. The motion carried by the following roll call vote:

AYES: Klinakis, Munoz, Argudo, Quinones

NOES: None

ABSTAIN: None

ABSENT: Lewis

E-2 DISCUSSION AND DIRECTION REGARDING CREATING A LA PUENTE PUBLIC HEALTH DEPARTMENT (COUNCIL MEMBER ARGUDO)

Council Member Argudo requested discussion regarding regionalizing and creating a cost savings measure for public healthy and looking at the current Los Angeles County Public Health Department contract.

Council Member Argudo suggested that the City Council provide direction to City Manager Lindsey to gather information from neighboring cities who have created their own health department and bring back the analysis of the information at a later date.

Mayor Klinakis requested that Staff look into the use of American Rescue Plan funds to assist in the creation of the department.

Mayor Pro Tem Munoz recommended that Staff do their due diligence and research and bring back to assess the information.

Council Member Quinones stated that he is looking forward to discussing this item and agrees that the City Council should do their due diligence.

Direction was given to Staff to bring back the exploratory portion of creating a comprehensive plan, draw information from other cities that have created their own health department, look into using American Rescue Plan funds to jumpstart the department, and bring back the requested information at a future City Council meeting.

E-3 PRESENTATION OF AVAILABLE FEDERAL, STATE, COUNTY, AND LOCAL CORONAVIRUS RELIEF PROGRAMS (MAYOR PRO TEM MUNOZ)

Mayor Pro Tem Munoz stated she requested the presentation to ensure that the community has information on current and future coronavirus relief programs that are available.

Director of Development Services Di Mario presented a PowerPoint on the available federal, state, county, and local coronavirus relief programs.

Council Member Argudo thanked Mayor Pro Tem Munoz for bringing this item to inform the community.

Mayor Pro Tem Munoz noted that it is important to inform the community so they can apply and take advantage of the available programs.

Discussion ensued regarding a potential temporary job position to engage with the community and assist residents in need, and rent relief programs.

Action taken: The City Council received and filed this 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 she met with Supervisor Hilda Solis and discussed funding opportunities and potential partnerships for community programs.

Comprehensive Fee Schedule: Nothing to report.

Park Ordinance Oversight: Mayor Klinakis reported that the ad hoc committee is moving forward.

Public Health: Nothing to report.

Business Outreach and Reopening: Council Member Quinones reported that Staff is currently working on social media exposure and a business directory on the City website.

Project LEAD: Council Member Quinones reported that Project LEAD is continuing to work with students on the Measure A focus group and has recommended that the parents participate in the focus group as well. He further reported that he spoke with a local artist that creates murals and proposed the idea of creating a mural in the City with an opportunity for students to be

involved. Council Member Quinones requested support from the Council to give direction to Staff to work with Project LEAD and the local artist on the potential mural project.

Community Safety and Welfare: Council Member Argudo reported that he and Mayor Klinakis met with a local artist through the Soledad Enrichment Program that focuses on creating murals. He stated that the LEAD program would be a great way to integrate youth participation in the creation of the murals. Council Member Quinones further reported that the ad hoc committee is continuing to gather information from different agencies.

AB 1234 REPORTS – None

ORAL COMMENTS FROM COUNCIL

Council Member Argudo spoke regarding translation services at City Council meetings.

Council Member Quinones thanked Staff for all their work and stated that the La Puente Methodist Church food bank needs more volunteers.

Mayor Klinakis stated that he visited a Food4Less store to show support to union workers for their contract renewal.

ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked Staff for their hard work.

There being no further business before the City Council, Mayor Klinakis adjourned the meeting at 9:12 p.m.

Approved this 25th day of May, 2021.

Sheryl Garcia
City Clerk

Charlie Klinakis
Mayor/Chair

MINUTES
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
SPECIAL MEETING OF
MAY 13, 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 Special Meeting of the City Council of the City of La Puente was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on Thursday, May 13, 2021, at 4:00 p.m.

CALL TO ORDER

Mayor Klinakis called the meeting to order at 4:03 p.m.

ROLL CALL

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

Members absent: Lewis.

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

PLEDGE OF ALLEGIANCE

Mayor Klinakis led the Pledge of Allegiance.

PRESENTATIONS – None

ORAL COMMUNICATIONS

Jessica Abney spoke regarding the need for funding for a rehabilitation program.

Elmer Berdugo submitted a written comment regarding allocating funds for a soccer field.

SM-1 PRESENTATION, DISCUSSION AND DIRECTION REGARDING THE FISCAL YEAR 2021/2022 PROPOSED BUDGET FOR THE CITY AND SUCCESSOR AGENCY

Director of Administrative Services Grunklee provided a presentation and staff report regarding the proposed budget for fiscal year 2020/2021. The City Council and Staff reviewed the proposed budget.

Council inquired about the purchase of additional transit buses and allocating funds for mural programs.

Direction was given to Staff to bring back the proposed budget for approval at the next City Council meeting.

ORAL COMMENTS FROM COUNCIL

Mayor Klinakis thanked Staff for bringing the budget forward and meeting individually with Council Members to discuss the budget.

Mayor Pro Tem Munoz thanked Staff for their hard work.

ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked the City Council for their direction and for taking the time to review the budget with Staff.

There being no further business before the City Council, Mayor Klinakis adjourned the meeting at 6:38 p.m.

Approved this 25th day of May, 2021.

Sheryl Garcia
City Clerk

Charlie Klinakis
Mayor/Chair



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 25, 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 federal government has provided funding to all municipalities. The allowable uses of the funds are rather broad in comparison to the funding received through the State from the CARES Act. The uses of the funds include:

- Responding to the COVID-19 emergency and addressing 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 cannot 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 legislation specifically states that local government agencies may not utilize the funding for the purposes of pension costs.

City of La Puente staff will be required 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 funds 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). This is not final and is subject to change based on cities being left off the initial listing.

At the April 13, 2021 Council Meeting, City staff presented ideas for use of these funds and took questions and suggestions from the Council. City staff were directed to evaluate the questions and suggestions and bring the updated item back to the May 11, 2021 City Council meeting.

At the May 11, 2021 Council Meeting, City staff presented the revised ideas based on the previous discussion and direction. City staff were directed to schedule individual meetings with Councilmembers to gather additional feedback and potentially revise the funding plan to present to Council at the May 25, 2021 meeting.

DISCUSSION

Below are the proposals that City staff has compiled based on City Council directions for use of the funds that would directly impact community areas of concern.

La Puente Small Business Financial Aid Outreach

La Puente Business Security Protection and Enhancement Program

1. 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 - \$425,000.

Businesses need a jump start to return to 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 local businesses much needed relief.

This program would also include providing the business grant recipients with a commercial RING (or similar style) security camera system, instituting a level of protection given increased burglaries throughout the County. Ring and similar competitors offer camera platforms that could be applicable for business security solutions. In order to be eligible to receive a camera, a business would have to allow the City access to the video footage for the purpose of solving and preventing crime. This program provides for 88 businesses. In the previous grant series, 70 businesses applied for funding and 60 were approved.

La Puente Children Freedom Program - Sports and Healthy Life

2. Financial Aid to City of La Puente resident children participating in City recognized sports programs. Total cost estimated - \$70,000 per group, totaling \$250,000.

This proposal would provide direct funding for registration fees for City residents for participation in recognized 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 within the designated time period. 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 data and adding a percentage increase.

La Puente Youth Sports Leagues, Judo and Cheer Programs Grants

3. Financial Relief to Non-profit Sports Organizations to enhance youth programs – Subsidize snack bar sales for one (1) entire season for qualifying 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. Total cost estimated - \$12,000 per group totaling \$50,000.

This would cover the amount of money typically earned by sports teams use of the La Puente Snack Bar located adjacent to the La Puente Little League Fields. This relief will give the 501(c)3 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 and Public Access Project

4. Update Council Chambers and Area audio-visual systems and premises for presentations to public. This will aid in providing information to the public and facilitate COVID compliance for public attendance at meetings. Additionally, this proposal includes an upgrade to public access technology and City platforms for communications and sharing, to include improving the speed of City-wide computers enhancing access and reducing down time – Total cost estimated - \$300,000.

La Puente Therapeutics Initiative Program

La Puente City Resident Jobs Program

5. Aid to City residents – Create two (2) full-time temporary positions that are dedicated 100% to providing assistance with therapeutics programs (homelessness, mental health, and addiction) in the City. Total cost estimated - \$210,000 for one and a half years of funding.

The positions dedicated to the therapeutics programs would be project-based employees who would work with law enforcement to identify those in critical need and conduct case management related to the La Puente homeless population and residents for placement, jobs and opportunities.

Aid to City residents - Programming for diversion and prevention, therapeutics, and 1st time offender programs through outside organizations. These funds would be allocated to various groups and/or organizations throughout the community in order to provide programming and funding to help City residents. Total cost estimated - \$388,234.

6. Aid to City residents - Create one (1) full-time temporary position that would provide direct assistance by appointment only to La Puente residents to navigate the various assistance programs that are available through the County, State, and Federal governments.

This position would be a project-based employee that would assist in filling out forms, provide login assistance, and direct the applicant to the appropriate agency website. Additionally, this

person would also be tasked with the oversight of the City beautification program that is discussed in Item 7. Total cost estimated - \$105,000 for one and half years of funding.

7. Aid to City residents – Establishment of a City beautification program wherein the City would hire part-time staff to work throughout the City to clean up and do minor repairs and beautification to the homes of residents 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 removal, painting red, yellow, or blue curbs, painting reflective curb house numbers, removing trash from our streets, planting greenery and keeping our parks clean. Total cost estimated - \$710,000 (job creation, path to careers)

Hiring preference would be given to City residents when filling the dozen part-time positions. 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 promote full-time employment. This would cause a rotation of part-time employees into full-time workers, promoting their success in gainful employment. The programs would be monitored to display continued viability.

Smart City Project to Integrate City wide broadband installation, Plate Recognition Security Camera Technology, La Puente Park Security and Announcement System, 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 entering the City using ALPR (Automated License Plate Reader) technology. The City broadband installation would allow the residents of the City to access wireless internet (Wi-Fi) throughout the City. This proposal also includes the installation of park security cameras and loudspeakers at La Puente Park. This project would allow City staff to monitor La Puente Park from a central location and give staff the ability to verbally contact parkgoers through the speakers. Wi-Fi access at the park is also included. Total cost estimated - \$725,000.

The integration of the camera systems, ALPR technology, and Wi-Fi/broadband would allow the City to function as a “Smart City”.

Park Green Project – Water Reclamation – Park Access Road

9. 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 Measure W funding allocation for 50% of the project. Total cost estimated - \$315,000.

Purchase Park Sanitization Equipment

10. 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 utmost 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 a healthy and safe space. The sanitization equipment required in order to accomplish this monumental daily task costs approximately \$100,000 as we expand these services beyond park sanitization to the community in the form of bus benches, LP Link and public transit ridership areas, and common areas in the public domain that are highly trafficked. These costs do not cover or account for employee time. Total cost estimated \$110,000.

Provide Funding to assist Local Food Bank

11. Funding to assist local food bank – A local church within the City limits operates a well-attended food bank on a weekly basis. This food bank provides food and essentials to many of the City residents as well as a number of people that live in the San Gabriel Valley. Funds would be used by the City to purchase on behalf of the local food bank refrigeration equipment, additional food to be distributed, other equipment, staffing, and assistance with food accessibility. Total cost estimated \$35,000.

Renovation of Community and Senior Center facilities to serve City residents

12. Purchase Equipment for Community Center, Senior Center, and Snack Bar at La Puente Park for food programs – The food storage and preparation equipment at the three (3) noted facilities is outdated and is not in good working condition. The purchase of this equipment including new refrigeration equipment and food preparation equipment would directly benefit the City summer lunch program, after-school programs through the Boys and Girls Club, youth sports programs, visiting areas seniors, and of course City of La Puente residents. Total cost estimated \$80,000.

Community Beautification Art Program

13. Provide funding for art in public places – Graffiti has increasingly become a serious issue within the City. As a method to combat this problem, the City Council is interested in placing murals throughout the City. This will not only curb the graffiti problem but will also provide an outlet to local artist and painters, as well as an opportunity to work with schools within the community to gather ideas for these murals. Total cost estimated \$25,000.

City staff believes that all of the projects and programs detailed above, totaling \$3,728,234, serve to benefit all of the residents, businesses, and non-profit groups of the community as is the intention of this funding source.

Furthermore, 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 (total \$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” guide describing how residents and businesses may access these other programs available for viewing on the City website and social media accounts.

FISCAL IMPACT

Initial funding estimate from the American Rescue Plan Act of 2021 is \$7,456,468 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: May 25, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION AND APPROVAL OF THE FISCAL YEAR 2021-2022 RECOMMENDED BUDGET AND RESOLUTION ADOPTING THE CITY'S ANNUAL BUDGET, A RESOLUTION ADOPTING OF THE CITY'S GANN APPROPRIATION LIMIT AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS, AND ADOPT RESOLUTIONS TO RESCIND RESOLUTIONS NO. 20-5564 AND 20-5563 AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM AND ESTABLISHING AUTHORIZED PART-TIME AND FULL-TIME POSITIONS AND RATES FOR CITY EMPLOYEES

BACKGROUND

Preparations for the Fiscal Year 2021-2022 Budget and Capital Improvement Program commenced in February of 2021. All City programs were subject to extensive review, and revenue and expenditure assumptions were developed. Administrative Services staff conducted this process in conjunction with the City Manager's Office and department-level directors. Community input was considered in the compilation of this budget.

An initial draft budget was distributed to the City Council on April 29, 2021. Subsequent conferences took place with individual Councilmembers. The City Council conducted a public budget study session at its meeting on May 13, 2021.

DISCUSSION

The FY 2021-2022 recommended Budget and Capital Improvement Program represents a strong step forward in recovery from the COVID-19 pandemic. As public health mandates recede and municipal revenue sources stabilize, the City positions itself to accomplish community objectives in the upcoming fiscal year, especially related to public safety and infrastructure.

Revenues

- General Fund revenues are budgeted at \$17,530,300 – a decline of 2% from FY 20/21 estimates.
- Property Tax is expected to experience 2% growth in FY 21/22, while Sales & Use Tax and Measure LP should remain stable into the new fiscal year.

- License and Permit revenue in FY 21/22 is projected to decline by 8% from FY 20/21 estimated actuals due to a flattening of permit revenue. Few large-scale private development projects are on the horizon.
- Fines and Forfeitures collections are expected to increase 46% over current year estimates due to an absence of the periodic parking citation moratoriums seen during the pandemic conditions of FY 20/21. Staff expects a return to FY 19/20 activity levels.

Expenditures

Operating expenditures in the General Fund are set equal to revenues at \$17,530,300, creating a balanced budget. The following represents a summary of noteworthy operating expenditures in the new fiscal year:

- Human Resources – contributions of \$95,000 each to the City’s Section 115 Trust and OPEB (Other Post Employment Benefits) Trust are long-term investments in the agency’s fiscal health.
- Retirement expense is reduced in all departments due to the issuance of the 2020A Pension Obligation Bonds.
- Planning/Zoning - \$270,000 is budgeted for analysis and studies related to the state-mandated 6th Cycle Housing Element. A grant will fund approximately half of these costs.
- Public Works - \$80,000 is proposed for appropriation for a Local Roadway Safety Plan (LRSP), a prerequisite for receiving hundreds of thousands of dollars in federal transportation funds.
- Code Enforcement – increases are proposed for the purpose of developing a more robust staffing level, as well as procuring contract security at La Puente Park and over night shift phone monitoring.
- Public Safety – the addition of three (3) Special Assignment Officer (SAO) deputies is included in this budget as part of the City’s contract with the Los Angeles County Sheriff’s Department.

Capital Improvement Program (CIP)

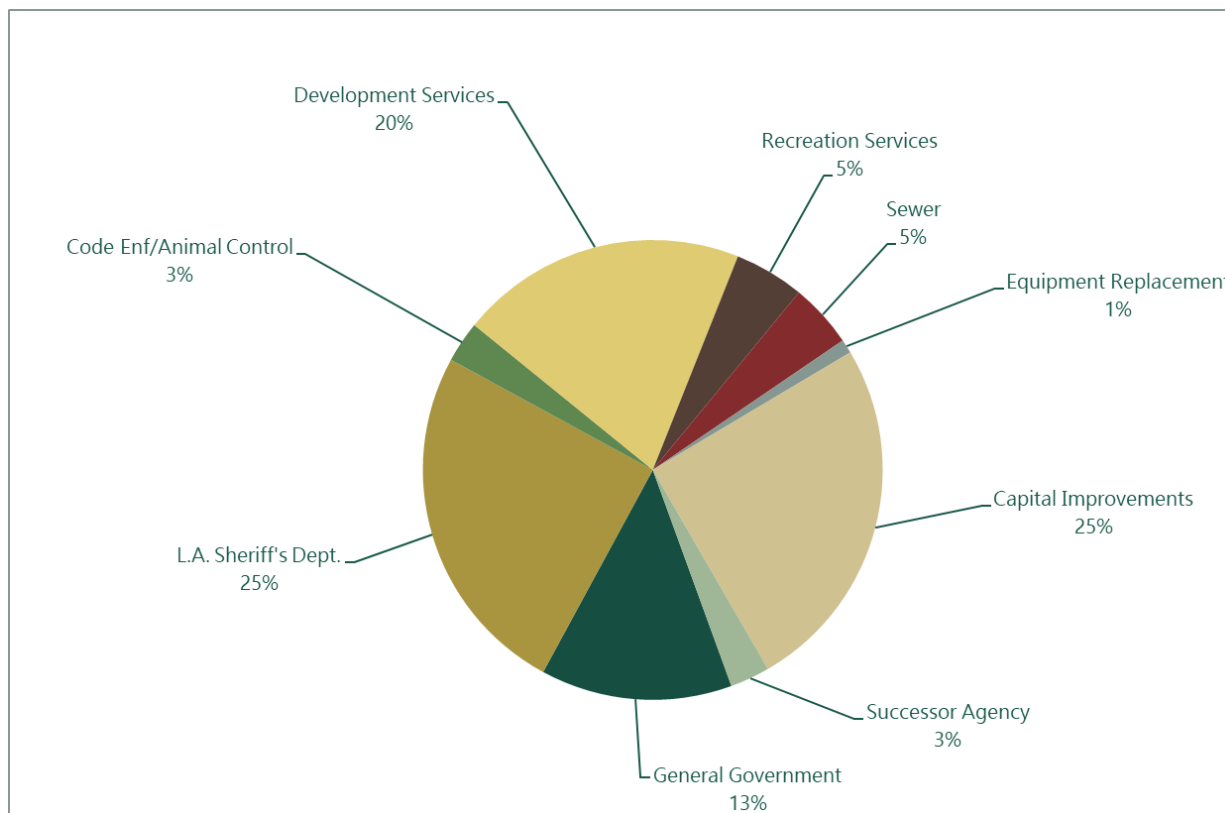
The General Fund portion of the Capital Improvement Program (CIP) totals \$1,094,200. The entirety of this amount is dedicated to finalizing the improvements at La Puente Park.

Personnel

The proposed budget for FY 21/22 includes funding for an additional one (1) Park Maintenance Worker position.

Citywide Budget Analysis

The total expenditure budget for all City funds, including special revenue funds, is \$35,980,600. The graph on the following page displays each functional area of the City government based on its percentage of the total budget.



During the budget study session that was held on May 13, 2021, City Council requested information on two items; one was using Gas Tax Special Revenue Funds for murals throughout the City and the other was inquiring on the purchase of an additional transit bus for the La Puente Link. Regarding the Gas Tax funds use on the murals, City staff reviewed the guidelines and noted that Gas Tax funds would not be a viable option since this is a decorative project not a functional project. As an alternative, City staff have included funding for this project in the American Rescue Plan Act. With regard to the purchase of an additional shuttle bus besides the one that is already included in the budget presented to Council, City staff suggests that we use the AB2766 funds and the MSRC grant that was included in the budget. Once this purchase has been completed, the City will have replaced two-thirds of the City's Link fleet and will program additional funds in the next fiscal year budget to replace the remaining third. Lastly, for the final third of the fleet, City staff recommend that a handicap accessible van be purchased rather than a standard shuttle bus for the Dial-A-Ride service. Currently, a shuttle bus is used when someone calls for the Dial-A-Ride service.

FISCAL IMPACT

The City Budget is an authorization for appropriations of public funds for the 2021-2022 fiscal year. General fund revenues and operating expenditures total \$17,530,300. General Fund Capital Improvements (CIP) total \$1,049,200 financed by a corresponding decrease in fund balance. Total revenues are recommended to be \$29,152,100 and total expenditures are appropriated at \$35,980,600.

RECOMMENDATION

It is recommended that the City Council:

- 1) Approve the FY 2021-2022 Recommended Budget effective July 1, 2021;
- 2) Direct the City Manager to make any necessary changes to the recommended budget for incorporation into the final budget;
- 3) Adopt Resolution No. 21-5625 adopting the City's Fiscal Year 2021-2022 annual budget
- 4) Adopt Resolution No. 21-5626 adopting the City's Gann Appropriation Limit and establishing controls on changes in appropriations for the various funds.
- 5) Adopt Resolutions No. 21-5627 and No. 21-5628 rescinding resolutions No. 20-5563 and No. 20-5564 amending the comprehensive personnel system and establishing authorized part-time and full-time positions and rates for City employees.

ATTACHMENTS

Attachment "A":	FY 2021-2022 Recommended Budget
Attachment "B":	Resolution No. 21-5625(Budget)
Attachment "C":	Resolution No. 21-5626 (Appropriations Limit)
Attachment "D"	Resolution No. 21-5627 (PT)
Attachment "E"	Resolution No. 21-5628 (FT)

CITY OF LA PUENTE



RECOMMENDED BUDGET FOR THE FISCAL YEAR ENDED JUNE 30, 2022

**PREPARED APRIL 29, 2021
PRESENTED MAY 25, 2021**

RESOLUTION NO. 21-5625

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA, APPROVING THE
RECOMMENDED BUDGET AND CAPITAL
IMPROVEMENT PROGRAM FOR FISCAL YEAR 2020-
2021**

WHEREAS, in accordance with Section 2.08.060 of the La Puente Municipal Code, the City Manager has prepared and submitted to the City Council the Fiscal Year 2021-2022 Recommended Budget and Capital Improvement Program; and

WHEREAS, the City Council, as the legislative body of the City, has reviewed and accepted the Recommended Budget and Capital Improvement Program; and

WHEREAS, the City Council has determined that it is necessary for the efficient management of the City that certain sums of revenue of the City be appropriated to the various departments and activities of the City.

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

Section 1. That certain document on file in the office of the City Clerk of the City of La Puente marked and designated "Recommended Budget FY 2021-2022" has been prepared and submitted by the City Manager, and accepted by the City Council, and is hereby adopted.

Section 2. That the amounts designated, on file in the City Clerk's office and incorporated herein by reference are hereby appropriated from the revenue and unappropriated fund balance of the City of La Puente to the department, fund or activity of the City for which they are designated, and such appropriation shall be neither increased nor decreased except as provided herein.

Section 3. That the legal level of budgetary control shall be at the fund level and total appropriations for each fund may only be increased or decreased by the City Council by passage of a resolution amending the budget.

Section 4. That the following controls are hereby placed on the use and transfer of budget funds:

A. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the City Council or City Manager as described below:

i. The City Manager may authorize all transfers of funds from account to account within any department.

ii. The City Manager may authorize transfers of funds between departments within the same fund.

iii. The City Manager may delegate to Department Heads the authority to make budget transfers within their own departments.

iv. The City Manager may authorize budget adjustments involving offsetting revenues and expenditures; the City Manager may authorize increases or decreases in an appropriation for a specific purpose where the appropriation is offset by unbudgeted revenue, which is designated for said specific purpose.

B. The City Manager may authorize the expenditure of funds for purchasing and contracts in conformance with Section 2.20 (Purchasing) of the La Puente Municipal Code.

C. The City Manager may authorize change orders on public works contracts in amounts not to exceed ten percent (10%) of contract amounts if sufficient appropriated funds are available.

Section 6. 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 7. 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 25th day of May, 2021, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk

RESOLUTION NO. 21-5626

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA ADOPTING THE CITY'S
FISCAL YEAR 2021-2022 GANN APPROPRIATION LIMIT,
AND ESTABLISHING CONTROLS ON CHANGES IN
APPROPRIATIONS FOR THE VARIOUS FUNDS**

WHEREAS, the appropriations limit for the fiscal year 2020-2021 was \$103,974,007; and

WHEREAS, the City of La Puente has complied with all the provisions of Article XIII B of the California Constitution in determining the appropriations limit for Fiscal Year 2021-2022.

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

Section 1. That the City of La Puente's Appropriation Limit (Exhibit A) in fiscal year 2021-2022 shall be \$109,193,502. The proceeds of taxes are \$15,036,451 and are below the appropriation limit. There is no excess of taxes over the appropriation limit.

PASSED, APPROVED and ADOPTED this 25th day of May, 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
Gann Appropriations Limit
Fiscal Year 2021-2022
EXHIBIT "A"

FY 2020-2021	Appropriations Limit, as adjusted	\$	103,974,007
	Change in state Per Capita Income (cost of living factor)	%	5.7300
	Change in City of La Puente population	%	(0.67)
	Calculation of factor	(1.0573 x .9933) =	1.0502
FY 2021-2022	Appropriations Limit	= \$	<u>109,193,502</u>
FY 2021-2022	Proceed of Taxes	\$	<u>(15,036,451)</u>
FY 2021-2022	Amount Under Appropriations Limit	\$	<u>94,157,051</u>

The establishment of the appropriations limit for the following fiscal year is required by each agency per Article XIII B of the California Constitution-Gann Initiative. The City can select the larger of the percentage growth of the City or County for growth. Also, the City can select the larger of the percentage increase in the State's per capita income or the increase in the City's new construction nonresidential assessed valuation can be utilized for inflation. The following are the rates provided by Department of Finance, County Assessor Office and HdL Coren & Cone.

Change in Population Growth (Dept. of Finance)

City of La Puente	-0.67%
County of Los Angeles	-0.89%
Change in State's Per Capita Income	5.73%
Change in City's new construction nonresidential assessed valuation	0.33%

CITY OF LA PUENTE
Proceeds of Taxes
Fiscal Year 2021-2022

<u>Proceeds of Taxes</u>	<u>Budget</u>
Sales & Use Tax	\$ 6,551,700
Franchise Tax	1,113,600
Transient Occupancy Tax	210,000
Property Transfer Tax	70,000
Business License Tax	90,000
Property Tax	6,865,300
Landscape Maintenance	8,800
Interest Earnings on Tax Proceeds	<u>127,051</u>
Total Proceeds of Taxes	<u>\$ 15,036,451</u>

RESOLUTION NO. 21-5627

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, RESCINDING RESOLUTION NO. 20-5563, AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM AND ESTABLISHING AUTHORIZED PART-TIME POSITIONS AND HOURLY RATES FOR CITY EMPLOYEES

WHEREAS, the City Council wishes to amend and establish part-time positions and hourly rates for City employees for the 2021-2022 Fiscal year, effective July 1, 2021.

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

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

SECTION 2. Effective July 1, 2021, Resolution 20-5563 is hereby rescinded.

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

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

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

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

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

PASSED, APPROVED AND ADOPTED this 25th day of May 2021, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk

RESOLUTION NO. 21-5628

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, RESCINDING RESOLUTION NO. 20-5564 AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM AND ESTABLISHING THE NUMBER OF AUTHORIZED FULL-TIME POSITIONS AND MONTHLY SALARY RANGES FOR CITY EMPLOYEES

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

WHEREAS, a Park Maintenance Worker position and salary range will be added to the Classified, Non-Exempt class; and

WHEREAS, all other full-time positions will remain the same for the remainder of the 2021-2022 fiscal year as approved by the City Council; and

WHEREAS, the City Council wishes to rescind Resolution 20-5564 to establish the number of authorized full-time positions and monthly salary ranges for City employees for Fiscal Year 2021-2022 fiscal year, effective July 1, 2021.

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

SECTION 1. Effective July 1, 2021, Resolution 20-5564 is hereby rescinded.

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

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED this 25th day of May 2020, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 25, 2021

From: Bob Lindsey, City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF UPDATES TO THE COMMUNITY ENGAGEMENT SUPERVISOR JOB DESCRIPTION AND DISCUSSION AND DIRECTION REGARDING HIRING A COMMUNITY ENGAGEMENT SUPERVISOR

BACKGROUND

On November 19, 2020, the City Council approved a revised job description for the position of Community Engagement Supervisor to serve as a liaison between the La Puente Community Foundation and City Staff.

On April 13, 2021, Staff provided the City Council with an update regarding the hiring of a community engagement supervisor and an update regarding the La Puente Community Foundation. Also on April 13, 2021, the City Council tabled the discussion, requested additional information regarding the La Puente Community Foundation, and requested revisions to the job description.

On April 27, 2021, the City Attorney's Office provided an overview of the structure of the La Puente Community Foundation as well as an update to the Community Engagement Supervisor job description to include verbiage that the position is expected to serve as a liaison with the Director of Community Services and only authorized to provide direction to City of La Puente staff, including volunteers during La Puente Community Foundation events. The City Council requested additional changes to the job description and for it to be presented at the next City Council meeting for review and approval before filling this position.

DISCUSSION

1. Revised Community Engagement Supervisor Job Description

City Staff has revised the Community Engagement Supervisor Job Description to include an essential function that this position will limit disruption to programming at park and recreational facilities that offered by the City. Additionally, Councilmember Argudo has suggested some additional edits to the job description as noted in Attachment B.

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 be 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: (1) approve the revised Community Engagement Supervisor job description; and (2) provide direction to City Staff 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 (Revised)
Attachment B:	Councilmember Argudo's Suggested Job Description Revisions



Community Engagement Supervisor

Department/Division:	City Manager's Office
Reports To:	City Manager
Liaisons with:	Director of Community Services, Community Services Coordinators, Community Services Specialists, Community Services Leaders
FLSA Exemption Status:	Classified, Exempt
Employment Exemption Status:	At-Will
Date Prepared:	May 11, 2021

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 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.
17. Limit disruption to programming at park and recreational facilities offered by the City.

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 Community Engagement Supervisor

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.

Suggested Changes

Title Recommendations: Community Foundation Manager
Community Foundation Coordinator
Community Foundation Liaison

Add Provides support to: The La Puente Community Foundation

Liaisons with: City Departments and City Staff

General Purpose:

Changes last sentence to read “coordinates assigned activities and liaisons with other city departments to provide support for the assigned activities.

Essential Functions:

6. Serves as a liaison between the La Puente Community Foundation and the city manager, city departments, elected officials, and the public.
 9. Works in conjunction with city departments to secure staffing resources and supervise volunteers for all La Puente Community Foundation events.
- Add 18. Track and evaluate the Foundation’s fundraising plans on a regular basis.

Education/Training/Experience:

- Minimum of 3 years of proven experience in fundraising/donor relations, communications/marketing, public relations, non-profit administration/management, or related field.
- Minimum of 2 years working in nonprofit event fundraising.
- Experience of putting together and packaging persuasive and imaginative fundraising proposals for presentation to potential donors.
- Demonstratable experience of identifying, establishing, and retaining new supporters and fundraising committee/groups.
- Experience working with business communities.
- Experience with recruiting, training, and developing volunteers.
- Previous experience in event management, fundraising events, and project management.

RESOLUTION NO. 21-5629

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE ALLOWING CERTAIN CLAIMS AND
DEMANDS IN THE AMOUNT \$1,493,729.94 (WARRANT
REGISTER 1509)**

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 5421 through 5503 ACH(s) numbered 239 through 243 and Draft numbered 01267 through 01276 except for voided warrant 5500 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 25th day of May 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 5/1/2021 - 5/14/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
239	5/14/2021	SEIU	COPE FUND		10.00
	INV0005706	COPE FUND CONTRIBUTION		100-20380	2.35
	INV0005706	COPE FUND CONTRIBUTION		260-20380	2.65
	INV0005769	COPE FUND CONTRIBUTION		100-20380	3.05
	INV0005769	COPE FUND CONTRIBUTION		260-20380	1.95
240	5/14/2021	SEIU	SEIU - LOCAL 721		916.62
	INV0005705	EMPLOYEE DUES		100-20380	280.89
	INV0005705	EMPLOYEE DUES		200-20380	28.54
	INV0005705	EMPLOYEE DUES		203-20380	17.86
	INV0005705	EMPLOYEE DUES		205-20380	17.38
	INV0005705	EMPLOYEE DUES		210-20380	31.61
	INV0005705	EMPLOYEE DUES		215-20380	3.73
	INV0005705	EMPLOYEE DUES		260-20380	23.59
	INV0005705	EMPLOYEE DUES		285-20380	54.71
	INV0005768	EMPLOYEE DUES		100-20380	284.07
	INV0005768	EMPLOYEE DUES		200-20380	33.89
	INV0005768	EMPLOYEE DUES		203-20380	19.54
	INV0005768	EMPLOYEE DUES		205-20380	16.66
	INV0005768	EMPLOYEE DUES		210-20380	33.78
	INV0005768	EMPLOYEE DUES		215-20380	3.73
	INV0005768	EMPLOYEE DUES		260-20380	17.85
	INV0005768	EMPLOYEE DUES		285-20380	48.79
241	5/14/2021	ENTFMT	ENTERPRISE FM TRUST		4,379.40
	FBN4193473	05/21 VEHICLE MTCE		555-3150-53812	1,062.27
	FBN4193473	05/21 VEHICLE LEASE		555-3150-53912	3,317.13
242	5/14/2021	SIEIND	SIEMENS INDUSTRY INC.		5,437.86
	5610265330	03/21 TS MTCE		200-3120-53819	1,560.50
	5620033398	03/21 TS CALL OUTS		200-3120-53819	3,877.36
243	5/14/2021	TANKO	TANKO LIGHTING		15,075.00
	66519	02/21 POLE INSTALLATION-MAIN ST		285-3330-53111	8,484.50
	66633	04/22 POLE INSTALLATION-HACIENDA		285-3330-53111	4,759.50
	66634	04/21 POLE INSTALLATION-VALLEY BLVD		285-3330-53111	1,831.00
5421	5/7/2021	AIRGAS	AIRGAS USA LLC		538.31
	9112438377	CARBON DIOXIDE FOR PAINT SPRAYER		100-3330-53011	538.31
5422	5/7/2021	AMABUS	AMAZON CAPITAL SERVICES INC		23.06
	13DR-RFYV-6CWP	OFFICE SUPPLIES		100-3300-53011	23.06
5423	5/7/2021	AMEIND	AMERICAN INDUSTRY FENCE		405.00
	RI53779	04/16-05/15 LP PARK FENCE RENTAL		100-3330-53012	405.00
5424	5/7/2021	AMERLE	AMERICAN LEGAL		95.00
	7726	05/21-05/22 INTERNET RENEWAL		100-1120-53412	95.00
5425	5/7/2021	ANTSP0	ANTHEM SPORTS, LLC		4,238.08
	295552	LP PARK-BASEBALL BASES		285-3330-53822	1,385.66
	299665	LP PAKR BASEBALL BASES		285-3330-53822	635.02
	300306	LP PARK PITCHING SUPPLIES		285-3330-53822	1,027.40
	302998	LP PARK BASEBALL BASES		285-3330-53822	1,190.00
5426	5/7/2021	ATT	AT&T		720.48
	000016381121	03/28-04/27 PHONE-PRIMARY RATE		100-1150-53715	166.16

Check Register Report

Payment Dates: 5/1/2021 - 5/14/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	000016381123	03/28-04/27 PHONE-MTCE YARD ALARM		285-3330-53715	22.09
	000016381125	03/28-04/27 PHONE-CITY HALL LINE		100-1150-53715	353.54
	00006381124	03/28-04/247 PHONE-CH FAX LINES		100-1150-53715	112.46
	INV0005733	03/28-04/27 PHONE - 911 LINE SR CENTER		100-4130-53715	66.23
5427	5/7/2021	HONEY	BEE REMOVERS		135.00
	599044	PUBLIC RIGHT OF WAY-BEE REMOVAL		200-3120-53815	135.00
5428	5/7/2021	CABUST	CALIFORNIA BUILDING STANDARDS		387.90
	INV0005734	07-09/20 BLDG REV FUND		100-48900	-43.10
	INV0005734	07-09/20 BLDG REV FUND		600-47441	431.00
5429	5/7/2021	CBEEQU	CELL BUSINESS EQUIPMENT		1,046.41
	5014861240	05/11-06/10 FACILITY COPIER LEASE		100-1150-53911	1,046.41
5430	5/7/2021	CED	CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC		106.76
	3301-1001596	CH-DAYLIGHT LIGHT BULBS		100-1150-53011	106.76
5431	5/7/2021	DAN	DANIEL JIMENEZ		240.00
	INV0005739	CARPS RENTAL-SPORT COMPLEX CEREMONY		100-4140-53979	240.00
5432	5/7/2021	ARGDAV	DAVID ARGUDO		56.65
	INV0005737	LUNCH MTG REIM-ARGUDO		100-1100-53972	56.65
5433	5/7/2021	DELCOM	DELHAVEN COMMUNITY CENTER		635.00
	INV1260	04/21 NATURE PARK SVC		100-4100-53111	375.00
	INV1260	04/21 CAR DETAILING SVC		555-3150-53812	260.00
5434	5/7/2021	EDISON	EDISON CO		31,488.16
	INV0005726	03/25-04/27 ELEC-YLAC		100-4110-53712	2,345.77
	INV0005727	03/25-04/27 ELEC - 15612 TEMPLE AVE		285-3330-53712	197.30
	INV0005728	03/25-04/27 ELEC - 15614 TEMPLE AVE		285-3330-53712	450.83
	INV0005729	04/01-04/30 ELEC - VARIOUS		200-3120-53713	14,446.87
	INV0005730	04/01-04/30 ELEC - ST LIGHTS LS-2B		200-3120-53713	2,965.94
	INV0005731	04/01-04/30 ELEC - 1744 ST LIGHTS LS-1/OPTION E		285-3330-53712	11,028.92
	INV0005732	03/25-04/27 ELEC - 14416 AMAR RD TC1		200-3120-53713	52.53
5435	5/7/2021	GARDA	GARDAWORLD		294.75
	10634801	05/2021 ARMORED TRAN SVC		100-1130-53111	294.75
5436	5/7/2021	GOODW	GOODWILL INDUSTRIES OF SO CA		225.00
	INV0005738	REFUND-BL #20963 OVERPAYMENT		100-48900	225.00
5437	5/7/2021	HACLWN	HACIENDA LAWNMOWER SHOP		121.86
	5558	MTCE TOOLS		100-3330-53012	71.11
	5567	MTCE TOOLS		100-3330-53012	50.75
5438	5/7/2021	HACOUT	HACIENDA OUTLET		224.33
	29582	MTCE DEPT-UNIFORMS		100-3330-53015	101.17
	29584	MTCE DEPT-UNIFORMS		100-3330-53015	123.16
5439	5/7/2021	JCLBAR	JCL TRAFFIC		760.14
	108820	ST SIGNS/STICKERS		200-3120-53821	247.62
	108848	LP PARK-STRIPING SPRAY PAINT		285-3330-53822	66.02
	108966	VARIOUS ST SIGNS/MARKINGS		200-3120-53821	446.50
5440	5/7/2021	LACSHF	LA CO SHERIFF'S DEPT		577,451.51
	211713AL	02/21 LAW ENF SVC		100-2100-53110	522,499.82
	211713AL	02/21 LIABILITY INSURANCE		100-2100-53186	54,951.69
5441	5/7/2021	LAPUCA	LA PUENTE CAR WASH & QUICK LUBE, INC.		1,048.00
	1013	02/20-04/21 CITY VEH CAR WASH SVCS		555-3150-53812	1,048.00
5442	5/7/2021	LPVCWD	LA PUENTE VALLEY CO WATER		918.91
	INV0005735	02/17-04/19 WTR-COMM CTR		100-4100-53714	459.46

Check Register Report

Payment Dates: 5/1/2021 - 5/14/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0005735	02/17-04/19 WTR-YLAC		100-4110-53714	459.45
5443	5/7/2021	LANWEST	LANDSCAPE WEST MANAGEMENT SERVICES INC		10,267.91
	9796	03/21 MEDIAN LANDSCAPE REPAIR - TEMPLE/NANTES		200-3120-53815	1,015.00
	9797	03/21 MEDIAN LANDSCAPE REPAIR - TEMPLE/NANTES		200-3120-53815	1,595.00
	9841	04/21 SR CENTER LANDSCAPE SVC		100-4130-53814	168.48
	9841	04/21 MEDIANS LANDSCAPE SVC		200-3120-53814	5,408.74
	9841	04/21 CH LANDSCAPE SVC		285-3330-53814	2,080.69
5444	5/7/2021	LOCKSP	LOCKS PLUS, INC		671.96
	33925	REPAIR-NELSON PARK GATE		100-3330-53822	671.96
5445	5/7/2021	MANCIL	MANCILLA'S QUALITY PRINTING		82.50
	14358	FLYERS-SPORT COMPLEX CEREMONY		100-4140-53979	82.50
5446	5/7/2021	MARK	MARK'S WELDING SERVICE		4,575.00
	7	WELDING SVC-BASEBALL FIELD POLES		285-3330-53822	4,575.00
5447	5/7/2021	NATCON	NATIONAL CONSTRUCTION RENTALS		59.28
	6106945	04/18-05/15 LP PARK TEMP FENCE		100-3330-53822	59.28
5448	5/7/2021	NICLUM	NICHOLS LUMBER & HARDWARE CO		133.37
	234307/1	LANDSCAPE SUPPLIES		285-3330-53822	133.37
5449	5/7/2021	PRUDOV	PRUDENTIAL OVERALL SUPPLY		125.71
	52448452	02/10 CH MAT RENTAL		100-1150-53813	52.15
	52452499	CH MAT RENTAL		100-1150-53813	73.56
5450	5/7/2021	QUAD	QUADIENT		2,999.61
	31218389	CH POSTAGE		100-1150-53211	2,999.61
5451	5/7/2021	RESOUR	RESOURCE BUILDING MATERIALS		213.86
	3090088	CONCRETE MIX		285-3330-53822	213.86
5452	5/7/2021	CARRRI	RICARDO CARRILLO		64.02
	INV0005736	MTCE VEH-FUEL		555-3150-53014	64.02
5453	5/7/2021	RRMDES	RRM DESIGN		9,029.50
	2147-01-0321	LP HOUSING ELEMENT UPDATE		100-3300-53111	9,029.50
5454	5/7/2021	SITEON	SITEONE LANDSCAPE SUPPLY, LLC		3,432.60
	108011241-001	IRRIGATION SUPPLIES		100-3330-53012	342.41
	108314346-001	IRRIGATION SUPPLIES		285-3330-53822	429.71
	108363628-001	IRRIGATION SUPPLIES		285-3330-53822	162.11
	108468629-001	IRRIGATION SUPPLIES		285-3330-53822	1,974.41
	108492733-001	IRRIGATION SUPPLIES		285-3330-53822	19.08
	108576578-001	IRRIGATION SUPPLIES		285-3330-53822	409.19
	108606339-001	IRRIGATION SUPPLIES		285-3330-53822	95.69
5455	5/7/2021	SMART	SMART & FINAL		129.97
	378699	SUPPLIES-SPORT COMPLEX CEREMONY		100-4140-53979	129.97
5456	5/7/2021	AQMD	SOUTH COAST AQMD		137.63
	3810475	FY 07/20-06/21 - SC AQMD FEE		100-4130-53811	137.63
5457	5/7/2021	SPOFIE	SPORTS FIELD SERVICES		850.00
	211904	03/21 IRRIGATION DESIGN-LP PARK TEMPLE		100-3330-53111	850.00
5458	5/7/2021	STANLE	STANLEY PEST CONTROL, INC.		165.00
	347404	04/21 SNACK BAR PEST CONTROL		100-3330-53822	80.00
	347407	04/21 ABBEY PEST CONTROL		200-3120-53814	85.00
5459	5/7/2021	STOTZE	STOTZ EQUIPMENT		336.03
	P36840	TRACTOR PARTS		555-3150-53812	336.03

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5460	5/7/2021 112817535-0001	SUNBELT TOOL RENTAL-DRILL	SUNBELT RENTALS, INC.	100-3330-53822	303.94 303.94
5461	5/7/2021 7027949	TCFNAT TORO REELMASTER LEASE PYMT	TCF NATIONAL BANK	285-3330-53911	1,512.00 1,512.00
5462	5/7/2021 4730	THESAU MTCE DEPT-POLO SHIRTS	THE SAUCE CREATIVE SERVICES CORP	100-3330-53015	557.13 557.13
5463	5/7/2021 2021-885991-00 2021-886787-00	VISTA GRAFFITI REMOVAL SUPPLIES GRAFFITI REMOVAL SUPPLIES	VISTA PAINT	200-3120-53016 200-3120-53016	1,130.86 879.56 251.30
5464	5/7/2021 003-34318 003-34319 003-34320 003-34321 003-34322 003-34323 003-34327 003-34333 003-34342 003-34342 003-34343 003-34343 003-34344 003-34344	WILENG 03/21 - FINAL TRACT MAP NO 77117 03/21 RULE 20A UNDERGROUND - AMAR RD 03/21 NPDES SERVICES 03/21 CONCRETE REPAIRS PROJECT 03/21 SEWER PARK IMPROV - LP COMMUNITY CENTER 03/21 SANITARY SWR MTCE - BID PKG 03/21 SEWER PLAN UPDATE 03/21 ENGINEERING PERMITS 03/21 - SLURRY SEAL PROGRAM ON VARIOUS STREETS 03/21 - SLURRY SEAL PROGRAM ON VARIOUS STREETS 03/21 LP PUBLIC WORKS SVC ROAD 03/21 LP PUBLIC WORKS SVC ROAD 03/21 GRIND/OVERLAY DESIGN 03/21 GRIND/OVERLAY DESIGN	WILLDAN ENGINEERING	100-3110-53111 100-3100-53111 284-3100-53111 203-5590-59300 500-5595-59600 500-3210-53111 500-3210-53111 100-3110-53120 405-5598-59600 410-5598-59600 100-5599-59210 284-5599-59210 405-5598-59210 410-5598-59210	178,558.00 540.00 180.00 4,150.00 1,022.50 290.00 480.00 990.00 12,049.70 21,357.27 21,357.28 13,528.12 13,528.13 44,542.50 44,542.50
5465	5/14/2021 INV0005757 INV0005757 INV0005757	STADIS CHILD SUPPORT CHILD SUPPORT CHILD SUPPORT	CALIFORNIA STATE DISBURSEMENT UNIT	100-20399 200-20399 260-20399	715.33 197.50 93.75 424.08
5466	5/14/2021 INV0005762 INV0005762 INV0005762 INV0005762 INV0005762 INV0005762	NATRS Employee Contribution Employee Contribution Employee Contribution Employee Contribution Employee Contribution Employee Contribution	NATIONWIDE RETIREMENT	100-20340 200-20340 203-20340 205-20340 215-20340 285-20340	120.00 113.09 1.15 1.15 1.15 2.31
5467	5/14/2021 INV0005758 INV0005759	FTB PR WITHHOLDING ORDER PR WITHHOLDING ORDER	STATE OF CALIFORNIA FRANCHISE TAX BOARD	100-20399 100-20399	188.60 88.60 100.00
5468	5/14/2021 INV0005766 INV0005766 INV0005766 INV0005766 INV0005766 INV0005766	USBANK PARS RETIREMENT PARS RETIREMENT PARS RETIREMENT PARS RETIREMENT PARS RETIREMENT PARS RETIREMENT	U.S BANK PARS ACCT# 6746022400	100-20340 200-20340 203-20340 205-20340 260-20340 285-20340	3,635.53 2,180.73 286.37 54.46 154.44 768.31 191.22
5469	5/14/2021 INV0005749	ABACON REFUND- C & D DEPOSIT	ABA CONSTRUCTION	600-23280	4,000.00 4,000.00
5470	5/14/2021 48426 48427 48455	ACOGRO FLOWERS-LP PARK FLOWERS-LP PARK FLOWERS-LP PARK	ACOSTA GROWERS, INC.	285-3330-53822 285-3330-53822 285-3330-53822	848.93 407.93 282.24 158.76

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5471	5/14/2021	AMABUS	AMAZON CAPITAL SERVICES INC		2,990.69
	1MKF-PL9R-M797	CC RECEIPT ROLLS		100-1130-53011	28.32
	1NCP-6QHK-7RPJ	CC RECEIPT ROLLS		100-1130-53011	99.90
	1PCN-XDFQ-YPCL	RETURN-CC RECEIPT ROLLS		100-1130-53011	-21.73
	1VM9-PY9Y-HTLD	COMM CTR-COMPUTERS (2)		550-6100-53018	2,884.20
5472	5/14/2021	VERAMB	AMBER VERA		35.00
	INV0005751	PRE EMPLOYMENT LIVESCAN REIM-VERA		100-1135-53406	35.00
5473	5/14/2021	HONEY	BEE REMOVERS		295.00
	599066	BEE REMOVAL-CITY PARKWAY		200-3120-53815	295.00
5474	5/14/2021	CINTA	CINTAS CORPORATION #693		972.40
	8405122940	RESTOCK FIRST AID SUPPLIES ALL FACILITIES		100-1150-53011	972.40
5475	5/14/2021	COMWEA	COMMONWEALTH		2,250.00
	00024887	TITLE WORK-OLD VALLEY/VALLEY		100-3110-53111	2,250.00
5476	5/14/2021	CED	CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC		35.04
	3301-1001681	LIGHT BALLAST		100-1150-53012	35.04
5477	5/14/2021	DAKOTA	DAKOTA BACKFLOW CO		405.00
	50967	BACKFLOW TESTING		200-3120-53814	405.00
5478	5/14/2021	DASCON	DASH CONSTRUCTION COMPANY, INC.		63,175.80
	02	03/21 CONCRETE REPAIR RETENTION #2		203-20220	-3,325.07
	02	03/21 CONCRETE REPAIR PYMT# 2		203-5590-59300	66,500.87
5479	5/14/2021	DEPTJ	DEPT OF JUSTICE-BUREAU		241.00
	509244	04/21 FINGERPRINT SVC		100-1135-53406	241.00
5480	5/14/2021	DOUMAR	DOUG MARTIN CONTRACTING COM., INC.		426,370.75
	1	03/21 CITYWIDE SLURRY SEAL RETENTION		405-20220	-11,220.29
	1	03/21 CITYWIDE SLURRY SEAL PYMT# 1		405-5598-59300	224,405.66
	1	03/21 CITYWIDE SLURRY SEAL RETENTION		410-20220	-11,220.28
	1	03/21 CITYWIDE SLURRY SEAL PYMT#1		410-5598-59300	224,405.66
5481	5/14/2021	EDISON	EDISON CO		137.34
	INV0005773	04/05-05/03 ELEC-15250 TEMPLE		200-3120-53713	68.32
	INV0005774	04/05-05/03 ELEC-14951 NELSON		200-3120-53713	69.02
5482	5/14/2021	EMPAME	EMPLOY AMERICA		3,640.00
	58D2101-IN	04/21 BUS SHELTER MTCE		210-3130-53816	3,640.00
5483	5/14/2021	FRANKL	FRANKLIN AIR CONDITIONING &		718.00
	44509	CC-A/C INSPECTION		285-3330-53813	130.00
	44517	CC-A/C LEAK REPAIR		285-3330-53813	588.00
5484	5/14/2021	GALLS	GALLS		309.95
	018222756	POSSE BOXES		100-2110-53012	309.95
5485	5/14/2021	GRAWES	GRAY WEST CONSTRUCTION		500.00
	INV0005775	REFUND-C & D DEPOSIT		600-23280	500.00
5486	5/14/2021	HMEDEP	HOME DEPOT CRC		1,870.36
	1284646	CC COURTYARD FLOWERS		285-3330-53813	303.32
	2020477	SUPPLIES-LP PARK		285-3330-53822	160.44
	2020478	GRAFFITI SUPPLIE		200-3120-53016	194.83
	2024496	GRAFFITI SUPPLIES		200-3120-53016	75.35
	24657	REBAR/HOSE/MTCE TOOLS		285-3330-53822	225.56
	3015449	SUPPLIES-LP PARK		285-3330-53822	222.20
	3020412	SUPPLIES-LP PARK		285-3330-53822	245.32
	3094824	PARAWEDGE		285-3330-53822	68.53
	6510509	MTCE SUPPLIES		100-3330-53012	100.48

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	7060748	MAKITA DUAL BLADE		100-3330-53012	109.47
	7181657	MAKITA DUAL PURPOSE BLADE		100-3330-53012	-87.56
	7271391	BLACK POLY SHEETING		285-3330-53822	65.68
	7284950	CH FLOWERS		100-1150-53814	186.74
5487	5/14/2021 INV0005752	GUZINE PRE EMPLOYMENT LIVESCAN REIM-GUZMAN	INES GUZMAN	100-1135-53406	37.00 37.00
5488	5/14/2021 INV0005776	BUCJEF SUPPLIES REIMBURSEMENT-BUCKWELL	JEFFREY BUCKWELL	100-1150-53011	347.90 347.90
5489	5/14/2021 IN210000867	LACRDD 10-03/21 TS CALIFORNIA@NELSON	LA CO DEPT PUBLIC WORKS	200-3120-53819	1,045.71 1,045.71
5490	5/14/2021 212188VC	LACSHF 01-03/21 FUEL	LA CO SHERIFF'S DEPT	555-3150-53014	289.20 289.20
5491	5/14/2021 INV-2021000117	LEA360 OFFICE 365 QTR BILLING 01-06/21	LEAR360	550-6100-53017	5,087.75 5,087.75
5492	5/14/2021 5 6	MARK LP PARK-STORM DRAIN GRATE STEEL PLAQUE STAND	MARK'S WELDING SERVICE	285-3330-53822 285-3330-53822	2,180.00 1,500.00 680.00
5493	5/14/2021 3607-224079 3607-224412 3607-227526	OREILLY MTCE VEHICLE BATTERY MINI BULB PARTS-MTCE VEHICLE	O'REILLY AUTO PARTS	555-3150-53812 555-3150-53812 555-3150-53812	263.77 182.22 6.82 74.73
5494	5/14/2021 INV0005748 INV0005748 INV0005748 INV0005748 INV0005748 INV0005748 INV0005748 INV0005748	LAPUPC CAKE-DUNLAP WATER-DUNLAP WATER-DUNLAP PASSPORT POSTAGE ANIMAL CONTROL SUPPLIES-HERNANDEZ WHISTLES-CARRILLO KEYS FOR MTCE-CARRILLO KEYS-CARRILLO	PETTY CASH	100-1100-53976 100-1150-53011 100-1150-53011 100-1150-53211 100-2130-53011 100-3100-53012 100-3100-53012 100-3330-53012	123.09 47.46 7.07 4.23 7.95 15.39 10.99 15.00 15.00
5495	5/14/2021 5556	SGVCHAMBER 2021 ANNUAL MEMBERSHIP RENEWAL	REGIONAL CHAMBER OF COMMERCE-SAN GABRIEL VALLEY	100-1100-53971	250.00 250.00
5496	5/14/2021 180051494537	SOSUBW 03/25-04/23 WTR-HACIENDA/TEMPLE	SUBURBAN WATER SYSTEMS	200-3120-53714	1,299.51 1,299.51
5497	5/14/2021 INV0005753	TAYHOW PRE EMPLOYMENT LIVESCAN REIM-TAYLOR	TAYLOR HOWARD	100-1135-53406	67.00 67.00
5498	5/14/2021 INV0005754	USPSE CH-POSTAGE MACHINE P.O.C.#386-47819	UNITED STATES POSTAL SERV	100-1150-53211	5,000.00 5,000.00
5499	5/14/2021 INV0005741 INV0005741 INV0005741 INV0005741 INV0005741 INV0005741 INV0005741 INV0005741 INV0005741 INV0005741 INV0005741 INV0005741	CALCARD LUNCH MTG LUNCH MTG AC TRAINING-LUNCH MTG LUNCH MTG RETIREMENT GIFT BACKGROUND SVC ADOBE ACROPRO VESTA AT &T LAPTOP CHARGER FUEL FUEL FUEL	US Bank CalCard	100-1110-53972 100-1110-53972 100-1110-53972 100-1110-53972 100-1110-53976 100-1135-53406 100-2130-53011 100-2130-53011 550-6100-53018 555-3150-53014 555-3150-53014 555-3150-53014	7,616.80 37.69 52.92 91.00 48.96 74.95 16.95 14.99 40.59 65.45 100.00 100.00 24.52

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	INV0005741	FUEL		555-3150-53014	59.35
	INV0005741	FUEL		555-3150-53014	123.01
	INV0005741	FUEL		555-3150-53014	62.81
	INV0005741	CARWASH		555-3150-53812	39.99
	INV0005741	CARWASH		555-3150-53812	11.00
	INV0005742	CPE CLASS-GRUNKLEE		100-1130-53972	228.00
	INV0005742	VESTA AT& T		100-2130-53011	40.59
	INV0005742	VESTA AT &T		100-2130-53011	40.59
	INV0005742	VESTA AT &T		100-2130-53011	40.59
	INV0005742	WP DIRECTORY		550-6100-53018	299.50
	INV0005744	SUBSCRIPTION		100-4100-53971	598.44
	INV0005744	STENCIL EASE		100-4110-53980	169.99
	INV0005744	ANNUAL PLAN-SURVEY MONKEY		100-4140-53415	384.00
	INV0005744	LUNCH MTG		100-4140-53979	253.49
	INV0005744	ICE-VACCINE CLINIC STAFF		100-4140-53979	17.05
	INV0005744	SUPPLIES-VACCINE CLINIC		100-4140-53979	22.00
	INV0005744	LUNCH MTG-VACCINE CLINIC		100-4140-53979	131.98
	INV0005744	LUNCH MTG-VACCINE CLINIC STAFF		100-4140-53979	29.67
	INV0005744	LUNCH MTG-VACCINE CLINIC		100-4140-53979	35.18
	INV0005744	LUNCH MTG-VACCINE CLINIC STAFF		100-4140-53979	131.98
	INV0005744	LUNCH MTG-VACCINE CLINIC STAFF		100-4140-53979	131.98
	INV0005744	ICE-VACCINE CLINIC		100-4140-53979	12.18
	INV0005744	ICE-EGGSTRAVAGANZA		100-4140-53979	11.37
	INV0005744	LUNCH MTG-VACCINE CLINIC		100-4140-53979	103.68
	INV0005744	RADIO RENTAL-EGGSTRAVAGANZA EVENT		100-4140-53979	659.63
	INV0005744	LUNCH MTG		100-4140-53979	59.50
	INV0005744	SUPPLIES		100-4140-53979	175.60
	INV0005744	ZOOM MTG-PARKS MASTER PLAN		550-6100-53017	14.99
	INV0005745	SO CAL MEMBERSHIP-RUBIO		100-3320-53972	30.00
	INV0005745	SAMPLE STONE-PARK SIGN		100-3330-53011	32.95
	INV0005745	SAMPLE STONE-PARK SIGN		100-3330-53011	57.95
	INV0005745	MEASURING WHEEL-CREDIT		100-3330-53012	-153.24
	INV0005745	MEASURING WHEEL		100-3330-53012	153.24
	INV0005745	CUSTOM PLAQUE/DESIGN		100-3330-53012	1,958.89
	INV0005745	SO CAL MEMBERSHIP-ALVARDO		100-3330-53972	35.00
	INV0005745	SO CAL MEMBERSHIP-SANCHEZ		100-3330-53972	35.00
	INV0005745	CO CAL MEMBERSHIP-CARRILLO		100-3330-53972	35.00
	INV0005746	GO TO WEBINAR LITE		550-6100-53017	63.00
	INV0005746	ZOOM MTG		550-6100-53017	749.85
	INV0005746	GO TO WEBINAR LITE		550-6100-53017	63.00
5501	5/14/2021	VOLDEF	VOLUNTEERS IN DEFENSE OF ANIMALS		1,878.00
	INV0005747	03/21 ANIMAL SHELTER SVC		100-2130-53111	1,878.00
5502	5/14/2021	WESCO	WEST COAST ARBORISTS INC		4,459.10
	171801	04/01-15 PKWY TREE MTCE		200-3120-53815	4,459.10
5503	5/14/2021	WILENG	WILLDAN ENGINEERING		38,066.17
	002-24467	04/21 BUILDING & SAFETY		100-3310-53111	38,066.17
DFT0001267	5/14/2021	ICMARC	VANTAGEPOINT TRANSFER AGENTS-457		94.67
	INV0005760	EMPLOYEE LOAN REPYMT		100-20399	66.85
	INV0005760	EMPLOYEE LOAN REPYMT		210-20399	27.82
DFT0001268	5/14/2021	ICMARC	VANTAGEPOINT TRANSFER AGENTS-457		1,300.00
	INV0005761	EMPLOYEE CONTRIBUTIONS		100-20399	793.12
	INV0005761	EMPLOYEE CONTRIBUTIONS		200-20399	130.72
	INV0005761	EMPLOYEE CONTRIBUTIONS		203-20399	74.86
	INV0005761	EMPLOYEE CONTRIBUTIONS		205-20399	74.86
	INV0005761	EMPLOYEE CONTRIBUTIONS		210-20399	54.37
	INV0005761	EMPLOYEE CONTRIBUTIONS		215-20399	64.50

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	INV0005761	EMPLOYEE CONTRIBUTIONS		260-20399	40.62
	INV0005761	EMPLOYEE CONTRIBUTIONS		285-20399	66.95
DFT0001269	5/14/2021	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		11,715.21
	INV0005763	EMPLOYER CONTRIBUTION		100-20360	8,388.91
	INV0005763	EMPLOYER CONTRIBUTION		200-20360	745.23
	INV0005763	EMPLOYER CONTRIBUTION		203-20360	424.68
	INV0005763	EMPLOYER CONTRIBUTION		205-20360	415.04
	INV0005763	EMPLOYER CONTRIBUTION		210-20360	347.82
	INV0005763	EMPLOYER CONTRIBUTION		215-20360	193.41
	INV0005763	EMPLOYER CONTRIBUTION		260-20360	527.75
	INV0005763	EMPLOYER CONTRIBUTION		261-20360	30.60
	INV0005763	EMPLOYER CONTRIBUTION		285-20360	641.77
DFT0001270	5/14/2021	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		7,595.29
	INV0005764	PERS- NEW EMPLOY CONTRB		100-20399	5,325.16
	INV0005764	PERS- NEW EMPLOY CONTRB		200-20399	481.62
	INV0005764	PERS- NEW EMPLOY CONTRB		203-20399	300.21
	INV0005764	PERS- NEW EMPLOY CONTRB		205-20399	291.43
	INV0005764	PERS- NEW EMPLOY CONTRB		210-20399	192.90
	INV0005764	PERS- NEW EMPLOY CONTRB		215-20399	163.86
	INV0005764	PERS- NEW EMPLOY CONTRB		260-20399	390.01
	INV0005764	PERS- NEW EMPLOY CONTRB		261-20399	17.40
	INV0005764	PERS- NEW EMPLOY CONTRB		285-20399	432.70
DFT0001271	5/14/2021	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		745.67
	INV0005765	EMPLOYEE PORTION		100-20360	688.69
	INV0005765	EMPLOYEE PORTION		200-20360	16.28
	INV0005765	EMPLOYEE PORTION		210-20360	8.14
	INV0005765	EMPLOYEE PORTION		285-20360	32.56
DFT0001272	5/14/2021	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		35.00
	INV0005767	SURVIVORS LIFE INSURANCE		100-20350	26.82
	INV0005767	SURVIVORS LIFE INSURANCE		200-20350	1.76
	INV0005767	SURVIVORS LIFE INSURANCE		203-20350	1.10
	INV0005767	SURVIVORS LIFE INSURANCE		205-20350	1.05
	INV0005767	SURVIVORS LIFE INSURANCE		210-20350	0.97
	INV0005767	SURVIVORS LIFE INSURANCE		215-20350	0.47
	INV0005767	SURVIVORS LIFE INSURANCE		260-20350	0.89
	INV0005767	SURVIVORS LIFE INSURANCE		261-20350	0.06
	INV0005767	SURVIVORS LIFE INSURANCE		285-20350	1.88
DFT0001273	5/14/2021	EMPLOY	EMPLOYMENT DEVELOPMENT DEPT		4,759.68
	INV0005770	STATE INCOME TAX		100-20310	3,527.49
	INV0005770	STATE INCOME TAX		200-20310	265.72
	INV0005770	STATE INCOME TAX		203-20310	151.37
	INV0005770	STATE INCOME TAX		205-20310	164.78
	INV0005770	STATE INCOME TAX		210-20310	64.65
	INV0005770	STATE INCOME TAX		215-20310	96.68
	INV0005770	STATE INCOME TAX		260-20310	190.53
	INV0005770	STATE INCOME TAX		261-20310	3.06
	INV0005770	STATE INCOME TAX		285-20310	295.40
DFT0001274	5/14/2021	IRSPR	IRS PAYROLL TAX DEPOSIT		14,250.13
	INV0005771	FEDERAL WITHHOLDING		100-20300	10,487.05
	INV0005771	FEDERAL WITHHOLDING		200-20300	815.41
	INV0005771	FEDERAL WITHHOLDING		203-20300	407.68
	INV0005771	FEDERAL WITHHOLDING		205-20300	446.76
	INV0005771	FEDERAL WITHHOLDING		210-20300	202.13
	INV0005771	FEDERAL WITHHOLDING		215-20300	259.46
	INV0005771	FEDERAL WITHHOLDING		260-20300	771.84

Check Register Report

Payment Dates: 5/1/2021 - 5/14/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0005771	FEDERAL WITHHOLDING		261-20300	13.74
	INV0005771	FEDERAL WITHHOLDING		285-20300	846.06
DFT0001275	5/14/2021	IRSPR	IRS PAYROLL TAX DEPOSIT		4,589.50
	INV0005772	MEDICARE TAX		100-20300	3,131.08
	INV0005772	MEDICARE TAX		200-20300	301.02
	INV0005772	MEDICARE TAX		203-20300	137.58
	INV0005772	MEDICARE TAX		205-20300	172.14
	INV0005772	MEDICARE TAX		210-20300	73.52
	INV0005772	MEDICARE TAX		215-20300	62.92
	INV0005772	MEDICARE TAX		260-20300	446.46
	INV0005772	MEDICARE TAX		261-20300	6.36
	INV0005772	MEDICARE TAX		285-20300	258.42
DFT0001276	5/14/2021	EDD	EMPLOYMENT DEVELOPMENT DEPT		4,864.00
	L0307712016	01-03/21 UNEMPLOYMENT INSURANCE		100-1135-53610	4,864.00
Grand Total:					1,493,729.94

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	723,377.50
200 - GAS TAX FUND	44,080.22
203 - MEASURE M FUND	65,788.79
205 - MEASURE R FUND	1,755.69
210 - PROP A FUND	4,677.71
215 - PROP C FUND	849.91
260 - CDBG PROGRAM FUND	3,606.53
261 - CDBG CARES	71.22
284 - MEASURE W	17,678.13
285 - LIGHTING & LANDSCAPE MAINTENANCE	50,594.10
405 - 2019A CAPITAL PROJECT FUND	279,085.14
410 - 2019B CAPITAL PROJECT FUND	279,085.16
500 - SEWER CONSTRUCTION/MAINTENANCE FUND	1,760.00
550 - EQUIPMENT REPLACEMENT FUND	9,227.74
555 - VEHICLE MAINTENANCE & REPLACEMENT FUND	7,161.10
600 - SPECIAL DEPOSIT FUND	4,931.00
Grand Total:	1,493,729.94

Account Summary

Account Number	Account Name	Payment Amount
100-1100-53971	Dues & Memberships	250.00
100-1100-53972	Conferences & Meetings	56.65
100-1100-53976	Special Departmental	47.46
100-1110-53972	Conferences & Meetings	230.57
100-1110-53976	Special Departmental	74.95
100-1120-53412	Municipal Code Publishing	95.00
100-1130-53011	Operating Supplies	106.49
100-1130-53111	Contract Services - Private	294.75
100-1130-53972	Conferences & Meetings	228.00
100-1135-53406	Recruitment Expenses	396.95
100-1135-53610	Unemployment Insurance	4,864.00
100-1150-53011	Operating Supplies	1,438.36
100-1150-53012	Small Tools & Equipment	35.04
100-1150-53211	Postage & Mailing Services	8,007.56
100-1150-53715	Utility - Communications	632.16
100-1150-53813	Facility Maintenance	125.71
100-1150-53814	Landscape Maintenance	186.74
100-1150-53911	Equipment Lease/Rental	1,046.41
100-20300	FIT Payable	13,618.13
100-20310	SIT Payable	3,527.49
100-20340	PARS	2,293.82
100-20350	Group Insurance	26.82
100-20360	PERS	9,077.60
100-20380	Union Dues	570.36
100-20399	Other Payroll Deductions	6,571.23
100-2100-53110	Contract Services - LA Sher..	522,499.82
100-2100-53186	Liability Trust Fund	54,951.69
100-2110-53012	Small Tools & Equipment	309.95
100-2130-53011	Operating Supplies	192.74
100-2130-53111	Contract Services - Private	1,878.00
100-3100-53012	Small Tools & Equipment	25.99
100-3100-53111	Contract Services - Private	180.00
100-3110-53111	Contract Services - Private	2,790.00
100-3110-53120	Engineering Permits	12,049.70
100-3300-53011	Operating Supplies	23.06
100-3300-53111	Contract Services - Private	9,029.50
100-3310-53111	Contr Svc - Private - B&S F...	38,066.17

Account Summary

Account Number	Account Name	Payment Amount
100-3320-53972	Conferences & Meetings	30.00
100-3330-53011	Operating Supplies	629.21
100-3330-53012	Small Tools & Equipment	2,965.55
100-3330-53015	Uniform/Boot Reimburse...	781.46
100-3330-53111	Contract Services - Private	850.00
100-3330-53822	Park Maintenance & Repa...	1,115.18
100-3330-53972	Conferences & Meetings	105.00
100-4100-53111	Contract Services - Private	375.00
100-4100-53714	Utility - Water	459.46
100-4100-53971	Dues & Memberships	598.44
100-4110-53712	Utility - Electricity	2,345.77
100-4110-53714	Utility - Water	459.45
100-4110-53980	Sports Activities	169.99
100-4130-53715	Utility - Communications	66.23
100-4130-53811	Equipment Maintenance	137.63
100-4130-53814	Landscape Maintenance	168.48
100-4140-53415	Community Outreach	384.00
100-4140-53979	Special Events	2,227.76
100-48900	Miscellaneous	181.90
100-5599-59210	Design Engineering	13,528.12
200-20300	FIT Payable	1,116.43
200-20310	SIT Payable	265.72
200-20340	PARS	287.52
200-20350	Group Insurance	1.76
200-20360	PERS	761.51
200-20380	Union Dues	62.43
200-20399	Other Payroll Deductions	706.09
200-3120-53016	Graffiti Removal Supplies	1,401.04
200-3120-53713	Utility - Hwy Lights	17,602.68
200-3120-53714	Utility - Water	1,299.51
200-3120-53814	Landscape Maintenance	5,898.74
200-3120-53815	Parkway Tree Maintenan...	7,499.10
200-3120-53819	Signal Maintenance	6,483.57
200-3120-53821	Traffic Markings/Signs	694.12
203-20220	Retention Payable	-3,325.07
203-20300	FIT Payable	545.26
203-20310	SIT Payable	151.37
203-20340	PARS	55.61
203-20350	Group Insurance	1.10
203-20360	PERS	424.68
203-20380	Union Dues	37.40
203-20399	Other Payroll Deductions	375.07
203-5590-59300	Construction Costs	67,523.37
205-20300	FIT Payable	618.90
205-20310	SIT Payable	164.78
205-20340	PARS	155.59
205-20350	Group Insurance	1.05
205-20360	PERS	415.04
205-20380	Union Dues	34.04
205-20399	Other Payroll Deductions	366.29
210-20300	FIT Payable	275.65
210-20310	SIT Payable	64.65
210-20350	Group Insurance	0.97
210-20360	PERS	355.96
210-20380	Union Dues	65.39
210-20399	Other Payroll Deductions	275.09
210-3130-53816	Bus Shelter Maintenance	3,640.00
215-20300	FIT Payable	322.38

Account Summary

Account Number	Account Name	Payment Amount
215-20310	SIT Payable	96.68
215-20340	PARS	1.15
215-20350	Group Insurance	0.47
215-20360	PERS	193.41
215-20380	Union Dues	7.46
215-20399	Other Payroll Deductions	228.36
260-20300	FIT Payable	1,218.30
260-20310	SIT Payable	190.53
260-20340	PARS	768.31
260-20350	Group Insurance	0.89
260-20360	PERS	527.75
260-20380	Union Dues	46.04
260-20399	Other Payroll Deductions	854.71
261-20300	FIT Payable	20.10
261-20310	SIT Payable	3.06
261-20350	Group Insurance	0.06
261-20360	PERS	30.60
261-20399	Other Payroll Deductions	17.40
284-3100-53111	Contract Services - Private	4,150.00
284-5599-59210	Design Engineering	13,528.13
285-20300	FIT Payable	1,104.48
285-20310	SIT Payable	295.40
285-20340	PARS	193.53
285-20350	Group Insurance	1.88
285-20360	PERS	674.33
285-20380	Union Dues	103.50
285-20399	Other Payroll Deductions	499.65
285-3330-53111	Contract Services - Private	15,075.00
285-3330-53712	Utility - Electricity	11,677.05
285-3330-53715	Utility - Communications	22.09
285-3330-53813	Facility Maintenance	1,021.32
285-3330-53814	Landscape Maintenance	2,080.69
285-3330-53822	Park Maintenance & Repa...	16,333.18
285-3330-53911	Equipment Lease/Rental	1,512.00
405-20220	Retention Payable	-11,220.29
405-5598-59210	DESIGN ENGINEERING	44,542.50
405-5598-59300	Construction Costs	224,405.66
405-5598-59600	Other Services	21,357.27
410-20220	Retention Payable	-11,220.28
410-5598-59210	DESIGN ENGINEERING	44,542.50
410-5598-59300	Construction Costs	224,405.66
410-5598-59600	Other Services	21,357.28
500-3210-53111	Contract Services - Private	1,470.00
500-5595-59600	Other Services	290.00
550-6100-53017	Software & Licensing	5,978.59
550-6100-53018	Computer Hardware & Su...	3,249.15
555-3150-53014	Fuel	822.91
555-3150-53812	Vehicle Maintenance	3,021.06
555-3150-53912	Vehicle Lease	3,317.13
600-23280	Deposit - C & D	4,500.00
600-47441	SB1473 (Green Fee)	431.00
Grand Total:		1,493,729.94

Project Account Summary

Project Account Key	Payment Amount
None	1,456,518.67
61721E	1,100.09
69421E	16,708.23

Project Account Summary

Project Account Key	Payment Amount
69721E	590.28
70521E	1,595.00
70621E	16,090.00
71121E	675.20
74221E	452.47
Grand Total:	<u>1,493,729.94</u>



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 25, 2021

Via: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF APRIL 2021 REQUISITION SUMMARY REPORT

BACKGROUND

On April 24, 2018, the City Council adopted several ordinances and accompanying resolutions amending the City's purchasing procedures to streamline and make the procurement process more efficient. One of the amendments to the purchasing procedures was a provision setting a \$5,000 spending limit for Department Heads and a separate provision increasing the City Manager's spending limit to \$20,000 for professional services, supplies and equipment. In order to document purchases approved by the City Manager and/or Department Heads the City Council directed that a monthly report be prepared and filed with the City Council. Due to modified City Council meeting schedules during the winter holiday season, this report will cover a three-month period. This action is to receive and file the requisition summary report for the period of April 2021.

DISCUSSION

City staff initiated seven (7) requisitions during the month totaling \$47,039.47.

RECOMMENDATION

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

ATTACHMENTS

Attachment "A": Requisition Summary Report for April 2021.

City of La Puente
Requisition Summary Report
For the period of April 2021

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000439	4/5/2021	4/5/2021	Approved	Development Services

Vendor: Custom Signs
Description: New logo face on existing

Total Obligation \$ 4,896.40
Total Paid \$ -

Submitted By: Norma Ramirez
Approved By: Director of Development Services
Funding Source: PEG Fund (275)

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000440	4/7/2021	4/7/2021	Approved	Development Services

Vendor: Barney's Blends, Inc.
Description: Batting Cage Netting

Total Obligation: \$ 7,484.00
Total Paid \$ -

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

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000441	4/7/2021	4/7/2021	Approved	Development Services

Vendor: Sports Field Services
Description: Installation of Batting Cage

Total Obligation: \$ 3,900.00
Total Paid \$ -

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

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000442	4/23/2021	4/23/2021	Approved	Development Services

Vendor: Calwest Lightting Services, Inc.
Description: Power to exterior LED sign

Total Obligation: \$ 6,970.07
Total Paid \$ -

Submitted By: Norma Ramirez
Approved By: City Manager
Funding Source: PEG Fund (275)

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000443	4/26/2021	4/26/2021	Approved	Development Services

Vendor: Sports Field Services
Description: Hacienda/Temple Irrigation

Total Obligation: \$ 19,989.00
Total Paid \$ -

Submitted By: Gisela Rubio-Lopez
Approved By: City Manager
Funding Source: General Fund (100)

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000444	4/26/2021	4/26/2021	Approved	Community Services

Vendor: It's A Gas, Inc.
Description: Sports complex event - May 1st

Total Obligation: \$ 2,500.00
Total Paid \$ 2,128.50

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

Requisition Number	Date Requested	Date Approved	Status	Department
REQ000445	4/26/2021	4/26/2021	Approved	Community Services

Vendor: The Sauce Creative Svc
Description: Staff Uniforms

Total Obligation: \$ 1,300.00
Total Paid \$ 1,215.59

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



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 25, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF APRIL 2021 INVESTMENT REPORT

BACKGROUND

This report presents the City's investment portfolio for the period of April 2021. The attachment provides details of the City's portfolio. It has been prepared to comply with regulations contained in California Government Code Section 53600 and the Statement of Investment Policy approved by City Council on June 9, 2020.

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

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

DISCUSSION

The Investment Report for April 2021 has been provided for your review.

The investment activity for the period is summarized in the following table:

Action	Instrument	Settlement Date	Interest Rate	Maturity Date	Face Value
Purchase	Government Obligation-Federal Home Loan Bank Bond (FHLB)	04/20/2021	0.75%	02/24/2026	\$250,000.00

Purchase	Government Obligation- US Treasury Note	04/29/2021	0.75%	04/30/2026	\$500,000.00
Sale	Certificate of Deposit (CD) – Bank Hapoalim	04/06/2021	1.60%	04/06/2021	\$250,000.00
Sale	Certificate of Deposit (CD) – Synchrony Bank	04/15/2021	1.50%	04/15/2021	\$250,000.00
Sale	Government Obligation- Federal Home Loan Mortgage Corp (FHLMC)	04/21/2021	0.70%	04/21/2025	\$500,000.00

FISCAL IMPACT

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

SUMMARY

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

RECOMMENDATION

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

ATTACHMENTS

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

CITY OF LA PUENTE

ATTACHMENT A

Cash and Investment Report
April 30, 2021

Investment Type	Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Market Valuation
Local Agency Investment Fund	State of California			0.685%	\$ 5,698,654	\$ 5,698,654	\$ 5,722,101	LAIF
Government Obligations								
U.S. Agency Security	FFCB	06/07/19	06/13/24	1.950%	250,000	249,712	262,088	Stifel
U.S. Agency Security	FFCB	06/12/19	06/21/24	2.220%	250,000	250,000	250,703	Stifel
U.S. Agency Security	FFCB	06/10/20	06/10/25	0.680%	250,000	250,000	250,825	Multi-Bank
U.S. Agency Security	FFCB	06/02/20	06/09/25	0.500%	250,000	250,000	248,178	Stifel
U.S. Agency Security	FFCB	03/22/21	04/01/25	0.710%	250,000	250,000	250,053	Stifel
U.S. Agency Security	FFCB	02/24/21	03/03/26	0.790%	250,000	250,000	247,335	Stifel
U.S. Agency Security	FFCB	07/29/20	07/29/25	0.580%	250,000	250,000	245,445	Stifel
U.S. Agency Security	FHLB	05/05/20	05/19/25	0.750%	250,000	250,000	250,000	Stifel
U.S. Agency Security	FHLB	03/02/21	02/26/26	0.850%	250,000	250,041	249,025	Stifel
U.S. Agency Security	FHLB	03/08/21	03/30/26	0.980%	250,000	250,000	249,698	Stifel
U.S. Agency Security	FHLB	03/11/21	03/25/26	0.875%	250,000	250,000	248,480	Stifel
U.S. Agency Security	FHLB	06/29/20	06/30/25	0.650%	375,000	375,000	371,393	Stifel
U.S. Agency Security	FHLB	02/09/21	02/09/26	0.300%	250,000	250,000	248,380	Stifel
U.S. Agency Security	FHLB	02/18/21	02/18/26	0.600%	250,000	250,000	247,270	Multi-Bank
U.S. Agency Security	FHLB	02/26/21	02/26/26	0.580%	250,000	250,000	246,125	Multi-Bank
U.S. Agency Security	FHLB	01/26/21	01/26/26	0.560%	250,000	250,000	246,780	Multi-Bank
U.S. Agency Security	FHLB	02/24/21	02/24/26	0.625%	250,000	250,000	247,340	Stifel
U.S. Agency Security	FHLB	02/25/21	02/25/26	0.660%	250,000	250,000	246,710	Stifel
U.S. Agency Security	FHLB	02/12/21	02/12/26	0.520%	250,000	249,750	245,623	Stifel
U.S. Agency Security	FHLB	06/29/20	06/30/25	0.680%	250,000	250,000	247,358	Stifel
U.S. Agency Security	FHLB	04/20/21	02/24/26	0.750%	250,000	249,677	250,000	Stifel
U.S. Agency Security	FHLMC	11/14/19	05/10/24	1.750%	250,000	250,061	250,068	Stifel
U.S. Agency Security	FHLMC	08/12/16	08/12/21	1.125%	250,000	246,250	250,740	Stifel
U.S. Agency Security	FHLMC	06/19/20	06/30/25	0.720%	250,000	250,000	250,013	Stifel
U.S. Agency Security	FHLMC	06/29/20	06/28/24	0.500%	250,000	250,000	250,045	Stifel
U.S. Agency Security	FHLMC	07/14/20	07/14/25	0.600%	250,000	250,000	249,068	Stifel
U.S. Agency Security	FHLMC	07/23/20	07/23/25	0.500%	250,000	249,625	247,288	Stifel
U.S. Agency Security	FNMA	06/04/20	06/30/25	0.800%	250,000	250,000	250,025	Stifel
U.S. Agency Security	FNMA	06/04/20	06/04/25	0.710%	250,000	250,000	249,678	Multi-Bank
U.S. Agency Security	FNMA	05/27/20	05/27/20	0.750%	250,000	250,000	250,013	Multi-Bank
U.S. Agency Security	FNMA	07/22/20	07/22/25	0.600%	250,000	250,000	248,123	Stifel
U.S. Agency Security	FNMA	08/03/20	08/19/25	0.625%	250,000	250,000	248,308	Stifel
U.S. Agency Security	FNMA	08/03/20	08/12/25	0.500%	250,000	250,000	247,378	Stifel
U.S. Agency Security	FNMA	08/17/20	08/14/25	0.500%	250,000	249,899	247,733	Stifel
U.S. Agency Security	FNMA	07/29/20	07/29/25	0.700%	250,000	250,000	249,538	Multi-Bank
U.S. Agency Security	Treasury	04/29/21	04/30/26	0.750%	500,000	497,800	497,420	Stifel
Total Government Securities					9,375,000	9,367,316	9,334,238	
Municipal Bonds***					500,000	496,726	504,233	
Negotiable Certificates of Deposit ***					6,693,000	6,693,205	6,885,345	
Corporate Bonds***					1,250,000	1,233,425	1,286,885	
Total Investments					\$ 23,516,654	\$ 23,489,325	\$ 23,732,802	
Deposits						981,090	*	
Miscellaneous Cash						2,200	**	
Total Cash and Deposits						983,290		
Total Investments, Cash and Deposits						\$ 24,472,615		

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

* Deposits represent the equity in the checking & payroll accounts.

** Miscellaneous cash represents a total of all petty cash accounts.

*** Detailed list of Negotiable Certificates of Deposit/Corporate Bonds attached

Troy O. Grunklee, CPA
Dir. Of Administrative Services

Alex Merkel Medina
Principal Accountant

CITY OF LA PUENTE**Negotiable Certificates of Deposit****Cash and Investment Report****April 30, 2021**

Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Valuation
JP Morgan Chase Bank	5/19/20	5/28/25	1.00%	248,000	248,000	253,404	Stifel
Greenstate Credit Union	3/30/21	4/16/26	0.95%	249,000	249,000	249,020	Stifel
Wells Fargo Bank	6/17/16	6/17/21	1.75%	248,000	248,000	248,511	Stifel
Mercantil Commerce Bank	6/24/16	6/24/21	1.65%	248,000	248,000	248,598	Stifel
State Bank of India, NY	1/26/17	1/26/22	2.35%	248,000	248,000	252,276	Stifel
Mountain America FCU	4/23/19	3/27/23	3.00%	249,000	249,205	262,553	Stifel
Sallie Mae Bank	3/22/17	3/22/22	2.35%	247,000	247,000	252,105	Stifel
Medallion Bank	4/4/17	4/4/22	2.25%	248,000	248,000	253,020	Stifel
American Express Centurion Bank	4/5/17	4/5/22	2.45%	247,000	247,000	252,520	Stifel
Goldman Sachs Bank	4/12/17	4/12/22	2.40%	247,000	247,000	251,834	Stifel
Capital One Bank USA NA	4/19/17	4/19/22	2.40%	247,000	247,000	252,607	Stifel
EverBank	4/28/17	4/28/22	2.15%	248,000	248,000	253,139	Stifel
American Express Bank FSB	5/3/17	5/3/22	2.35%	247,000	247,000	252,637	Stifel
Capital One Bank NA McLean VA	5/10/17	5/10/22	2.30%	247,000	247,000	252,617	Stifel
Comenity Bank	5/31/17	5/31/22	2.35%	248,000	248,000	254,086	Stifel
First Bank of Highland	6/21/17	6/21/22	2.10%	247,000	247,000	252,669	Stifel
Morgan Stanley Bank NA	6/6/19	6/6/24	2.70%	246,000	246,000	264,578	Stifel
Morgan Stanley Private Bank	4/23/19	4/25/24	2.75%	246,000	246,000	264,460	Stifel
East Boston Savings Bank	8/14/20	8/14/25	0.50%	248,000	248,000	247,085	Stifel
Merrick Bank	7/31/19	7/31/24	2.20%	249,000	249,000	264,443	Stifel
Citadel Federal Credit Union	2/26/20	2/27/25	1.65%	248,000	248,000	259,792	Stifel
Axos Bank	2/27/20	3/26/25	1.65%	249,000	249,000	260,940	Stifel
Pathfinder Bank	10/2/20	10/14/25	0.50%	249,000	249,000	247,068	Stifel
Evansville Teachers Fed. Credit Union	8/27/19	8/29/22	2.10%	249,000	249,000	255,601	Stifel
First Bank of DeQueen	8/21/19	8/30/24	1.80%	249,000	249,000	261,395	Multi-Bank
Luana Savings Bank	2/28/20	2/28/25	1.55%	248,000	248,000	258,860	Multi-Bank
Celtic Bank	4/17/20	4/17/25	1.50%	249,000	249,000	259,530	Multi-Bank
Total for Negotiable Certificates of Deposit				\$ 6,693,000	\$ 6,693,205	\$ 6,885,345	

CITY OF LA PUENTE

Corporate Bonds
Cash and Investment Report
April 30, 2021

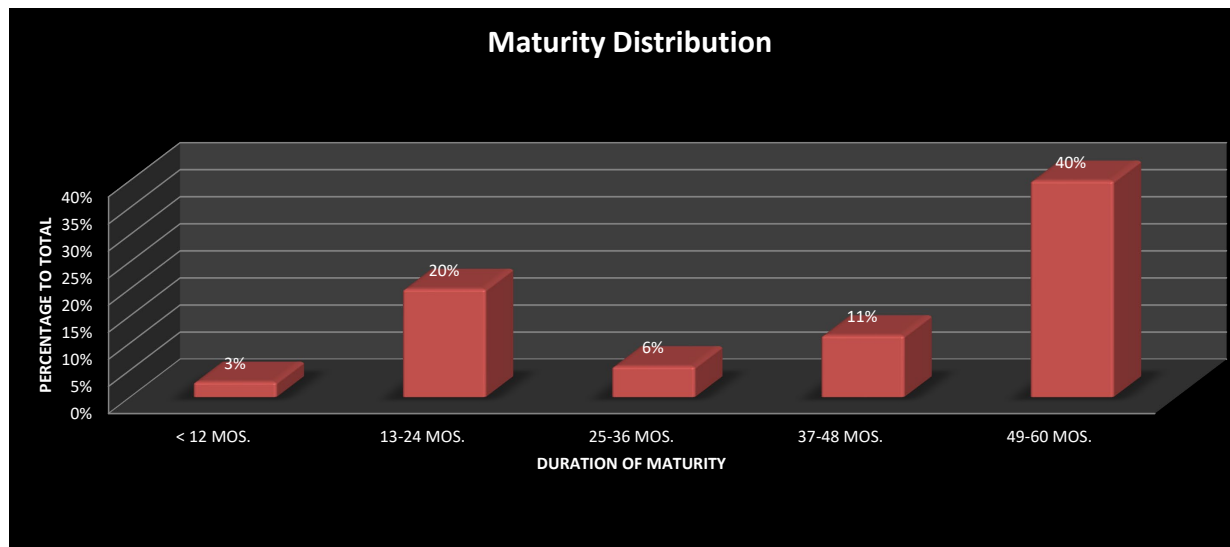
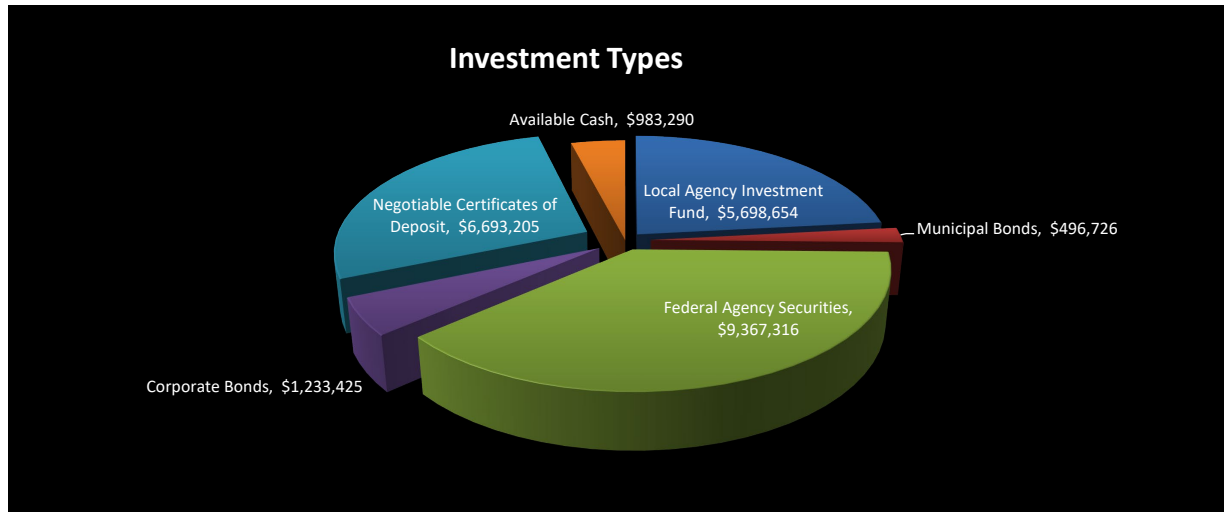
Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Market Valuation
Apple Inc	10/27/17	2/9/22	2.15%	250,000	250,000	253,753	Stifel
Proctor and Gamble	1/9/18	11/3/21	1.70%	250,000	244,875	251,793	Stifel
Bank of New York Mellon	8/16/18	8/16/23	2.20%	250,000	237,232	260,078	Stifel
JP Morgan Chase	4/3/19	5/18/23	2.70%	250,000	251,094	260,820	Stifel
Coca Cola	10/10/19	9/6/24	1.75%	<u>250,000</u>	<u>250,224</u>	<u>260,443</u>	Stifel
Total for Negotiable Corporate Bonds				<u>\$ 1,250,000</u>	<u>\$ 1,233,425</u>	<u>\$ 1,286,885</u>	

CITY OF LA PUENTE

Municipal Bonds
Cash and Investment Report
April 30, 2021

Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Market Valuation
State of California	1/11/21	4/1/25	3.38%	250,000	247,965	242,361	Multi-Bank Stifel
Los Angeles Airport Revenue Bonds	7/16/18	5/15/23	2.79%	<u>250,000</u>	<u>248,761</u>	<u>\$ 261,873</u>	
Total for Municipal Bonds				<u>\$ 500,000</u>	<u>\$ 496,726</u>	<u>\$ 504,233</u>	

Cash and Investment Report Charts
April 30, 2021





City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 25, 2021

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: SECOND READING OF AN ORDINANCE ADDING CHAPTER 2.36 OF TITLE 2 OF THE LA PUENTE MUNICIPAL CODE GOVERNING THE USE OF THE OFFICIAL CITY SEAL AND CITY LOGO AND CONSIDERTATION OF A RESOLUTION TO ADOPT A USE OF CITY SEAL AND LOGO POLICY

BACKGROUND

City Council has directed staff to draft an ordinance for adoption governing the use of the official City seal and City logo (collectively, “City symbols”), including a prohibition of unauthorized use and a method for review and approval that outside entities who wish to use City symbols for City co-hosted or sponsored events must complete, prior to the use of the City Symbols.

At the April 27, 2021 meeting, City Council considered this item and directed staff to revise City logo-related materials to create a penalty structure based on the administrative fines that the City currently has that provides a safe harbor period, escalates fines for repeat offenders, and limits administrative fines for a single instance involving an unauthorized use to prevent an unduly punitive policy.

At its meeting of May 11, 2021, the City Council introduced Ordinance No. 21-973, an Ordinance of the City of La Puente Adding Chapter 2.36 (Official Seal) of Title 2 (Administration) of the La Puente Municipal Code to Establish Regulations for the Use of the Official City Seal, City Logo, and adopted Resolution No. 21-5622 adopting the Use of City Seal and Logo Policy.

DISCUSSION

Ordinance No. 21-973 protects the City seal and logo and authorizes their use in the course of official City business only, with any exceptions requiring approval by the City Manager or designee. Such approval will consider the ultimate benefit of such use to the City, the effects of association by the City with the event or occurrence, the City’s traditional sponsorship activities, and other criteria, which shall be fairly and neutrally applied to all requesters. The City Manager’s or designee’s decision regarding use of the official City seal, City logo, or City flag may be appealed to the City Council by submitting a written protest to the City Clerk’s office within fourteen (14) days of the City Manager’s or designee’s decision.

Ordinance No. 21-973 declares the unauthorized use of such City symbols to be a public nuisance, which may be abated or enjoined, if necessary, pursuant to the La Puente Municipal Code. The approval form which is included in the Use of City Seal and Logo Policy adopted on May 11, 2021, will be available on the City's website.

The Ordinance also addresses instances where the Mayor or an individual City Council member may wish to incorporate a City symbol into a pin, insignia, or other article for use in ceremonial occasions or for other civil purposes. In such instances, the proposal must be submitted to the City Manager for approval, and the production of any approved items shall be at the sole expense of the design's creator. A member of the City Council may appeal the decision of the City Manager within fourteen (14) days.

Per City Council direction, the Ordinance and policy creates a safe harbor period of forty-eight (48) hours where a person engaged that may be unknowingly engaged in an unauthorized use can cure the violation without incurring financial penalties. Failure to comply with the City's demand shall result in an administrative citation pursuant to Chapter 1.12.060 of the La Puente Municipal Code which states the fee is \$100 for the first offense, \$200 for the second offense, and \$500 for the third offense. Multiple copies or publications involving a single instance of an unauthorized use shall be deemed a single offense. The City's remedies under this section are not exhaustive and the City may seek any relief available by law.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 21-973, an Ordinance of the City of La Puente Adding Chapter 2.36 (Official Seal) of Title 2 (Administration) of the La Puente Municipal Code to Establish Regulations for the Use of the Official City Seal, City Logo.

ATTACHMENTS

Attachment A: Ordinance No. 21-973

ORDINANCE NO. 21-973

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, ADOPTING A NEW CHAPTER 2.36 OF THE LA PUENTE MUNICIPAL CODE ESTABLISHING REGULATIONS FOR THE USE OF THE OFFICIAL CITY SEAL AND CITY LOGO

WHEREAS, the City of La Puente was incorporated on August 1, 1956, and regulations identifying the proper use and permissions for the official City seal and City logo have not been established and codified; and

WHEREAS, the City Council seeks to ensure that the official City seal and City logo are used for appropriate circumstances only, and that unauthorized, deceptive, or fraudulent use, which may be harmful to the public, safety, and welfare, be made unlawful.

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

Section 1. Findings.

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

Section 2. La Puente Municipal Code Amendment.

A new Chapter 2.36 of Title 2 of the La Puente Municipal Code is hereby amended to read in its entirety as follows:

Chapter 2.36 Official City Seal and City Logo

2.36.010 Purpose

The city seal and the city logo are the property of the City of La Puente. The seal is used for purposes of certifying official records and instruments of the City of La Puente. The logo is a graphic symbol used to identify city programs, initiatives, partnerships and sponsorships.

2.36.020 Official City Seal and City Logo Use Policy

The city council has approved the use of city seal and logo policy. The city manager is authorized to implement and administer said policy for use of the city logo, including without limitation use in multi communication mediums by authorized outside entities. Any person granted consent to use the city logo shall fully comply with such policies and guidelines.

2.36.020 Use of official City seal and City logo.

(a) The City Clerk has charge of the official City seal and City logo and will affix the official City seal to all certificates and documents as may be required by law or by this Code.

(b) All other uses of the official City seal and City logo are restricted to official City business and such other appropriate uses that further the operations of the City as may be authorized in writing by the City Clerk, or as otherwise specifically permitted in this Code.

(c) No person may make or use the official City seal and City logo, or any cut, facsimile, or reproduction thereof of any of them, or to make or use of any seal and logo, or any design which is an imitation, in the design of, or which may be mistaken for the official City seal and City logo or the design of the official City seal and logo without the written authorization of the City Manager or the City Manager's designee.

(d) City officers, City employees, members of the City Council, and members of City boards and commissions may use stationery, printed materials and other articles with the official City seal and City logo, or facsimile of the official City seal and City logo, while acting within the scope of their office or employment.

(e) No person, including any elected officer of the City, may use the official City seal and City logo, or facsimile of the official City seal and City logo, in any correspondence or other printed materials distributed in favor of or against any ballot measure or in favor of or against any candidate for public office.

(f) It shall be unlawful for any person to make or use the official City seal and City logo of the City of La Puente deceptively, fraudulently, or without express written permission from the City of La Puente.

(g) Unauthorized use of the official City seal, City logo, or City flag is declared a public nuisance and the City can abate or enjoin such use pursuant to this Code. Upon issuance of a notice of violation, any person engaged in an unauthorized use shall cease use and destroy any documents, files, or images containing the unauthorized use within forty-eight (48) hours. Failure to comply with the City's demand shall result in an administrative citation pursuant to Chapter 1.12.060 of the La Puente Municipal Code. Multiple copies or publications involving a single instance of an unauthorized use shall be deemed a single offense. The City's remedies under this section are not exhaustive and the City may seek any relief available by law.

(h) From time to time, the Mayor or an individual City Council member may wish to incorporate the official City seal, City logo, or City flag into a pin, insignia, or other article for use in ceremonial occasions or for other civic purposes but not for sale or commercial purposes. Each such proposed design must be submitted to the City Manager for approval, and the production of such items after approval shall be at the sole expense of the creator of the design. The decision of the City Manager may be appealed within fourteen (14) days by a City Council member. Ownership of the design shall be retained by the City.

Section 3. CEQA Findings.

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

Section 4. Clerical Errors.

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

Section 5. Severability.

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this ordinance are severable. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

Section 6. Effective Date.

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

Section 7. Publication.

The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published according to law.

PASSED, APPROVED AND ADOPTED this 25th day of May, 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: May 25, 2021

From: Bob Lindsey, City Manager

SUBJECT: SECOND READING OF AN ORDINANCE TO EXCLUDE THE PUBLIC FROM PUBLIC PARK AND RECREATIONAL AREAS DURING EMERGENCIES AND EJECT INDIVIDUALS THAT REPEATEDLY VIOLATE PARK USE REGULATIONS FROM PUBLIC PARKS AND RECREATIONAL AREAS

BACKGROUND

At its meeting of May 11, 2021, the City Council introduced Ordinance No. 21-974 Adding Sections 3.68.021 and 3.68.022 to Chapter 3.68 of Title 3 of the City's Municipal Code Relating to Authority to Exclude the Public From Public Parks and Recreational Areas During Emergencies and Eject Individuals that Repeatedly Violate Park Use Regulations From Public Parks and Recreational Areas.

Currently, City Staff has no ability to exclude the public from public park and recreational areas during emergencies or eject individuals that repeatedly violate park use regulations from public park and recreational areas. City Staff is limited to issuing citations or relying on law enforcement to arrest violators. An ejection policy would provide City Staff with another mechanism to enforce park use regulations.

DISCUSSION

Ordinance No. 21-974: (1) authorizes the City Manager or a designee to close park and recreational areas and exclude the public from such areas during emergencies and (2) authorizes the City Manager or a designee to eject an individual that repeatedly violates park use regulations from park and recreational areas.

As to the former, while the City was able to temporarily close park and recreational areas under local and state emergency orders in response to the COVID-19 pandemic, the City does not have the ability to close park and recreational areas in response to smaller-scale emergencies that may require closure, such as urgent maintenance issues (e.g., flooding, construction, etc.).

As to the latter, the City is currently limited to issuing citations to or arresting individual violating park use regulations. These methods have not proven effective because the issuance of a citation or arresting offenders does not prevent repeat offenders from returning to park and recreational areas or prevent continued violations.

Ordinance No. 21-974 would provide City Staff with the ability to eject repeat offenders from park and recreational areas, prevent repeat offenders from returning, protect park and recreational areas from active destruction, and allow others to continue to enjoy park and recreational areas without disruption.

FISCAL IMPACT

The City may incur expenses associated with enforcement of Ordinance No. 21-974, which may be defrayed by the issuance of administrative citations.

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 21-974, an Ordinance of the City of La Puente Adding Sections 3.68.021 and 3.68.022 to Chapter 3.68 of Title 3 of the City's Municipal Code Relating to Authority to Exclude the Public From Public Parks and Recreational Areas During Emergencies and Eject Individuals that Repeatedly Violate Park Use Regulations From Public Parks and Recreational Areas.

ATTACHMENTS

Attachment A: Ordinance No. 21-974

ORDINANCE NO. 21-974

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, ADDING SECTIONS 3.68.021 AND 3.68.022 TO CHAPTER 3.68 OF TITLE 3 OF THE CITY'S MUNICIPAL CODE RELATING TO AUTHORITY TO EXCLUDE THE PUBLIC FROM PUBLIC PARKS AND RECREATIONAL AREAS DURING EMERGENCIES AND EJECT INDIVIDUALS THAT REPEATEDLY VIOLATE PARK USE REGULATIONS FROM PUBLIC PARKS AND RECREATIONAL AREAS

WHEREAS, Article XI, Section 7 of the California Constitution provides that the City may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws; and

WHEREAS, the City currently operates and maintains park lands and recreational areas for the peaceful and safe enjoyment of its residents and visitors; and

WHEREAS, the City currently regulates use of public parks by residents and visitors in Chapter 3.68 of Title 3 of the City's Municipal Code; and

WHEREAS, unlawful behavior in the City's park lands and recreational areas diminishes these areas by depriving citizens of the full use and enjoyment of the natural beauty, recreational opportunities, and peaceful purpose that such lands are intended to preserve; and

WHEREAS, enabling City officials and law enforcement personnel to eject and expel individuals who repeatedly violate the law in such park lands or recreational areas is necessary to ensure the public safety and general welfare for use of these lands; and

WHEREAS, the City desires to balance the interests of maintaining the peace, tranquility, and safety of the City's park lands and recreational areas with the interests of persons who may wish to challenge their expulsion from park lands and recreational areas.

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

Section 1. Findings.

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

Section 2. La Puente Municipal Code Chapter 3.68 Amendment.

A new section 3.68.021 of Chapter 3.68 of Title 3 of the La Puente Municipal Code is hereby added to read as follows:

- (a) In an emergency or when the city manager or his or her designee determines that the public safety, or public health, or public morals, or public interest demands such

action, any park, square, avenue, grounds or recreational center or any part or portion thereof, may be closed against the public and all persons may be excluded therefrom until the emergency or other reason upon which the determination of the city manager or his or her designee is based has ceased, and upon the cessation thereof the park, square, avenue, grounds or recreation center or part or portion thereof so closed shall again be reopened to the public by order of proper authority.

- (b) No person having knowledge of or having been advised of any closure order issued pursuant to subsection (a) of this section shall refuse or fail immediately to remove him or herself from the area or place so closed, and no such person shall enter or remain within any such area or place known by him or her to be so closed, until the area or place has been reopened to the public by order of proper authority

Section 3. La Puente Municipal Code Chapter 3.68 Amendment.

A new section 3.68.022 of Chapter 3.68 of Title 3 of the La Puente Municipal Code is hereby added to read as follows:

- (a) For purposes of this section, the following definitions apply:
 - 1. “Expulsion notice” constitutes an administrative citation pursuant to Chapter 1.12 of this code.
 - 2. “Repeat violator” means an individual who has been arrested, cited, ejected, or expelled as a violator of this chapter within thirty days of a previous arrest, citation, ejection, or expulsion as a violator of this chapter.
 - 3. “Violator” means an individual who has violated any of the provisions of this chapter or any other law, ordinance, or rule that may be in effect now or may hereafter be passed or adopted for the regulation and government of parks or recreational areas, or of public places in general, in the city.
- (b) Power and authority is hereby given to the city manager and the city manager’s authorized representatives, in their discretion, to eject and expel from the parks or recreational areas or building thereon, any violator. In addition to his or her ordinary powers of arrest or citation, any peace officer enforcing any law or regulation shall be authorized, in his or her discretion, to eject and expel the violator. No person being ejected or expelled pursuant to the authority of this subsection shall refuse to leave as ordered, nor shall any person who has been so ejected or expelled return, during the calendar day in which he or she was ejected, to the same park, recreation area or building, unless specifically permitted to do so by the person who ejected him or her, by the city manager, or by an authorized representative thereof.
- (c) In addition to the other powers and authorities in this section, any peace officer, in addition to his or her ordinary powers of arrest or citation, who is enforcing any law or regulation, shall be authorized, in his or her discretion, to eject and expel a violator or repeat violator. The ejection and expulsion of a violator shall be accompanied by service of an expulsion notice that may include a one hundred dollar (\$100) administrative fine for the initial violation, which shall be paid by the violator. The ejection and expulsion of a repeat violator shall be accompanied by service of an expulsion notice that may include a two hundred dollar (\$200) administrative fine for

each subsequent violation, which shall be paid by the repeat violator, and may expel the repeat violator from the same park, recreation area or building, for a period of up to one calendar year. No person being ejected or expelled pursuant to the authority of this subsection as a violator or repeat violator shall refuse to leave as ordered, nor shall any person who has been so ejected or expelled return, during the calendar day in which he or she was ejected, to the same park, recreation area or building, unless specifically permitted to do so by the person who ejected him or her, by the city manager or by an authorized representative thereof. Furthermore, no person being ejected or expelled as a repeat violator may return to the same park, recreation area or building, for the period specified in the repeat violator's expulsion notice, unless the period is modified by administrative action pursuant to a timely contesting of the expulsion notice.

- (d) Any person receiving an expulsion notice pursuant to this subsection may contest the expulsion or fine, or both, before an independent hearing officer selected by the city manager or his or her designee. The formal rules of evidence and discovery will not apply, and each party shall have the opportunity to present evidence in support of his or her case. The city bears the burden of proof at an administrative hearing to establish a violation of the city code. The expulsion notice and any additional reports submitted by the enforcement official shall constitute prima facie evidence of the facts contained in those documents. The independent hearing officer must use preponderance of evidence as the standard of evidence in deciding the issues. No later than thirty days after the date on which the administrative hearing concludes, the independent hearing officer shall issue a written decision to uphold or cancel the expulsion notice. The independent hearing officer shall set forth the reasons for the decision, and the independent hearing officer's written decision shall be final.

Section 4. CEQA Findings.

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

Section 5. Clerical Errors.

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

Section 6. Severability.

Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof

would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid, unenforceable, or unconstitutional.

Section 7. Effective Date.

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

Section 8. Publication.

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

PASSED, APPROVED AND ADOPTED this 25th day of May, 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: May 25, 2021

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director
Juan Galvan, Assistant Planner

SUBJECT: CONSIDERATION OF A RESOLUTION APPROVING A PERMIT FOR THE PUBLIC DISPLAY OF FIREWORKS AT THE 2021 BASSETT HIGH SCHOOL GRADUATION CEREMONY ON JUNE 9, 2021

BACKGROUND

Pursuant to the City's Municipal Code ("Code"), Section 9.04.060, the City Council shall issue permits allowing the public display of fireworks, as defined in the State Fireworks Law. On May 6, 2021, the City received a permit application from Bassett High School for the public display of fireworks at their June 9, 2021 graduation ceremony (Attachment A).

DISCUSSION

Staff has reviewed the application with the necessary responding agencies, including the Los Angeles County Fire Department ("LACFD") and the Los Angeles County Sheriff's Department ("LACSD"). LACFD has preliminarily approved the display, subject to the City's approval as the school is located within La Puente City boundaries. The proposed firing site of the fireworks is located in the open grass field to the east of the football field, where the graduation ceremony will take place (Attachment B). The site plan also shows the required fallout zone for fireworks at a two hundred fifty-foot radius. Additionally, Bassett High School will be required to obtain all necessary Building Permits for any temporary generators or equipment needed for the fireworks display.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 21-5630 approving a permit for the public display of fireworks for Bassett High School's 2021 Graduation Ceremony on June 9, 2021, pursuant to all applicable code requirements.

ATTACHMENTS

Attachment "A": Bassett High School Fireworks Application
Attachment "B": Site Plan
Attachment "C": Resolution No. 21-5630



City of La Puente

FIREWORKS PERMIT APPLICATION

15900 E. Main Street, La Puente, CA 91744 Telephone (626) 855-1500 Fax (626) 961-4626

Please Note: Per the La Puente Municipal Code Section 9.04.060, Public Display of Fireworks requires a permit - any person, firm, corporation, association or organization may obtain a permit for the public display of fireworks from the city council upon complying with the provisions of the state Fireworks Law (Chapter 1 of Part 2 of the Health and Safety Code of the state of California) as amended from time to time.

Permit application(s) must be submitted no less than thirty (30) days in advance of required date(s) for approval.

Request Date(s): June 9, 2021

Name of Organization*: Bassett High School

Address of Organization: 755 North Ardilla Ave, La Puente, CA 91746

Phone Number: 626-931-2800 X3653

Name of Representative: Monica Ponce Title: ASB Bookkeeper

Address of Representative: 755 North Ardilla Ave, La Puente, CA 91746

Phone Number: 562-640-0500

***Submit a copy of Liability Insurance with endorsement.**

LOCATIONS OF DISPLAY

Address: 755 Ardilla Ave, La Puente, CA 91746

Consent letter from lot owner: Yes ☐ No ☐

Copy of plot plan: Yes ☒ No ☐

FOR CITY USE ONLY

Location and plot plan approved by Planning Division: Yes ☐ No ☐

Approved by Building and Safety Division: Name: _____ Date: _____

Approved by L.A. County Fire Department: Name: _____ Date: _____

LOCATIONS OF DISPLAY (continued)

FOR CITY USE ONLY			
Location and plot plan approved by Planning Division:	Yes ☐	No ☐	
Approved by Building and Safety Division:	Name: _____	Date: _____	
Approved by L.A. County Fire Department:	Name: _____	Date: _____	

Address: _____

Consent letter from lot owner: Yes ☐ No ☐ Copy of plot plan: Yes ☐ No ☐

FOR CITY USE ONLY			
Location and plot plan approved by Planning Division:	Yes ☐	No ☐	
Approved by Building and Safety Division:	Name: _____	Date: _____	
Approved by L.A. County Fire Department:	Name: _____	Date: _____	

Address: _____

Consent letter from lot owner: Yes ☐ No ☐ Copy of plot plan: Yes ☐ No ☐

FOR CITY USE ONLY			
Location and plot plan approved by Planning Division:	Yes ☐	No ☐	
Approved by Building and Safety Division:	Name: _____	Date: _____	
Approved by L.A. County Fire Department:	Name: _____	Date: _____	

I, CERTIFY that all requirements from the City of La Puente Municipal Code, Building and Safety Department and Fire Department will be completed prior to the date(s) for the public display of fireworks. (INITIAL AB)

I, FURTHER CERTIFY that the information provided for the public display of fireworks in the City of La Puente is true and correct to the best of my knowledge and belief. (INITIAL AB)

	Operations Manager	05-05-21
Signature of Authorized Representative	Title	Date

FOR CITY USE ONLY	
Received by: _____	Date: _____

PYRO
SPECTACULARS™
by Souza

RECEIVED
CITY OF LA PUENTE

2021 MAY -6 P 1:25

May 5, 2021

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

Dear City Planner,

Please find enclosed our Application for Permit to conduct a fireworks display for the **Bassett High School** on **June 9, 2021**. The certificate of insurance covering the display, Check in amount of \$374.00, and a diagram of the firing site are also enclosed.

If you have any questions or need further information please telephone our office at (909) 355-8120. We would appreciate a copy of the permit after it has been approved. Thank you.

Sincerely,

Pyro Spectaculars, Inc.

Aaron Bargeon

Aaron Bargeon
abeargeon@pyrospec.com
Operations Manager

/ab

Enclosures

PYRO
SPECTACULARS™
by Souza

May 5, 2021

Los Angeles County Fire Department
Fire Prevention Bureau
Chief
5823 Rickenbacker Road
Commerce, CA 90040

Dear Chief,

Please find enclosed our Application for Permit to conduct a fireworks display for the **Bassett High School** on **June 9, 2021**. The certificate of insurance covering the display and a diagram of the firing site are also enclosed.

If standby firemen fees apply, please bill them directly to:

Bassett High School
Christina Topjian
755 North Ardilla Ave.
La Puente, CA 91746
(Ph: 626-931-2800 Ext. 3653)

If you have any questions or need further information please telephone our office at (909) 355-8120. We would appreciate a copy of the permit after it has been approved. Thank you.

Sincerely,

Pyro Spectaculars, Inc.

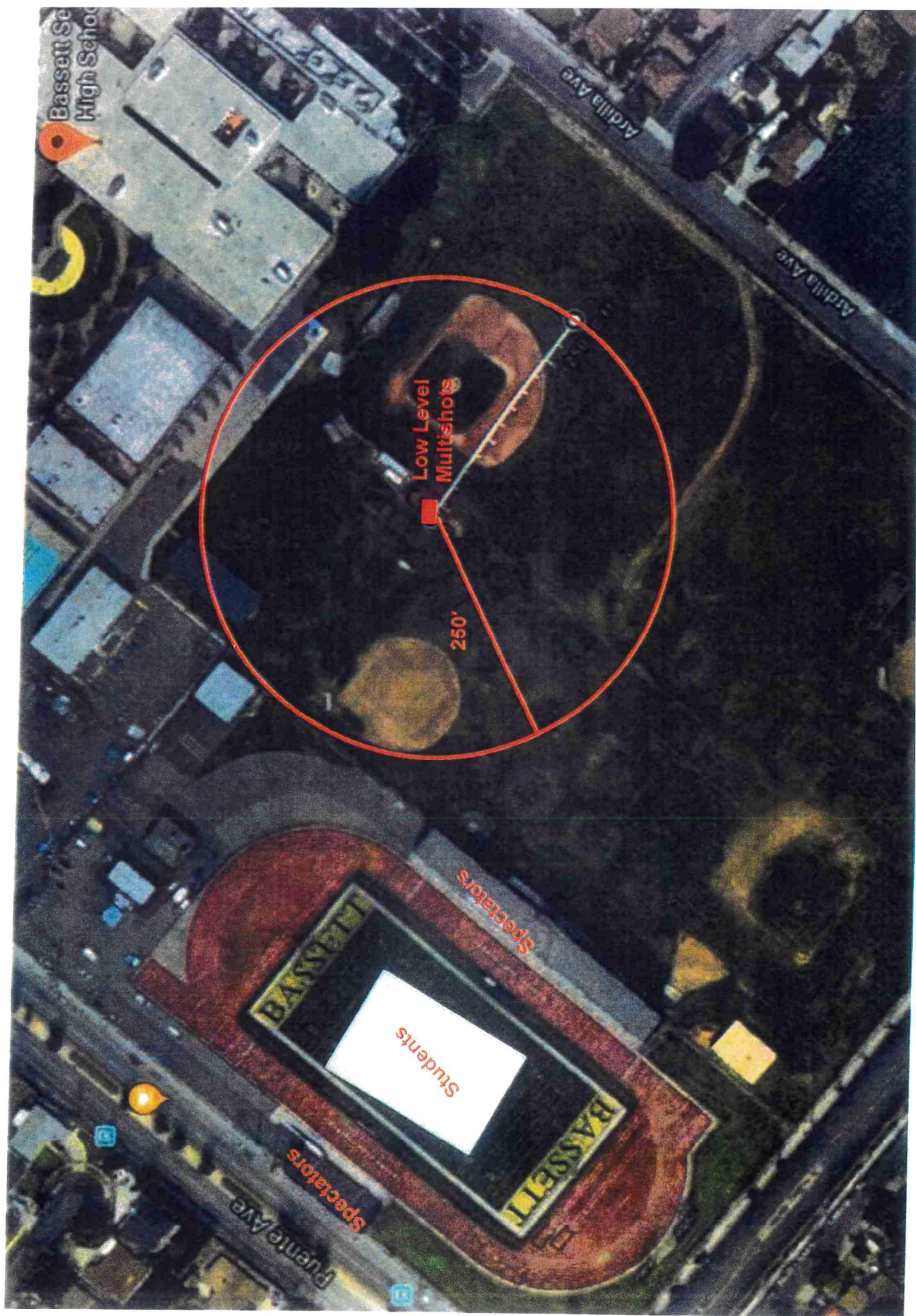
Aaron Bargeon

Aaron Bargeon
abeargeon@pyrospec.com
Operations Manager

/ab

Enclosures

Bassett High School Graduation Fireworks Plot Plan



RESOLUTION NO. 21-5630

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA, APPROVING A PERMIT
FOR THE PUBLIC DISPLAY OF FIREWORKS AT
BASSETT HIGH SCHOOL**

WHEREAS, pursuant to Section 9.04.060 of the City's Municipal Code ("Code"), an entity may obtain a permit for the public display of fireworks upon approval by the City Council, and upon compliance with Health and Safety Code §§ 12500, *et seq.*, ("State Fireworks Law"); and

WHEREAS, Bassett High School has submitted an application for a public display of fireworks for its graduation ceremony on June 9, 2021; and

WHEREAS, City Staff have reviewed Bassett High School's application and have determined that as proposed, the display is located in a manner that is not hazardous to property or dangerous to any person; and

WHEREAS, City Staff have determined that Bassett High School has contracted with Pyro Spectaculars, Inc. an entity that possesses a valid license for the public display of fireworks, and the High School carries workers' compensation insurance for its employees, in accordance with the provisions set forth in the State Fireworks Law; and

WHEREAS, based on the foregoing, City Staff recommends approval of Bassett High School's application for a permit for the public display of fireworks at its graduation ceremony.

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

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

SECTION 2. The City Council hereby approves the application for the public display of fireworks at Bassett High School's June 9, 2021 graduation ceremony. Prior to the display, Bassett High School shall obtain any and all permits required under State Fireworks Law, and approval by the Los Angeles County Fire Department. Further, the display shall comply with the State Fireworks Law, any requirements of the Los Angeles County Fire and Sheriff's Departments, and with the site plan submitted with the application. Under no circumstances shall the public display of fireworks be located in an area, or operated in a manner, that is hazardous to property or dangerous to any person.

SECTION 3. The City Council hereby delegates to the City Manager, or his designee, the authority to approve future applications for the public display of fireworks at Bassett High School for its Spring graduation ceremony. Said delegation of authority is subject to Bassett High School's compliance with all applicable laws, rules and regulations, including, but not limited to, State Fireworks Law, the requirements set forth in Section 2 of this Resolution, contracting with, an entity that maintains a valid permit for public displays of fireworks (or obtaining said permit), and a finding that the fireworks display will not be not hazardous to property or dangerous to any person.

SECTION 4. Prior to the public display of fireworks, Bassett High School shall execute an indemnity agreement and general release, indemnifying and releasing the City of liability, subject to the approval as to form by the City Attorney.

SECTION 5. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

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

PASSED, APPROVED AND ADOPTED this 25th day of May 2021, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 25, 2021

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director
Juan Galvan, Assistant Planner

SUBJECT: CONSIDERATION OF A RESOLUTION DESIGNATING THE ENTITIES
PERMITTED TO SELL SAFE AND SANE FIREWORKS IN THE CITY FOR 2021

BACKGROUND

Under City of La Puente Municipal Code (“Code”), Chapter 9.04 - Fire Code, the City Council may issue permits allowing the retail sale of safe and sane fireworks in the City, as defined in the State Fireworks Law, to any applicant designated by the City Council to sell safe and sane fireworks.

On May 5, 2021, Los Angeles County entered the “Yellow Tier” (tier 4, the least restrictive tier) of the State’s Blueprint for a Safer Economy framework. The County amended and lifted additional local activity-specific and sector-specific restrictions effective on May 6, 2021. In addition, the DPH has determined that fireworks stands are similar to retail establishments that may open for curbside pickup and fireworks stand operators shall follow the DPH’s “Protocols for Retail Establishments: Appendix B,” which has been included as an exhibit to the attached Resolution.

DISCUSSION

2021 Fireworks Sales

For 2021, the City received permit applications from Delhaven Community Center, La Puente Girls Softball, St. Louis of France Catholic Church, and Veterans of Foreign Wars (VFW) Post #1944 to operate a total of eight firework stand locations in the City. TNT Fireworks is the wholesaler for seven of the proposed firework stand locations, while Patriot Fireworks is the wholesaler for one location. Furthermore, VFW Post #1944 secures permits for five (5) stand locations, as they have partnered with various other groups and organizations over the past several years to assist them with the operational logistics of fireworks sales.

Listed below is a summary of the applications received:

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

The above-listed groups and organizations were all approved by the City Council last year in 2020 to sell safe and sane fireworks in the City.

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

FISCAL IMPACT

Last year the City received approximately \$2,474.00 in sales tax revenue from the sale of safe and sane fireworks. If sales are similar to last year, the City would receive a similar amount this year. In addition, an application fee of \$588.00 is collected for each stand application (for a total of \$4,704) to review and process the applications and for site inspections following the placement of the stands at the locations.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 21-5631 designating the entities permitted to sell safe and sane fireworks in the City.

ATTACHMENTS

Attachment "A": Resolution No. 21-5631

RESOLUTION NO. 21-5631

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA, DESIGNATING THE
ENTITIES PERMITTED TO SELL SAFE AND SANE
FIREWORKS IN THE CITY FOR 2021**

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

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

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

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

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

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

WHEREAS, for the 2021 sale of fireworks, the City Council desires to accept the Post's, Saint Louis', Softball's and Delhaven's applications for the sale of fireworks and approve the applications and permits.

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

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

SECTION 2. The City Council hereby approves the fireworks stand locations attached hereto as Exhibit 1 and incorporated herein by reference for the 2021 sale of Safe and Sane Fireworks in the City.

SECTION 3. The City Council hereby accepts and approves the applications submitted by the Post, Saint Louis, Softball, and Delhaven for the sale of Safe and Sane Fireworks in the City and approves the permits for the sale of fireworks for the year 2021. The Post, Saint Louis, Softball and Delhaven shall comply with all applicable laws for the sale of Safe and Sane Fireworks. No other entities or individuals shall be permitted to sell Safe and Sane Fireworks in the City for the year 2021.

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

SECTION 5. The Post, Saint Louis, Softball and Delhaven shall comply with and post at the fireworks stand location, Appendix B – Protocols for Retail Establishments (attached hereto as Exhibit 2) of the County of Los Angeles Department of Public Health Order for Reopening Safer at Work and in the Community for Control of Covid-19 ("Order") as revised on May 6, 2021 and any subsequent revisions of the Order or any other orders of the City or any other applicable governmental entity.

SECTION 6. The Post, Saint Louis, Softball and Delhaven may only sell Safe and Sane Fireworks from July 2 - 4, 2021, in accordance with the City's Code.

SECTION 7. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 8. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 25th day of May 2021, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk

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

MC GILLS

SALES ASSOCIATE **BENNETT** CITY **LA PUENTE**

LOCATION# **CSR1390** ORGANIZATION **SAINT LOUIS OF FRANCE CHURCH**

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

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

ADDRESS **13901 EAST TEMPLE AVENUE**

INTERSECTION **NEC TEMPLE AVE & ARDILLA AVE**

THOMAS GUIDE — COUNTY **LA** PAGE _____ GRID _____

SPECIAL INSTRUCTIONS **SET STAND FACING STREET—LOOK FOR MARKS**
SET IN FIRST FULL PARKING SPACES. CALL
RENE CASTENEDA FOR DETAILS (323) 698-6927



EXHIBIT 1

EXHIBIT 1

INSPECTION DATE: 6/29

TNT FIREWORKS

MC GILLS

SALES ASSOCIATE BENNETT

CITY LA PUENTE

LOCATION# CSR5515 ORGANIZATION LA PUENTE SOFTBALL

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

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

ADDRESS 1411-1445 NORTH HACIENDA BLVD

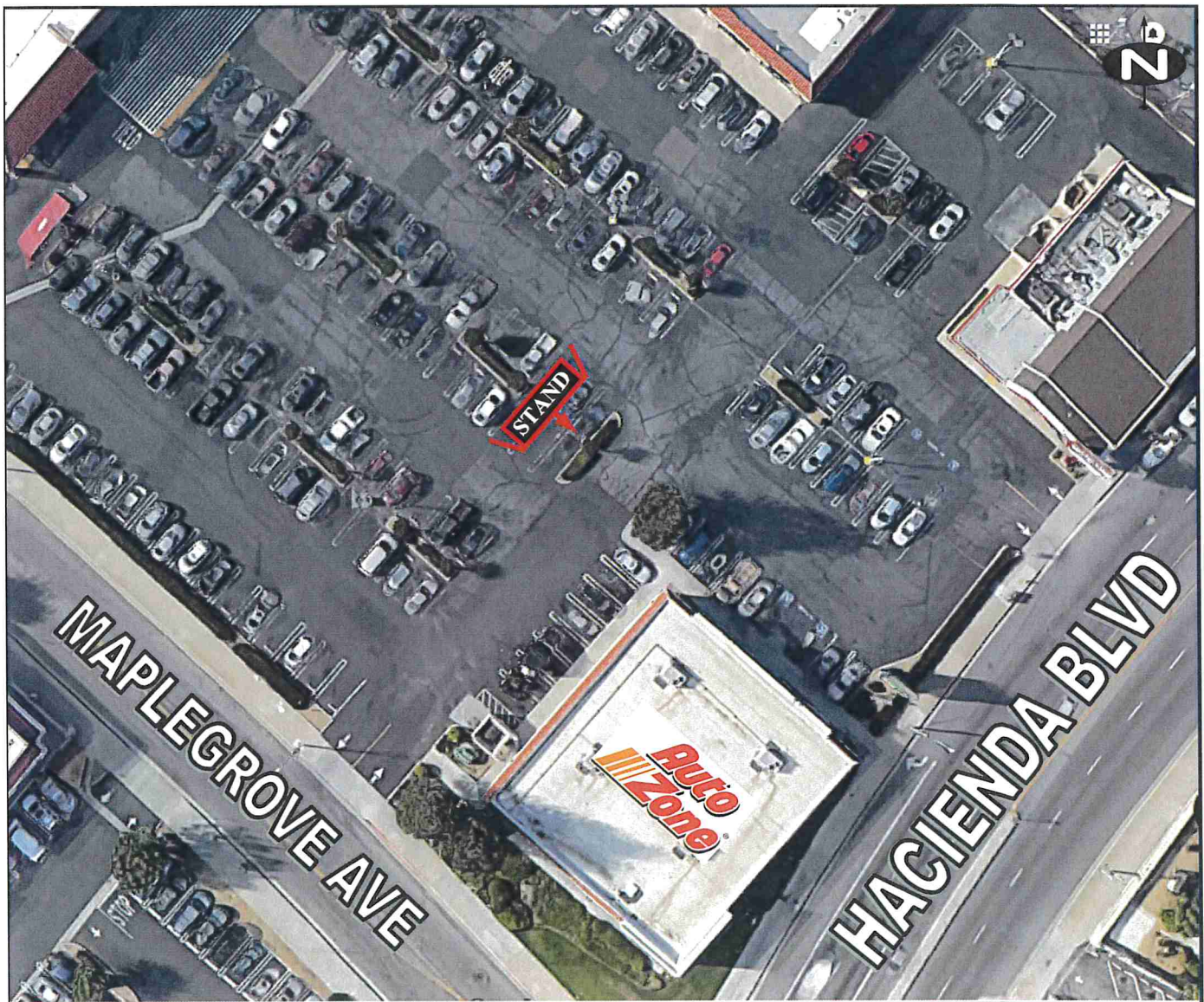
INTERSECTION NWC HACIENDA BLVD & MAPLEGROVE AVE

THOMAS GUIDE — COUNTY LA

PAGE

GRID

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



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

MC GILLS

SALES ASSOCIATE **BENNETT**

CITY **LA PUENTE**

LOCATION# **CSR5507** ORGANIZATION **VFW #1944**

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

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

ADDRESS **1807—1857 NORTH HACIENDA AVENUE**

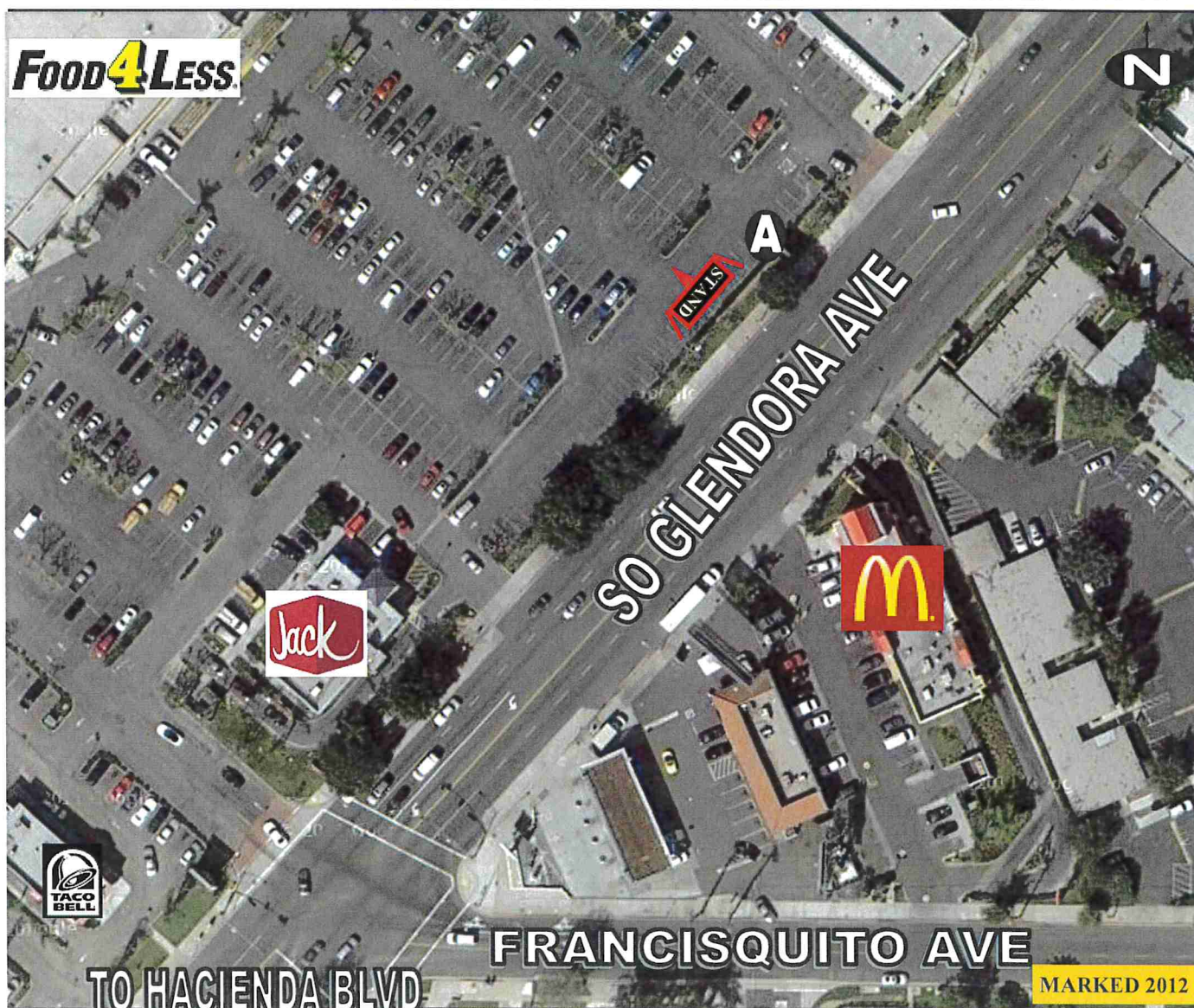
INTERSECTION **NORTH OF NWC HACIENDA AVE & FRANCISQUITO AVE**

THOMAS GUIDE — COUNTY **LA**

PAGE **638**

GRID **D6**

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



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

MC GILLS

SALES ASSOCIATE **BENNETT** CITY **LA PUENTE**

LOCATION# **CSR5508** ORGANIZATION **VFW #1944—#1**

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

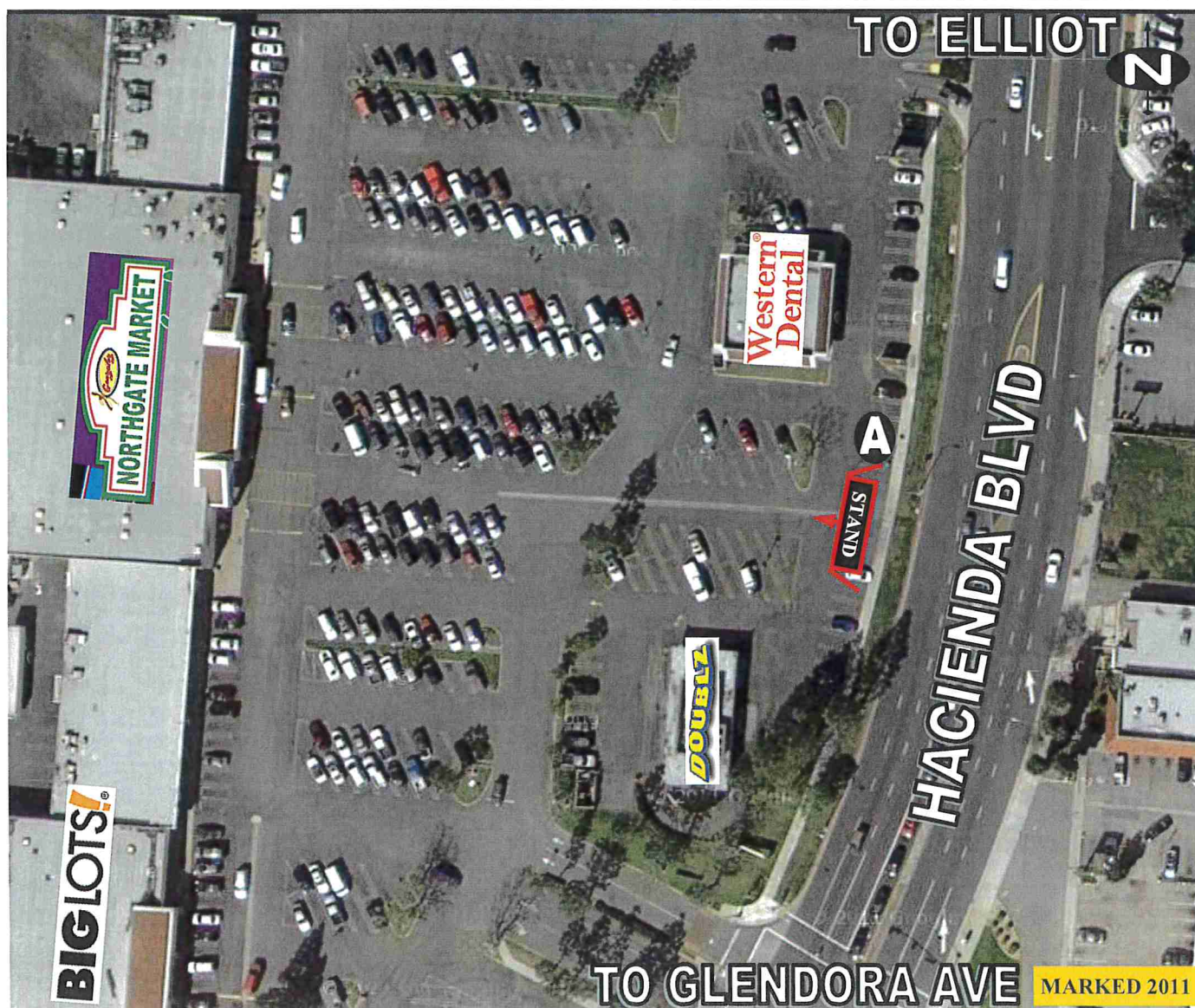
SET-UP **6/19** DOWN DATE **7/9** LIGHTS **MC GILLS (\$G)**

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

INTERSECTION **SWC ELLIOT & HACIENDA BLVD**

THOMAS GUIDE — COUNTY **LA** PAGE **638** GRID **D6**

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



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

MC GILLS

SALES ASSOCIATE **BENNETT** CITY **LA PUENTE**

LOCATION# **CSR5505** ORGANIZATION **VFW #1944—#2**

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

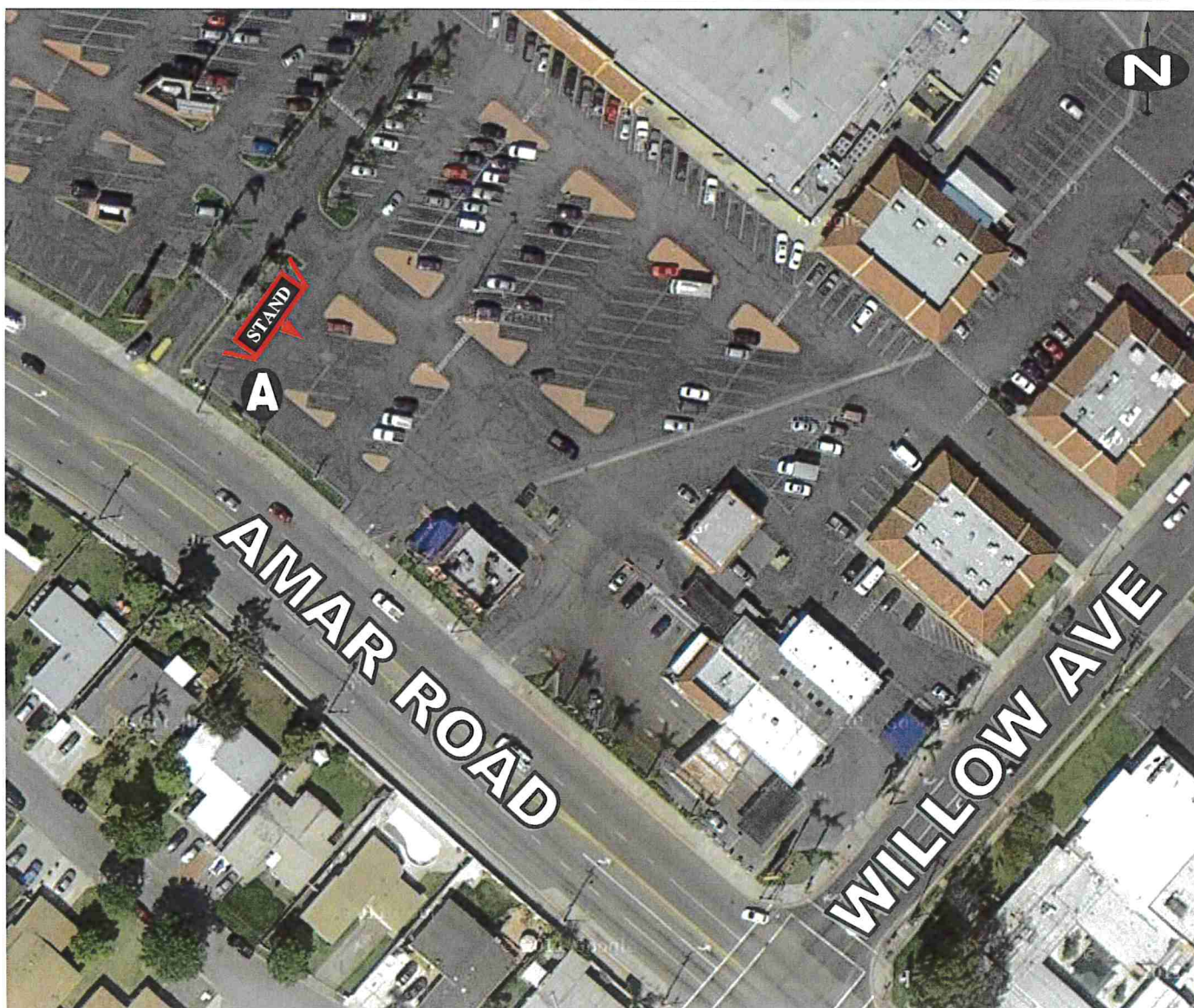
SET-UP **6/19** DOWN DATE **7/9** LIGHTS **MC GILLS (\$G)**

ADDRESS **13925 AMAR ROAD**

INTERSECTION **NWC AMAR ROAD & WILLOW AVENUE**

THOMAS GUIDE — COUNTY **LA** PAGE **638** GRID **B3**

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



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

MC GILLS

SALES ASSOCIATE **BENNETT** CITY **LA PUENTE**

LOCATION# **CSR5503** ORGANIZATION **VFW #1944—#3**

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

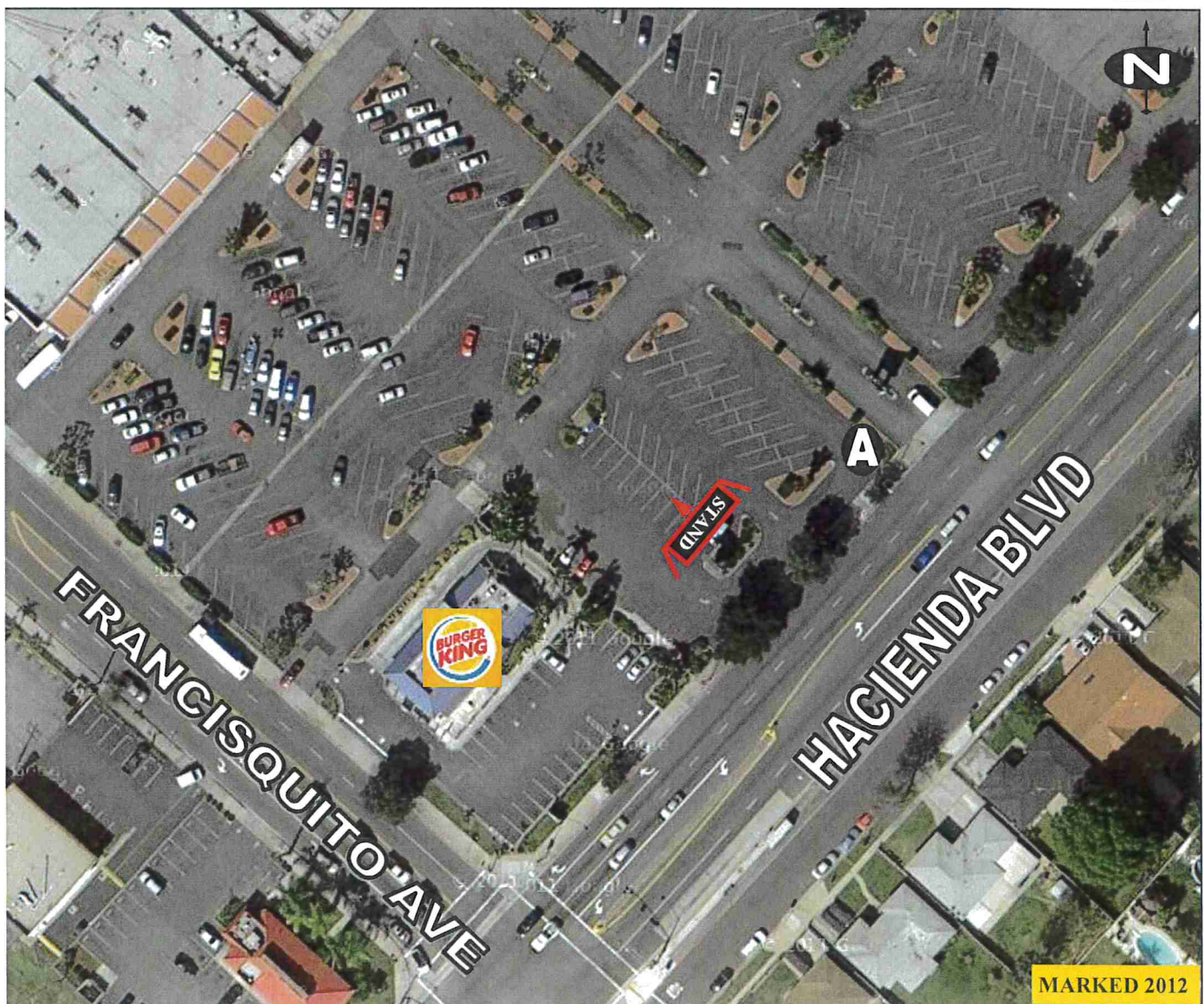
SET-UP **6/19** DOWN DATE **7/5** LIGHTS **MC GILLS (\$G)**

ADDRESS **1617 HACIENDA BLVD**

INTERSECTION **NWC HACIENDA BLVD & FRANCISQUITO AVENUE**

THOMAS GUIDE — COUNTY **LA** PAGE **638** GRID **E3**

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



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

MC GILLS

SALES ASSOCIATE **BENNETT** CITY **LA PUENTE**

LOCATION# **CSR5506** ORGANIZATION **VFW #1944—#4**

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

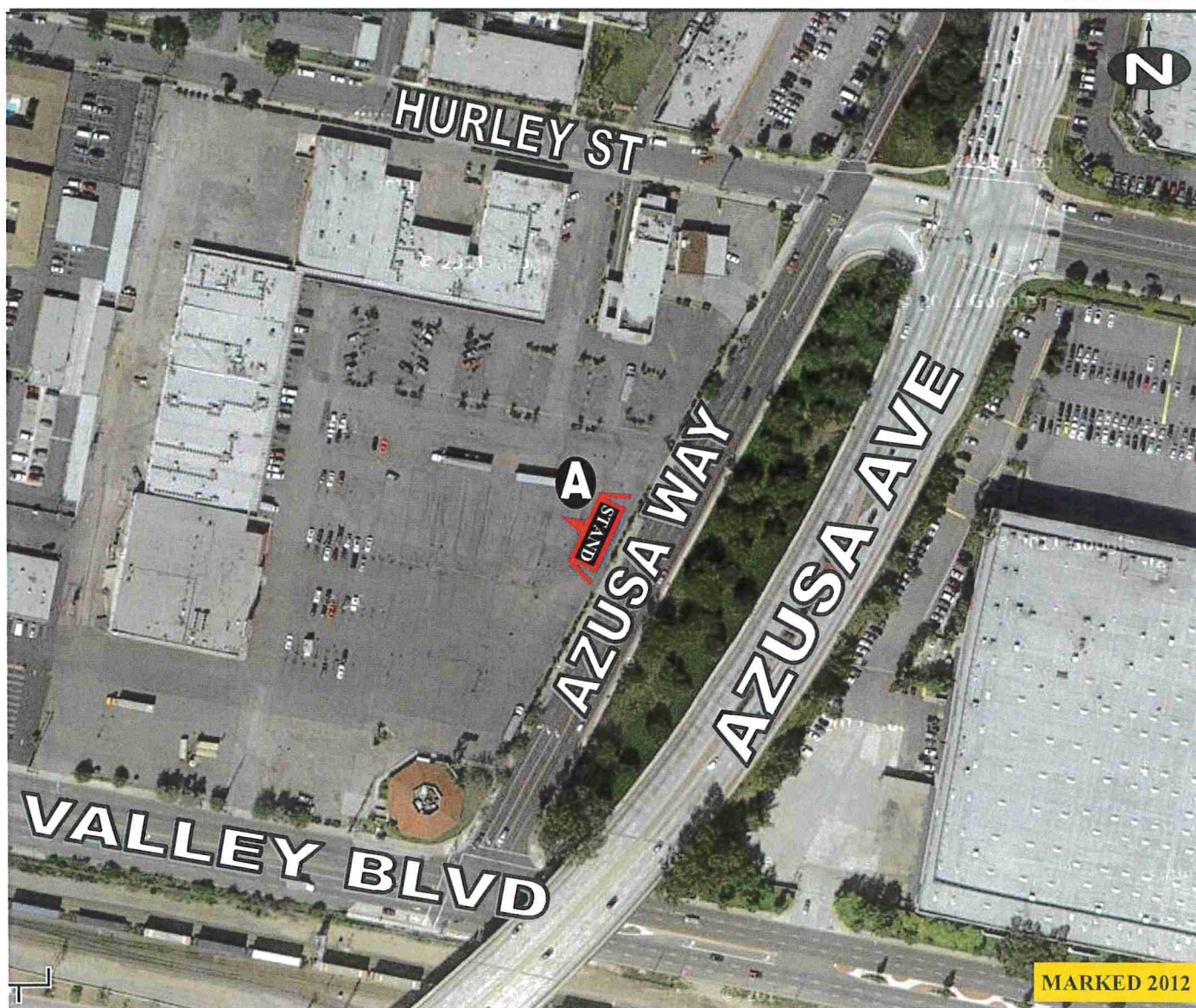
SET-UP **6/25** **OR** **AFTER** DOWN DATE **7/9** LIGHTS **MC GILLS (\$G)**

ADDRESS **17305 VALLEY BLVD**

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

THOMAS GUIDE — COUNTY **LA** PAGE **678** GRID **G2**

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



Plot Plan - 2021

Patriot Fireworks
16628 E Valley Blvd
La Puente CA 91741

VALLEY BLVD

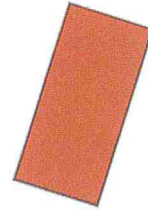
Old Valley Road

8 ft X 40 ft



Firework
Stand

8 ft X 24 ft



Storage
Trailer

Edison Power Pole



City Driveway

City Driveway

Protocol for Retail Establishments: Appendix B

Effective Date: **12:01am on Thursday, May 6, 2021**

Recent updates: (Changes are highlighted in yellow)

5/5/2021: Updated cleaning requirements to align with updated CDC cleaning guidance. Paid sick leave language has been updated. Screening requirement has been updated.

COVID-19 case rates, hospitalizations, and deaths **have decreased and appear to be remain stable**, but COVID-19 continues to pose a high risk to communities and requires all people and businesses to take precautions and modify operations and activities to reduce the risk of spread.

Due to Los Angeles County entering the "**Yellow** Tier" of the State's Blueprint for a Safer Economy framework, this protocol has been updated to lift some local activity-specific restrictions. Establishments should proceed with caution and adhere to the requirements in this protocol to reduce the potential spread of COVID-19 within their business operations.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain retail businesses to safely reopen.

Retail Businesses must limit indoor occupancy to 75% of their maximum occupancy. Occupancy is based on the applicable Building Code or Fire Code.

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

This checklist covers:

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

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

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

Business name:

Facility Address:

**Maximum Occupancy,
per Building or Fire Code:**

Date Posted:

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



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

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ All employees have been told not to come to work if sick. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Entry screenings are conducted before employees, vendors, contractors, and delivery personnel may enter the workspace, in compliance with [LACDPH Entry Screening Guidance](#). Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done upon the employees' arrival or through alternative methods such as on-line check in systems or through signage posted at the entry of the facility stating that employees with these symptoms must not enter the premises. A temperature check should also be done at the worksite if feasible.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter for work that day.
 - Positive Screen (Not Cleared):
 - If the person was not fully vaccinated¹ against COVID-19 and had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter or work in the field and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter or work in the field and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ☐ Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs](#) supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on [responding to COVID-19 in the workplace](#).
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821 or online at www.redcap.link/covidreport. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster

¹ People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



investigation to help guide the facility response.

- ☐ Employees who have contact with others are offered, at no cost, an **appropriate face mask** that covers the nose and mouth. For more information, see LAC DPH COVID-19 Mask webpage at <http://publichealth.lacounty.gov/acd/ncorona2019/masks>. The mask is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. All employees must wear face masks at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden until further notice.
- ☐ To ensure that masks are worn consistently and correctly, employees are prohibited from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers. COVID-19 transmission is more likely to occur when employees are present together when not wearing face masks.
- ☐ Occupancy is reduced and space between employees is maximized in any room or area used employees for meals and/or breaks. This has been achieved by:
 - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- ☐ Employees are instructed to wash or replace their face masks daily.
- ☐ Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for employees who are screening others for symptoms or handling commonly touched items.
- ☐ All workstations are separated by at least six feet.
- ☐ Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected **at the frequency listed below, but no less than once per day**, on the following schedule:
 - Distribution area _____
 - Break rooms _____
 - Restrooms _____
 - Other _____
- ☐ Approved disinfectant and related supplies are available to employees at the following location(s):

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

- ☐ Employees are allowed frequent breaks to wash their hands.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- ☐ A copy of this protocol has been distributed to each employee.
- ☐ To the extent possible, each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
- ☐ Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ☐ Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ☐ The number of customers in an indoor retail store is low enough to ensure physical distancing of customers at all times but in no case more than 75% of the maximum occupancy of the retail store capacity.
 - Maximum number of customers in the facility limited to: _____
- ☐ The retail store must strictly and continuously meter the entry and exit of customers at all entrances in order to track occupancy to ensure compliance with capacity limits. Retailers that are insufficiently or not metering or appear to be over-capacity, may, at the discretion of the public health inspector, be temporarily closed until these issues are rectified as determined by the onsite public health inspector. Where possible, provide a single, clearly designated entrance and separate exits to help maintain physical distancing.
- ☐ Be prepared to queue customers outside while still maintaining physical distance, including through the use of visual cues. If necessary, an employee (or employees if there is more than one entrance) wearing a face mask may be posted near the door but at least 6 feet from the nearest customers to track occupancy and to direct customers to line up six feet apart outside the entrance if the establishment has reached its occupancy limit.
- ☐ Provide a single, clearly designated entrance and separate exit to help maintain physical distancing where possible.
- ☐ Measures are implemented to ensure physical distancing of at least six feet between employees and customers. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers and/or employees should stand.)
- ☐ Measures have been taken at check-out stations to minimize exposure between cashiers and customers, such as Plexiglass barriers. Consider installing Plexiglass barriers in any other area of the establishment where it is difficult for employees to maintain physical distance from customers. Signs are posted near entrances, check-out lanes and registers to remind customers of physical distancing.
- ☐ Tape or other markings identify both a starting place for customers entering the check-out line and 6-foot intervals for subsequent customers who are joining the line.
- ☐ Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in all areas of the store. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Employee restrooms are not available for customer use.
- ☐ Employee workstations are separated by at least 6 feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- ☐ Physical distancing requirements are implemented at loading bays and contactless signatures have been implemented for deliveries.

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ORDER OF THE HEALTH OFFICER



- ☐ Non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to wear cloth face masks.

C. MEASURES FOR INFECTION CONTROL

- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Effective ventilation is one of the most important ways to control small aerosol transmission. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces. See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#) for detailed information. Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- ☐ Contactless payment systems are in place or, if not feasible, payment systems are sanitized **at least once per day**. Describe:

- ☐ Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers, elevator controls) are disinfected **at least once per day** during business hours using [EPA approved disinfectants](#).
- ☐ **Increase cleaning and disinfection for surfaces that are in high traffic areas or for surfaces that are exposed to unmasked individuals.**
- ☐ Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned **more often as determined is necessary based on high traffic areas or for surfaces that are exposed to unmasked individuals.**
- ☐ Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility.
- ☐ Retail store hours have been adjusted to provide adequate time for regular deep cleaning and product stocking. Stagger stocking so that employees are in different aisles.
- ☐ Visitors arriving at the establishment are reminded to wear a face mask at all times while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- ☐ Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last **10** days, they can be cleared to enter for that day.
 - Positive Screen (Not Cleared):
 - If the person has had contact with a known COVID-19 case in the last **10** days or is currently under quarantine orders, they may not enter and must be sent home immediately to

quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.

- If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.

- ☐ Customers arriving at the site with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- ☐ In-store bars, bulk-bin options and product sampling have been discontinued. Public seating **is reconfigured to support physical distancing**.
- ☐ Customers are reminded that they are not permitted to eat or drink while at or inside the retail establishment.
- ☐ Where possible, hands-free devices, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers and timecard systems have been installed.

Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ☐ A copy of this protocol or a copy of the establishment's Los Angeles County COVID-19 Safety Compliance Certificate is posted at all public entrances to the facility. For more information or to complete the COVID-19 safety compliance self-certification program, visit <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- ☐ Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.
- ☐ Signage is posted that reminds customers to maintain social distancing of six (6) feet, wash hands or use sanitizer upon entry, stay home if they are ill or have symptoms consistent with COVID-19, and to communicate changes to service offerings. Signage should be posted in clearly visible locations, include pictograms, and be made available digitally (e.g. through email). The use of public address announcements is also encouraged to communicate these measures. See the [County DPH COVID-19 Guidance webpage](#) for additional resources and examples of signage that can be used by businesses.
- ☐ Signage throughout the establishment that reminds customers that there is no eating or drinking inside.
- ☐ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face masks, policies in regard to preordering, prepayment, pickup and/or delivery and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ☐ Dedicated shopping hours for vulnerable populations, including seniors and those medically vulnerable have been instituted, if appropriate, preferably at a time following a complete cleaning.
- ☐ Services that are critical to the customers/clients have been prioritized.
- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

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

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

**Business Contact
Name:**

Phone number:

**Date Last
Revised:**



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 25, 2021

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director
Juan Galvan, Assistant Planner

SUBJECT: CONSIDERATION OF A MEMORANDUM OF AGREEMENT BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF LA PUENTE FOR PARTICIPATION IN THE DEVELOPMENT OF THE SAN GABRIEL VALLEY REGIONAL VMT MITIGATION FEE STRUCTURE

BACKGROUND

The passage of SB 743 (Steinberg, 2013) altered how transportation impacts are measured under the California Environmental Quality Act (“CEQA”) in the review of land use and transportation plans and projects. SB 743 eliminated automobile delay as the primary measure of transportation impacts of environmental significance and required the Governor’s Office of Planning and Research (“OPR”) to implement revisions to CEQA Guidelines establishing criteria for determining the significance of transportation impacts. Therefore, OPR selected Vehicles Miles Travelled (“VMT”) as the preferred metric to comply with SB 743.

As a result of these changes, lead agencies under CEQA are required to analyze project related VMT to determine whether transportation impacts from a given development would constitute a significant environmental impact under CEQA beginning July 1, 2020. To properly evaluate impacts, local agencies needed to establish methodologies and quantified thresholds to determine significance levels.

At the City Council meeting of April 9, 2020, the City Council approved a Memorandum of Agreement (“MOA”) with the San Gabriel Valley Council of Governments (“SGVCOG”) to partner with the SGVCOG and other member cities to establish methodologies and quantified thresholds from which to determine levels of significance related to transportation impacts in response to SB 743.

At the City Council meeting of June 23, 2020, the City Council adopted Resolution No. 20-5569, which adopted thresholds of significance for reviewing VMT traffic impacts of projects in compliance with CEQA.

DISCUSSION

The City's VMT Baseline and Thresholds of Significance were developed through a regional effort led by the SGVCOG. The SGVCOG provided professional consulting services to help its member cities complete the VMT requirements of SB743. As part of the process, a web-based tool was developed to allow city staff and developers to determine if a proposed project would require a full VMT analysis based on each city's adopted CEQA criteria. The tool, which can be accessed through the SGVCOG website at <https://www.sgvkog.org/vmt-analysis-tool>, is maintained by the consultant, Fehr and Peers, for cities until July 31, 2025.

SGVCOG Regional VMT Mitigation Fee Structure Program

The SGVCOG is proposing to solicit professional services and begin developing a Regional VMT Mitigation Fee Structure Program ("PROGRAM") in the summer of 2021. When completed in mid-to-late 2022, participating cities could begin assessing future proposed developments to supplement the funding transportation improvements with localized and regional benefits.

In theory, each participating city would submit a list of planned or approved transportation improvements that would be eligible for future VMT mitigation fees. The PROGRAM would monetize "cost per trip" based on the type, scale, and impact level of each proposed development. Participating cities may elect to incorporate such Regional VMT Mitigation Fee Structure in their project review process. When a proposed development exceeds the threshold for VMT mitigation, the lead city could allow the developer to pay appropriate "trip fees," thus obtaining the necessary VMT reduction credits. Each participating city in the PROGRAM would retain a portion of the VMT mitigation fees collected from its proposed developments. Additional details and criteria would be jointly developed and agreed upon by participating cities based on quantitative and qualitative analyses. Improvements covered by the PROGRAM would achieve the expected VMT reductions.

In order to spread the cost of the PROGRAM among the cities in the SGVCOG, the following twenty-eight (28) cities have submitted confirmation to participate:

Alhambra	El Monte	Monterey Park	San Gabriel
Arcadia	Glendora	Monrovia	Sierra Madre
Baldwin Park	Industry	Pasadena	South El Monte
Claremont	La Cañada Flintridge	Pomona	South Pasadena
Covina	La Puente	Rosemead	Temple City
Diamond Bar	La Verne	San Dimas	Walnut
Duarte	Montebello	San Marino	West Covina

Memorandum of Agreement (MOA)

The MOA, which can be found as “Attachment A,” identifies the following roles and responsibilities for the SGVCOG and each participating city:

- **SGVCOG:**
 - Undertake procurement and management of consultant(s) to complete the PROGRAM. Execute a contract with the consultant for the development of the PROGRAM.
 - Manage all invoicing and billing.
 - Review draft deliverables prepared by the consultant for accuracy.
 - Coordinate with the consultant to ensure consultant’s participation in calls and meetings.
 - Manage ongoing coordination of project calls with the Parties and the consultant throughout the development of the PROGRAM.
 - Review and provide comments on draft communications and documents related to MOA products.
 - Submit two invoices to the City, in the amount not to exceed \$10,000.00 as follows:
 - The first invoice for \$5,000 will be sent immediately after the execution of this Agreement. Payment of this invoice will be due within thirty (30) days of the City’s receipt of the invoice.
 - The second invoice for the remaining \$5,000 will be sent immediately after the consultant submits the Draft Final Report for the PROGRAM. Payment of this invoice will be due within thirty (30) days of the City’s receipt.
- **City of La Puente:**
 - Designate a point-of-contact with name, title, and contact information who will serve as the City’s technical representative throughout the development of the PROGRAM. If the point-of-contact is reassigned or no longer with the City, a new point-of-contact will be designated within 14 calendar days.
 - Actively engage in the development of the PROGRAM including, but not limited to, promptly responding to all correspondence (phone calls and e-mail communications), responding to data requests, and attending any necessary meetings.
 - Review and provide comments to consultant on deliverables as necessary.
 - Participate in check-in calls and/or meetings with the consultant and with all Parties, as necessary.
 - Approve within five (5) business days any deliverables that can be approved by staff or ten (10) business days any items that need to be approved by city attorney or city manager.
 - Pay invoices submitted by the SGVCOG within thirty (30) days.

The MOA has been reviewed and approved by the City Attorney's office.

FISCAL IMPACT

After receiving official confirmation from 28 cities to participate in the PROGRAM, the SGVCOG confirmed that the total cost per city to participate in the PROGRAM would not exceed \$10,000. Cities can use Measure M or Measure R funds to fund the PROGRAM. As outlined within the MOA, the first invoice of \$5,000 will be due after the execution of the MOA. The remaining \$5,000 will be due upon the completion of the Final Draft Report for the PROGRAM. Available Measure M funds will be used to fund the City's pro rata share for the PROGRAM.

RECOMMENDATION

It is recommended that the City Council: (1) approve the Memorandum of Agreement with the San Gabriel Valley Council of Governments; and (2) authorize the City Manager to execute the Agreement on behalf of the City.

ATTACHMENTS

Attachment "A": Memorandum of Agreement

**MEMORANDUM OF AGREEMENT
BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF
GOVERNMENTS AND THE CITY OF LA PUENTE FOR
PARTICIPATION IN THE DEVELOPMENT OF THE SAN GABRIEL
VALLEY REGIONAL VEHICLE-MILES TRAVELED MITIGATION
FEE STRUCTURE**

This Memorandum of Agreement (“MOA” or “Agreement”) is made as of May 25, 2021 (“Effective Date”) by and between the City of La Puente, a municipal corporation (“City”), and the San Gabriel Valley Council of Governments, a California joint powers authority (“SGVCOG”). City and SGVCOG may be referred to herein collectively as the “Parties” or individually as a “Party.”

RECITALS:

- A. The passage of SB 743 (Steinberg, 2013) changed the primary metric that California uses to assess transportation impacts under the California Environmental Quality Act (CEQA) from Level of Service (LOS) to Vehicle-Miles Traveled (VMT). This change resulted in the deployment of new analytic approaches to determine the significance of potential impacts and the use of new mitigation measures to address those impacts. The implementation of a Regional VMT Mitigation Fee Structure (PROGRAM) can be used to streamline VMT-related impact analysis and ensure successful implementation of associated mitigations, thereby providing an avenue for mitigating VMT impacts of transportation projects under SB 743.
- B. The SGVCOG was established to have a unified voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley by the member cities and other local governmental agencies.
- C. City seeks to participate in the PROGRAM to develop a unified approach to streamline the implementation and assessment of fair and equitable contributions to regionally significant improvements.
- D. The PROGRAM will create a fee structure and process for mitigating a proposed project’s VMT impact through payment of an in-lieu-of fee for VMT reduction credits.
- E. City and SGVCOG desire to set forth the terms of their ongoing collaboration with respect to this effort in this MOA.

NOW, THEREFORE, the Recitals are made a substantive part of this Agreement and the Parties further agree as follows:

I. TERM:

The term of this MOA shall commence as of the Effective Date, and shall continue through the completion of all work contemplated under this MOA. The term of this MOA may be extended by mutual written agreement of the Parties.

II. RESPONSIBILITIES OF THE PARTIES:

A. SGVCOG.

SGVCOG will:

1. Undertake procurement and management of consultant(s) to complete the PROGRAM. Execute a contract with the consultant for the development of the PROGRAM.
2. Manage all invoicing and billing.
3. Review draft deliverables prepared by the consultant for accuracy.
4. Coordinate with the consultant to ensure consultant's participation in calls and meetings.
5. Manage ongoing coordination of project calls with the Parties and the consultant throughout the development of the PROGRAM.
6. Review and provide comments on draft communications and documents related to MOA products.
7. Submit two invoices to the City, in the amount not to exceed \$10,000.00 as follows:
 - The first invoice for \$5,000 will be sent immediately after the execution of this Agreement. Payment of this invoice will be due within thirty (30) days of the City's receipt of the invoice.
 - The second invoice for the remaining \$5,000 will be sent immediately after the consultant submits the Draft Final Report for the PROGRAM. Payment of this invoice will be due within thirty (30) days of the City's receipt .

B. City.

City will:

1. Designate a point-of-contact with name, title, and contact information who will serve as the City's technical representative throughout the development of the PROGRAM. If the point-of-contact is reassigned or no longer with the City, a new point-of-contact will be designated within 14 calendar days.
2. Actively engage in the development of the PROGRAM including, but not limited to, promptly responding to all correspondence (phone calls and e-mail communications), responding to data requests, and attending any necessary meetings.
3. Review and provide comments to consultant on deliverables as necessary.
4. Participate in check-in calls and/or meetings with the consultant and with all Parties, as necessary.
5. Approve within five (5) business days any deliverables that can be approved by staff or ten (10) business days any items that need to be approved by city attorney or city manager.
6. Pay invoices submitted by the SGVCOG within thirty (30) days.

III. PROJECT MANAGEMENT:

A. Project Managers.

1. For the purposes of this MOA, SGVCOG designates the following individual as its Project Manager:

Alexander Fung, Management Analyst
(626) 457-1800
afung@sgvcog.org

2. For the purposes of this MOA, the City designates the following individual as its representative:

John Di Mario
Development Services Director
(626) 855-1517
jdimario@lapuente.org

Either Party may change the designations set forth herein upon written notice to the other Party.

IV. DEFAULT; REMEDIES:

- A. Default. A “Default” under this MOA is defined as any one or more of the following: (i) failure of either Party to comply with the terms and conditions contained in this MOA; and/or (ii) failure of either Party to perform its obligations set forth herein satisfactorily or make sufficient progress towards completion of the Mitigation Fee Structure.
- B. Remedies. In the event of a Default by either Party, the non-defaulting Party will provide a written notice of such Default and a request for cure within thirty (30) days. In the event that the defaulting Party fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period and to the satisfaction of the non-defaulting Party, the non-defaulting Party may terminate this MOA by sending a notice of termination to the defaulting Party. Such termination shall be effective immediately. The remedies described herein are non-exclusive. In the event of a Default by either Party, the non-defaulting Party shall have the right to seek any and all remedies available at law or in equity.

V. INDEMNIFICATION:

- A. City agrees to defend, indemnify, and hold free and harmless the SGVCOG, its elected and appointed boards, officials, officers, agents, employees, members, and volunteers, at City’s sole expense, from and against any and all claims, actions, suits, or other legal proceedings brought against the SGVCOG, its elected and appointed boards, officials, officers, agents, employee members, and volunteers arising out of or relating to the acts or omissions of City in connection with this Agreement.

- B. SGVCOG agrees to defend, indemnify, and hold free and harmless the City, its elected officials, officers, agents, employees, and volunteers, at SGVCOG's sole expense, from and against any and all claims, actions, suits, or other legal proceedings brought against the City, its elected officials, officers, agents, employees, and volunteers arising out of or relating to the acts or omissions of SGVCOG in connection with this Agreement.
- C. To the extent allowed by State law, SGVCOG shall require that the consultant(s) defend and indemnify the City and its elected officials, officers, agents, employees, and volunteers from and against any and all claims, actions, suits, or other legal proceedings (collectively, "Claims") brought against the City arising out of or relating to the acts or omissions of the consultant(s) in connection with the Scope of Work, in the agreement between the consultant and SGVCOG; provided that SGVCOG shall not be liable to the City and its elected officials, officers, agents, employees, and volunteers by way of agency or any other theory of liability for any such Claims.

VI. INSURANCE:

- A. City and SGVCOG shall maintain and keep in full force and effect during the term of this MOA insurance or a program of self-insurance against claims for injuries to persons or damages to property which may arise in connection with City's or SGVCOG's performance of its obligations hereunder.

VII. OTHER TERMS AND CONDITIONS:

- A. Notices. All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by electronic mail or certified mail, postage prepaid and return receipt requested, addressed as follows:

To SGVCOG: Alexander Fung
Management Analyst
1000 S. Fremont Avenue, Unit 42
Building A-10N, Suite 10-210
Alhambra, CA 91803
(626) 457-1800
afung@sgvcog.org

with a copy to: Eric C. Shen, PE, PTP
Director of Capital Projects
4900 Rivergrade Road, Suite A120
Irwindale, CA 91706
(626) 698-9926
eshen@sgvcog.org

To City: Bob Lindsey
City Manager
15900 East Main Street
La Puente, CA 91744
(626) 855-1500
blindsey@lapuente.org

with a copy to: Victor Ponto, City Attorney
Olivarez Madruga Lemieux O'Neill, LLP
500 S. Grand Ave., 12th Floor
Los Angeles, CA 90071
(909) 781-7723
vponto@omlowlaw.com

- B. No Partnership. This Agreement is not intended to be, and shall not be construed as, an agreement to form a partnership, agency relationship, or a joint venture between the Parties. Except as otherwise specifically provided in the Agreement, neither Party shall be authorized to act as an agent of or otherwise to represent the other Party.
- C. Entire Agreement. This Agreement constitutes the entire understanding between the Parties with respect to the subject matter herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing and signed by the Parties at the time of such modification.
- D. Governing Law. This Agreement shall be governed by and construed under California law and any applicable federal law without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the Parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.
- E. Attorneys' Fees. In the event that there is any litigation or other legal proceeding between the Parties in connection with this Agreement, each Party shall bear its own costs and expenses, including attorneys' fees.
- F. Excusable Delays. Neither Party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquakes, fires, acts of a public enemy, pandemic, epidemic, and government acts beyond the control and without fault or negligence of the affected Party. Each Party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

- G. Waiver. Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought.
- H. Headings. The section headings contained in this Agreement are for convenience and identification only and shall not be deemed to limit or define the contents to which they relate.
- I. Assignment. Neither Party may assign its interest in this Agreement, or any part thereof, without the prior written consent of the other Party. Any assignment without consent shall be void and unenforceable.
- J. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- K. Authority to Execute. The person executing this Agreement on behalf of a Party warrant that they are duly authorized to execute this Agreement on behalf of said Party, and that by doing so said Party is formally bound to the provisions of this Agreement.
- L. Counterparts. 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.
- M. Electronic Signatures. This Agreement may be executed with electronic signatures in accordance with Government Code Section 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as set out below.

FOR THE CITY OF LA PUENTE

FOR THE SAN GABRIEL VALLEY
COUNCIL OF GOVERNMENTS

By: _____
Bob Lindsey
City Manager

By: _____
Marisa Creter
Executive Director

Date: _____

Date: _____

ATTEST:

Sheryl Garcia
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

David DeBerry
General Counsel

City Attorney



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 25, 2021

From: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF APRIL 2021 BUDGET REPORT

BACKGROUND

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

DISCUSSION

As of April 30, 2021, 10 months or 83% of the fiscal year has passed.

REVENUES

General Fund revenues fiscal year to date total \$11,250,559 or 73.7% of the annual budgeted amount. This is equal to the percentage posted at this time last fiscal year. *Property Tax* collections for the month of April are \$466,300. *Sales and Use Tax* and *Measure LP* receipts for the month are \$453,055. Smaller General Fund revenue sources such as *Licenses & Permits* and *Charges for Services* are trending at 94.2% and 61.2% of budget, respectively. This performance is consistent with prior fiscal year results.

Controlling for one-time revenue sources such as *State CARES Act* and *CDBG CARES*, special revenue funds have realized collections at a rate of 84% of budget, and a dollar for dollar increase of 36% compared to this time last year. This is due largely to a strong showing from the MTA funds including Propositions A and C and Measures M and R, as well as grant reimbursements from the state.

The City's sole enterprise fund, the Sewer Construction and Maintenance Fund, has reached 92.7% of its budgeted revenues for the fiscal year.

EXPENDITURES

Excluding one-time expenditures related to the 2020A debt issuances, the City has expended 66% of its total budgeted for the fiscal year, under pacing revenues. This includes \$10,914,246 in the General Fund (71.5% of annual budget) and \$3,394,099 in the special revenue funds (70.1% of budget).

All departments are currently operating within 65-78% of annual budget, with the exception of General Services, which incurred a number of costs related to cleaning and retrofitting City facilities to comply with COVID-19 public health guidelines. These costs are reimbursed by the CARES Act.

RECOMMENDATION

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

ATTACHMENTS

Attachment “A”: Monthly Budget Report – April 2021

CITY OF LA PUENTE
Monthly Budget Report - April 2021
Statement of Revenues
83% of the Fiscal Year Complete

	FY 2020-2021 BUDGET		FY 2020-2021 YTD ACTUAL	%	FY 2019-2020 BUDGET	FY 2019-2020 YTD ACTUAL	%
GENERAL FUND							
Property Tax	6,597,300		3,993,511	60.5%	6,333,300	3,779,027	59.7%
Sales Tax	2,539,000		2,326,326	91.6%	3,255,700	2,181,873	67.0%
Sales Tax - Measure LP	2,137,500		2,082,248	97.4%	1,250,000	1,678,718	134.3%
Other Taxes and Assessments	1,479,100		1,165,046	78.8%	1,505,400	981,673	65.2%
Licenses and Permits	645,500		607,839	94.2%	687,700	637,486	92.7%
Fines and Forfeitures	280,000		141,595	50.6%	298,000	237,743	79.8%
Use of Money	120,000		154,201	128.5%	110,000	179,952	163.6%
Intergovernmental	67,500		258,186	382.5%	61,500	59,752	97.2%
Charges for Services	824,300		504,441	61.2%	716,200	788,630	110.1%
Other	577,200		17,175	3.0%	598,200	321,920	53.8%
TOTAL GENERAL FUND	15,267,400	-	11,250,569	73.7%	14,816,000	10,846,774	73.2%
SPECIAL REVENUE FUNDS							
Gas Tax	965,300		739,502	76.6%	1,063,000	837,465	78.8%
RMRA (SB1)	704,100		498,749	70.8%	676,400	526,078	77.8%
Prop A	827,800		695,409	84.0%	964,600	800,456	83.0%
Prop C	585,600		566,339	96.7%	697,100	598,243	85.8%
Measure R	436,700		420,336	96.3%	521,100	440,586	84.5%
Measure M	490,100		477,673	97.5%	585,700	492,772	84.1%
AQMD	53,000		25,998	49.1%	58,000	34,750	59.9%
Miscellaneous Grants	838,400		1,184,539	141.3%	290,000	-	0.0%
Lighting & Landscape Maintenance District	839,600		741,477	88.3%	827,700	721,431	87.2%
CDBG	445,600		250,402	56.2%	419,700	230,442	54.9%
CDBG CARES	-		178,013	0.0%	-	-	0.0%
PEG Access	36,500		21,925	60.1%	42,000	23,777	56.6%
Supplemental Law Enforcement Fund	100,000		156,727	156.7%	100,000	155,948	155.9%
State CARES Act Fund	-		369,298	0.0%	-	-	0.0%
Other Special Revenue	1,474,700		410,852	27.9%	1,135,500	81,673	7.2%
TOTAL SPECIAL REVENUE FUNDS	7,797,400		6,737,238	86.4%	7,380,800	4,943,621	67.0%
CAPITAL PROJECTS & DEBT SERVICE FUNDS							
Citywide Debt Service	-		8,602,861	100.0%	-	-	0.0%
Capital Projects	68,500		58,427	85.3%	55,000	53,287	96.9%
Series 2019A Debt Service	262,800		-	0.0%	-	4,137,525	0.0%
Series 2019 B Debt Service	234,200		-	0.0%	-	3,672,847	0.0%
TOTAL CAP. PROJ. & DEBT SERVICE FUNDS	565,500	-	8,661,288	1532%	55,000	7,863,659	14297.6%
SUCCESSOR AGENCY							
Successor Agency to the LPCDC	737,600		117,544	15.9%	699,700	136,628	19.5%
PROPRIETARY FUNDS							
Sewer Construction/Maintenance Fund	1,325,000		1,227,959	92.7%	1,504,400	1,279,339	85.0%
Equipment Replacement Fund	142,300		187,488	131.8%	164,500	147,858	89.9%
Vehicle Maintenance & Replacement Fund	157,500		478,926	304.1%	139,900	117,230	83.8%
TOTAL REVENUES	25,992,700		28,661,013	110.3%	24,760,300	25,335,109	102.3%

CITY OF LA PUENTE
Monthly Budget Report - April 2021
Statement of Operating Expenditures
83% of the Fiscal Year Complete

	FY 2020-2021 BUDGET	FY 2020-2021 YTD ACTUAL	%	FY 2019-2020 BUDGET	FY 2019-2020 YTD ACTUAL	%
GENERAL FUND						
General Government	1,353,100	1,001,130	74.0%	1,139,200	801,254	70.3%
Administrative Services	1,791,100	1,397,283	78.0%	1,683,000	1,134,973	67.4%
General Services	238,100	218,949	92.0%	214,400	174,290	81.3%
Public Safety	8,516,800	5,876,103	69.0%	8,042,000	4,715,018	58.6%
Development Services	1,570,600	1,220,019	77.7%	1,289,500	1,278,931	99.2%
Community Services	1,792,500	1,200,762	67.0%	1,689,200	1,132,503	67.0%
TOTAL GENERAL FUND	15,262,200	- 10,914,246	71.5%	14,057,300	9,236,969	65.7%
SPECIAL REVENUE FUNDS						
Gas Tax	958,800	756,042	78.9%	913,000	559,719	61.3%
Prop A	965,300	580,745	60.2%	973,000	635,510	65.3%
Prop C	71,400	68,648	96.1%	45,600	54,192	118.8%
Measure R	483,300	135,735	28.1%	256,200	128,492	50.2%
Measure M	472,700	153,965	32.6%	216,200	151,434	70.0%
AQMD	30,900	117,528	380.3%	105,900	203,955	192.6%
Lighting & Landscape Maintenance District	892,400	832,027	93.2%	971,300	864,897	89.0%
CDBG	485,300	289,829	59.7%	419,700	291,198	69.4%
CDBG CARES Fund	-	185,101	0.0%	-	-	0.0%
State CARES Act Fund	-	197,563	0.0%	-	-	0.0%
PEG Access	87,600	25,549	29.2%	86,400	36,085	41.8%
Other Special Revenue	392,900	51,368	13.1%	264,400	51,029	19.3%
TOTAL SPECIAL REVENUE FUNDS	4,840,600	3,394,099	70.1%	4,251,700	2,976,511	70.0%
CAPITAL PROJECTS & DEBT SERVICE FUNDS						
Citywide Debt Service Fund	-	8,588,510	0.0%	-	-	0.0%
Capital Projects - Debt Service	53,500	53,287	99.6%	55,000	53,287	96.9%
Series 2019A Debt Service	262,800	61,419	23.4%	-	76,179	0.0%
Series 2019 B Debt Service	234,200	54,575	23.3%	-	67,670	0.0%
TOTAL CAP. PROJ. & DEBT SERVICE FUNDS	550,500	8,757,791	1590.9%	55,000	197,136	358.4%
SUCCESSOR AGENCY						
Successor Agency to the LPCDC	1,021,900	83,001	8.1%	1,027,900	83,627	8.1%
PROPRIETARY FUNDS						
Sewer Construction/Maintenance Fund	1,264,700	140,930	11.1%	1,204,000	138,514	11.5%
Equipment Replacement Fund	140,800	128,889	91.5%	173,100	118,221	68.3%
Vehicle Maintenance & Replacement Fund	226,800	458,765	202.3%	378,400	114,297	30.2%
TOTAL OPERATING EXPENDITURES	23,307,500	23,877,721	102.4%	21,147,400	12,865,275	60.8%



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 25, 2021

From: Bob Lindsey, City Manager

SUBJECT: CONSIDERATION OF A RESOLUTION DESIGNATING JUNE AS LGBTQ+ PRIDE MONTH (MAYOR KLINAKIS AND COUNCIL MEMBER QUINONES)

BACKGROUND/DISCUSSION

At the request of Mayor Klinakis and Council Member Quinones, it is requested that the City of La Puente designate June as LGBTQ+ Pride Month.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 21-5632 designating June as LGBTQ+ Pride Month.

ATTACHMENTS

Attachment "A": Resolution No. 21-5632

RESOLUTION NO. 21-5632

**A RESOLUTION OF THE CITY OF LA PUENTE,
CALIFORNIA, DESIGNATING JUNE AS LGBTQ+ PRIDE
MONTH**

WHEREAS, the City is made up of diverse individuals, whose collective cultures, religions, backgrounds, orientations, abilities and viewpoints join to form a highly pluralistic community which prides itself on being a place which welcomes persons and families of all walks of life; and

WHEREAS, equality has always played an integral part in U.S. history; and

WHEREAS, the lack of awareness and understanding of issues facing LGBTQ children, youth and individuals in the LGBTQ community has contributed to a higher rate of isolation, depression, and suicidal ideations or attempts; and

WHEREAS, education regarding LGBTQ issues increases understanding and cultivates acceptance of and respect for LGBTQ children and youth; and

WHEREAS, harassment and bullying policies that specifically mention sexual orientation, gender identity and gender expression are associated with: students feeling more safe; lower levels of bullying; decreased incidents of harassment related to sexual orientation; increased teacher/staff/community intervention; and a greater reporting of incidents; and

WHEREAS, the City Council is greatly concerned about public safety in the City and the mission of the Los Angeles County Sheriff's Department is to protect the safety of the public against crimes committed by persons whoever they may be; and

WHEREAS, the City Council of La Puente will not tolerate human rights violations based on sexual orientation and gender identity, including hate crimes, criminalization of homosexuality, and discrimination.

**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 acknowledges the LGBTQ+ Community in the City of La Puente and reaffirms Resolution No. 17-5319, adopted by the City Council on January 10, 2017, attached hereto as Exhibit A.

SECTION 3. The City of La Puente hereby designates the month of June as LGBTQ+ Pride Month.

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 25th day of May, 2021, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk

RESOLUTION NO. 17-5319

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA, DECLARING THE CITY
OF LA PUENTE A SANCTUARY CITY FOR
IMMIGRANTS, PEOPLE OF COLOR, RELIGIOUS
MINORITIES, LGBTQ PEOPLE AND PEOPLE WITH
DISABILITIES**

WHEREAS, the United States was founded on the principles of freedom and opportunity, a refuge for the oppressed, the persecuted, and those looking for a better life; and

WHEREAS, immigration has always played an integral part in U.S. history; and

WHEREAS, America's infrastructure and economic viability benefits from the energy of immigrant laborers, and immigrants continue to add to America's productivity, as well as its culture and economic standing in the world on which former President Lyndon B. Johnson alluded: "The land flourished because it was fed from so many sources - because it was nourished by so many cultures and traditions and peoples"; and

WHEREAS, despite their undisputed contributions, immigrants are vilified by some segments of our society as well as by some politicians and the presidential election resulting in a sense of uncertainty and fear among many communities in La Puente, across our State and across the Nation; and

WHEREAS, the City of La Puente ("City") assures its vulnerable communities that the City supports them, will do all it can to maintain and improve their quality of life, and will not tolerate acts of hate, discrimination, bullying, or harassment; and

WHEREAS, the City Council wishes to declare that the City is a safe place for immigrants from all countries, people of color, religious minorities, LGBTQ+ people and people with disabilities; and

WHEREAS, mayors and police chiefs in more than ten major cities, including San Francisco, Oakland, Los Angeles, Santa Ana, Cudahy, Santa Monica, New York, Chicago and Washington, D.C., reaffirmed their commitment to upholding their sanctuary policies even should they face federal threats; and

WHEREAS, California's diversity is a great source of innovation and industry, making California one of the largest economies in the world and an economic engine for the United States; and

WHEREAS, immigrants are vital to many of California's industries such as technology, healthcare, agriculture, construction, hospitality, and domestic services, immigrants also represent a large percentage of California's new small business owners and create economic prosperity and needed jobs for everyone; and

WHEREAS, approximately one tenth of California's workforce is undocumented and contributes \$130 billion annually to its gross domestic product; and

WHEREAS, the Institute on Taxation and Economic Policy has reported that undocumented immigrants in California paid \$2.2 billion in state income taxes in 2010, including \$1.8 billion in sales taxes, \$152.1 million in state income taxes, and \$302.8 million in property taxes; and

WHEREAS, the City has a large immigrant population that contributes to the social fabric and economic growth of the City and the State of California; and

WHEREAS, it is the City Council's desire to ensure that its immigrant residents participate in the civic life and daily activities without fear of being arrested or reported to the United States Immigration and Customs Enforcement agency; and

WHEREAS, the City has a strong tradition and mission of embracing and valuing diversity and respecting the civil and human rights of all residents regardless of their immigration status, race, ethnicity, religion, sexual orientation, or disability; and

WHEREAS, the City is made up of diverse individuals, both native born and immigrants, whose collective cultures, religions, backgrounds, orientations, abilities and viewpoints join to form a highly pluralistic community which prides itself on being a place which welcomes persons and families of all walks of life; and

WHEREAS, many children who are native to the United States or are undocumented immigrants have been separated from their families by United States Immigration & Customs Enforcement Agency due to their parents' or their personal immigration status; and

WHEREAS, the City Council supports the City, Bassett Unified School District (BUSD), the City of Pomona, Pomona Unified School District (PUSD), Montebello Unified School District (MUSD); and the PUSD Superintendent has clearly stated recently that "administrators, teachers, and students are united in ensuring that [their] campuses are safe and that [their] respective communities express a shared value for diversity of thought, culture, faith, gender, and race;" and

WHEREAS, the City Council supports college and university presidents, including the presidents of California State University, Los Angeles, Long Beach, Fullerton, and Pomona College, Scripps College, Pitzer College, Occidental College, Whittier College, USC, the University of La Verne, and over five hundred other college presidents across the country who are speaking out against harassment, hate and acts of violence, who in some cases have designated their campuses as sanctuaries, and who are calling for the continuation and expansion of the government's Deferred Action for Childhood Arrivals (DACA) policy; and

WHEREAS, the City Council believes that the State of California, regardless of what the national government does, should protect and assist students who came to the State as children of undocumented immigrants and have graduated or are working toward graduation from high

school—doing so, and insuring that these students become contributing college educated members of society, is in the State's and in the Nation's interest; and

WHEREAS, the enforcement of civil immigration laws by local police agencies raises many complex legal, logistical and resource issues for the City, including undermining the trust and cooperation with immigrant communities, increasing the risk of civil liability due to the complexity of civil immigration laws and the lack of training and expertise of police on civil immigration enforcement and detracting from the core mission of the City and the Los Angeles County Sheriff's Department to create safe communities; and

WHEREAS, the City Council is greatly concerned about public safety in the City and the mission of the Los Angeles County Sheriff's Department is to protect the safety of the public against crimes committed by persons whoever they may be; and

WHEREAS, the City wishes to foster trust and cooperation between the City, its police department, and its immigrant communities, and wishes to encourage immigrants to report crime and speak to the police without fear of being arrested or reported to the United States Immigration and Customs Enforcement agency; and

WHEREAS, consistent with the law and with Council policy, the Los Angeles County Sheriff's Department does not enforce federal civil immigration laws, does not conduct immigration raids, and does not question, detain or arrest individuals solely on the basis that they might be in this country illegally in violation of Federal civil immigration laws.

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

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

Section 2. The City Council hereby affirms and declares that the City is a sanctuary city for immigrants, people of color, religious minorities, LGBTQ people and people with disabilities.

Section 3. No department, officer or employee of the City shall use any City funds or resources to assist in the enforcement of federal immigration law or to gather or disseminate information regarding the immigration status of individuals in the City unless such assistance is required by federal or state statute, regulation or court decision.

Section 4. The prohibition set forth in Section 3 above shall include, but shall not be limited to:

(a) Assisting or cooperating, in one's official capacity, with an ICE investigation, detention, or arrest procedures, public or clandestine, relating to alleged violations of the civil provisions of the federal immigration law.

(b) Assisting or cooperating, in one's official capacity, with any investigation, surveillance or gathering of information conducted by foreign governments, except for cooperation related to an alleged violation of City, county, state or federal criminal laws.

(c) Requesting information about, or disseminating information regarding, the immigration status of any individual, or conditioning the provision of services or benefits by the City upon immigration status, except as required by federal or State statute or regulation, City ordinance or public assistance criteria, or court decision. Including on any application, questionnaire or interview form used in relation to benefits, services or opportunities provided by the City, any question regarding immigration status other than those required by federal or state statute, regulation or court decision. Any such questions existing or being used by the City at the time this Resolution is adopted shall be deleted within 60 days of the adoption of this Resolution.

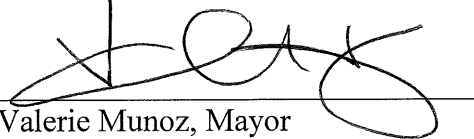
Section 5. Notwithstanding the provisions set forth in herein, nothing in this Resolution shall preclude a City department, agency, commission, officer or employee from reporting information to ICE or assisting and/or cooperating with ICE as required by federal or state statute, regulation or court decision.

Section 6. 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.

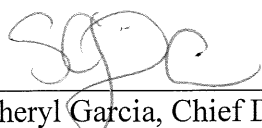
Section 7. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 10th day of January 2017, by the following vote:

AYES:	COUNCILMEMBERS: Munoz, Lewis, Argudo, Solis
NOES:	COUNCILMEMBERS: None
ABSENT:	COUNCILMEMBERS: Holloway
ABSTAIN:	COUNCILMEMBERS: None


Valerie Munoz, Mayor

ATTEST:


Sheryl Garcia, Chief Deputy City Clerk



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 25, 2021

From: Bob Lindsey, City Manager

SUBJECT: CONSIDERATION OF A RESOLUTION TO UPDATE RULES AND REGULATIONS
GOVERNING THE USE AND OPERATION OF CITY PARKS AND
RECREATIONAL AREAS

BACKGROUND

In anticipation of opening of the City Park and Sports Complex next month, City staff has prepared this staff report and accompanying resolution to dedicate various portions of the City's Sports Complex.

DISCUSSION

The City's Park Policies Ad Hoc Committee, staffed by Mayor Klinakis, Councilmember Argudo, Director Lerma, and other City staff, have reviewed and revised the City's existing Park Rules and Regulations. The Ad Hoc Committee also met with various stakeholders in drafting the proposed Park Rules and Regulations.

If adopted by the City Council, Resolution No. 21-5633 would override and supersede the existing Park Rules and Regulations.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 21-5633 to update rules and regulations governing the use and operation of city parks and recreational areas.

ATTACHMENTS

Attachment A: Resolution No. 21-5633

RESOLUTION NO. 21-5633

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA AMENDING THE RULES
AND REGULATIONS GOVERNING THE USE AND
OPERATION OF CITY PARKS AND RECREATIONAL
AREAS**

WHEREAS, the City of La Puente (“City”) is responsible for providing public parks and recreational areas in the City; and

WHEREAS, the City operates and maintains various public parks and recreational areas in the City; and

WHEREAS, the City Council is authorized to adopt rules and regulations governing the use and operation of City parks and recreational areas under La Puente Municipal Code section 3.68.010; and

WHEREAS, the City Council regularly reviews and revises rules and regulations governing the use and operation of City parks and recreational areas; and

WHEREAS, the City Council desires update the rules and regulations governing the use and operation of City parks and recreational areas.

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

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

SECTION 2. The City Council hereby amends the existing Park Rules and Regulations by adopting the form attached hereto as Exhibit A and incorporated herein by reference. Any prior iterations previously adopted by the City Council are of no further force and effect.

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 25th day of May, 2021, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk

The City of La Puente Community Services Department coordinates the allocation of the athletic facilities at La Puente Park. It is the City of La Puente's intent to allocate field/court and batting cage use to requesting qualified organizations based on residency, fairness and impartiality.

The Athletic Facilities Allocation and User Guide sets the policies and procedures for use of City athletic facilities, fields, courts, and batting cages located at the La Puente Park Sports Complex. Organizations conducting an organized sports-related activity in or on the athletic facilities, fields, courts, and batting cages must have a permit. Permits are not issued for the use of areas intended for the public. Non permitted areas are not open for use by organizations. User Groups/Organizations conducting business on city premises must adhere to the permit process. Permits will be issued for designated fields, basketball courts, batting cages and designated grass areas. Failure to adhere will result in current permits being revoked or you may be denied future permits.

I. General Permit Process

User groups must submit a completed Athletic Facility Use Application and proof of general liability insurance naming the "City of La Puente" as an additional insured with policy minimums set at one million dollars (\$1,000,000.00) per occurrence at least twenty-one (21) days prior to first proposed use. **Please add the following City contact information to the certificate of insurance:**

City of La Puente
15900 E. Main Street
La Puente CA 91744

Please see **Section VII Insurance Requirements** for a complete list of requirements.

Once your application is reviewed and approved, staff may issue a permit. Issuance of permits shall be based on field availability. The permit will be provided to the organization representative listed on the application. The permit will list the total balance due for use of the field. All payments must be made in person at the La Puente Community Center/Youth Learning Activity Center located at 501 N. Glendora Avenue, La Puente CA 91744.

II. Application Deadlines

The allocation process for organized sport related activity begins with the bi-annual Field Allocation meeting where interested groups discuss policies, procedures, residency requirements, field use applications, permits, rentals, list of required documents, and other pre-requisites. Contact the Community Services Department for meeting dates.

Use groups must submit a completed La Puente Park Sports Complex Athletic Facility Application form by the deadlines below:

Spring/Summer Deadline	Due by November 15 th for the season from February 1 - June 30
Fall/Winter Deadline	Due by May 15 th for the season from July 20- November 30

Insurance Deadline

Due 21 days prior to the proposed first use.

All applications are subject to review and may be denied based on date submitted, field availability and/or outstanding balance due on account. Upon approval, applicant is financially responsible for any charges/fees applicable for use of facility. Fees must be paid at the time of application. If the applicant elects to cancel said event within the fourteen (14) day period, the applicant will forfeit all payments/deposits and will be held financially responsible for all outstanding fees associated to the permit.

III. Tournaments/Friendlies

Tournaments/friendlies cannot be scheduled on City fields without prior approval from the Community Services Department. Tournaments/friendlies can only be run the City of La Puente Community Foundation and require a separate application and agreement. Please contact the La Puente Community Foundation regarding fees for tournaments/friendlies and any additional application and use requirements that may apply.

IV. Athletic Seasons

Seasonal user groups shall be identified, given privilege, and assigned to specific facilities. Seasons are listed below:

<u>Usage</u>	<u>Spring/Summer</u>	<u>Fall/Winter</u>
Opening Date	February 1	July 21
Closing Date	June 30	November 30
Primary Season	Football	Baseball/Softball

Refer to Section **XII Maintenance and Renovation** for *the* Maintenance/Renovation and City Programming Calendar.

V. Group Classification

The activities and programs shall be classified for the purpose of developing scheduling priorities. City activities have priority use of athletic facility or park space. When conflicts occur, relevant leagues will be notified, and permits may be revised or cancelled by the Community Services Department. The City of La Puente reserves the right to cancel Permits without notice due to unforeseen circumstances, maintenance and/or renovation schedules.

User groups are organized into five separate categories with descending priority for use of park and recreational facilities: Group A (highest priority), Group B, Group C, Group D, and Group E (lowest priority). These categories are described in greater detail below.

GROUP A Non-Profit Resident/Youth Organizations

City of La Puente located and based resident youth non-Profit athletic, civic, social organizations and churches which maintain a minimum of fifty-one percent (51%) overall residency of participants qualify for Group A classification. Resident youth sports organizations must coordinate a sports league within City limits, schedule games based on registration for play in La Puente, and maintain a minimum of fifty-one percent (51%) overall residency of participants. Must have a minimum of two (2) teams in a division. Resident youth sports organization must submit team rosters to verify Group A eligibility.

Criteria

- Organization must have a Charter based out of La Puente.
- Organization must have a Board of Directors.
- Organization must have a current Determination Letter of Exempt Status, U.S. Treasury 501c3 or certify affiliation with a national non-profit organization.
- Organization must have Articles of Incorporation and/or bylaws.
- Organization must have an active Determination Letter of Exempt Status, State Franchise Tax Board.
- Organization total participant membership must include fifty-one percent (51%) or greater residency. Organization must maintain an fifty-one percent (51%) overall residency of participants. Failure to meet fifty-one percent (51%) residency requirement criteria/eligibility will result in the loss of Group A status with current permits being revised to reflect current field rental rate.
Sports organization must coordinate league within City limits, schedule games based on registration for play in La Puente.
- Organization must submit game schedules one (1) week prior to the start of season. Schedules must match team rosters submitted.

PAPERWORK REQUIRED OF RESIDENT SPORTS ORGANIZATIONS

To qualify and keep Group A status the resident sports organization must submit a complete filing packet each season that includes the following:

- Complete team rosters including: Participant's name, address, city, zip code and phone number.
- Complete list of names, addresses, telephone numbers and emails of current Board of Directors
- Articles of Incorporation and/or bylaws.
- Valid Certificate of Insurance and Endorsement.
- Valid Determination Letter of Exempt Status, U.S. Treasury. Proof of Federal Non-profit Status (501c3).
 - NOTE: Please call (877) 829-5550 to verify your non-profit status prior to each allocation period.
- Valid Determination Letter of Exempt Status, State Franchise Tax Board.
- Master Calendar.
- League/Organization Code of Conduct
- *For Resident Youth Sports Organizations-* Fingerprint and Background checks conducted for all league affiliated board members, volunteers, coaches, and umpires.
- The City of La Puente and its staff reserve the right to audit or verify any information submitted on rosters at any time to verify participation or residency. The City shall not

accept incomplete rosters, including rosters that do not meet minimum player requirements. Organizations must make records available for the City's review within seventy-two (72) hours of such a request.

- Failure to submit the above mentioned information by the specified deadlines may result in loss of Group A status as well as some or all requested fields.

GROUP B Private Resident Use

City resident not for-profit functions that do not meet Group A criteria. Examples would include family reunions, birthday parties, etc.

GROUP C Commercial/Business based in La Puente

Commercial, business and for profit making activities based in La Puente.

GROUP D Non-Resident Use and Non-Resident Organizations Use Including Non-Profit

Non-resident private parties, employee associations, commercial, churches, not for profit organizations and uses.

GROUP E Non La Puente Based Commercial/Business

Commercial, business and for profit making activities not based in La Puente.

VI. La Puente Park Sports Complex Use Fees

Upon receipt of a Park Reservation Application for the use of a Park facility, applicants are to submit appropriate fees as follows:

ORGANIZATION / RESIDENT / BUSINESS RESERVATION CLASSIFICATION AND FEES					
ATHLETIC FIELDS, BASKETBALL COURTS, BATTING CAGES,	Group A* Non-Profit Resident/Youth Organization	Group B Resident (Private)	Group C Commercial/ Business Based in La Puente	Group D Non-Resident Use Non-Resident Organizations Use Including Non-Profit	Group E Non La Puente Based Commercial/Business
Baseball Fields and Softball Fields	\$10 per hour	\$10 per hour	\$20 per hour	\$25 per hour	\$30 per hour
Football Field**	\$10 per hour	\$10 per hour	\$20 per hour	\$25 per hour	\$30 per hour
Lights	\$13 per hour	\$13 per hour	\$19 per hour	\$25 per hour	\$25 per hour
Basketball Courts	\$5 per hour	\$5 per hour	\$15 per hour	\$20 per hour	\$25 per hour
Batting Cages	\$5 per hour	\$5 per hour	\$10 per hour	\$10 per hour	\$20 per hour

*City of La Puente Youth League Organizations (La Puente National Little League, La Puente Girls Softball Association, and Jr. All-American Football) will be charged a 1/3 rate of twenty-five dollars (\$25.00) during the weekdays and thirty-five dollars (\$35.00) during the weekends for field use only. All other non-profit organizations will be charged the full rate.

A minimum of fifty-one percent (51%) of participants in City of La Puente Youth League Organizations (La Puente National Little League, La Puente Girls Softball Association, and Jr. All-American Football) shall be City of La Puente residents. If a league does not meet the criteria, will be charged the full rate. Verification of the rosters will be done by the Community Services Department staff.

**Football Field – the Football Field may serve as a multi-purpose field or open space for non-football uses with the exception of soccer.

VII. Insurance Requirements

Without limiting its indemnification of the City, the applicant shall obtain, provide, and maintain at its own expense during the term of the agreement a policy or policies of liability insurance of the type and amounts described below satisfactory to the Risk Manager.

- Valid insurance required for all dates applicable to the permit. Such policies shall be signed by a person authorized by that insurer to bind coverage on its behalf and must be filed with the City prior to exercising any right pursuant to this agreement. Said policies shall add as insured the City, its elected officials, officers, agents, employees and volunteers for all liability arising from the permit applicant's use of athletic fields, parks or facilities as described herein and shall be primary to any insurance held by the City.
- The City of La Puente requires user groups to provide General Liability Insurance in an amount no less than one million dollars (\$1,000,000.00) per occurrence. The coverage shall include bodily injury, personal injury, and property damage.
- An Additional Insured Endorsement from the user group naming the following additional covered party must accompany the evidence of General Liability Insurance: City of La Puente, 15900 E. Main Street, La Puente CA 91744.
- User agrees that it will indemnify and hold harmless the City of La Puente, where appropriate and its elected officials, officers, agents, and employees free and harmless from all claims for damage to persons or property for reason of user's acts or those of user's employees, agents, guests or invitees in connection with User's use and occupancy of Athletic Field and Park facilities.
- Proof of Insurance must be submitted twenty-one (21) days prior to the start of the proposed first day of use.
- The City of La Puente where appropriate, their elected officials, officers, agents or employees thereof, shall be designated as additional insured under any such policy.
- User group assumes financial responsibility for any vandalism, damage, repairs associated with use of facilities/permit.
- User group is held accountable for the team, spectators, and general public. Organization must provide supervision and monitor facility during use. Organization under permit assumes liability.

VIII. General Athletic Facility Use Rules

- Activity schedules may vary from one-time to seasonal uses, depending upon type and purpose of use.
- Facility set-up, games, and practices are not to begin earlier than 7:00 a.m.
- Facility clean-up, games, and practices are not to end later than 10:00 p.m.
- Any event extending past 10:00 p.m. must have prior approval of the Director of Community Services or his/her designee. Requests must be made in writing to the at least two weeks prior to the requested date of extended use.
- All athletic facility usage must be held during the permitted time only. Practices and games may not start prior to or end after the times indicated on the Facility Use Permit.
- A designated responsible adult representative of the organization must be present at all times during any organization's use of City amenities.
- All coaches must have City of La Puente Permits at each practice and game and be able to furnish said permits upon request by City staff and/or the Los Angeles County Sheriff's Department.
- During permitted use for a Non-Profit Resident/Youth Organization an approved City of La Puente resident team must be on athletic fields at all times. At no time may an organization allow non-resident teams to compete against each other on any City of La Puente Athletic Field. Non-resident teams are not permitted to practice on fields assigned to a Non-Profit Resident/Youth organization.
- At no time will subletting or swapping of allocations be permitted between organizations/user groups. All released fields will be reallocated through the Community Services Department.
- Facility use must be consistent with the type of play permitted for each facility unless otherwise approved by the City.
- Organization must conduct all program related activity on field/facilities allocated.
- No money is to be exchanged on the fields.
- Organization is not permitted to conduct non-sanctioned practice or games on issued fields or on general park space grass areas.
- La Puente Non-Profit Resident/Youth organizations are not to sublet fields to travel ball organizations.
- Each user group assumes financial responsibility for vandalism, repairs, or maintenance related cost associated with the use of facilities.
- The user organization accepts the facilities applied for on an "AS IS" condition. Modifications to facilities must be requested in writing fourteen (14) days prior to proposed use.
- Any facility modifications requests or repairs will be performed by the City's Maintenance Division.
- Incomplete payments or non payments will result in revoked permits.
- The City of La Puente reserves the right to cancel and/or re-schedule a reservation due to maintenance, conflicts, weather conditions, priority usage and any circumstance deemed appropriate for said cancellation.
- It is the responsibility of the person in charge, identified on the permit, to supervise and enforce the La Puente rules and regulations regarding the conduct of the group while on permitted facilities.
- Parking is allowed in designated areas only, vehicles are not permitted on city parks.

- Applicant's copy of the use permit must be available during use and presented to any City Representative upon request.
- Alcohol/Tobacco is not allowed at any city facility.
- Animals are required to remain on a leash no longer than 6 feet. Owners are required to clean up after their animals and dispose of any waste in a trash receptacle. Owners are further required to monitor their animals and prevent their animals from causing damage to City fields and facilities.
- The City concession/snack bar is operated by the La Puente Community Foundation. Organizations wishing to raise funds in the City concession/snack bar must enter into an agreement with the La Puente Community Foundation. Please contact the La Puente Community Foundation for requirements and additional provisions that may apply.
- Sound amplification equipment (including, but not limited to public address systems, stereo equipment, etc.) are generally not be allowed in City parks.. Bullhorns may be permitted upon prior approval from the City only.
- Keys will not be issued to user groups. City facilities including restrooms will be unlocked at the start of the reservation and locked at the end of the reservation.
- The field and adjoining areas affected by the group's use must be picked up and cleared of all trash and debris.
- Soccer play is prohibited on football field, Little League fields, and softball fields.
- All user groups must remain in permitted areas for the duration of the allowed use.
- Baseball shall only be played on Ayala and/or Storing fields. Softball shall only be played on Jimenez field and/or Softball Field number 2. Baseballs or softballs are not to be used or played in open field areas.
- No "peppering" with baseballs or softballs or the kicking of soccer balls or similar activity against facility fencing or structures shall be permitted.
- **Wet Field Policy:** Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by calling the Community Services Department at (626) 855-1550. This phone line will be updated with closure information as needed.
- All user groups utilizing the athletic facilities agree to abide by the Field Use Code of Conduct.
- All user groups utilizing the athletic facilities agree to be held to the Three Strikes Rule.
- In the event that fields are not in use, reserved, or closed for maintenance, members of the public may sign up for field use on a first come, first serve basis. Members of the public may sign up by checking in with City Staff starting at 10:00 a.m. In the event that a resident and non-resident request the same timeslot, preference will be provided to the resident. Use of fields by members of the public are subject to the following restrictions: maximum period of two (2) consecutive hours per group during periods of high demand; no more than seven (7) individuals for any given group requesting use; and no more than two (2) days of consecutive use. If members of the public desire to use the fields with groups that exceed seven (7) individuals or desire to meet on a more regular basis, City Staff suggests that such individuals register as a team and use the formal field reservation process.
- Uses of basketball courts are open to the public from 6:00 a.m. to 11:00 p.m., Monday through Sunday.

- Basketball courts can be reserved by either individuals or groups, irrespective of the size of the group.
- Basketball courts cannot be used for instruction by the public when a fee is charged to the participating individuals.
- Tournaments cannot be scheduled on City courts without prior approval.
- City-sponsored classes shall have priority use of the basketball courts.
- In the event of any medical emergency, contact 911 immediately.

IX. Athletic Facility Use Code of Conduct

The City of La Puente places great value on providing outdoor field space for recreational use. It is expected that all groups display positive sportsmanship and respectable conduct. It is further expected that all attendees and spectators do not engage in any form of obscenity or abuse. All groups are required to comply with the following code of conduct. Failure to comply may result in a strike against a group.

- All leadership, coaches, and field users will show respect for the rules of play, authority of officials and City staff, and the opposing team.
- All leadership, coaches, and field users will respect and protect the property of the City.
- Any form of obscenity or abuse towards participants, staff, spectators, coaches, and/or officials will not be tolerated. Any individual using abusive or foul language may be removed from the field.
- All groups must abide by and observe all rules and regulations which have been established by the City of La Puente.

X. Three Strikes Rule

The purpose of the Three Strikes Rule is to implement a systematic method of enforcing the Athletic Field Use and Allocation Policy against individuals, user groups/teams, and organizations. The Community Services Department reserves the right to cancel or suspend field and facility permits for games, practices, and other usages based upon individuals, user groups/teams, and organizations violating the City Municipal Code, the Athletic Field Use and Allocation Policy, or any mandate of the City Manager or the Director. Notwithstanding this Three Strikes Rule, the City reserves the right to revoke any user group's right to use any City facility for any single serious violation which causes any type of damage, injury, or loss to any property or person.

Examples of Violations

The following list is meant to illustrate potential violations and is not meant to be an exhaustive list):

- Unauthorized use of fields
 - Use of a field that has been closed due to inclement weather or for other reasons as set forth in the La Puente Park Athletic Field User Guide.
 - If an organization has a field permitted use at 8:00 a.m. and teams start to practice at 7:30 a.m.
 - If permitted user #1 allowed non-permitted user #2 to use their permitted field without City approval, this violation would constitute a strike against both users.
- Failure to adhere to the Field Use Code of Conduct.
 - Fighting by coaches.
- Damage to City Property
 - Negligent use of fields that results in damage to sprinkler system.

Application of the Three Strikes Rule

The Three Strikes Rule tallies violations against individuals, user groups/teams, and organizations. Strikes against individuals and user group/team result in strikes against the team. Multiple strikes against a single user group/team may result in a strike against the organization.

Strikes Against Individuals and User Groups/Teams

Teams are responsible for their members and representatives (e.g., coaches, managers, etc.). Any strike against an individual associated with a team will result in a strike against the team. If two (2) or more teams are involved in any given violation, all involved parties may receive a strike.

Strike One

Strike One consists of documented activity in direct violation of the City of La Puente's Municipal Code or the Athletic Field Use and Allocation Policy.

Penalty: A letter shall be written to the user group/team's organization, president and copied to each board member documenting the violation. The letter shall be placed in the organization's file.

Strike Two

Strike Two occurs after a second documented violation during the current athletic season.

Penalty: Revocation of the use permit at which the violation relates, effective immediately, for one day and one use. For example, if a group continues to hold practice on an unpermitted day/time/space, they will forfeit their next permitted use. In addition, the City may assess a fine equivalent to two hundred dollars (\$200.00) to the user group. The user group must pay the fine prior to the next permitted use. The manager of the user group/team and the president of the organization must schedule and attend a meeting with the City within ten (10) business days of the occurrence of the violation.

Strike Three

Strike Three occurs after a third documented violation during the current athletic season.

Penalty: Revocation of the use permit at which the violation relates, effective immediately, for one day and one use. In addition, the City may assess a fine equivalent to five hundred dollars (\$500.00) to the user group. The user group must pay the fine prior to the next permitted use.

Strikes Against Organizations

A set of three (3) strikes against any team associated with an organization will result in a single strike against the organization.

Upon receiving three strikes, an organization may face revocation of its permits, lose preferred status, have its use of City fields restricted for the remainder of the athletic season, and lose future allocations of field use.

Appeal of a Decision to Revoke Permits

Within thirty (30) days of the City's decision to revoke a use permit, an organization may appeal the decision to an administrative hearing officer by sending written notice to the City. The appeal of a decision to revoke an organization's use permit may be appealed to an independent hearing officer selected by the city manager or his or her designee. The formal rules of evidence and discovery will not apply, and each party shall have the opportunity to present evidence in support of his or her case. The city bears the burden of proof at an administrative hearing to establish a violation of the city code. The expulsion notice and any additional reports submitted by the enforcement official shall constitute prima facie evidence of the facts contained in those documents. The independent hearing officer must use preponderance of evidence as the standard of evidence in deciding the issues. No later than thirty (30) days after the date on which the administrative hearing concludes, the independent hearing officer shall issue a written decision to uphold or cancel the expulsion notice. The independent hearing officer shall set forth the reasons for the decision, and the independent hearing officer's written decision shall be final.

XI. Athletic Facility Lighting

The Community Services Department Staff schedule lights based on permits issued. Lights will be scheduled fifteen (15) minutes prior to your permit time or at sunset based on the time of year. All athletic field lights are scheduled to shut off at 10:00 pm. User groups are required to notify the Community Services Department of any permit cancellation in order to modify the light schedule.

XII. Maintenance and Renovations

The Maintenance Division maintains the athletic facilities at La Puente Park. Community Services and Maintenance staff meet to tour facilities, assess field conditions, recommend renovations, and notify user groups of facility down-time.

Facility renovations are an important component to maintaining quality landscape and field conditions for user groups to utilize. Failing to renovate fields will result in extended wear, field damage, grass to dirt conditions and overall impact to the league season. User groups are encouraged to reduce use during the renovation schedule. User groups are responsible to secure facilities directly with other sources such as the local school districts or neighboring agencies to accommodate season during the scheduled athletic field renovations.

Do not disturb existing field equipment, field specifications, base pegs, pitching rubbers, mounds, or goals. Users are required to report any damage or acts of vandalism to the Community Services Department.

The City of La Puente reserves the right to modify/extend the renovation schedule based on maintenance, weather, scheduling conflicts or programming needs.

Maintenance/Renovation and City Programming Calendar

Field	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Storing Field (Little League Field #1)							July 5 to Aug 15	July 5 to Aug 15				
Ayala Field (Little League Field #2)							July 5 to Aug 15	July 5 to Aug 15				
Jimenez Field (Softball Field #1)							July 5 to Aug 15	July 5 to Aug 15				
Softball Field #2							July 5 to Aug 15	July 5 to Aug 15				
Football Field						Jun 1- July 20	Jun 1- July 20					

Winter Renovation Period
Not Available for Use

Community Services Programming
Not Available for Use

Summer Renovation Period
Not Available for Use

Athletic facilities are not available for reservation July 1st through July 4th to prepare for the City's annual Fortunato Jimenez 3rd of July Celebration.

XIII. Athletic Facility Closures

The City of La Puente reserves the right to cancel and/or re-schedule a reservation when necessary due to conflicts, inclement weather conditions, priority usage and any circumstance deemed appropriate for said cancellation.

Inclement Weather

Organizations must be aware of potential inclement weather by monitoring local weather forecasts.

When thunder is heard or lightning is seen during field use, suspend play and take shelter immediately. Once play has been suspended, wait at least thirty (30) minutes after the last thunder is heard or lightning flash is witnessed prior to resuming play. Field is closed if suspension exceeds more than sixty (60) minutes. There will be no use of City athletic fields when facilities

are unplayable due to rain; the day of and the day after a substantial down pour. Do not use fields in wet/saturated conditions. Lights will not be scheduled.

In the event of inclement weather, contact the Community Services Department at (626) 855-1550 at 3:15 pm. The decision for use may be made by the Community Services staff or the Maintenance designee by 3:00 pm.

Closures to Protect Health, Safety and Public Well-Being

Pursuant to the City of La Puente's municipal code, in an emergency or when the city manager or his or her designee determines that the public safety, or public health, or public morals, or public interest demands such action, any park, square, avenue, grounds or recreation center or any part or portion thereof, may be closed against the public and all persons may be excluded therefrom until the emergency or other reason upon which the determination of the city manager or his or her designee is based has ceased, and upon the cessation thereof the park, square, avenue, grounds or recreation center or part or portion thereof so closed shall again be reopened to the public by order of proper authority.

Community Services staff will notify organizations immediately when and if the athletic facility becomes unusable for any reason.

COVID-19 Compliance: The City's operation and maintenance of its park, athletic, and recreational facilities shall comply with the latest state and local mandates related to COVID-19. Patrons of the City's park, athletic, and recreational facilities are also expected to comply with the latest state and local mandates related to COVID-19.

XIV. Batting Cage Policies and Regulations

- Cages subject to reservation/closure.
- Cages are open to public use based on availability.
- Cleats or spikes are not permitted.
- Batting helmets are required.
- One batter and one adult 18+ allowed in the batting cage at a time.
- Hours of operation are subject to park hours.

XV. La Puente Park Rules and Regulations

The following regulations and rules of conduct shall apply to all persons using parks in the City of La Puente:

1. It is unlawful for any person, firm, or corporation to take, carry, or otherwise transport any firearm into any public park or other public property under the jurisdiction of the City or the County of Los Angeles or to have in their possession any firearm within any such park or public facility (LPMC Section 3.68.040).

2. Smoking and the use of tobacco products are prohibited including e-cigarettes and vaping (LPMC Section 3.68.025).
3. Pursuant to California Health and Safety Code Section 11380.5, public parks are designated as a drug-free zone. The possession, sale, or use of un-prescribed drugs within any public park or public parking lot within or adjacent thereto, or within any public building or parking lot adjacent thereto is prohibited (LPMC Section 3.68.031).
4. Alcohol is prohibited at public parks, park facilities and adjacent parking (LPMC Section 3.04.026).
5. The use of profane/abusive language, quarreling, fighting, betting/any form of gambling including lotteries and raffles are prohibited in city parks and facilities.
6. Park users are to exercise consideration regarding their activity and noise level to not unduly interfere or disturb other park users or neighboring residents.
7. All city parks are closed from 11:00 p.m. to 6:00 a.m. of the next day. It is unlawful for any person to enter any city park, including any public parking lot within or immediately adjacent to the park, during such hours (LPMC Section 3.68.020).
8. No person shall practice, carry on, or conduct any trade, occupation, business or profession in the public parks and facilities owned and/or operated by the City of La Puente, except upon application to and as may be permitted by the City (LPMC section 5.42; LPMC section 3.68.051).
9. Utilization of any type of electronic metal-detecting or similar device in any recreational facility and the digging of holes is prohibited.
10. The operation of remote-controlled, propelled and motorized vehicles are not allowed in public parks.
11. Only City authorized vehicles are allowed on City park maintenance roads. No vehicles are to be driven on grass/turf areas at any time without the express prior approval of the Community Services Department or Public Works Division with the exception of Sheriff's Department, Fire Department and Ambulance responding to emergency situations.
12. It is unlawful to park any vehicle at any park or public facility, unless the operator of the vehicle is using the facilities that are provided at the park or public facility.

13. Hitting, kicking, or peppering of balls or other objects against fencing, trees, scoreboards, fixtures, cars, or buildings is prohibited.
14. Practicing or playing golf is prohibited.
15. For safety purposes, no glass containers are permitted in city parks.
16. Approval must be received before posting notices/banners/posters/fixtures/signs to be in city parks or facilities. Nothing is to be affixed to trees or buildings. Such signs must be approved by the Community Services Department as part of the application process. Organizations/groups that have entered into an agreement with the La Puente Community Foundation may post notices/banners/posters/fixtures/signs in the park subject to the terms of the agreement.
17. The presence of fireworks at city parks is strictly prohibited, except for city sponsored fireworks displays (LPMC Section 3.68.045).
18. Carnival rides and other commercial attractions (moonbounce, etc.) are prohibited at the Park, except for city sponsored events.
19. No outdoor overnight camping is permitted in city parks (LPMC section 3.70.030).
20. Animals are required to remain on a leash no longer than 6 feet. Owners are required to clean up after their animals and dispose of any waste in a trash receptacle. Owners are further required to monitor their animals and prevent their animals from causing damage to City fields and facilities.
21. Littering in public parks is prohibited. All litter and debris are to be disposed of by park users prior to leaving the premises.
22. Outdoor cooking is restricted to facilities provided unless prior approval is given by the City.
23. The City reserves the right to close any facility at any time for repair, maintenance, or emergency.

Pursuant to the City of La Puente's Municipal Code, the City Manager and his/her designee has the authority to exclude the public and eject one-time and repeat offenders from city parks and recreational areas for unlawful behavior.