

CITY OF LA PUENTE
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Para inglés: marque (408) 650-3123 e ingrese el siguiente código de acceso: 731-551-669.

Para español: marque (646) 749-3122 e ingrese el siguiente código de acceso: 225-262-461.

Cómo enviar comentarios públicos

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

En persona: Los comentarios públicos se pueden proporcionar en persona en el Ayuntamiento, 15900 E. Main Street.

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



**NOTICE AND CALL OF MEETING
SPECIAL CLOSED SESSION AND REGULAR MEETING OF
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
COUNCIL CHAMBERS**

15900 EAST MAIN STREET, LA PUENTE

MAY 23, 2023

5:30 P.M. SPECIAL CLOSED SESSION

7:00 P.M. REGULAR SESSION

NOTICE IS HEREBY GIVEN that a Special Meeting of the City Council of the City of La Puente is hereby called to be held on Tuesday, May 23, 2023, commencing at 5:30 p.m., in City Council Chambers, 15900 E. Main Street, La Puente, CA 91744. The public will be provided an opportunity to provide public comment on the items listed on the agenda. The business to be discussed is as follows:

5:30 P.M. SPECIAL CLOSED SESSION

CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

At this time, only item(s) on the Closed Session agenda may be discussed in Public Comments.

RECESS INTO CLOSED SESSION

CLOSED SESSION

1. THE CITY COUNCIL WILL RECESS TO CLOSED SESSION – Pursuant to Government Code section 54956.8, Conference with Real Property Negotiators:
Property: La Puente Park, 501 Glendora Ave
City Negotiators: Bob Lindsey, City Manager and Troy Grunklee, Director of Administrative Services
Negotiating Party: Octagon Towers
Under Negotiation: Price and Terms of Payment
2. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code section 54956.9 subdivision (d)(1) (Lewis v. City of La Puente, Los Angeles Superior Court Case No. 21STCV18841)
3. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code section 54956.9 subdivision (d)(1) (City of La Puente v. Dank City, Los Angeles Superior Court Case No. 21PSCV00417)
4. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code section 54956.9 subdivision (d)(1) (City of La Puente v. EML, LLC, Los Angeles Superior Court Case No. 21PSCV00609)
5. Conference with Legal Counsel - Existing Litigation (Government Code Section 54956.9, subdivision (d)(1) – In Re: National Prescription Opiate Litigation, U.S. District Court, Northern District of Ohio, Case No. 1:17-MD-02804
6. Conference with Legal Counsel – Anticipated Litigation, Significant exposure to litigation Government Code Section 54956.9(d)(2) (two cases).

RECONVENE TO OPEN SESSION

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

AVAILABILITY

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

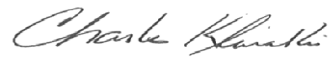
AMERICANS WITH DISABILITIES

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MEETING TIMES

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

Dated: May 18, 2023



Charles Klinakis, Mayor

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

AFFIDAVIT OF POSTING

I, Martha Torres, City Clerk for the City of La Puente, hereby certify that a copy of the Notice and Call of a Special Meeting of the La Puente City Council, to be held on May 23, 2023, commencing at 5:30 p.m., was posted in accordance with all applicable laws and provided not less than twenty-four hours before the time of the meeting to the following:

Mayor/Chair Charlie Klinakis

Council/Board Member Nadia Mendoza

Mayor Pro Tem/Vice Chair Valerie Munoz

Council/Board Member Gabriel Quinones

Council/Board Member David E. Argudo

I declare under penalty of perjury that the foregoing is true and correct. Dated this 18th day of May, 2023.



Martha Torres, MPA
City Clerk

7:00 P.M. REGULAR SESSION

CALL TO ORDER

ROLL CALL

COUNCIL/AGENCY MEMBERS: Klinakis, Munoz, Argudo, Mendoza, Quinones

PLEDGE OF ALLEGIANCE

PRESENTATIONS

Presentation of Proclamation Recognizing June 2, 2023, as National Gun Violence Awareness Day

Los Angeles County Sheriff's Department Activity and Information Briefing

ORAL COMMUNICATIONS

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

BOARDS/COMMISSION/COMMITTEE REPORTS

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

<u>ORGANIZATION</u>	<u>DEL/ALT</u>	<u>MONTHLY MEETINGS</u>	<u>TIME</u>
California Contract Cities Association	Argudo/Quinones	3 rd Wednesday	6:30 p.m.
Sanitation District 15 & 21	Klinakis/Munoz	4 th Wednesday	1:30 p.m.
League of California Cities L.A. Div.	Argudo/Mendoza	1 st Thursday	6:30 p.m.
City Selection Committee	Klinakis/Munoz	When Necessary	6:30 p.m.
San Gabriel Valley COG	Quinones/Argudo	3 rd Thursday	4:00 p.m.
California JPIA	Quinones/All Council	4 th Wednesday	6:30 p.m.
Foothill Transit Governing Board	Munoz/Klinakis	Last Friday of the Month	7:45 a.m.
San Gabriel Valley Mosquito & Vector Control District	Klinakis	2 nd Friday	7:00 a.m.

A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS

A-1 READ AND APPROVE THE MINUTES OF THE CITY COUNCIL AND SUCCESSOR AGENCY MEETING OF MAY 9, 2023

Staff Recommendation: It is recommended that the City Council and Successor Agency waive the reading and approve the Minutes of the City Council and Successor Agency meeting of May 9, 2023.

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL - None

C. UNFINISHED BUSINESS OF THE CITY COUNCIL – None

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

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

D-1 CONSIDERATION OF A RESOLUTION APPROVING WARRANT RESOLUTION NO. 23-5796

Staff Recommendation: It is recommended that the City Council and Successor Agency adopt Resolution No. 23-5796 approving Warrant Register No. 1552.

D-2 PRESENTATION OF APRIL 2023 INVESTMENT REPORT

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

D-3 PRESENTATION OF APRIL 2023 REQUISITION SUMMARY REPORT

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

D-4 CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION NO. 22-5749 AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM FOR FULL-TIME POSITIONS TO ADD A FULL-TIME CONCESSION AND EVENT SUPERVISOR POSITION

Staff Recommendation: It is recommended that the City Council: (1) adopt Resolution No. 23-5797 rescinding resolution No. 22-5749 amending the comprehensive personnel system; (2) approve the job description for the full-time Concession and Event Supervisor position; and (3) provide any necessary direction to Staff.

D-5 CONSIDERATION OF A RESOLUTION ADOPTING A STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2023-2024

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 23-5798 approving the City's Statement of Investment Policy for Fiscal Year 2023-2024.

D-6 CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR UNRUH AVENUE WALL IMPROVEMENT BETWEEN FLYNN STREET AND AMAR ROAD

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

D-7 CONSIDERATION OF AUTHORIZATION TO SOLICIT BIDS FOR PEDESTRIAN HYBRID (HAWK) SIGNAL INSTALLATION ON HACIENDA BOULEVARD AT PRICHARD STREET

Staff Recommendation: It is recommended that the City Council: (1) Approve the plans and specifications for the construction of the HAWK Signal on Hacienda Boulevard at Prichard Street; and (2) Authorize Staff to solicit for bids.

D-8 CONSIDERATION OF A RESOLUTION DESIGNATING THE ENTITIES PERMITTED TO SELL SAFE AND SANE FIREWORKS IN THE CITY FOR 2023

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 23-5799 designating the entities permitted to sell safe and sane fireworks in the City.

D-9 CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES WITH MDJ MANAGEMENT LLC FOR AN ADDITIONAL MAINTENANCE BUILDING IN THE CITY YARD AT LA PUENTE PARK

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

D-10 CONSIDERATION OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH DRAKE TRAFFIC CONTROL SERVICES INC. FOR SPECIAL EVENT TRAFFIC CONTROL SERVICES IN THE AMOUNT OF \$27,461.25.

Staff Recommendation: It is recommended that the City Council: (1) approve Amendment No. 1 to the the Professional Services Agreement with Drake Traffic Control Services Inc, in the amount of \$27,461.25; and (2) authorize the City Manager to execute the Agreement on behalf of the City.

D-11 CONSIDERATION OF A LICENSE AGREEMENT BETWEEN THE CITY OF LA PUENTE AND JESUS RODRIGUEZ FOR THE USE OF CITY PROPERTY LOCATED AT THE INTERSECTION OF VALLEY BOULEVARD FOR HOLIDAY SALES

Staff Recommendation: It is recommended that the City Council: (1) approve the License Agreement with Jesus Rodriguez; and (2) authorize the City Manager to execute the License Agreement on behalf of the City.

D-12 SECOND READING AND CONSIDERATION OF ADOPTION OF AN ORDINANCE AMENDING CHAPTER 6.40 OF TITLE 6 OF THE CITY OF LA PUENTE MUNICIPAL CODE, RELATING TO PARKING, STOPPING AND STANDING OF RECREATIONAL VEHICLES; ESTABLISHMENT OF CITY RECREATIONAL VEHICLE PARKING PERMITS (LPMC 6.40.300)

Staff Recommendation: It is recommended that the City Council adopt Ordinance No. 23-982 amending Chapter 6.40 of Title 6 of the La Puente Municipal Code, adding 6.40.300 LPMC regarding parking, stopping, and standing of recreational vehicles; establishment of City recreational vehicle parking permits.

D-13 CONSIDERATION OF AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SUPERIOR SECURITY SPECIALISTS, INC. DBA SUPERIOR ALARM SYSTEMS FOR SECURITY CAMERAS AND SPEAKER SYSTEM AT LA PUENTE PARK IN THE AMOUNT OF \$48,500

Staff Recommendation: It is recommended that the City Council: (1) approve Amendment No. 3 to the Agreement with Superior Security Specialists, Inc., dba Superior Alarm Systems in the amount of \$48,500; (2) and authorize the City Manager to execute the Amendment and approve change orders up to 10% of the original bid amount on behalf of the City.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

E-1 PRESENTATION OF APRIL 2023 BUDGET REPORT

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

E-2 CONSIDERATION OF A RESOLUTION ADOPTING PROGRAM GUIDELINES FOR A BUSINESS START-UP GRANT PROGRAM

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 23-5800 approving the City's Business Start-Up Grant Program.

E-3 DISCUSSION AND DIRECTION REGARDING COUNCIL POLICY CC-2.1, TRAVEL EXPENSE REIMBURSEMENT

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

ADHOC COMMITTEE REPORTS

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

NAME

Code Enforcement Committee
La Puente Park Fees, Ordinance and Program Oversight Committee
Project LEAD Committee
LPQT Action Committee
Adaptive Sports League and Enrichment Programs Oversight Committee
Rowland, Bassett, and Hacienda La Puente Unified School Districts Liaison Committee

MEMBERS

Klinakis/Mendoza
Munoz/Quinones
Mendoza/Quinones
Mendoza/Quinones
Klinakis/Munoz
Klinakis/Munoz

AB 1234 REPORTS

ORAL COMMENTS FROM COUNCIL

ORAL COMMENTS FROM STAFF

ADJOURNMENT

AVAILABILITY

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CERTIFICATION

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

Dated this 18th day of May, 2023.



Martha Torres, MPA
City Clerk

MINUTES
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
REGULAR MEETING OF
MAY 9, 2023

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

A Regular Meeting of the City Council of the City of La Puente was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on Tuesday, May 9, 2023, at 7:00 p.m.

CALL TO ORDER

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

ROLL CALL

Members present: Klinakis, Munoz, Argudo, Mendoza, Quinones.

Members absent: None.

Staff members present: City Manager Bob Lindsey, City Attorney Jesse Jauregui, Director of Administrative Services Troy Grunklee, City Clerk Martha Torres, Director of Community Services Alexander Bauman, Senior Planner Abraham Tellez, Senior Code Enforcement Supervisor Jeffrey Buckwell, Community Engagement Supervisor Kimberly Cardona, Office Specialist Adriana Jaimez, and Office Specialist Destiny Rivera.

PLEDGE OF ALLEGIANCE

Senior Planner Tellez led the Pledge of Allegiance.

PRESENTATIONS

Mayor Pro Tem Munoz presented proclamations on behalf of Looms4Lupus in support of May as Fibromyalgia Awareness Month.

Council Member Mendoza presented a proclamation on behalf of Looms4Lupus in support of May as Lupus Awareness Month.

Resident and Looms4Lupus representative, Juana Mata, spoke regarding the organization's participation in raising support and awareness for Lupus, Fibromyalgia, and mental health.

ORAL COMMUNICATIONS

Olivia Flamenco submitted written comments regarding the Amar project and expressed health concerns regarding food vendors on Sunset Avenue and Amar Road.

Ricardo Martinez submitted a written comment regarding the City's 23-24 fiscal year budget and wages within the Bassett Unified School District.

Kyle Miller, a representative of Senator Bob Archuleta, provided an update on Senator Archuleta's current projects and constituent services, and provided his contact information.

In response to the written comments, City Manager Lindsey stated that funds are still being allocated for the Amar project, and he stated he would forward the food vendor concerns to the food vendor team.

BOARDS/COMMISSION/COMMITTEE REPORTS – None.

A. MINUTES OF PREVIOUS CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS

A-1 READ AND APPROVE THE MINUTES OF THE CITY COUNCIL AND SUCCESSOR AGENCY MEETINGS OF APRIL 25, 2023

A motion was made by Council Member Argudo, seconded by Mayor Pro Tem Munoz, to waive the reading and approve the Minutes of the City Council and Successor Agency meetings of April 25, 2023. The motion carried by the following roll call vote:

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

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL

B-1 INTRODUCTION AND CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 6.40 OF THE CITY OF LA PUENTE MUNICIPAL CODE, RELATING TO PARKING, STOPPING AND STANDING OF RECREATIONAL VEHICLES; ESTABLISHMENT OF CITY RECREATIONAL VEHICLE PARKING PERMITS

Mayor Klinakis opened the public hearing at 7:22 p.m. There being no members of the public wishing to speak, Mayor Klinakis closed the public hearing.

Senior Code Enforcement Supervisor Buckwell provided a video presentation.

Ben Phaychanpheng voiced support of this ordinance.

Mayor Pro Tem Munoz thanked Staff and stated her support for the ordinance to enhance the quality of life for residents and beautify the City. She inquired regarding the application and verification process for issuing RV parking permits. Senior Code Enforcement Supervisor Buckwell confirmed there will be a verification process.

Council Member Argudo inquired about the 72-hour short-term parking permits fees and requested that the ordinance be amended to exclude a need for a permit for short-term instances that involve residents loading and unloading their RV while parked on the street. He further inquired regarding how a no-noise policy may affect visitors during the cold season that require the use of a generator or those with health conditions that may require similar equipment to use their required medical devices. Council Member Argudo also requested that the ordinance be amended to include converted U-Hauls, trailers, and buses.

Council Member Mendoza thanked all involved for bringing forward the ordinance and discussion.

Mayor Pro Tem Munoz asked about the legality of persons inhabiting an RV on private property for an extended period of time. Senior Planner Tellez stated that Chapter 10.10.040 of the City's Municipal Code currently prohibits residential or habitual use of RVs.

Council Member Mendoza inquired if there is a plan to uphold the code that prohibits residential or habitual use of RVs, to which Senior Planner Tellez stated that the Code Enforcement department is responsible for investigations.

City Manager Lindsey responded to Council Member Argudo's concerns regarding the no-noise policy and the 72-hour short-term parking limit.

Council Member Argudo inquired whether the ordinance can be amended to allow for loading/unloading needs without the use of a permit not to exceed five hours.

City Attorney Jauregui stated that the entire discussion, including the report, be incorporated into the public hearing for the record.

City Attorney Jauregui further advised that subsection H be added to Section 6.40.360 stating, "Nothing herein shall prevent the temporary use of the residential street corresponding to the residence for the cleaning, loading, or other short-term needs which process does not exceed 5 hours."

Council Member Argudo further requested that the ordinance be amended to include that the operation of medical devices can be used under known special circumstances.

City Attorney Jauregui advised that subsection I be added to Section 6.40.360 stating "The temporary use of power to allow for the operation of medical devices or other extenuating

circumstances can be considered at the discretion of the City Manager, which shall not be unreasonably withheld.”

Council Member Argudo further inquired regarding the converted U-Hauls, trailers, and buses, to which Senior Code Enforcement Supervisor Buckwell responded that they are included in the ordinance.

Mayor Klinakis inquired about the definition of RV. Senior Code Enforcement Supervisor Buckwell defined recreational vehicle. City Attorney Jauregui stated that the ordinance also included the specific definition of recreational vehicles.

Mayor Klinakis inquired regarding RV parking during street sweeping days and discussed parking in general within the City.

A motion was made by Mayor Pro Tem Munoz, seconded by Council Member Argudo, to: (1) waive reading of Ordinance No. 23-982 and read by title only; (2) introduce Ordinance No. 23-982 amending Chapter 6.40 of the La Puente Municipal Code regarding parking, stopping and standing of recreational vehicles; establishment of city recreational vehicle parking permits, with an amendment to add subsection H to Section 6.40.360 stating, “Nothing herein shall prevent the temporary use of the residential street corresponding to the residence for the cleaning, loading, or other short-term needs which process does not exceed 5 hours,” and an amendment to add subsection I to Section 6.40.360 stating “The temporary use of power to allow for the operation of medical devices or other extenuating circumstances can be considered at the discretion of the City Manager, which shall not be unreasonably withheld.” The motion carried by the following roll call vote:

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

C. UNFINISHED BUSINESS OF THE CITY COUNCIL - None.

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 Items D-1 through D-5. The motion carried by the following roll call vote:

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

D-1 CONSIDERATION OF A RESOLUTION APPROVING WARRANT RESOLUTION NO. 23-5793

Action Taken: The City Council and Successor Agency adopted Resolution No. 23-5793 and approved Warrant Register No. 1551.

- D-2 CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO FS CONTRACTORS INC. FOR THE CITYWIDE CONCRETE REPAIRS FY 2022-23 IN THE AMOUNT OF \$195,409.00

Action Taken: The City Council: (1) awarded the contract to FS Contractors Inc. in the amount of \$195,409; (2) authorized the City Manager to execute the Agreement and approve change orders up to 10% of the original bid amount; and (3) adopted Resolution No. 23-5794 authorizing an additional allocation of \$70,000 in TDA Article 3 funds and \$19,500 in Measure M funds to cover the total project cost.

- D-3 CONSIDERATION OF AMENDMENT NO. 2 TO THE MEMORANDUM OF AGREEMENT BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF LA PUENTE FOR PARTICIPATION IN THE SAN GABRIEL VALLEY REGIONAL VMT ANALYSIS MODEL

Action Taken: The City Council: (1) approved Amendment No. 2 to Memorandum of Agreement with the San Gabriel Valley Council of Governments; and (2) authorized the City Manager to execute the Amendment on behalf of the City.

- D-4 CONSIDERATION OF A RESOLUTION APPROVING A PERMIT FOR THE PUBLIC DISPLAY OF FIREWORKS AT THE 2023 BASSETT HIGH SCHOOL GRADUATION CEREMONY ON JUNE 8, 2023

Action Taken: The City Council adopted Resolution No. 23-5795 approving a permit for the public display of fireworks for Bassett High School's 2023 Graduation Ceremony on June 8, 2023, pursuant to all applicable code requirements.

- D-5 CONSIDERATION OF A CAPITAL RESERVE AGREEMENT BETWEEN THE CITY OF LA PUENTE AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY FOR THE USE OF PROPOSITION C LOCAL RETURN FUNDS IN CONJUNCTION WITH THE AMAR ROAD COMPLETE STREETS PROJECT

Action Taken: The City Council: (1) approved the Capital Reserve Agreement with the Los Angeles County Metropolitan Transportation Authority; and (2) authorized the City Manager to execute the agreement on behalf of the City.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

E-1 UPDATE AND DISCUSSION REGARDING THE CITY OF LA PUENTE BEAUTIFICATION WORKFORCE DEVELOPMENT PROGRAM

Community Engagement Supervisor Cardona provided a PowerPoint presentation.

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

E-2 UPDATE AND DISCUSSION REGARDING THE LA PUENTE COMMUNITY FOUNDATION SKATEBOARD CLINIC EVENT

Community Engagement Supervisor Cardona provided a PowerPoint presentation.

Council Member Mendoza spoke about the feedback received from the participants of the Skateboard Clinic Event.

Mayor Klinakis spoke about the event, the La Puente Park Snack Bar, and thanked Staff for their involvement in the La Puente Park.

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

AD HOC COMMITTEE REPORTS

Code Enforcement: Nothing to report.

La Puente Park Fees, Ordinance, and Program Oversight: Mayor Pro Tem Munoz reported the ad hoc committee met last week with City Manager Lindsey and Director of Community Services Bauman and discussed current park construction, current park programs, consideration of new programs, funding opportunities, potential opportunity to provide a women's flag football program, and participation in current programs. Council Member Quinones thanked Staff for being available, and Mayor Pro Tem Munoz thanked Director of Community Services Bauman for his work.

Project LEAD: Council Member Quinones provided an update on the mural project, and Council Member Mendoza spoke regarding the final Mock City Council Meeting for the school year that occurred on May 1, 2023.

LPQT Action Committee: Council Member Quinones provided an update regarding the second annual Brunch by the Bridge event.

Adaptive Sports League and Enrichment Programs Oversight Committee: Nothing to report.

Rowland, Bassett, and Hacienda La Puente Unified School Districts Liaison Committee: Nothing to report.

AB 1234 REPORTS – None.

ORAL COMMENTS FROM COUNCIL

Council Member Argudo commented on the progress of the mural project and thanked Director of Community Services Bauman for his work.

Council Member Quinones thanked Director of Community Services Bauman and Community Engagement Supervisor Cardona for their work and spoke about the coffee shop.

Mayor Pro Tem Munoz inquired about additional events and transportation services for senior citizens. Director of Community Services Bauman reported there are ongoing plans to expand popular senior services. City Manager Lindsey stated Staff are currently working on implementing a shuttle service for seniors.

Mayor Klinakis spoke about the 100th Anniversary Dinner at the La Puente Valley Woman's Club and suggested acquiring a float for the holiday parade to celebrate the Woman's Club. He also spoke regarding code enforcement and public safety.

ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked the Sheriff's Department, and I.T. assistant Angel Arellano. He invited the City Council to a lighting demonstration at the Community Center courtyard, and provided an update on the coffee shop, amphitheater, picnic area, and the Grace Napolitano Nature Center.

Community Engagement Supervisor Cardona provided an update on the Mother's Day Fiesta Picnic event being held on May 13, 2023, and the Dodgers Camp on June 26 and 27, 2023.

Director of Community Services Bauman provided a PowerPoint presentation on the Special Olympics and provided an update on the Summer Games.

ADJOURNMENT

There being no further business before the City Council, Mayor Klinakis adjourned the meeting in memory of Wendy Thomas at 8:49 p.m.

Approved this 23rd day of May, 2023.

Martha Torres, MPA
City Clerk

Charlie Klinakis
Mayor/Chair

RESOLUTION NO. 23-5796

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE ALLOWING CERTAIN CLAIMS AND
DEMANDS IN THE AMOUNT \$1,668,168.36 (WARRANT
REGISTER 1552)**

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 9991 through 10083 ACH(s) numbered 544 through 551, and Draft numbered 02017 through 02031 except for voided warrants 10002, 10021, 10044-46 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

Martha Torres, MPA, City Clerk

PASSED, APPROVED AND ADOPTED this 23rd day of May 2023, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, City Clerk



By Payment Number

Payment Dates 5/1/2023 - 5/12/2023

5/15/2023 11:20:08 AM

Check Register Report

Payment Dates: 5/1/2023 - 5/12/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0008936	LTD INSURANCE		205-20330	28.85
	INV0008936	LTD INSURANCE		210-20330	41.69
	INV0008936	LTD INSURANCE		260-20330	60.60
	INV0008936	LTD INSURANCE		263-20330	81.48
	INV0008936	LTD INSURANCE		283-20330	13.41
	INV0008936	LTD INSURANCE		285-20330	25.65
	INV0008943	STD INSURANCE		100-20330	895.12
	INV0008943	STD INSURANCE		200-20330	47.58
	INV0008943	STD INSURANCE		202-20330	6.77
	INV0008943	STD INSURANCE		203-20330	24.67
	INV0008943	STD INSURANCE		205-20330	24.67
	INV0008943	STD INSURANCE		210-20330	35.65
	INV0008943	STD INSURANCE		260-20330	51.71
	INV0008943	STD INSURANCE		263-20330	69.59
	INV0008943	STD INSURANCE		283-20330	11.48
	INV0008943	STD INSURANCE		285-20330	21.92
9994	5/5/2023	USBANK	U.S BANK PARS ACCT# 6746022400		4,508.75
	INV0008898	PARS RETIREMENT		100-20340	72.61
	INV0008898	PARS RETIREMENT		263-20340	-61.08
	INV0008942	PARS RETIREMENT		100-20340	2,776.74
	INV0008942	PARS RETIREMENT		205-20340	140.54
	INV0008942	PARS RETIREMENT		260-20340	114.25
	INV0008942	PARS RETIREMENT		263-20340	1,375.53
	INV0008942	PARS RETIREMENT		285-20340	90.16
9995	5/5/2023	AMABUS	AMAZON CAPITAL SERVICES INC		1,226.37
	111L-FLM3-3YLV	DESKTOP MEMORY		550-6100-53018	178.18
	16N7-LFW3-TFGH	CAMERA LENS		100-2130-53012	593.18
	17L7-V6Q7-6WQK	DESKTOP MEMORY		550-6100-53018	-89.09
	1F16-YLHC-6Y4M	DESKTOP MEMORY		550-6100-53018	-89.09
	1HN4-DH3G-39VR	SSD HARDRIVE		550-6100-53018	230.93
	1Q4W-GF3K-1VR9	DESKTOP MEMORY		550-6100-53018	127.58
	1QKD-66W7-3PH3	FLASH MEMORY		550-6100-53018	65.98
	1Y3G-P73K-3TKL	BLUETOOTH ADAPTER		550-6100-53018	76.93
	1Y71-6MMG-LCQJ	TONER CARTRIDGE		550-6100-53018	131.77
9996	5/5/2023	AMERLE	AMERICAN LEGAL		709.52
	24779	2023 S-21 CODE PUBLISHING		100-1120-53412	536.50
	24908	2023 S-21 FOLIO/INTERNET		100-1120-53412	173.02
9997	5/5/2023	BLAWAT	BLACKWATER SECURITY		13,323.33
	1902-907	05/23 PARK SECURITY SVC		100-2110-53111	13,323.33
9998	5/5/2023	BOGIR	BOYS & GIRLS CLUB OF WEST SAN GABRIEL VALLEY		23,398.00
	02132023-YRG-YR4Q...	MENTORING SVC-YRGYr4Q2		100-4100-53111	23,398.00
9999	5/5/2023	TIMEWA	CHARTER COMMUNICATIONS		105.28
	0029105041423	04/14-05/13 SR CTR CABLE/INTERNET		100-4130-53715	105.28
10000	5/5/2023	CINTA	CINTAS CORPORATION #693		361.31
	4153809822	04/27 SR CENTER MAT RENTAL		100-4130-53813	361.31
10001	5/5/2023	CED	CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC		291.62
	3301-1012020	ELECTRICAL SUPPLIES		100-3330-53822	255.79
	3301-1012023	ELECTRICAL SUPPLIES		100-3330-53822	35.83
10003	5/5/2023	DAROLI	DAPEER, ROSENBLIT & LITVAK, LLP		2,267.63
	21406	03/23 LEGAL SVC-CODE ENF		100-2110-53114	1,800.00
	21407	03/23 LEGAL SVC-CODE ENF		100-2110-53114	125.83
	21408	03/23 LEGAL SVC-CODE ENF		100-2110-53114	341.80

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10004	5/5/2023 INV0008956	DMVREN TITLE FEE-CROWN VICTORIA	DMV	555-3150-53812	716.00 716.00
10005	5/5/2023 881908	DOUPLA BUDGET MEETING WITH DEPT HEADS	DOUBLE PLAY PIZZA	100-1110-53972	82.20 82.20
10006	5/5/2023 INV0008916 INV0008917 INV0008918 INV0008919 INV0008929	EDISON 03/28-04/25 ELEC - 15612 TEMPLE AVE 03/28-04/25 ELEC - 15614 TEMPLE AVE 03/09-04/05 ELEC - VARIOUS 03/28-04/25 ELEC - 14416 AMAR RD TC1 03/28-04/25 ELEC-YLAC	EDISON CO	285-3330-53712 285-3330-53712 200-3120-53713 200-3120-53713 100-4110-53712	10,444.10 5,319.37 2,218.13 377.29 60.40 2,468.91
10007	5/5/2023 INV0008922	EDUCHA PARTIAL REFUND-C&D DEPOSIT-538 CABANA	EDUARDO CHAVEZ	600-23280	504.00 504.00
10008	5/5/2023 INV0008923	EMIURS REFUND-ANIMAL LICENSE	EMIL URSA	100-42140	20.00 20.00
10009	5/5/2023 18993600 19121808	EWIIRR WHITE MARKING PAINT IRRIGATION SUPPLIES	EWING IRRIGATION PRODUCTS INC.	100-3330-53822 100-3330-53822	259.86 56.86 203.00
10010	5/5/2023 INV0008921	EXTOFF 05/23 PHONE SERVICE	EXTENDED OFFICE SOLUTIONS INC	100-1150-53715	638.55 638.55
10011	5/5/2023 INV0008914	VERIC 04/07-05/06 PHONE-SR CENTER ALARM	FRONTIER COMMUNICATIONS	100-4130-53715	109.21 109.21
10012	5/5/2023 024001296 024114063 024128052	GALLS UNIFORMS UNIFORMS UNIFORMS	GALLS	263-3320-53015 263-3320-53015 263-3320-53015	345.29 84.90 175.49 84.90
10013	5/5/2023 23-148	GOGOVS 23/24 GO GOV LICENSE SUBSCRIPTION	GO GOV APPS, INC	550-10250	14,232.00 14,232.00
10014	5/5/2023 317186A	GORM MTCE JANITORIAL SUPPLIES	GORM INC	100-3330-53011	99.70 99.70
10015	5/5/2023 4172	HACLWN MTCE TOOL REPAIR	HACIENDA LAWNMOWER SHOP	100-3100-53012	78.24 78.24
10016	5/5/2023 119159	JCLBAR GALV SQ POST	JCL TRAFFIC	200-3120-53821	719.93 719.93
10017	5/5/2023 INV0008915	JOEBAR REFUND-BLDG PERMIT# 032597	JOE BARNARD	100-42110	94.55 94.55
10018	5/5/2023 1800	KSKFAC 04/23 CC/YLAC JANITORIAL SUPPLIES	KSK FACILITIES	285-3330-53813	2,242.96 2,242.96
10019	5/5/2023 IN230000551	LACRDD 06-01/23 TS AZUSA@VALLEY	LA CO DEPT PUBLIC WORKS	200-3120-53819	945.62 945.62
10020	5/5/2023 232370EC 232370EC	LACSHF 02/23 LAW ENF SVC 02/23 LIABILITY INSURANCE	LA CO SHERIFF'S DEPT	100-2100-53110 100-2100-53186	678,071.71 613,238.92 64,832.79
10022	5/5/2023 15516	MANCIL RUBBER STAMP	MANCILLA'S QUALITY PRINTING LLC	263-3320-53011	33.00 33.00
10023	5/5/2023 12960	MOOVA WINDMILL PALMS	MOON VALLEY NURSERY	100-3330-53822	3,157.03 3,157.03

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10024	5/5/2023	RAMNOR	NORMA RAMIREZ		43.52
	INV0008955	DMV REGISTRATION REIM-RAMIREZ		100-3330-53976	38.52
	INV0008955	CAR WASH-FORD EDGE		555-3150-53812	5.00
10025	5/5/2023	NUSOL	NUTRIEN AG SOLUTIONS, INC.		8,222.57
	50671925	PARK CHEMICALS		100-3330-53822	8,222.57
10026	5/5/2023	OPPNAT	OPPENHEIMER NATIONAL		45,078.07
	PAYAPP#01	COFFEE KIOSK INSTALLATION RETENTION		280-20220	-2,372.53
	PAYAPP#01	COFFEE KIOSK INSTALLATION PYMT		280-5606-59300	47,450.60
10027	5/5/2023	ORSCON	ORS CONSTRUCTION		6,075.00
	0070	PROGRESS RETENTION-BARNARD		260-3320-53977	-675.00
	0070	PROGRESS PYMT-BARNARD		260-3320-53977	6,750.00
10028	5/5/2023	PACSER	PACIFIC PRODUCTS & SERVICES LLC		1,421.75
	31787	ANCHORS-ST SIGNS		200-3120-53821	1,421.75
10029	5/5/2023	POST	POSTMASTER		584.45
	INV0008954	03/23 PASSPORT POSTAGE		100-1150-53211	584.45
10030	5/5/2023	RESOUR	RESOURCE BUILDING MATERIALS		1,166.63
	3550180	SCOOP PLASTER SAND		100-3330-53822	151.11
	3559244	REBAR		100-3330-53822	151.55
	3561897	CONCRETE MIX		100-3330-53822	306.31
	3562066	CONCRETE MIX		100-3330-53822	557.66
10031	5/5/2023	SAFHOM	SAFE AT HOME		30.00
	INV0008957	SAFE@HOME APPLICATION FEE		100-1135-53971	30.00
10032	5/5/2023	CALSO	SO CAL INDUSTRIES		471.24
	624533	TEMP FENCING		100-3330-53822	471.24
10033	5/5/2023	SOUCAL	SOUTHERN CALIFORNIA NEWS GROUP		933.40
	0011596246	AD-SPDR #23-01		100-3300-53411	456.00
	0011596250	AD-DSD-MUP# 23-01		100-3300-53411	477.40
10034	5/5/2023	SOUTIR	SOUTHERN TIRE MART		21.06
	7070018055	TIRE REPAIR		555-3150-53812	21.06
10035	5/5/2023	SOSUBW	SUBURBAN WATER SYSTEMS		399.65
	180022571140	03/24-04/24 WTR-HACIENDA/NELSON		200-3120-53714	59.96
	180022572703	03/24-04/24 WTR-HACIENDA/TEMPLE		200-3120-53714	207.04
	180022572716	03/24-04/24 WTR-15250 TEMPLE		200-3120-53714	41.07
	180042052101	03/24-04/24 WTR-14746 TEMPLE		200-3120-53714	50.51
	180061707183	03/24-04/24 WTR-16159 TEMPLE		200-3120-53714	41.07
10036	5/5/2023	SUPALA	SUPERIOR ALARM SYSTEMS		38,048.60
	233037	CH ACCESS CONTROL EQUIPMENT		263-3320-54585	29,958.00
	233038	LA PUENTE PARK SNACK BAR MENU BOXES		280-5606-59300	8,090.60
10037	5/5/2023	TERMI	TERMINIX PROCESSING CENTER		150.00
	432123277	04/10 CC PEST CONTROL		285-3330-53813	47.00
	432124304	04/10 CC PEST CONTROL		285-3330-53813	50.00
	432124489	04/10 YLAC PEST CONTROL		285-3330-53813	53.00
10038	5/5/2023	SGVLGB	THE SAN GABRIEL VALLEY LGBTQ+ CENTER		9,940.00
	01	LGBTQ+ NON-PROFIT SUPPORT		263-3320-53111	9,940.00
10039	5/5/2023	TMOBILE	T-MOBILE		254.90
	INV0008953	03/21-04/20 PHONE-CE WIRELESS SVC		100-2110-53715	254.90
10040	5/5/2023	TUST	TURF STAR, INC.		827.99
	7275136-00	LAWN MOWER MTCE		555-3150-53812	827.99

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10041	5/5/2023	ULINE	ULINE		1,645.71
	161977248	MESH CHAIR		100-3300-53976	389.40
	162057287	TRASH CAN LIDS		100-3330-53822	364.96
	162164340	LID RECEPTACLE		100-3330-53822	891.35
10042	5/5/2023	UNREN	UNITED RENTALS		3,343.65
	210688076-008	TRAILER TILT RENTAL		100-3330-53822	543.75
	210699856-009	SKID BUCKET RENTAL		100-3330-53822	2,799.90
10043	5/5/2023	CALCARD	US Bank CalCard		22,388.14
	INV0008925	GAS ENGINE PUMP TOOL		100-3100-53012	626.97
	INV0008925	WATER PUMP & HOSE TOOL		100-3100-53012	214.48
	INV0008925	PUBLISH ELECTRONIC FLYERS FOR HLPUSD		100-3300-53411	250.00
	INV0008925	SUPPLIES		100-3300-53976	101.01
	INV0008925	SUPPLIES		100-3310-53011	71.94
	INV0008925	SNACK BAR SUPPLIES		100-3330-53822	7.02
	INV0008925	TOP SOIL - NELSON PARK		100-3330-53822	97.02
	INV0008925	TOP SOIL - NELSON PARK		100-3330-53822	121.28
	INV0008925	TOP SOIL - NELSON PARK		100-3330-53822	121.28
	INV0008925	TOP SOIL - LP PARK		100-3330-53822	121.28
	INV0008925	TOP SOIL LP PARK		100-3330-53822	218.30
	INV0008925	SNACK BAR SUPPLIES		100-3330-53822	298.61
	INV0008925	SNACK BAR - DOOR LOCKS		100-3330-53822	821.58
	INV0008925	SUPPLIES		100-3330-53976	221.60
	INV0008925	SUPPLIES		100-3330-53976	254.56
	INV0008925	SUPPLIES		100-3330-53976	123.84
	INV0008925	SUPPLIES		100-3330-53976	47.50
	INV0008925	SUPPLIES		100-3330-53976	38.70
	INV0008925	EASTER EVENT - HAY BAILS		100-4140-53979	135.33
	INV0008925	ANNUAL HOUSING RIGHTS SUMMIT 2023		260-3320-53972	40.00
	INV0008925	TOOLS		263-3320-53012	894.62
	INV0008926	MEMBERSHIP TO ICSC - ARGUDO		100-1100-53971	125.00
	INV0008926	ICSC CONFERENCE - ARGUDO		100-1100-53972	975.00
	INV0008926	CCCA CONFERENCE - ARGUDO		100-1100-53972	825.00
	INV0008926	NALEO CONF - ARGUDO		100-1100-53972	600.00
	INV0008926	LUNCH MEETING		100-1110-53972	48.51
	INV0008926	LUNCH MTG WITH CAMERA AND SECURITY VENDOR		100-1110-53972	93.21
	INV0008926	LUNCH MTG WITH STAFF		100-1110-53972	142.95
	INV0008926	MTG WITH VENDOR		100-1110-53972	29.30
	INV0008926	LUNCH MTG WITH PUBLIC SAFETY		100-1110-53972	30.07
	INV0008926	TRUTHFINDER		100-1135-53406	16.95
	INV0008926	FUEL		555-3150-53014	84.00
	INV0008926	FUEL		555-3150-53014	29.25
	INV0008926	FUEL		555-3150-53014	54.74
	INV0008926	FUEL		555-3150-53014	102.85
	INV0008926	FUEL		555-3150-53014	103.09
	INV0008926	FUEL		555-3150-53014	40.23
	INV0008926	FUEL		555-3150-53014	47.99
	INV0008926	FUEL		555-3150-53014	53.24
	INV0008926	FUEL		555-3150-53014	99.12
	INV0008926	FUEL		555-3150-53014	96.79
	INV0008927	WAGON FOR TINY TOTS		100-4100-53012	76.64
	INV0008927	OFFICE SUPPLIES		100-4110-53011	69.09
	INV0008927	OFFICE SUPPLIES		100-4110-53011	8.79
	INV0008927	CREDIT		100-4110-53011	-18.69
	INV0008927	YLAC OFFICE SUPPLIES		100-4110-53011	71.27
	INV0008927	OFFICE SUPPLIES		100-4110-53011	223.96
	INV0008927	OFFICE SUPPLIES		100-4110-53011	289.67
	INV0008927	OFFICE SUPPLIES		100-4110-53011	37.38
	INV0008927	YLAC OFFICE SUPPLIES		100-4110-53011	71.05

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	INV0008927	OFFICE SUPPLIES		100-4110-53976	47.60
	INV0008927	WAGON FOR PICKLE BALL		100-4110-53980	76.64
	INV0008927	SUPPLIES FOR LEAD PROGRAM		100-4140-53976	83.27
	INV0008927	LUNCH FOR LEAD PROGRAM		100-4140-53976	191.00
	INV0008927	SNACKS, WATER, JUICES FOR EGG HUNT		100-4140-53979	254.23
	INV0008927	EGG HUNT FACE PAINTING		100-4140-53979	59.75
	INV0008927	EGG HUNT DECORATIONS		100-4140-53979	18.63
	INV0008927	EGG HUNT GOODIE BAGS		100-4140-53979	11.10
	INV0008927	EGG HUNT DECORATIONS		100-4140-53979	11.00
	INV0008927	SUPPLIES		263-3320-53012	82.10
	INV0008927	PORTABLW KEYBOARDS (10)		263-3320-53012	2,309.89
	INV0008928	CPE CLASS - GRUNKLEE		100-1130-53972	248.00
	INV0008928	CODE ENF TRAINING - FLORES		100-2110-53972	174.75
	INV0008928	AC EQUIPMENT CASE		100-2130-53012	76.63
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	81.23
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	275.61
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	285.75
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	65.51
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	58.15
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	136.83
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	118.93
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	96.98
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	90.54
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	90.42
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	340.76
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	171.89
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	1,053.28
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	265.00
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	383.38
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	73.87
	INV0008928	SNACK BAR SUPPLIES		100-48900	693.04
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	699.66
	INV0008928	MISC		100-48900	0.27
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	6.93
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	18.56
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	48.00
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	596.19
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	50.80
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	53.99
	INV0008928	SNACK BAR SUPPLIES		100-48900	894.82
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	155.41
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	71.04
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	77.86
	INV0008928	SNACK BAR SUPPLIES		100-48900	67.08
	INV0008928	LP FOUNDATION SUPPLIES		100-48900	2,459.43
	INV0008928	REMARKABLE (3)		550-6100-53017	8.97
10047	5/5/2023 198979	WESCO 04/01-15 PKWY TREE MTCE	WEST COAST ARBORISTS INC	200-3120-53815	1,588.60 1,588.60
10048	5/5/2023 2023.04.30-2	FOUN WORLD SPACE PROGRAM-ENRICHMENT AT LP PARK	WORLD SPACE FOUNDATION	263-3320-53111	2,850.00 2,850.00
10049	5/5/2023 EI238000112	ZENTEC SOCIAL MEDIA AGGREGATION TOOL	ZENCITY TECHNOLOGIES US INC	263-3320-53416	15,000.00 15,000.00
10050	5/9/2023 515335	SOUWE SOIL	SOUTHWEST BOULDER & STONE	263-5610-59300	12,705.01 12,705.01

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
10051	5/12/2023 INV0008973	ACUABO REFUND-BLDG PERMIT# 032178	A CUT ABOVE BUILDERS	100-42110	286.97 286.97
10052	5/12/2023 1LP1-DWQK-3WV1 1X49-HX9N-1XX6 1YJY-JDNH-1YCT	AMABUS IT COMPUTER PARTS IT LAPTOPS TINY TOTS GRAD SUPPLIES	AMAZON CAPITAL SERVICES INC	550-6100-53018 550-6100-53018 100-4100-53012	6,256.83 123.16 5,684.50 449.17
10053	5/12/2023 9178 9227	ANTINC FORTIGATE NETWORK FIREWALL & SWITCH HARDEARE NEWTWORK & SERVER MTCE	ANTROPY, INC	550-6100-53018 550-6100-53111	3,410.55 3,185.55 225.00
10054	5/12/2023 000019854777 000019854779 000019854780	ATT 03/28-04/27 PHONE-SR CENTER 911 LN 03/28-04/27 PHONE-CH FAX LINE 03/28-04/27 PHONE-CH LINE	AT&T	100-4130-53715 100-1150-53715 100-1150-53715	386.70 64.40 87.82 234.48
10055	5/12/2023 0012131 0012131	B2PRIN BUSINESS CARDS-TORRES BUSINESS CARDS-ROMO	B2 PRINT	100-1120-53411 100-1135-53976	202.50 159.00 43.50
10056	5/12/2023 5024883718	CBEEQU 05/12-06/11 FACILITY COPIER	CELL BUSINESS EQUIPMENT	100-1150-53911	1,162.59 1,162.59
10057	5/12/2023 8406234341	CINTA FIRST AID RESTOCK-ALL FACILITIES	CINTAS CORPORATION #693	100-1150-53011	2,188.79 2,188.79
10058	5/12/2023 51658 51659	CROWN GRAPHICS-CODE VEH GRAPHICS-CODE VEH	CROWN GRAPHICS	555-3150-53812 555-3150-53812	1,904.75 947.75 957.00
10059	5/12/2023 55601 55601 55703 55703	DAKOTA BACKFLOW REPAIR BACKFLOW REPAIR BACKFLOW REPAIR BACKFLOW REPAIR	DAKOTA BACKFLOW CO	100-3330-53811 100-4100-53811 100-3330-53811 200-3120-53814	5,200.00 1,965.00 1,660.00 1,150.00 425.00
10060	5/12/2023 654602 654602 654602	DEPTJ 04/23 FINGERPRINT SVC 04/23 FINGERPRINT SVC 04/23 FINGERPRINT SVC	DEPT OF JUSTICE-BUREAU	100-1135-53406 100-4110-53980 263-3320-53406	288.00 192.00 32.00 64.00
10061	5/12/2023 015	SAMSAR 05/23 VIDA MONTHLY RENT	DR. SAMIR SARGIOS DVM	263-3320-53111	5,000.00 5,000.00
10062	5/12/2023 INV0008961 INV0008962 INV0008963 INV0008964 INV0008965	EDISON 03/02-30 ELEC-VARIOUS 03/02-30 ELEC-PARK SVCS 03/02-30 ELEC-TRAFFIC CONTROL 04/03-05/01 ELEC-15250 TEMPLE 04/03-05/01 ELEC-14951 NELSON	EDISON CO	200-3120-53713 285-3330-53712 200-3120-53713 200-3120-53713 200-3120-53713	1,986.14 155.18 325.14 1,348.49 60.32 97.01
10063	5/12/2023 8-115-17588	FEDEXP POSTAGE-CHICGO TITLE	FEDERAL EXPRESS CORP	100-1150-53211	35.81 35.81
10064	5/12/2023 INV0008959	VERIC 04/07-05/06 PHONE-SR CTR ALARM	FRONTIER COMMUNICATIONS	100-4130-53715	109.21 109.21
10065	5/12/2023 10738304	GARDA 05/23 ARMORED TRANS SVC	GARDAWORLD	100-1130-53111	407.67 407.67
10066	5/12/2023 318263	GORM YLAC-JANITORIAL SUPPLIES	GORM INC	100-4110-53011	484.63 484.63

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
10067	5/12/2023	HEASTR	HEALING THE STRAYS INC.		1,725.00
	23-001	01/23 TNR SERVICES		100-2130-53111	675.00
	23-003	03/23 TNR SERVICES		100-2130-53111	600.00
	23-004	04/23 TNR SERVICES		100-2130-53111	450.00
10068	5/12/2023	HMEDEP	HOME DEPOT CRC		3,294.86
	1342526	SUPPLIES-GRAND OPENING MTCE BLDG EVENT		100-3100-53976	85.31
	1903557	SUPPLIES-GRAND OPENING MTCE BLDG EVENT		100-3100-53976	65.39
	2030328	NUTS & BOLTS		100-3330-53822	76.11
	3192186	REFUND-STRINGLIGHTS		100-4100-53011	-197.09
	3271805	MTCE SUPPLIES		100-3100-53012	115.75
	3512660	COUTYARD SUPPLIES		100-4100-53011	164.15
	3512661	COURTYARD SUPPLIES		100-4100-53011	54.72
	4021051	LUMBER		100-3330-53822	294.93
	4522804	COURTYARD SUPPLIES		100-4100-53011	213.50
	5971476	MTCE TOOLS		100-3100-53012	81.46
	6523766	GRAFFITI SUPPLIES		200-3120-53016	151.85
	7740084	DOG PARK SCREEN		100-3330-53822	1,535.60
	8270194	PLANTS/FLOWERS		285-3330-53814	459.52
	8342429	MTCE TOOLS		100-3330-53822	33.06
	9021330	COMM CTR SUPPLIES		100-4100-53813	160.60
10069	5/12/2023	INHOFA	INDUSTRY HOSES & FASTNERS		80.48
	65004	HYDRAULIC ASSEMBLY-TORO		555-3150-53812	80.48
10070	5/12/2023	KSKFAC	KSK FACILITIES		1,033.50
	1794	04/23 SR CENTER JANITORIAL SVC		100-4130-53813	1,033.50
10071	5/12/2023	LACSHF	LA CO SHERIFF'S DEPT		1,528.07
	232941DL	03/23 IDT-CRIME SUPPRESSION		100-2100-53113	1,528.07
10072	5/12/2023	LPVCWD	LA PUENTE VALLEY CO WATER		2,103.06
	INV0008958	02/16-04/17 WTR-COMM		100-4100-53714	456.28
	INV0008958	02/16-04/17 WTR-YLAC		100-4110-53714	456.28
	INV0008966	02/16-04/17 WTR-VALLEY/CENTRAL		200-3120-53714	330.96
	INV0008968	02/16-04/17 WTR-501 GLEDORA-PARK		285-3330-53714	260.58
	INV0008969	02/16-04/17 WTR-NELSON		200-3120-53714	107.48
	INV0008970	02/16-04/17 WTR-OLD VALLEY BLVD		200-3120-53714	208.56
	INV0008972	02/16-04/17 WTR-MAIN & LEVERETTE		200-3120-53714	52.94
	INV0008974	02/16-04/17 WTR-ABBAY & CENTRAL		200-3120-53714	229.98
10073	5/12/2023	LCAC	LEAGUE OF CALIF CITIES		500.00
	INV-02262	2023 LOCAL ST/ROAD ASSESSMENT		100-3100-53976	500.00
10074	5/12/2023	LEOBUI	LEONIDA BUILDERS		256,428.75
	2	04/23 UNRUH WALL RETENTION		203-20220	-3,643.99
	2	04/23 UNRUH WALL PYM#2		203-5601-59300	72,879.75
	2	04/23 UNRUH WALL RETENTION		205-20220	-9,852.26
	2	04/23 UNRUH WALL PYM#2		205-5601-59300	197,045.25
10075	5/12/2023	ODELIN	LINDA ODEGAARD		576.80
	INV0008960	04/23 KNITTING CLASS PYMT		100-4100-53111	576.80
10076	5/12/2023	MARK	MARK'S WELDING SERVICE		19,730.00
	41	NATURE PARK FENCING		263-5610-59300	17,400.00
	42	SOCCER FIELD FENCE REPAIR		100-3330-53822	375.00
	44	COFFEE SHOP UNLOADING		100-3330-53822	1,955.00
10077	5/12/2023	ORSCON	ORS CONSTRUCTION		6,075.00
	0071	PROGRESS RETENTION-BARNARD		260-20220	-675.00
	0071	PROGRESS PYMT #2-BARNARD		260-3320-53977	6,750.00

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
10078	5/12/2023 183762	PFPETTI OFFICE SUPPLIES	P.F. PETTIBONE & CO.	100-3300-53011	277.95 277.95
10079	5/12/2023 109972	POLLIG COURTYARD LIGHTING	POLARIS LIGHTING ASSOCIATES	280-5606-59600	41,425.85 41,425.85
10080	5/12/2023 6018625	REGION 04/23 EZ/FOOTHILL MONTHLY PASS	REGIONAL TAP SERVICE CENTER	210-3130-53915	1,906.90 1,906.90
10081	5/12/2023 432127085	TERMI 04/10 SR CENTER PEST CONTROL	TERMINIX PROCESSING CENTER	100-4130-53813	90.00 90.00
10082	5/12/2023 162601458	ULINE FLAT LID RECEPTACLE	ULINE	100-3330-53822	886.59 886.59
10083	5/12/2023 003-37517 003-37518 003-37519 003-37520 003-37550 003-37550 003-37551 003-37553 00625266	WILENG 03/23 TRAFFIC ENGINEERIN 03/23 NPDES SVCS 03/23 CLOSURE PLAN-3RD OF JULY 03/23 CONCRETE REPAIR-VARIOUS LOC 03/23 UNRUH WALL IMPROVEMENTS 03/23 UNRUH WALL IMPROVEMENTS 03/23 BUS SHELTER REPLACEMENT 03/23 LP COMMUNITY CTR PARKING LOT 03/23 LP HACIENDA/PRICHARD HAWK	WILLDAN ENGINEERING	100-3100-53111 284-3100-53111 100-3100-53111 203-5590-59210 203-5601-59600 205-5601-59600 210-5547-59600 280-5606-59600 100-3100-53111	34,195.43 2,959.50 2,081.25 507.50 3,005.00 9,950.80 9,950.80 2,223.28 1,067.30 2,450.00
DFT0002017	5/5/2023 INV0008930 INV0008930	AFLAC EMPLOYEE LIFE ASSURANCE EMPLOYEE LIFE ASSURANCE	AFLAC	100-20399 260-20399	137.43 133.83 3.60
DFT0002018	5/5/2023 INV0008931 INV0008931 INV0008931	AFLAC EMPLOYEE INSURANCE EMPLOYEE INSURANCE EMPLOYEE INSURANCE	AFLAC	100-20399 260-20399 263-20399	167.37 126.93 23.67 16.77
DFT0002019	5/5/2023 INV0008934 INV0008934 INV0008934 INV0008934 INV0008934 INV0008934	ICMARC EMPLOYEE LOAN REPYMT EMPLOYEE LOAN REPYMT EMPLOYEE LOAN REPYMT EMPLOYEE LOAN REPYMT EMPLOYEE LOAN REPYMT EMPLOYEE LOAN REPYMT	VANTAGEPOINT TRANSFER AGENTS-457	100-20399 200-20399 203-20399 205-20399 210-20399 260-20399	30.16 21.64 2.73 0.68 0.68 3.07 1.36
DFT0002020	5/5/2023 INV0008935 INV0008935 INV0008935 INV0008935 INV0008935 INV0008935 INV0008935	ICMARC EMPLOYEE CONTRIBUTIONS EMPLOYEE CONTRIBUTIONS EMPLOYEE CONTRIBUTIONS EMPLOYEE CONTRIBUTIONS EMPLOYEE CONTRIBUTIONS EMPLOYEE CONTRIBUTIONS EMPLOYEE CONTRIBUTIONS	VANTAGEPOINT TRANSFER AGENTS-457	100-20399 200-20399 202-20399 203-20399 205-20399 210-20399 260-20399	1,465.00 807.16 181.51 58.67 103.64 103.64 127.92 82.46
DFT0002021	5/5/2023 INV0008937 INV0008937 INV0008937 INV0008937 INV0008937 INV0008937 INV0008937 INV0008937 INV0008937	CPERS-HEALTH HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM	100-20399 200-20399 202-20399 203-20399 205-20399 210-20399 260-20399 263-20399 283-20399	59,436.17 44,876.63 2,402.26 204.18 1,204.97 1,204.97 2,096.91 3,527.74 2,184.50 488.01

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0008937	HEALTH INSURANCE		285-20399	1,246.00
DFT0002022	5/5/2023	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		16,297.96
	INV0008939	EMPLOYER CONTRIBUTION		100-20360	12,223.10
	INV0008939	EMPLOYER CONTRIBUTION		200-20360	767.61
	INV0008939	EMPLOYER CONTRIBUTION		202-20360	72.08
	INV0008939	EMPLOYER CONTRIBUTION		203-20360	336.35
	INV0008939	EMPLOYER CONTRIBUTION		205-20360	336.35
	INV0008939	EMPLOYER CONTRIBUTION		210-20360	522.85
	INV0008939	EMPLOYER CONTRIBUTION		260-20360	712.69
	INV0008939	EMPLOYER CONTRIBUTION		263-20360	671.91
	INV0008939	EMPLOYER CONTRIBUTION		283-20360	112.19
	INV0008939	EMPLOYER CONTRIBUTION		285-20360	542.83
DFT0002023	5/5/2023	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		11,605.91
	INV0008940	PERS- NEW EMPLOY CONTRB		100-20399	8,418.21
	INV0008940	PERS- NEW EMPLOY CONTRB		200-20399	575.97
	INV0008940	PERS- NEW EMPLOY CONTRB		202-20399	66.01
	INV0008940	PERS- NEW EMPLOY CONTRB		203-20399	246.94
	INV0008940	PERS- NEW EMPLOY CONTRB		205-20399	246.94
	INV0008940	PERS- NEW EMPLOY CONTRB		210-20399	342.85
	INV0008940	PERS- NEW EMPLOY CONTRB		260-20399	518.43
	INV0008940	PERS- NEW EMPLOY CONTRB		263-20399	615.24
	INV0008940	PERS- NEW EMPLOY CONTRB		283-20399	102.70
	INV0008940	PERS- NEW EMPLOY CONTRB		285-20399	472.62
DFT0002024	5/5/2023	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		775.23
	INV0008941	EMPLOYEE PORTION		100-20360	750.90
	INV0008941	EMPLOYEE PORTION		200-20360	8.11
	INV0008941	EMPLOYEE PORTION		210-20360	16.22
DFT0002025	5/5/2023	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		55.00
	INV0008944	SURVIVORS LIFE INSURANCE		100-20350	39.20
	INV0008944	SURVIVORS LIFE INSURANCE		200-20350	3.41
	INV0008944	SURVIVORS LIFE INSURANCE		202-20350	0.10
	INV0008944	SURVIVORS LIFE INSURANCE		203-20350	0.68
	INV0008944	SURVIVORS LIFE INSURANCE		205-20350	0.68
	INV0008944	SURVIVORS LIFE INSURANCE		210-20350	1.22
	INV0008944	SURVIVORS LIFE INSURANCE		260-20350	2.09
	INV0008944	SURVIVORS LIFE INSURANCE		263-20350	3.10
	INV0008944	SURVIVORS LIFE INSURANCE		283-20350	0.50
	INV0008944	SURVIVORS LIFE INSURANCE		285-20350	4.02
DFT0002026	5/5/2023	EMPLOY	EMPLOYMENT DEVELOPMENT DEPT		6,530.77
	INV0008947	STATE INCOME TAX		100-20310	5,126.58
	INV0008947	STATE INCOME TAX		200-20310	224.15
	INV0008947	STATE INCOME TAX		202-20310	39.11
	INV0008947	STATE INCOME TAX		203-20310	108.74
	INV0008947	STATE INCOME TAX		205-20310	124.34
	INV0008947	STATE INCOME TAX		210-20310	165.66
	INV0008947	STATE INCOME TAX		260-20310	175.79
	INV0008947	STATE INCOME TAX		263-20310	373.16
	INV0008947	STATE INCOME TAX		283-20310	67.13
	INV0008947	STATE INCOME TAX		285-20310	126.11
DFT0002027	5/5/2023	IRSPR	IRS PAYROLL TAX DEPOSIT		18,446.13
	INV0008948	FEDERAL WITHHOLDING		100-20300	14,469.20
	INV0008948	FEDERAL WITHHOLDING		200-20300	615.03
	INV0008948	FEDERAL WITHHOLDING		202-20300	104.48
	INV0008948	FEDERAL WITHHOLDING		203-20300	283.05
	INV0008948	FEDERAL WITHHOLDING		205-20300	342.98

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	INV0008948	FEDERAL WITHHOLDING		210-20300	494.86
	INV0008948	FEDERAL WITHHOLDING		260-20300	646.84
	INV0008948	FEDERAL WITHHOLDING		263-20300	902.34
	INV0008948	FEDERAL WITHHOLDING		283-20300	169.99
	INV0008948	FEDERAL WITHHOLDING		285-20300	417.36
DFT0002028	5/5/2023	IRSPR	IRS PAYROLL TAX DEPOSIT		6,689.60
	INV0008949	MEDICARE TAX		100-20300	4,757.36
	INV0008949	MEDICARE TAX		200-20300	225.12
	INV0008949	MEDICARE TAX		202-20300	25.52
	INV0008949	MEDICARE TAX		203-20300	93.00
	INV0008949	MEDICARE TAX		205-20300	147.34
	INV0008949	MEDICARE TAX		210-20300	134.28
	INV0008949	MEDICARE TAX		260-20300	238.98
	INV0008949	MEDICARE TAX		263-20300	794.18
	INV0008949	MEDICARE TAX		283-20300	52.14
	INV0008949	MEDICARE TAX		285-20300	221.68
DFT0002029	5/5/2023	CPERS-HEALTH	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		927.51
	INV0008952	04/23 ADJ-GARCIA		100-1135-51314	-942.73
	INV0008952	04/23 ADJ-BEATIE		100-1135-51314	1,870.24
DFT0002030	5/5/2023	CPERS-HEALTH	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM		16,551.08
	INV0008951	05/23 RETIREES HEALTH INSURANCE		100-1135-51314	16,298.10
	INV0008951	05/23 CalPers Admin Fee		100-1135-51314	252.98
DFT0002031	5/12/2023	EDD	EMPLOYMENT DEVELOPMENT DEPT		2,448.00
	L0032003984	01-03/23 UNEMPLOYMENT INSURANCE		100-1135-53610	2,448.00
Grand Total:					1,668,168.36

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	978,697.16
200 - GAS TAX FUND	19,758.64
202 - RMRA (SB 1)	586.40
203 - MEASURE M FUND	84,635.91
205 - MEASURE R FUND	199,858.54
210 - PROP A FUND	8,134.98
260 - CDBG PROGRAM FUND	18,383.24
263 - AMERICAN RESCUE PLAN ACT FUND	119,654.51
280 - MISCELLANEOUS GRANTS FUND	183,821.53
283 - MEASURE A SAFE PARKS FUND	1,021.25
284 - MEASURE W	2,081.25
285 - LIGHTING & LANDSCAPE MAINTENANCE	19,248.27
550 - EQUIPMENT REPLACEMENT FUND	24,092.37
555 - VEHICLE MAINTENANCE & REPLACEMENT FUND	7,690.31
600 - SPECIAL DEPOSIT FUND	504.00
Grand Total:	1,668,168.36

Account Summary

Account Number	Account Name	Payment Amount
100-1100-53971	Dues & Memberships	125.00
100-1100-53972	Conferences & Meetings	2,400.00
100-1110-53972	Conferences & Meetings	426.24
100-1120-53111	Contract Services - Private	858.75
100-1120-53411	Printing & Publishing	159.00
100-1120-53412	Municipal Code Publishing	709.52
100-1130-53111	Contract Services - Private	407.67
100-1130-53972	Conferences & Meetings	248.00
100-1135-51314	Health Insurance	17,478.59
100-1135-53406	Recruitment Expenses	208.95
100-1135-53610	Unemployment Insurance	2,448.00
100-1135-53971	Dues & Memberships	30.00
100-1135-53976	Special Departmental	43.50
100-1150-53011	Operating Supplies	2,188.79
100-1150-53211	Postage & Mailing Services	620.26
100-1150-53715	Utility - Communications	960.85
100-1150-53811	Equipment Maintenance	1,211.23
100-1150-53911	Equipment Lease/Rental	1,162.59
100-20220	Retention Payable	-3,618.88
100-20300	FIT Payable	19,226.56
100-20310	SIT Payable	5,126.58
100-20320	Life Ins Payable	541.75
100-20330	LTD Payable	1,942.14
100-20340	PARS	3,070.11
100-20350	Group Insurance	39.20
100-20360	PERS	12,974.00
100-20399	Other Payroll Deductions	54,508.47
100-2100-53110	Contract Services - LA Sher..	613,238.92
100-2100-53113	Contract Services - Special...	1,528.07
100-2100-53186	Liability Trust Fund	64,832.79
100-2110-53111	Contract Services - Private	13,323.33
100-2110-53114	Legal Services - General	2,267.63
100-2110-53715	Utility - Communications	254.90
100-2110-53972	Conferences & Meetings	174.75
100-2130-53012	Small Tools & Equipment	669.81
100-2130-53111	Contract Services - Private	1,725.00
100-3100-53012	Small Tools & Equipment	1,116.90
100-3100-53111	Contract Services - Private	5,917.00

Account Summary

Account Number	Account Name	Payment Amount
100-3100-53976	Special Departmental	650.70
100-3300-53011	Operating Supplies	277.95
100-3300-53411	Printing & Publishing	1,183.40
100-3300-53976	Special Departmental	490.41
100-3310-53011	Operating Supplies	71.94
100-3330-53011	Operating Supplies	99.70
100-3330-53811	Equipment Maintenance	3,115.00
100-3330-53822	Park Maintenance & Repa...	25,131.57
100-3330-53976	Special Departmental	724.72
100-4100-53011	Operating Supplies	235.28
100-4100-53012	Small Tools & Equipment	525.81
100-4100-53111	Contract Services - Private	23,974.80
100-4100-53714	Utility - Water	456.28
100-4100-53811	Equipment Maintenance	1,660.00
100-4100-53813	Facility Maintenance	160.60
100-4110-53011	Operating Supplies	1,237.15
100-4110-53712	Utility - Electricity	2,468.91
100-4110-53714	Utility - Water	456.28
100-4110-53976	Special Departmental	47.60
100-4110-53980	Sports Activities	108.64
100-4130-53715	Utility - Communications	388.10
100-4130-53813	Facility Maintenance	1,484.81
100-4130-53814	Landscape Maintenance	176.91
100-4140-53976	Special Departmental	274.27
100-4140-53979	Special Events	490.04
100-42110	Bldg & Safety Permits	381.52
100-42140	Animal License Fees	20.00
100-48900	Miscellaneous	9,481.21
100-5596-59300	Construction Costs	72,377.59
200-20300	FIT Payable	840.15
200-20310	SIT Payable	224.15
200-20320	Life Ins Payable	21.85
200-20330	LTD Payable	103.24
200-20340	PARS	2.31
200-20350	Group Insurance	3.41
200-20360	PERS	775.72
200-20399	Other Payroll Deductions	3,162.47
200-3120-53016	Graffiti Removal Supplies	151.85
200-3120-53713	Utility - Hwy Lights	2,098.69
200-3120-53714	Utility - Water	1,329.57
200-3120-53814	Landscape Maintenance	6,369.33
200-3120-53815	Parkway Tree Maintenan...	1,588.60
200-3120-53819	Signal Maintenance	945.62
200-3120-53821	Traffic Markings/Signs	2,141.68
202-20300	FIT Payable	130.00
202-20310	SIT Payable	39.11
202-20320	Life Ins Payable	1.56
202-20330	LTD Payable	14.69
202-20350	Group Insurance	0.10
202-20360	PERS	72.08
202-20399	Other Payroll Deductions	328.86
203-20220	Retention Payable	-3,643.99
203-20300	FIT Payable	376.05
203-20310	SIT Payable	108.74
203-20320	Life Ins Payable	10.46
203-20330	LTD Payable	53.53
203-20340	PARS	2.31
203-20350	Group Insurance	0.68

Account Summary

Account Number	Account Name	Payment Amount
203-20360	PERS	336.35
203-20399	Other Payroll Deductions	1,556.23
203-5590-59210	Design Engineering	3,005.00
203-5601-59300	Construction Costs	72,879.75
203-5601-59600	OTHER SERVICES	9,950.80
205-20220	Retention Payable	-9,852.26
205-20300	FIT Payable	490.32
205-20310	SIT Payable	124.34
205-20320	Life Ins Payable	10.46
205-20330	LTD Payable	53.52
205-20340	PARS	142.85
205-20350	Group Insurance	0.68
205-20360	PERS	336.35
205-20399	Other Payroll Deductions	1,556.23
205-5601-59300	Construction Costs	197,045.25
205-5601-59600	Other Services	9,950.80
210-20300	FIT Payable	629.14
210-20310	SIT Payable	165.66
210-20320	Life Ins Payable	19.31
210-20330	LTD Payable	77.34
210-20340	PARS	2.31
210-20350	Group Insurance	1.22
210-20360	PERS	539.07
210-20399	Other Payroll Deductions	2,570.75
210-3130-53915	Public Transit Subsidy	1,906.90
210-5547-59600	Other Services	2,223.28
260-20220	Retention Payable	-675.00
260-20300	FIT Payable	885.82
260-20310	SIT Payable	175.79
260-20320	Life Ins Payable	33.03
260-20330	LTD Payable	112.31
260-20340	PARS	114.25
260-20350	Group Insurance	2.09
260-20360	PERS	712.69
260-20399	Other Payroll Deductions	4,157.26
260-3320-53972	Conferences & Meetings	40.00
260-3320-53977	Grants & Loans - Resident...	12,825.00
263-20300	FIT Payable	1,696.52
263-20310	SIT Payable	373.16
263-20320	Life Ins Payable	45.88
263-20330	LTD Payable	151.07
263-20340	PARS	1,314.45
263-20350	Group Insurance	3.10
263-20360	PERS	671.91
263-20399	Other Payroll Deductions	2,816.51
263-3320-53011	Operating Supplies	33.00
263-3320-53012	Small Tools & Equipment	3,286.61
263-3320-53015	Uniform/Boot Reimburse...	345.29
263-3320-53111	Contract Services - Private	17,790.00
263-3320-53406	Recruitment Expenses	64.00
263-3320-53416	Social Media Technology	31,000.00
263-3320-54585	Furniture/Office Equipme...	29,958.00
263-5610-59300	Construction Costs	30,105.01
280-20220	Retention Payable	-2,372.53
280-3300-53111	Contract Services - Private	88,159.71
280-5606-59300	CONSTRUCTION COSTS	55,541.20
280-5606-59600	Other Services	42,493.15
283-20300	FIT Payable	222.13

Account Summary

Account Number	Account Name	Payment Amount
283-20310	SIT Payable	67.13
283-20320	Life Ins Payable	3.70
283-20330	LTD Payable	24.89
283-20350	Group Insurance	0.50
283-20360	PERS	112.19
283-20399	Other Payroll Deductions	590.71
284-3100-53111	Contract Services - Private	2,081.25
285-20300	FIT Payable	639.04
285-20310	SIT Payable	126.11
285-20320	Life Ins Payable	15.00
285-20330	LTD Payable	47.57
285-20340	PARS	90.16
285-20350	Group Insurance	4.02
285-20360	PERS	542.83
285-20399	Other Payroll Deductions	1,718.62
285-3330-53111	Contract Services - Private	1,284.50
285-3330-53712	Utility - Electricity	7,862.64
285-3330-53714	Utility - Water	260.58
285-3330-53813	Facility Maintenance	2,392.96
285-3330-53814	Landscape Maintenance	2,644.24
285-3330-53822	Park Maintenance & Repa...	1,620.00
550-10250	Prepaid Expenses	14,232.00
550-6100-53017	Software & Licensing	8.97
550-6100-53018	Computer Hardware & Su...	9,626.40
550-6100-53111	Contract Services - Private	225.00
555-3150-53014	Fuel	711.30
555-3150-53812	Vehicle Maintenance	-5,962.10
555-3150-53912	Vehicle Lease	12,941.11
600-23280	Deposit - C & D	504.00
Grand Total:		1,668,168.36

Project Account Summary

Project Account Key	Payment Amount
None	1,580,045.24
100023E	70,340.29
100823E	33.00
100923E	64.00
101223E	5,000.00
30123E	12,190.00
60222R	76.64
61723E	419.19
Grand Total:	1,668,168.36

Cash and Investment Report								
April 30, 2023								
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%	\$ 4,157,871	\$ 4,157,871	\$ 4,101,783	LAIF
Government Obligations								
U.S. Agency Security	FFCB	06/07/19	06/13/24	1.950%	250,000	249,904	242,410	Stifel
U.S. Agency Security	FFCB	06/10/20	06/10/25	0.680%	250,000	250,000	231,583	Multi-Bank
U.S. Agency Security	FFCB	06/02/20	06/09/25	0.500%	250,000	250,000	231,918	Stifel
U.S. Agency Security	FFCB	03/22/21	04/01/25	0.710%	250,000	250,000	232,638	Stifel
U.S. Agency Security	FFCB	02/24/21	03/03/26	0.790%	250,000	250,000	227,010	Stifel
U.S. Agency Security	FFCB	08/03/21	08/10/26	0.710%	250,000	250,000	223,693	Stifel
U.S. Agency Security	FFCB	08/30/21	09/01/26	0.870%	500,000	499,800	448,655	Stifel
U.S. Agency Security	FFCB	08/30/21	02/10/25	0.480%	250,000	249,750	232,253	Stifel
U.S. Agency Security	FFCB	09/23/21	09/28/26	0.940%	250,000	249,500	224,408	Stifel
U.S. Agency Security	FFCB	09/02/21	09/08/26	0.870%	250,000	250,000	224,220	Stifel
U.S. Agency Security	FFCB	07/29/20	07/29/25	0.580%	250,000	250,000	230,230	Stifel
U.S. Agency Security	FFCB	10/07/21	10/07/26	1.000%	250,000	249,625	224,748	Stifel
U.S. Agency Security	FFCB	10/28/21	11/03/26	1.330%	250,000	250,000	226,163	Stifel
U.S. Agency Security	FFCB	11/10/21	11/16/26	1.270%	250,000	250,000	225,480	Stifel
U.S. Agency Security	FFCB	11/24/21	11/30/26	1.460%	500,000	500,000	453,535	Stifel
U.S. Agency Security	FHLB	05/05/20	05/19/25	0.750%	250,000	250,000	232,060	Stifel
U.S. Agency Security	FHLB	03/02/21	02/26/26	0.850%	250,000	250,000	227,598	Stifel
U.S. Agency Security	FHLB	03/08/21	03/30/26	0.980%	250,000	250,000	227,883	Stifel
U.S. Agency Security	FHLB	03/11/21	03/25/26	0.875%	250,000	251,000	227,248	Stifel
U.S. Agency Security	FHLB	06/29/20	06/30/25	0.650%	375,000	375,000	350,284	Stifel
U.S. Agency Security	FHLB	02/09/21	02/09/26	0.300%	250,000	250,000	227,045	Stifel
U.S. Agency Security	FHLB	08/10/21	02/18/26	0.600%	250,000	248,250	226,108	Stifel
U.S. Agency Security	FHLB	02/18/21	02/18/26	0.600%	250,000	250,000	226,108	Multi-Bank
U.S. Agency Security	FHLB	02/26/21	02/26/26	0.580%	250,000	250,000	225,840	Multi-Bank
U.S. Agency Security	FHLB	01/26/21	01/26/26	0.560%	250,000	250,000	226,428	Multi-Bank
U.S. Agency Security	FHLB	02/24/21	02/24/26	0.625%	250,000	249,500	226,178	Stifel
U.S. Agency Security	FHLB	02/25/21	02/25/26	0.660%	250,000	250,000	226,390	Stifel
U.S. Agency Security	FHLB	02/12/21	02/12/26	0.520%	250,000	249,750	225,683	Stifel
U.S. Agency Security	FHLB	05/18/21	05/26/26	1.030%	250,000	250,000	227,415	Multi-Bank
U.S. Agency Security	FHLB	06/29/20	06/30/25	0.680%	250,000	250,000	231,210	Stifel
U.S. Agency Security	FHLB	09/30/21	10/13/26	1.100%	250,000	249,823	225,425	Stifel
U.S. Agency Security	FHLB	04/22/21	02/24/26	0.750%	250,000	249,375	226,853	Stifel
U.S. Agency Security	FHLB	02/25/22	02/25/27	2.000%	250,000	250,000	230,985	Stifel
U.S. Agency Security	FHLB	04/28/22	05/10/27	3.100%	250,000	249,750	239,648	Stifel
U.S. Agency Security	FHLB	07/12/22	06/30/27	3.250%	250,000	250,089	243,088	Stifel
U.S. Agency Security	FHLB	08/18/22	04/21/27	2.250%	250,000	248,406	243,605	Stifel
U.S. Agency Security	FHLB	08/29/22	08/28/25	3.600%	250,000	249,625	245,653	Stifel
U.S. Agency Security	FHLB	11/04/22	04/21/27	3.200%	760,000	715,928	727,502	Stifel
U.S. Agency Security	FHLB	02/15/23	02/09/28	5.050%	700,000	698,336	691,887	Stifel
U.S. Agency Security	FHLB	03/01/23	03/16/28	6.000%	250,000	250,000	249,285	Stifel
U.S. Agency Security	FHLMC	06/19/20	06/30/25	0.720%	250,000	250,000	231,415	Stifel
U.S. Agency Security	FHLMC	07/14/20	07/14/25	0.600%	250,000	250,000	231,515	Stifel
U.S. Agency Security	FHLMC	07/23/20	07/23/25	0.500%	250,000	249,625	230,730	Stifel
U.S. Agency Security	FHLMC	04/12/22	10/08/24	2.500%	250,000	249,729	241,450	Stifel
U.S. Agency Security	FHLMC	05/05/22	05/26/27	3.250%	250,000	250,000	243,290	Stifel
U.S. Agency Security	FHLMC	09/15/22	08/01/27	3.740%	250,000	248,540	243,946	Stifel
U.S. Agency Security	FNMA	06/04/20	06/04/25	0.710%	250,000	250,000	231,830	Multi-Bank
U.S. Agency Security	FNMA	07/22/20	07/22/25	0.600%	250,000	250,000	230,455	Stifel
U.S. Agency Security	FNMA	08/03/20	08/19/25	0.625%	250,000	250,000	230,135	Stifel
U.S. Agency Security	FNMA	08/03/20	08/12/25	0.500%	250,000	250,000	230,355	Stifel
U.S. Agency Security	FNMA	07/21/21	10/22/25	0.560%	250,000	249,529	228,658	Stifel
U.S. Agency Security	FNMA	08/17/20	08/14/25	0.500%	250,000	249,875	229,533	Stifel
U.S. Agency Security	FNMA	07/21/22	09/01/26	2.150%	250,000	238,655	232,547	Stifel
U.S. Agency Security	FNMA	08/16/22	04/01/26	2.670%	250,000	224,798	216,661	Stifel
U.S. Agency Security	FNMA	07/29/20	07/29/25	0.700%	250,000	250,000	230,863	Multi-Bank
U.S. Agency Security	Treasury	05/12/21	12/31/25	0.375%	250,000	245,850	228,545	Stifel
U.S. Agency Security	Treasury	06/24/21	06/30/25	0.250%	250,000	246,125	230,870	Stifel
U.S. Agency Security	Treasury	06/15/21	11/30/25	0.375%	250,000	247,659	228,683	Stifel
U.S. Agency Security	Treasury	06/24/21	02/28/26	0.500%	250,000	246,775	227,960	Stifel
U.S. Agency Security	Treasury	07/21/21	09/30/25	0.250%	250,000	246,675	229,308	Stifel
U.S. Agency Security	Treasury	07/29/21	08/31/25	0.250%	250,000	248,150	229,523	Stifel
U.S. Agency Security	Treasury	08/10/21	10/31/25	0.250%	250,000	246,725	228,458	Stifel
U.S. Agency Security	Treasury	09/29/21	06/30/26	0.875%	250,000	249,550	228,908	Stifel
U.S. Agency Security	Treasury	11/15/21	01/31/26	0.375%	250,000	242,450	227,648	Stifel
U.S. Agency Security	Treasury	04/29/21	04/30/26	0.750%	500,000	497,800	457,480	Stifel
U.S. Agency Security	Treasury	03/08/23	08/31/23	5.180%	1,000,000	975,960	983,430	Stifel
U.S. Agency Security	Treasury	04/24/23	06/20/23	4.705%	1,000,000	992,960	993,310	Stifel
Total Government Securities					20,085,000	19,930,841	18,713,845	
Municipal Bonds***				various	500,000	496,726	465,116	
Negotiable Certificates of Deposit ***				various	10,167,000	10,167,000	9,356,325	
Corporate Bonds***				various	250,000	250,224	242,168	
Total Investments					\$ 35,159,871	\$ 35,002,662	\$ 32,879,236	
Deposits in Bank						665,506	*	
Miscellaneous Cash						2,200	**	
Total Cash and Deposits						667,706		
Total Investments, Cash and Deposits						\$ 35,670,368		

I certify that this investment portfolio is in conformity with the Investment Policy of the City of La Puente as stated in Resolution No. 22-5729 dated June 14, 2022. 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
Finance Manager

CITY OF LA PUENTE

Cash and Investment Report

April 30, 2023

Negotiable Certificates of Deposit

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	228,621	Stifel
Greenstate Credit Union	3/30/21	4/16/26	0.95%	249,000	249,000	221,560	Stifel
UBS Bank	6/15/21	6/23/26	0.75%	248,000	248,000	217,756	Stifel
Parsons FCU	6/24/21	6/30/26	0.50%	249,000	249,000	219,735	Stifel
State Bank of India, NY	5/5/21	5/19/26	1.00%	248,000	248,000	220,549	Stifel
Sallie Mae Bank	6/30/21	7/8/26	1.00%	247,000	247,000	218,600	Stifel
Medallion Bank	9/14/21	9/30/26	0.90%	249,000	249,000	217,624	Stifel
Goldman Sachs Bank	7/20/21	7/28/26	1.00%	248,000	248,000	218,567	Stifel
Capital One Bank NA	11/8/21	11/17/26	1.10%	248,000	248,000	217,650	Stifel
East Boston Savings Bank	8/14/20	8/14/25	0.50%	248,000	248,000	223,932	Stifel
Citadel Federal Credit Union	2/26/20	2/27/25	1.65%	248,000	248,000	233,586	Stifel
Axos Bank	2/27/20	3/26/25	1.65%	249,000	249,000	233,878	Stifel
Pathfinder Bank	10/2/20	10/14/25	0.50%	249,000	249,000	223,231	Stifel
Toyota Bank	7/21/21	7/29/26	0.95%	248,000	248,000	218,676	Stifel
Synchrony Bank	8/24/21	8/27/26	0.90%	248,000	248,000	218,600	Stifel
Pentagon FCU	8/17/21	9/1/26	0.85%	249,000	249,000	217,863	Stifel
Texas Exchange Bank	9/28/21	11/14/25	0.85%	249,000	249,000	224,518	Stifel
USF Federal Credit Union	10/14/21	10/28/26	0.90%	249,000	249,000	217,026	Stifel
Live Oak Bank	10/4/21	10/19/26	0.90%	249,000	249,000	217,218	Stifel
Bank Hapoalim	12/8/21	12/26/26	1.35%	248,000	248,000	219,101	Stifel
Connexus Credit Union	12/20/21	12/23/26	1.15%	249,000	249,000	218,779	Stifel
Nelnet Bank	1/24/22	2/2/27	1.45%	248,000	248,000	219,098	Stifel
Amerant Bank	2/14/22	2/16/27	1.60%	248,000	248,000	220,135	Stifel
Beal Bank	3/1/22	3/3/27	2.05%	248,000	248,000	223,701	Stifel
Ally Bank	7/22/22	7/28/26	3.25%	246,000	246,000	233,742	Stifel
Capital One Bank USA	7/14/22	7/20/27	3.40%	245,000	245,000	231,547	Stifel
Discover Bank	7/14/22	7/20/27	3.35%	245,000	245,000	231,084	Stifel
American Express National Bank	7/22/22	7/27/27	3.45%	245,000	245,000	231,848	Stifel
St. Vincent Medical Center Credit Union	8/3/22	8/12/27	3.50%	249,000	249,000	236,059	Stifel
Belmont Bank	8/5/22	8/24/27	3.15%	249,000	249,000	232,524	Stifel
Resource One Credit Union	8/3/22	8/18/25	3.30%	249,000	249,000	239,882	Stifel
Cobalt Credit Union	9/1/22	9/15/27	3.60%	249,000	249,000	236,739	Stifel
Healthcare System FCU	9/7/22	9/21/26	3.60%	249,000	249,000	238,813	Stifel
Coca Cola FCU	1/31/23	2/2/26	4.60%	249,000	249,000	246,682	Stifel
Affinity Bank	3/13/23	3/17/28	4.90%	248,000	248,000	248,538	Stifel
Morgan Stanley Bank NA	3/17/23	3/23/28	4.90%	244,000	244,000	244,515	Stifel
Morgan Stanley Private Bank	3/17/23	3/23/28	4.90%	244,000	244,000	244,515	Stifel
American First Credit Union	4/24/23	4/27/27	4.40%	249,000	249,000	244,934	Stifel
First Bank of DeQueen	8/21/19	8/30/24	1.80%	249,000	249,000	238,970	Multi-Bank
Luana Savings Bank	2/28/20	2/28/25	1.55%	248,000	248,000	233,227	Multi-Bank
Celtic Bank	4/17/20	4/17/25	1.50%	249,000	249,000	232,703	Multi-Bank
Total for Negotiable Certificates of Deposit				\$ 10,167,000	\$10,167,000	\$ 9,356,325	

CITY OF LA PUENTE**Cash and Investment Report****April 30, 2023****Corporate Bonds**

Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Market Valuation
Coca Cola	10/10/19	9/6/24	1.75%	<u>250,000</u>	<u>250,224</u>	<u>242,168</u>	Stifel
Total for Negotiable Corporate Bonds				<u>\$ 250,000</u>	<u>\$ 250,224</u>	<u>\$ 242,168</u>	

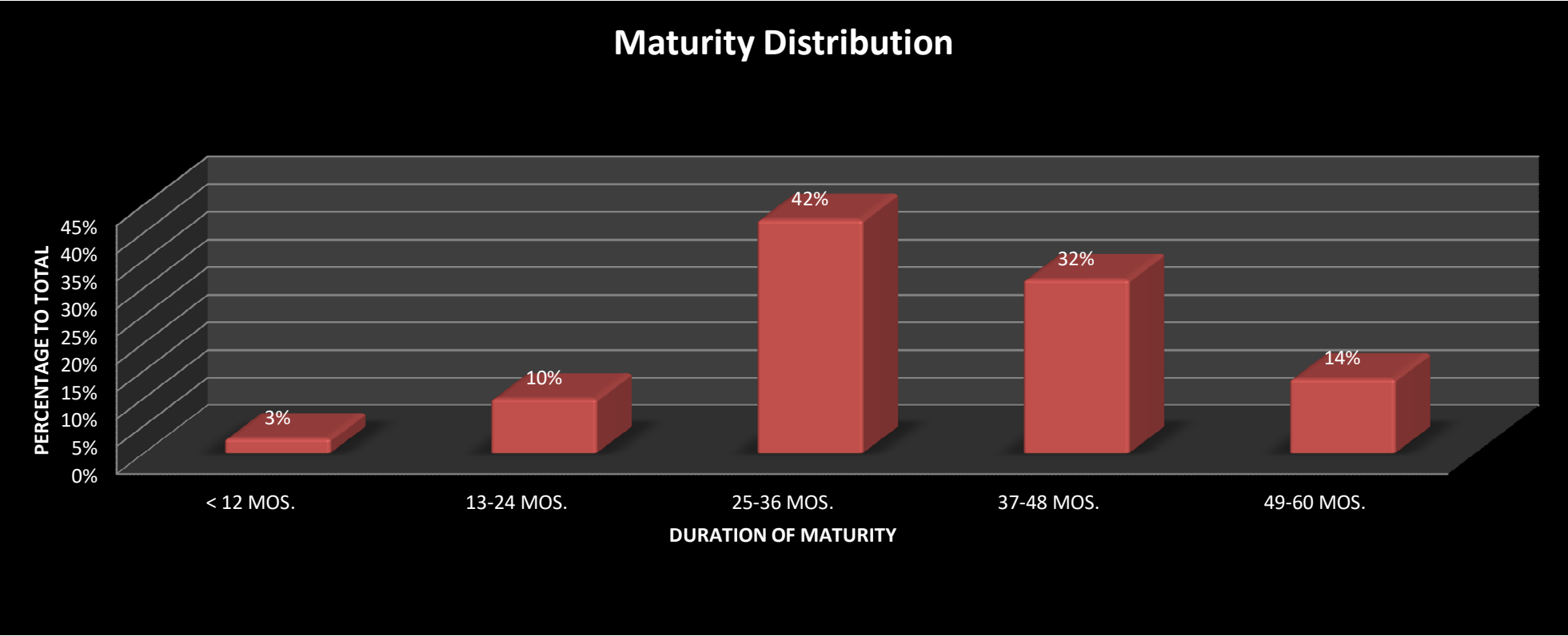
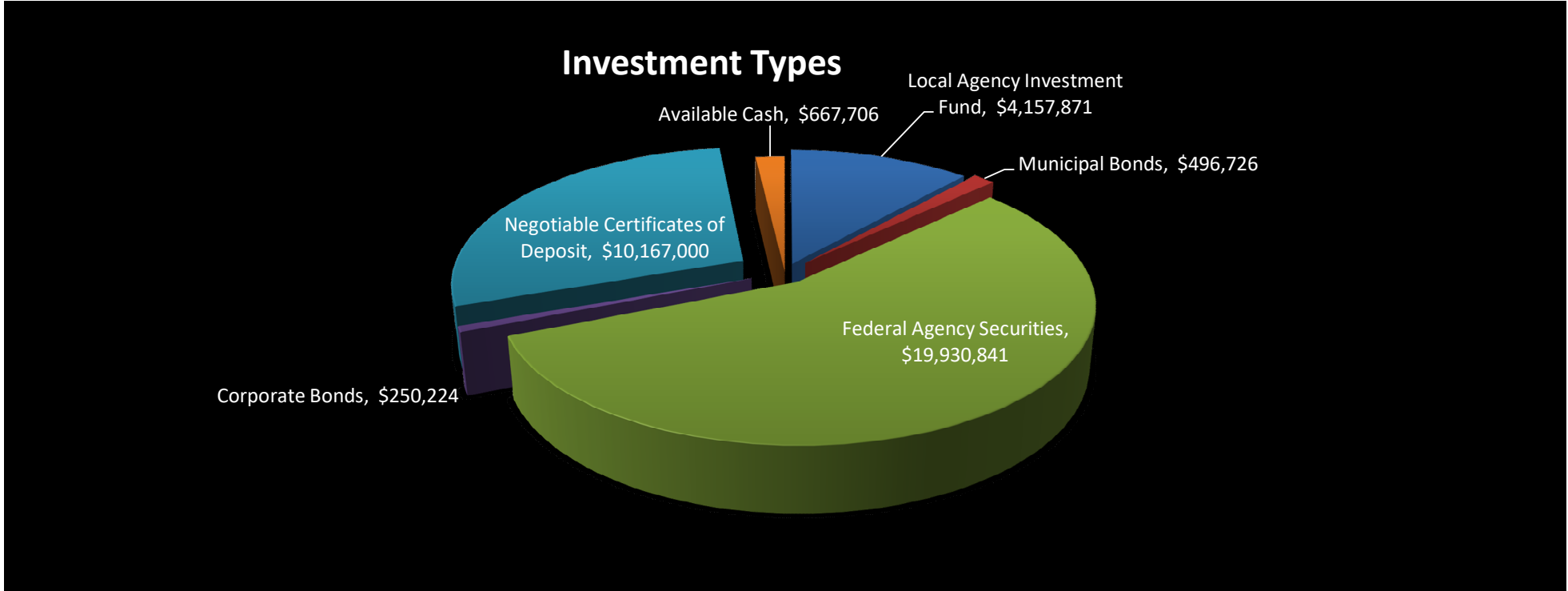
CITY OF LA PUENTE

Cash and Investment Report

April 30, 2023

Municipal Bonds

Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Market Valuation
State of California	1/11/21	4/1/25	3.38%	250,000	247,965	215,338	Multi-Bank
Los Angeles Airport Revenue Bonds	7/16/18	5/15/23	2.79%	<u>250,000</u>	<u>248,761</u>	<u>249,778</u>	Stifel
Total for Municipal Bonds				<u>\$ 500,000</u>	<u>\$ 496,726</u>	<u>\$ 465,116</u>	





City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services
Alex Merkel Medina, Finance Manager

SUBJECT: PRESENTATION OF APRIL 2023 INVESTMENT REPORT

BACKGROUND

This report presents the City's investment portfolio for the period of April 2023. 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 the City Council on June 14, 2022.

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 2023 has been provided as an attachment for your review. The following table summarizes the City's investment activity for the period:

Transaction	Asset Type	Transaction Date	Interest Rate	Due Date	Face Value
Purchase	Federal Government Obligations – Treasury Bill	04/24/2023	4.705%	06/30/2023	\$1,000,000
Purchase	Certificate of Deposit (CD) – American First Credit Union	04/24/2023	4.40%	04/27/2027	\$249,000

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

Requisition Summary Report

Requisition Detail

Issued Date Range 04/01/2023 - 04/30/2023

Requisition Number	Description Vendor	Status	Requested by Approved By	Issue Date	Trade Discount	Dist Amount
REQ000751	Egg Hunt Jumpers WOW - WOW PARTY RENTAL, INC	Approved	ADRIANA DOMINGUEZ Director of Community Services	4/3/2023	0	1,586.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
Egg Hunt Jumpers	1		0	0	0	0	0	1,586.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-4140-53979	Special Events	61723E		100.00%	1,586.00

REQ000754	DOG SCREEN HMEDEP - HOME DEPOT CRC	Approved	NORMA RAMIREZ Director of Development Services	4/3/2023	0	1,528.62
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
DOG SCREEN	1		0	0	132.62	0	0	-

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
263-5610-59300	Construction Costs			100.00%	1,528.62

REQ000755	WINDMILL PALMS MOOVA - MOON VALLEY NURSERY	Approved	NORMA RAMIREZ Director of Development Services	4/4/2023	0	3,157.03
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
WINDMILL PALMS	1		0	0	227.07	0	0	3,157.03

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-3330-53822	Park Maintenance & Repair			100.00%	3,157.03

REQ000756	NATURE CENTER PAINTING MODES - MODERN DESIGNS PAINTING & WALLCOVERING	Approved	NORMA RAMIREZ City Manager	4/4/2023	0	12,465.00
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
NATURE CENTER PAINTING	1		0	0	0	0	0	1,869.75

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
263-5610-59300	Construction Costs			100.00%	12,465.00

REQ000757	BALL FIELD SUPPLIES SITEON - SITEONE LANDSCAPE SUPPLY, LLC	Approved	NORMA RAMIREZ Director of Development Services	4/5/2023	0	1,111.29
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
BALL FIELD SUPPLIES	1		0	0	96.41	0	0	-

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-3330-53822	Park Maintenance & Repair			100.00%	1,111.29

Requisition Summary Report

Issued Date Range 04/01/2023 - 04/30/2023

Requisition Number	Description Vendor	Status	Requested by Approved By	Issue Date	Trade Discount	Dist Amount
REQ000758	PARK CHEMICALS NUSOL - NUTRIEN AG SOLUTIONS, INC.	Approved	NORMA RAMIREZ City Manager	4/5/2023	0	7,790.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
PARK CHEMICALS	1		0	0	0	0	0	8,222.57

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-3330-53822	Park Maintenance & Repair			100.00%	7,790.00

REQ000760	IT EQUIPMENT AMABUS - AMAZON CAPITAL SERVICES INC	Approved	REGINA NEWCOMB Director of Administrative Services	4/10/2023	0	1,626.89
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
IT EQUIPMENT	1		0	0	0	0	0	1,626.89

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
550-6100-53018	Computer Hardware & Supplies			100.00%	1,626.89

REQ000761	IPADS AMABUS - AMAZON CAPITAL SERVICES INC	Approved	REGINA NEWCOMB Director of Administrative Services	4/11/2023	0	1,868.30
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
IPADS	1		0	0	0	0	0	1,868.30

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
550-6100-53018	Computer Hardware & Supplies			100.00%	1,868.30

REQ000762	Plotter Supplies - Banner paper and ink AEGSLN - AEG SOLUTIONS	Approved	ADRIANA DOMINGUEZ Director of Community Services	4/11/2023	0	1,303.70
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
Plotter Supplies - Banner paper and ink	1		0	0	0	0	0	1,303.70

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-4110-53811	Equipment Maintenance			100.00%	1,303.70

REQ000763	LP PARK ADA ACCESS IMPROVEMENTS MARK - MARK'S WELDING SERVICE	Approved	Alexander Merkel City Manager	4/13/2023	0	11,605.00
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
LP PARK ADA ACCESS IMPROVEMENTS	1		0	0	0	0	0	11,605.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
280-5606-59300	CONSTRUCTION COSTS			100.00%	11,605.00

Requisition Summary Report
Issued Date Range 04/01/2023 - 04/30/2023

Requisition Number	Description Vendor	Status	Requested by Approved By	Issue Date	Trade Discount	Dist Amount
REQ000764	WORKMAN GTX CART-LA PUENTE PARK TUST - TURF STAR, INC.	Approved	Alexander Merkel City Manager	4/17/2023	0	19,925.18

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
WORKMAN GTX CART-LA PUEN	1		0	0	0	0	0	-

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
555-3150-54484	Vehicle Purchase			100.00%	19,925.18

REQ000765	LP PARK BASEBALL, SOCCER & SNACKBAR MARK - MARK'S WELDING SERVICE	Approved	Alexander Merkel City Manager	4/24/2023	0	19,440.00
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
LP PARK BASEBALL, SOCCER & SI	1		0	0	0	0	0	19,440.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
280-5606-59300	CONSTRUCTION COSTS			100.00%	19,440.00

REQ000767	SOIL SOUWE - SOUTHWEST BOULDER & STONE	Approved	NORMA RAMIREZ City Manager	4/25/2023	0	12,705.01
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
SOIL	1		0	0	1155.01	0	0	12,705.01

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
263-5610-59300	Construction Costs	100023E		100.00%	12,705.01

REQ000768	TIME STAMP TEKTIME - TEK TIME SYSTEMS INC	Approved	REGINA NEWCOMB Director of Administrative Services	4/25/2023	0	1,009.80
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
TIME STAMP	1		0	0	0	0	0	1,009.80

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-1150-53811	Equipment Maintenance			100.00%	1,009.80

REQ000769	WORLD SPACE PROGRAM CLASSES- FOUN - WORLD SPACE FOUNDATION	Approved	ANGEL MORALES Director of Community Services	4/25/2023	0	3,050.00
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Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
WORLD SPACE PROGRAM CLASS	1		0	0	0	0	0	3,050.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
263-3320-53111	Contract Services - Private			100.00%	3,050.00

Requisition Summary Report

Issued Date Range 04/01/2023 - 04/30/2023

Requisition Number	Description Vendor	Status	Requested by Approved By	Issue Date	Trade Discount	Dist Amount
REQ000770	YOUTH SOCCER LEAGUE UNIFORMS-WINTER 2023 FRAEXO - FRANCISCO'S EXOTIC DECO INC.	Approved	ANGEL MORALES City Manager	4/25/2023	0	5,783.25

Items									
Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid	
YOUTH SOCCER LEAGUE WINTER 2023	1		0	0	0	0	0	5,783.25	

Distributions					
Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-4110-53980	Sports Activities			100.00%	5,783.25

Requisition Count:	16	TOTAL	105,955.07
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City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 23, 2023

Via: Bob Lindsey, City Manager

By: Troy O. Grunklee, CPA, Director of Administrative Services
Alex Merkel Medina, Finance Manager

SUBJECT: PRESENTATION OF APRIL 2023 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. This action is to receive and file the requisition summary report for the month of April 2023.

DISCUSSION

City staff initiated sixteen (16) requisitions during the month totaling \$105,955.07.

RECOMMENDATION

It is recommended that the City Council receive and file the requisition summary report for April 2023.

ATTACHMENTS

Attachment "A": Requisition Summary Report for April 2023

RESOLUTION NO. 23-5797

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, RESCINDING RESOLUTION NO. 22-5749, 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 Council wishes to rescind Resolution 22-5749 and to establish the number of authorized full-time positions and monthly salary ranges for City employees for the 2022-2023 fiscal year, effective May 23, 2023.

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

SECTION 1. Effective May 23, 2023, Resolution 23-5749 is hereby rescinded.

SECTION 2. Effective May 23, 2023, the salary ranges and position titles of Unclassified Exempt, Exempt At-Will, Classified Exempt authorized positions are as follows:

A. Unclassified Management Exempt Positions		Authorized Positions	Range	Monthly Salary Steps A - E
City Manager		1	Contract	19,376
B. Exempt At-Will		Authorized Positions	Range	Monthly Salary Steps A – F
Director of Administrative Services		1	A11	13,682 – 17,798
Director of Development Services		1	A10	13,031 – 16,950
Director of Community Services		1	A8	11,282 – 14,676
Assistant City Engineer		1	A4	8,448 – 10,989
City Clerk		1	A4	8,448 – 10,989
Finance Manager		1	A3	7,895 – 10,270

D. Classified Exempt Positions	Authorized Positions	Range	Monthly Salary Steps A – E
Senior Planner	1	E8	7,135 – 8,673
Maintenance Superintendent	1	E8	7,135 – 8,673
Senior Code Enforcement Supervisor	1	E8	7,135 – 8,673
Communications/Information Technology Analyst	1	E6	6,472 – 7,866
Principal Accountant	1	E6	6,472 – 7,866
Associate Planner	1	E6	6,472 – 7,866
Code Enforcement Supervisor	2	E6	6,472 – 7,866
Community Engagement Supervisor	1	E5	6,163 – 7,492
Management Analyst	1	E5	6,163 – 7,492
Assistant Planner	1	E4	5,870 – 7,135
Maintenance Supervisor	1	E3	5,590 – 6,795
Management Assistant	1	E2	5,324 – 6,472
Concession and Event Supervisor	1	E2	5,324 – 6,472

SECTION 4. Effective May 23, 2023, the salary ranges and position titles 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 ^{NR*}	1	N22	5,702 – 6,931
Community Services Supervisor	1	N21	5,430 – 6,601
Community Services Coordinator	2	N20	5,172 – 6,287
Accounting Technician II	1	N20	5,172 – 6,287
Administrative Assistant	1	N19	4,926 – 5,987
Maintenance Lead	1	N19	4,926 – 5,987
Code Enforcement Officer	3	N19	4,926 – 5,987
Accounting Technician	1	N18	4,691 – 5,702
Park Maintenance Worker	2	N18	4,691 – 5,702
Community Outreach Program Coordinator	2	N18	4,691 – 5,702
Community Resource Technician	2	N18	4,691 – 5,702
Maintenance Worker	3	N17	4,468 – 5,430
Accounting Assistant	2	N16	4,255 – 5,172
Community Services Specialist	2	N15	4,052 – 4,926
Office Specialist	1	N12	3,500 – 4,255

^{*}NR – Not Represented

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 23rd day of May, 2023, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, City Clerk



Concession and Event Supervisor

Department/Division:	City Manager's Office
Reports To:	Community Engagement Supervisor
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Classified Exempt
Date Prepared:	May 23, 2023

GENERAL PURPOSE

Under general supervision of the City Manager or Community Engagement Supervisor, the Concession and Event Supervisor provides the La Puente Community Foundation with administration, operational, and supervisory support of the foundation's programming, concessions, and events.

DISTINGUISHING CHARACTERISTICS

The Concession and Event Supervisor is distinguished from the Community Engagement Supervisor by its sole responsibility of overseeing and conducting the daily operations of the La Puente Snack Bar and the La Puente Park Coffee Shop to benefit the La Puente Community Foundation. In addition, the Concession and Event Supervisor plays an integral role with the La Puente Community Foundation by developing and establishing concession menus to raise funds for the purpose of providing community-based programming to benefit the residents of the City. The Concession and Event Supervisor will also be responsible for planning, coordinating, and assisting the Community Engagement Supervisor in developing and administering programming and concessions for events at large.

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. Assists in the coordination and planning of programming, concessions, and events to be developed and hosted by the La Puente Community Foundation.
2. Provides guidance and oversees the standardization of recipes, menus, food and beverage preparation, portions, cost and waste control.
3. Supervises and trains concession and event service staff in the preparation of food and beverages in large quantities, following standardized recipes, time-motion

ESSENTIAL FUNCTIONS (CONT.)

techniques, kitchen efficiency, and safety and sanitation procedures ensuring a consistent level of service for all shifts.

4. Conducts quality control of food and beverages produced by supervising the preparation, display, and delivery of food and drinks.
5. Plans, assigns, and evaluates work of staff; adjusting work assignments as necessary to respond to fluctuating workloads and staff performance.
6. Analyzes and monitors food and supply costs and revenue data on daily, weekly and monthly basis.
7. Develops effective and efficient procedures for opening and closing, ensuring the work environment is safe, secure, and healthy.
8. Orders food and non-food supplies, checks deliveries, and efficiently maintains inventory records.
9. Maintains food and non-food inventory to ensure items are in sufficient stock by conducting daily and weekly counts and ensuring that items are stored properly by date labeling, covering, and rotating items effectively.
10. Handles a variety of difficult situations using tact and diplomacy. Common situations include irate and/or angry customers, cash register malfunctions during peak hours, catering customers demanding changes in set-ups and/or quantities of food, student club activities in or around dining room and theft.
11. Ensure and maintain health department protocols.
12. Perform other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

Commercial food and beverage service operations and practices, including the capacity to maintain equipment; supervising principles; sanitation and safety measures; cash handling procedures; inventory management principles and procedures; menu development and planning principles; conflict resolution techniques; customer service techniques.

Ability to:

Operate a computer using word processing and spreadsheet software to communicate with staff, generate reports, and gather data; prepare food and beverages in a high-volume commercial food and beverage service environment; supervise and train food and beverage service staff; monitor and maintain inventory; maintain food and beverage commercial equipment; sustainably develop and plan cost effective menus; develop, implement, and monitor work flow procedures; communicate effectively through oral and written mediums.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is high school graduation or G.E.D. equivalent, and four years of experience in the distribution and serving of food and beverages in large quantities including the cleaning and maintenance of equipment and work areas. Three of the four years must have been in a supervisory capacity including responsibility for the training and assignment of concession and event staff.

Licenses, Certificates; Special Requirements:

Possession of 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 complete Food Handlers certification training within six months of assignment to the classification, as required.

Ability to complete Certified Professional Food Safety certification within twelve months of assignment to the classification, as required.

Ability to work extended hours to attend City functions and meetings.

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

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, and performing food and beverage service functions, the employee is frequently reaching, walking, standing, lifting, stooping, or carrying equipment and materials weighing up to 50 pounds. The employee occasionally operates computer hardware and standard office equipment requiring finger dexterity and light grasping.

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

Mental Demands

While performing the duties of this class, the employee is regularly required to work in a fast-paced environment with frequent interruptions and irregularities in the work schedule. The employee is regularly required to read and interpret data, information, and documents; observe and interpret situations; analyze and solve conflict; learn and apply regulations, procedures, or skills; work on multiple, concurrent tasks while meeting deadlines; and interact with management, staff, contractors, vendors, and the general public.

WORK ENVIRONMENT

The employee frequently works in a commercial food service environment with irregular temperature settings. The noise level typically at an average of 80 decibels.



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 23, 2022

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services
Natalie Romo, Management Analyst

SUBJECT: CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION NO. 22-5749
AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM FOR FULL-
TIME POSITIONS TO ADD A FULL-TIME CONCESSION AND EVENT
SUPERVISOR POSITION

BACKGROUND/DISCUSSION

On May 28, 2019, the City Council approved to add the position of Community Engagement Supervisor to be responsible for the La Puente Community Foundation (LPCF) engagement efforts and raising funds through the foundation for the purpose of providing community-based programming to benefit the residents of the City. In November 2022, the LPCF began operating the La Puente Park Snack Bar to raise funds, and since then the snack bar has continued to grow in popularity within the community. In a few months, the LPCF will also be opening the La Puente Park Coffee Shop.

To operate the La Puente Park Snack Bar and Coffee Shop effectively, Staff recommends that the City Council add the position of a Concession and Event Supervisor to assist the Community Engagement Supervisor with daily operations and supervision of concession and event service staff, as well as provide the Community Engagement Supervisor with administration, operational, and supervisory support of the LPCF programming, concessions, and events. The Concession and Event Supervisor will play an integral role with the LPCF by developing and establishing concession menus. Additionally, the Food and Beverage Supervisor will ensure that a consistent level of quality service at the La Puente Park Snack Bar and Coffee Shop is maintained.

FISCAL IMPACT

The total expense associated with the addition of the Concession and Event Supervisor is approximately \$82,900 per fiscal year or \$6,900 per month. For the remainder of the fiscal year 22/23 and fiscal year 23/24, the La Puente Community Foundation will reimburse the City half of the monthly cost or \$3,450. The City's portion will be funded through the American Rescue Plan funding.

RECOMMENDATION

It is recommended that the City Council: (1) adopt Resolution No. 23-5797 rescinding resolution No. 22-5749 amending the comprehensive personnel system; (2) approve the job description for the full-time Concession and Event Supervisor position; and (3) provide any necessary direction to Staff.

ATTACHMENTS

Attachment “A” Resolution No. 23-5797

Attachment “B” Full-Time Concession and Event Supervisor Job Description

RESOLUTION NO. 23-5798

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA, APPROVING THE CITY
OF LA PUENTE STATEMENT OF INVESTMENT POLICY
FOR FISCAL YEAR 2023-2024 AND DELEGATING
INVESTMENT AUTHORITY TO CITY TREASURER**

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

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

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

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

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

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

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

SECTION 2. All previously adopted policies are hereby rescinded and replaced by this policy.

SECTION 3. The City Council has received, reviewed and adopts the City of La Puente Statement of Investment Policy for Fiscal Year 2023-2024, as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

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

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

PASSED, APPROVED AND ADOPTED this 23rd day of May, 2023, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, City Clerk

**CITY OF LA PUENTE
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2023-2024**

1.0 POLICY:

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

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

2.0 SCOPE:

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

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

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

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

3.0 STANDARDS OF PRUDENCE:

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

4.0 INVESTMENT OBJECTIVES:

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

1. Safety. Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they are from securities default or erosion of market value. Investment decisions should not incur unreasonable investment risks in order to obtain current investment income.
2. Liquidity. The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature at the same time as cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio will consist largely of securities with active secondary or resale markets or local government investment pools which offer same-day liquidity for short-term funds.
3. Yield. The investment portfolio shall be designed with the objective of achieving a competitive market rate of return or yield, while taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity. The core investments shall be limited to low risk securities to be held to maturity with the following exceptions:
 - o A security with declining credit may be sold early to minimize loss of principal
 - o A security swap would improve the quality, yield or target duration of the portfolio.
 - o The liquidity needs of the portfolio require security to be sold.

5.0 DELEGATION OF AUTHORITY

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

6.0 ETHICS AND CONFLICTS OF INTEREST

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

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

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

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

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

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

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

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

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

Local Agency Investment Fund (LAIF) Provides high liquidity allowing deposits to be credited to the City’s checking account within twenty-four (24) hours. State Pool funds are operated directly by the Office of the State Treasurer, who commingles state and local funds.	Authorized by CGC Section 16429.1(b) 1. Cannot exceed \$65 million 2. No limit on amount in the portfolio
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One of the purposes of this Investment Policy is to define what investments are permitted. If a type of security is not specifically authorized by this policy, it is not a permitted investment.

9.0 REVIEW OF INVESTMENT PORTFOLIO

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

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

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

10.0 INVESTMENT POOLS

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

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

11.0 COLLATERALIZATION

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

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

12.0 SAFEKEEPING AND CUSTODY

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

13.0 DIVERSIFICATION

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

14.0 MAXIMUM MATURITIES

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

15.0 INTERNAL CONTROLS

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

16.0 PERFORMANCE STANDARDS

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

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

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

17.0 REPORTING

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

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

18.0 Investment Policy Adoption

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

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

APPENDIX A
CITY OF LA PUENTE

BROKER/DEALER QUESTIONNAIRE AND CERTIFICATION

1. Name of Firm: _____

2. Address: _____

3. Telephone: () _____ () _____

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

Title: _____

Telephone: () _____

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

Name: _____

Title: _____

Telephone: () _____

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

(attach resume)

Name: _____

Title: _____

Telephone: () _____ () _____

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

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

Yes____ No____

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

Firm-wide \$ _____ No. of Transactions _____

Your local office \$ _____ No. of Transactions _____

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

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

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

Entity _____	_____
Contact _____	_____
Telephone () _____	() _____
Client Since _____	_____

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

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

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

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

meet safekeeping requirements? _____

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

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

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

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

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

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

___Yes ___No

22. Please enclose the following:

Latest audited financial statements.

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

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

Complete schedule of fees and charges for various transactions.

CERTIFICATION

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

Signed _____ Date _____

Title _____

Countersignature* _____ Date _____

Title _____

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

Appendix B

Glossary of Cash and Investment Management Terms

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

Agency. See "Federal Agency Securities."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fannie Mae. See "Federal National Mortgage Association."

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

Fed. See "Federal Reserve System."

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

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

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

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

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

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

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

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

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

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

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

Financial Industry Regulatory Authority, Inc. (FINRA). A private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a

non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission.

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

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

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

Ginnie Mae. See "Government National Mortgage Association".

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

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

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

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

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

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

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

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

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. **Separation of transaction authority from accounting and record keeping** - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

$$[(\text{Total assets}) - (\text{Liabilities})]/(\text{Number of shares outstanding})$$

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

Offered Price. See also "Ask Price."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Swap. Trading one asset for another.

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

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

Total Return. Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return

includes, therefore, any market value appreciation/depreciation on investments held at period end.

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

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

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

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

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

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

United States Treasury Securities. See "Treasuries".

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

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

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

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

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

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

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

Appendix C
**Local Agency Investment Fund
Program Description**

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

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

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

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

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

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

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

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

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

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

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

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



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 23, 2023

Via: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services
Alex Merkel Medina, Finance Manager

SUBJECT: CONSIDERATION OF A RESOLUTION ADOPTING A STATEMENT OF
INVESTMENT POLICY FOR FISCAL YEAR 2023-2024

BACKGROUND

California Government Code Section 53646 requires local government agencies to prepare a written investment policy and that the governing body review and approve the policy on an annual basis. The City has had an investment policy in place since 1986. The City's current investment policy was last updated and amended on June 11, 2018. Most recently, the City Council adopted Resolution No. 22-5729 which approved the investment policy for fiscal year 2022-2023 on June 14, 2022.

Within the scope of the 2018 comprehensive review, the City Council amended the policy to ensure compliance with state law and reformatted the policy for clarity, readability and consistency with the California Municipal Treasurers Association ("CMTA") model investment policy. Additionally, the investment policy was submitted to CMTA for their review and certification under their Investment Policy Certification Program. Under this program, a review panel consisting of three (3) certified municipal treasurers reviewed and scored the City's policy. The City received a score of 87.33 out of a possible 100 points. The City also received suggestions from the review panel. These suggestions have been incorporated into the policy.

DISCUSSION

The purpose of the investment policy is to govern the allocation of idle cash in the City's portfolio, ensuring liquidity and safety of capital while maximizing interest earnings.

Staff proposes no changes from the policy adopted in FY 2022/2023 and recommends that the City Council re-certify the existing policy.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 23-5798 approving the City's Statement of Investment Policy for Fiscal Year 2023-2024.

ATTACHMENTS

Attachment "A": Resolution No. 23-5798

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

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

EXEMPT FROM FILING FEES PER GOV. CODE SECTION 6103

SPACE ABOVE LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

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

Notice is hereby given that:

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

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

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

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

7. A work of improvement on the property hereinafter described was substantially completed on May 1, 2023.

8. The work done was: Construction of 600' long, 7' tall split face block wall with pilasters on Unruh Ave from Flynn St to Amar Rd

9. The names of the contractor, if any, for such work of improvement was: Leonida Builders Inc.

September 13, 2022

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

(Date of Contract)

10. The property on which said work of improvement was completed is in the City of: La Puente
County of Los Angeles, State of CA, and is described as follows: Unruh Avenue Wall Improvements from Flynn Street to Amar Road

11. The street address of said property is None

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

Executed on _____ at La Puente, CA

John Di Mario, Director of Development Services

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

VERIFICATION

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

City of La Puente, City Clerk

ATTACHMENT A



City of La Puente **AGENDA REPORT**

To: Mayor and City Council For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR
UNRUH AVENUE WALL IMPROVEMENT BETWEEN FLYNN STREET
AND AMAR ROAD

BACKGROUND

On September 13, 2022, the City Council awarded a construction contract to Leonida Builders Inc. in the amount of \$420,405 to complete the Unruh Avenue Wall Improvement Between and Flynn Street and Amar Road Project ("Project"). The contract award also included a 10 percent contingency of \$42,041 to cover any quantity adjustments and/or unforeseen construction items.

DISCUSSION

On February 21, 2023, Leonida Builders commenced work on the Project and the Project was completed on May 1, 2023. The Project involved the removal of the existing block wall and construction of a new seven (7) foot tall decorative block wall and pilasters, approximately 600 feet long, matching the wall on Amar Road completed in July 2021. The work also included the removal and replacement of the sidewalk along Unruh Avenue.

The contractor's bid price for this Project was \$420,405. During construction, there was one change order in the amount \$10,300 that included additional concrete footing, fence railing, and gate, and removal and replacement of damaged curb & gutter along the sidewalk. The total construction cost for this project was \$430,705 which is just 2.5% above the original contract amount due to the change order work.

FISCAL IMPACT

The original bid schedule for construction of this Project totaled \$420,405. With the one change order of \$10,300 and associated project costs for construction management, inspection, and material testing of \$66,385, the Project construction cost was \$497,090. On September 13, 2022, the Council adopted Resolution No. 22-5751 amending the Capital Budget for Fiscal Year 2022-2023 to increase the expenditure appropriation in Measure R funds by \$238,446, increasing the total Project funding to \$512,446 through a combination of Measure R and Measure M funds. The project was successfully completed within budget.

RECOMMENDATION

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

ATTACHMENTS

Attachment "A": Notice of Completion



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF AUTHORIZATION TO SOLICIT BIDS FOR PEDESTRIAN HYBRID (HAWK) SIGNAL INSTALLATION ON HACIENDA BOULEVARD AT PRICHARD STREET

BACKGROUND

In 2015, the City installed a new high-visibility crosswalk on Hacienda Boulevard at Prichard Street to improve pedestrian safety, particularly for students crossing the street on the way to and from La Puente High School. Solar-powered Rectangular Rapid Flashing Beacons (RRFBs) and pedestrian crossing signs mounted on 16-foot tall posts were installed along with intersection bulb-outs constructed as part of the crosswalk improvements.

Since then, La Puente Park has undergone tremendous improvements that now draw large volumes of visitors participating in the youth sports leagues and enjoying the park amenities every weekend. As a result, the City expanded the parking area which serves the Park to include marked on-street parking stalls along Hacienda Boulevard. Due to the increased park activity and pedestrian crossings on Hacienda Boulevard at Prichard Street, Staff recommends that the RRFBs be upgraded to a new Pedestrian Hybrid Signal, also known as a “HAWK” signal.

Somewhat similar to the RRFBs, HAWK signals are pedestrian activated traffic signals that allow pedestrians to cross the road safely, operating in a YELLOW–RED–FLASHING RED sequence to alert motorists that pedestrians need to cross the street. The HAWK signals are mounted on mast arms above the crosswalk and are more visible from a distance, than the sidewalk mounted RRFB’s. Thus, the HAWK signals are considered a safety enhancement over the RRFBs. Plans, specifications and estimates (PS&E) have been completed for the installation of a new HAWK signal on Hacienda Boulevard at Prichard Street, and the project is ready for solicitation of bids to construct the improvements.

DISCUSSION

The cost estimates and specifications for construction of this project have been completed and the project is ready to be advertised for formal bid. The plans and specifications are available for public review in the City Clerk’s office. The engineer’s estimate for the construction of the proposed HAWK signal is \$255,000.

The following is the proposed schedule for implementation of the Project:

May 23, 2023	Authorization to Solicit Bids
June 27, 2023	Bid Opening
July 11, 2023	Award of Contract
February 1, 2024	Begin Construction (Projected based on 6 month procurement period)
February 29, 2024	Project Completion (Projected)

FISCAL IMPACT

This project has been included in the proposed Fiscal Year 2023-24 Capital Improvement Budget in the amount of \$305,000.00 with funding from Measure M funds.

RECOMMENDATION

It is recommended that the City Council: (1) Approve the plans and specifications for the construction of the HAWK Signal on Hacienda Boulevard at Prichard Street and; (2) Authorize Staff to solicit for bids.

ATTACHMENTS

Attachment “A”: Bid Specifications and Project Plans (on file in the City Clerk’s Office for public review)

RESOLUTION NO. 23-5799

**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 2023**

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

WHEREAS, for the 2023 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 2023 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 2023. 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 2023.

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 may only sell Safe and Sane Fireworks from July 1 - 4, 2023, in accordance with the City's Code.

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 23rd day of May 2023, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, 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**

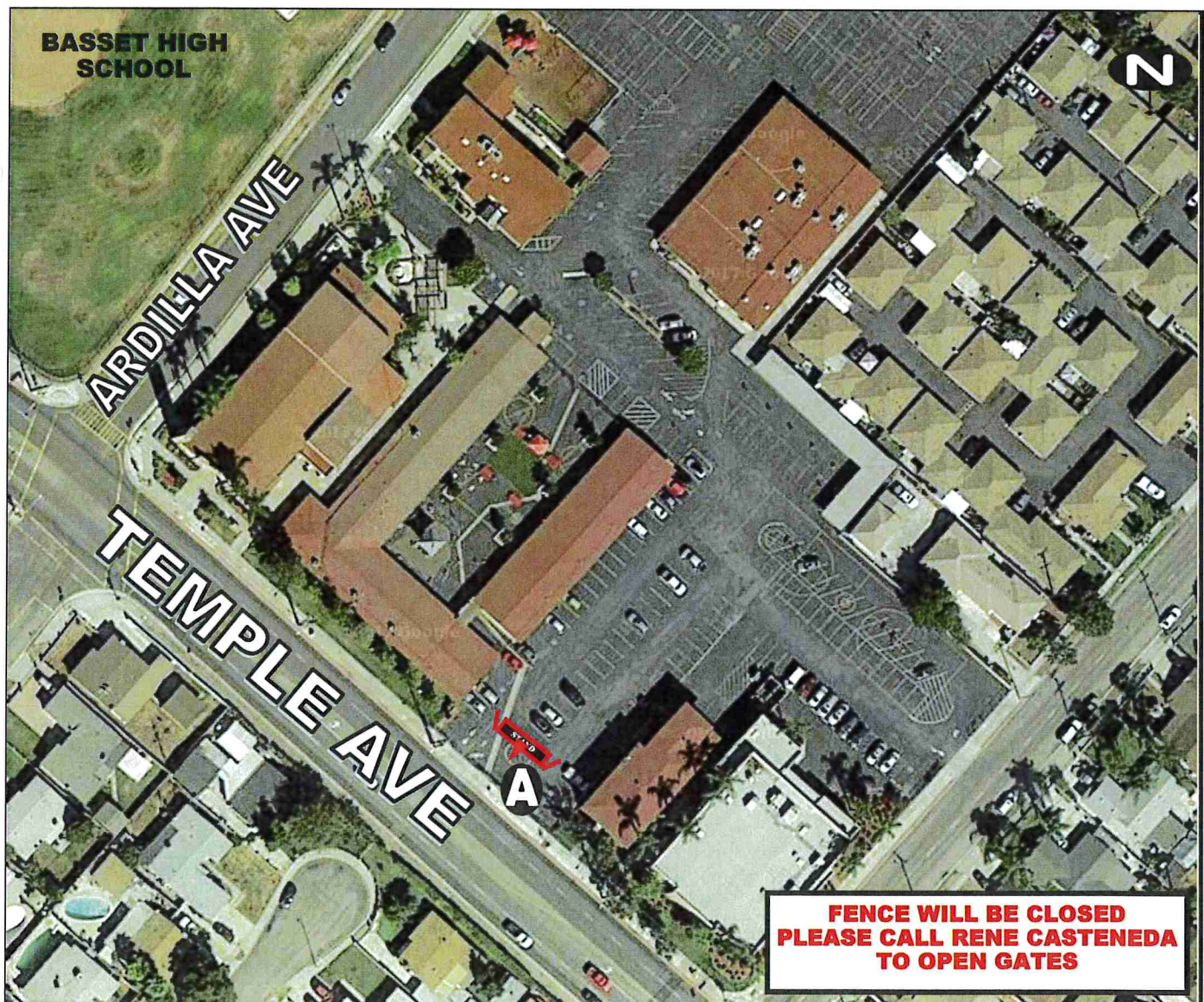
SET-UP **6/19** DOWN DATE **7/9** LIGHTS **MC GILLS (\$G)**

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



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**

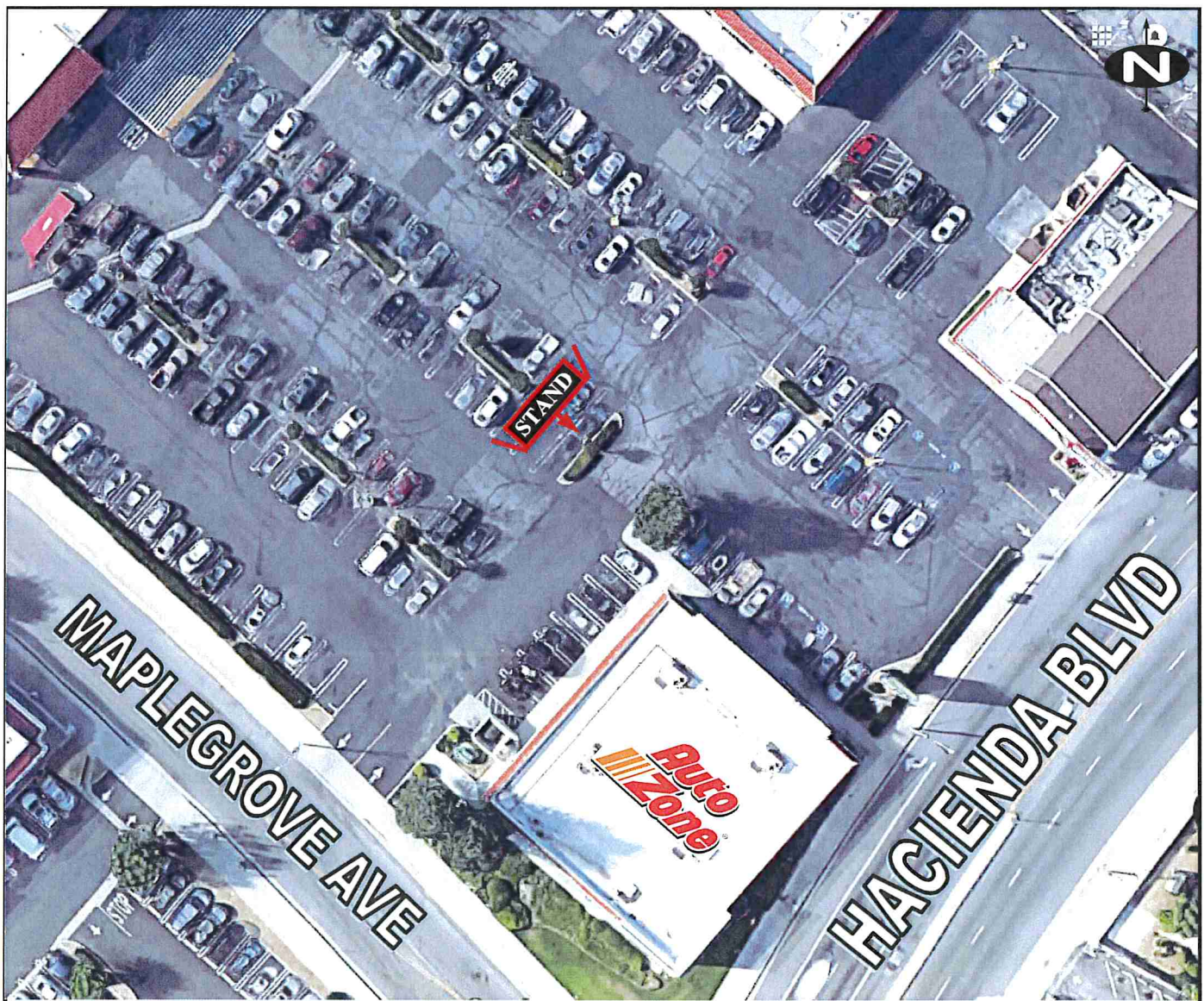
INTERSECTION **NWC HACIENDA BLVD & MAPLEGROVE AVE**

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: **6/29**

TNT FIREWORKS

MC GILLS

SALES ASSOCIATE **BENNETT**

CITY **LA PUENTE**

LOCATION# **CSR1662** ORGANIZATION **DELHAVEN COMMUNITY CENTER**

SIZE **8X40** TYPE **NN** BACK DOORS **1** A-FRAMES **0**

SET-UP **6/20** DOWN DATE **7/10** LIGHTS **MC GILLS (\$G)**

ADDRESS **16628 EAST VALLEY BLVD**

INTERSECTION **SEC VALLEY BLVD & OLD VALLEY ROAD**

THOMAS GUIDE — COUNTY **LA**

PAGE

GRID

SPECIAL INSTRUCTIONS **SET STAND TO FACE THE STREET**



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**

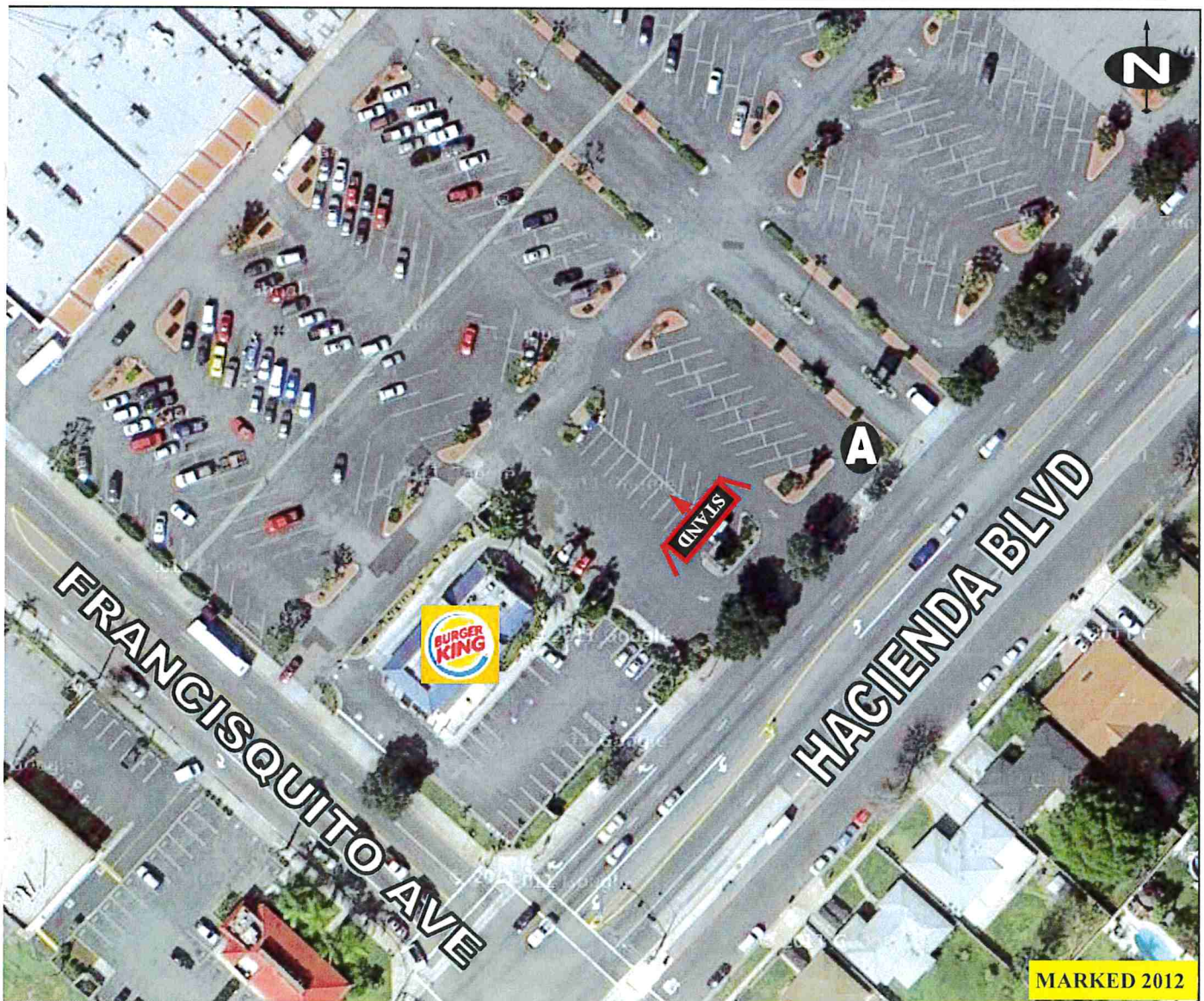
SET-UP **6/19** DOWN DATE **7/5** LIGHTS **MC GILLS (\$G)**

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

SIZE **8x32** 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# **CSR5506** ORGANIZATION **VFW #1944—#4**

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

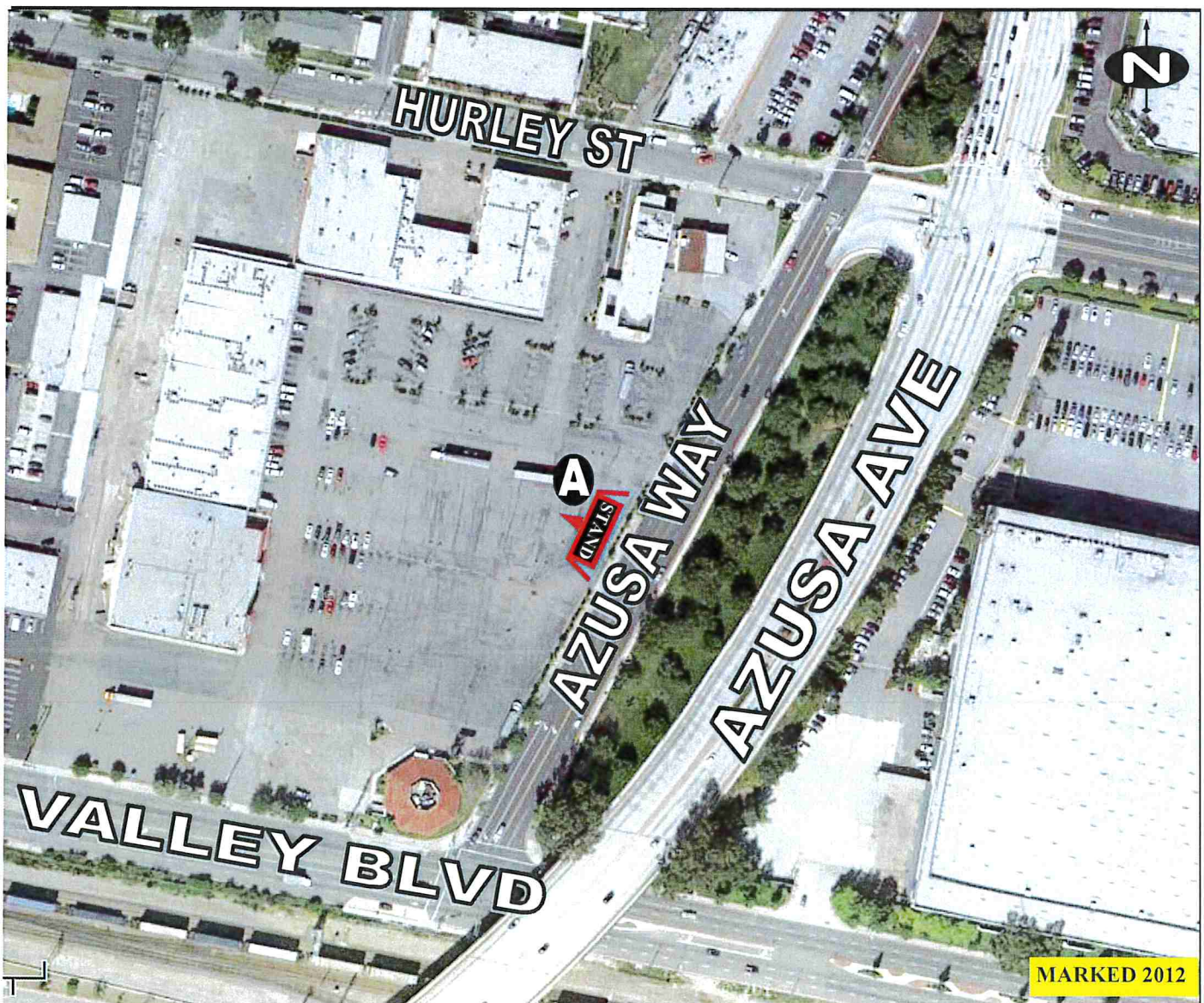
SET-UP **6/19** DOWN DATE **7/9** LIGHTS **MC GILLS (\$G)**

ADDRESS **17305 VALLEY BLVD**

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

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

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



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

MC GILLS

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

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

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

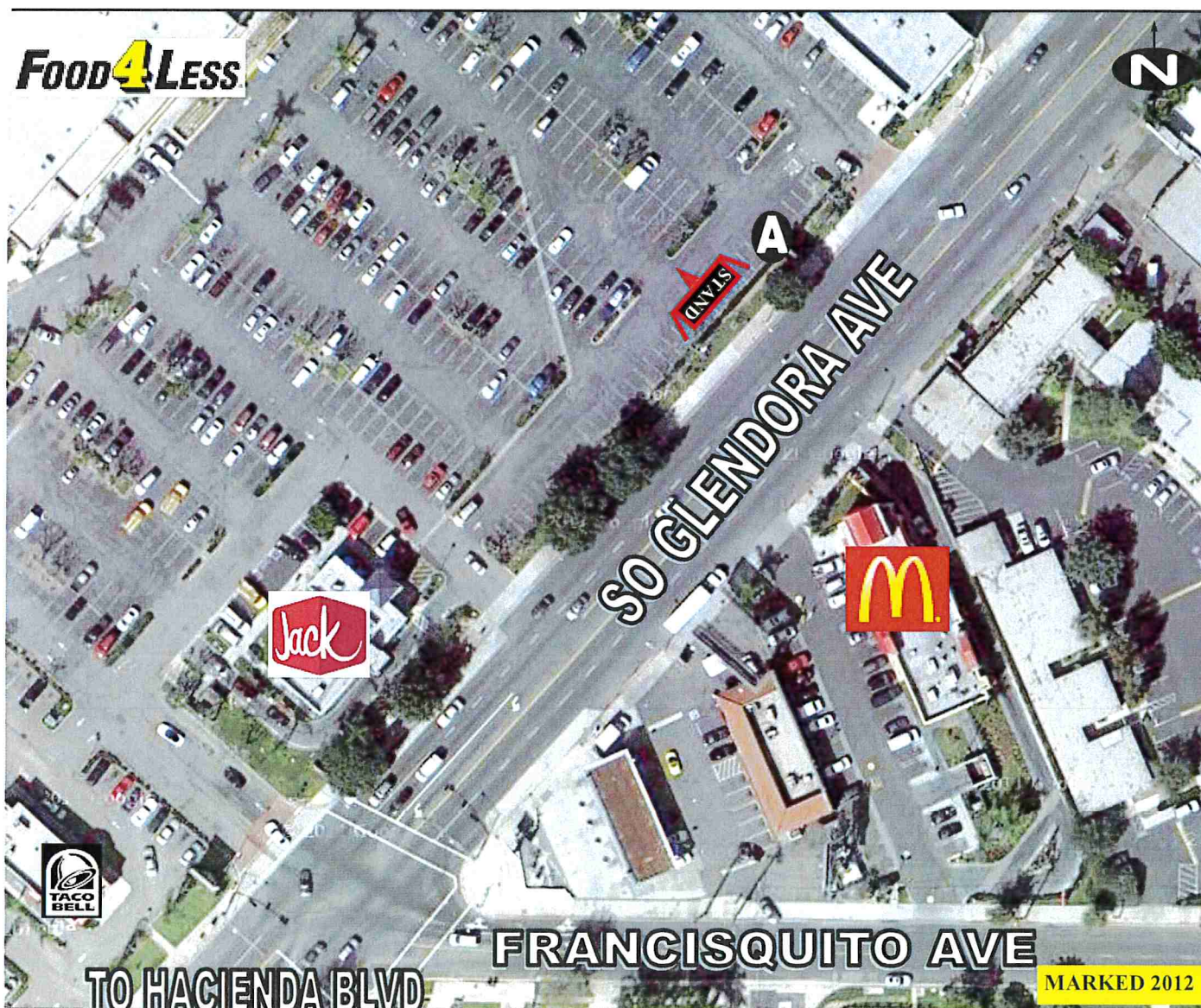
SET-UP **6/19** DOWN DATE **7/9** LIGHTS **MC GILLS (\$G)**

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

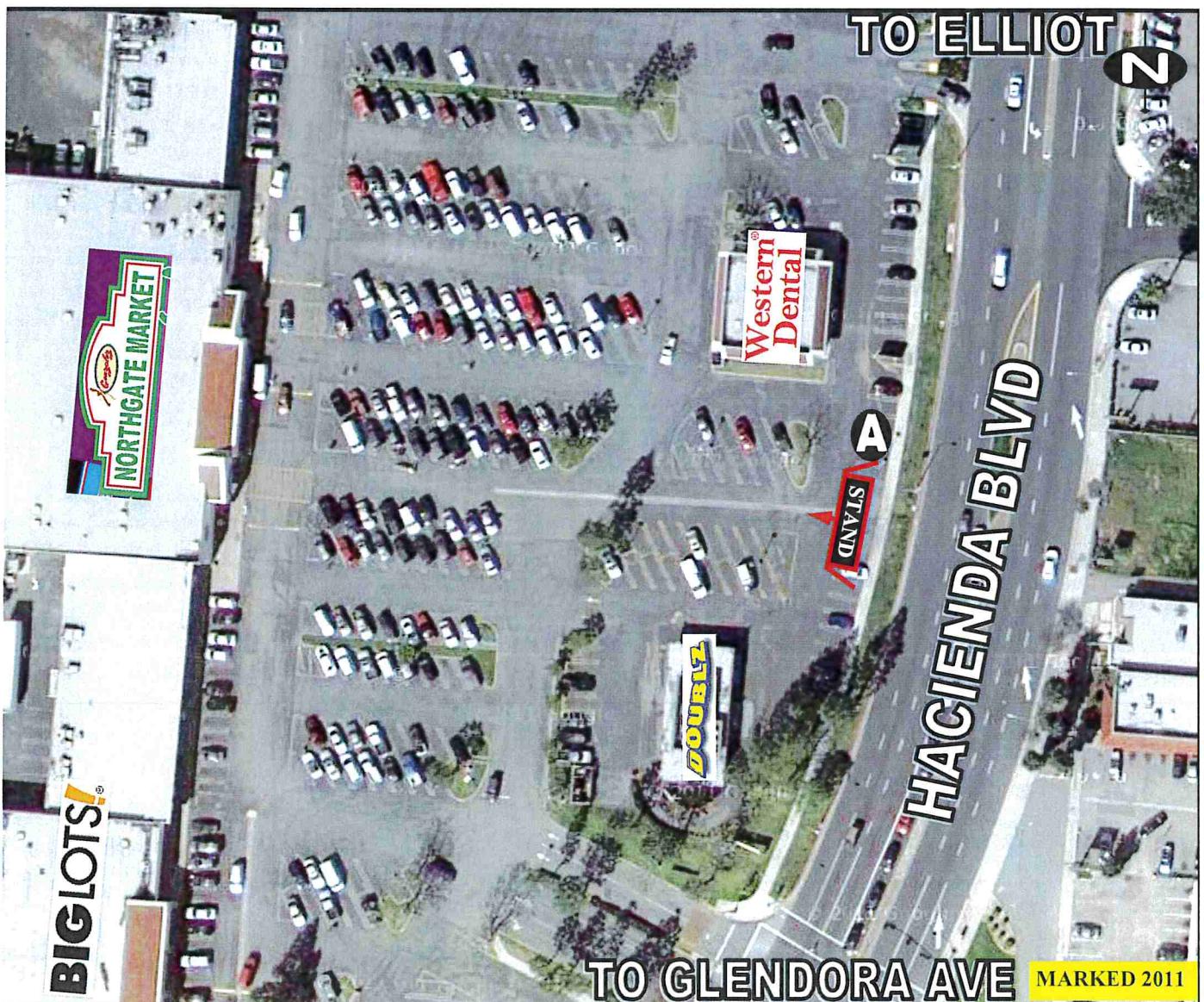
SET-UP **6/19** DOWN DATE **7/9** LIGHTS **MC GILLS (\$G)**

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**





City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF A RESOLUTION DESIGNATING THE ENTITIES
PERMITTED TO SELL SAFE AND SANE FIREWORKS IN THE CITY FOR 2023

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.

DISCUSSION

2023 Fireworks Sales

For 2023, 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 the eight fireworks stand locations. Furthermore, VFW Post #1944 secures permits for five (5) stand locations, as they have partnered with various other local groups and organizations over the past several years to assist them with the operational logistics of fireworks sales. The City also received an application from the Industry La Puente Music Boosters; however, the application was lacking required information and supporting documents, so the application was deemed incomplete and was not considered.

Listed below is a summary of the 8 complete 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

	Address	Location	Organization
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 2022 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.

FISCAL IMPACT

Last year the City received approximately \$2,400.00 in sales tax revenue from the sale of safe and sane fireworks. If sales are similar to the previous year, the City would expect to 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. 23-5799 designating the entities permitted to sell safe and sane fireworks in the City.

ATTACHMENTS

Attachment "A": Resolution No. 23-5799

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

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

EXEMPT FROM FILING FEES PER GOV. CODE SECTION 6103

SPACE ABOVE LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

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

Notice is hereby given that:

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

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

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

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

7. A work of improvement on the property hereinafter described was substantially completed on April 10, 2023.

8. The work done was: The construction of an additional maintenance building in the City Yard at La Puente Park.

9. The names of the contractor, if any, for such work of improvement was: MDJ Management, LLC.

March 22, 2022

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

(Date of Contract)

10. The property on which said work of improvement was completed is in the City of: La Puente
County of Los Angeles, State of CA, and is described as follows: The construction of an additional maintenance building in the City Yard at La Puente Park.

11. The street address of said property is None

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

Executed on _____ at La Puente, CA

City of La Puente, John Di Mario, Director of Development Services

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

VERIFICATION

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

City of La Puente, City Clerk

ATTACHMENT A



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF ACCEPTANCE OF NOTICE OF COMPLETION FOR CONSTRUCTION SERVICES WITH MDJ MANAGEMENT LLC FOR AN ADDITIONAL MAINTENANCE BUILDING IN THE CITY YARD AT LA PUENTE PARK

BACKGROUND

On March 22, 2022, the City Council awarded MDJ Management, LLC a \$438,433.13 construction contract, inclusive of change orders up to 10% of the original bid amount, to construct an additional maintenance building in the City Yard at La Puente Park (the "Project").

DISCUSSION

MDJ Management, LLC ("MDJ") began construction on the Project on March 28, 2022, and it was completed on April 10, 2023. The project entailed grading the project site according to the geotechnical report's specifications, after which the building's foundation was poured. This was followed by the construction of a 3,000-square-foot (75' W by 40' D) maintenance building with three roll-up doors. The new structure is made of 24-gauge steel panels on a 12-gauge steel frame. The steel is coated with a rust-resistant siliconized polyester color coating, and the steel panels are insulated and weather-tight to create a thermal and moisture barrier.

Initially, MDJ anticipated that the structure would be delivered to the site between late November and early December 2022. However, due to unanticipated logistical obstacles with the building's manufacturer and shipment of the structure, there was a delay in the on-site construction. The building was ultimately delivered to the project site on January 3, 2023, and construction of the structure commenced the following week.

Due to the adjacent grade around the new concrete foundation, a change order in the amount of \$29,344.85 was required to construct a new curb and a PVC drainpipe to facilitate water discharge. In addition, the change order involved the installation of additional concrete in front of the new concrete foundation to align it with the existing concrete pad on site. The total construction cost for this project was \$467,777.98, which is 6.4% above the original contract amount due to the quantity adjustments and change order work discussed above.

FISCAL IMPACT

The total cost for this Project was \$467,777.98. Funding was available in the Fiscal Year 2022-23 Capital Improvement budget as Park Improvements funded by the General Fund.

RECOMMENDATION

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

ATTACHMENTS

Attachment "A": Notice of Completion

AMENDMENT NO. 1
TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY AND
DRAKE TRAFFIC CONTROL SERVICES, INC

This Amendment No. 1 to the Professional Services Agreement (“Agreement”) is made and entered into this 23rd day of May, 2023, by and between the City of La Puente, a California municipal corporation (“City”), and Drake Traffic Control Services Inc, a California Corporation (“Consultant”).

RECITALS

WHEREAS, on June 14, 2022, Professional Services Agreement (“Agreement”) was entered into between the City and Consultant, for traffic closure and detour implementation for the July 3rd event; and

WHEREAS, the City and Consultant desire to enter into this First Amendment to the Agreement (“First Amendment”) and have agreed to amend the total contract amount for an additional \$2,576.25.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements set forth herein, it is agreed the aforesaid Agreement, a copy of which is attached hereto as Exhibit 1, and incorporated herein by reference, shall remain in full force and effect except as otherwise hereinafter provided:

Section 2. SERVICES

- (a) Consultant shall perform the tasks (“Services”) described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full (“Scope of Services and Rate Schedule”). Tasks other than those specifically described in the Scope of Services and Rate Schedule shall not be performed without prior written approval of the City. In the event of conflict or inconsistency between the terms of this Agreement and Exhibit A, the terms of this Agreement shall prevail.

Section 4. PAYMENT

Section 4(a) (Payment) is hereby amended to read in its entirety as follows:

- (a) The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit A (“Scope of Work and Rate Schedule”), attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spend on the above tasks. This amount shall not exceed Twenty Seven Thousand Four Hundred Sixty-One and Twenty-Five Cents (\$27,461.25) for the total Term of the Agreement unless additional payment is approved as provided for in this Agreement.

Section 14. NOTICES of the aforesaid Agreement is hereby amended to read as follows:

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

If to the City:

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

With a copy to:

Jesse Jauregui, Esq.
Olivarez Madruga Law Organization, LLP
500 S. Grand Avenue, 12th Floor
Los Angeles, CA 90071
Tel: (213) 744-0099

If to Consultant:

Rick Devinney
Drake Traffic Control Services, Inc
1180 N, Richfield Rd.
Anaheim, CA 92807
Tel: (714) 683-8149
rick@draketraffic.com

IN WITNESS WHEREOF, the City and Consultant have executed this Amendment No. 1 to the Agreement as of May 23, 2023.

Signature blocks on next page

“CITY”

City of La Puente

“CONSULTANT”

Drake Traffic Control Services, Inc

By: _____
Bob Lindsey, City Manager

By: _____
Rick Devinney

Attest:

By: _____
Martha Torres, City Clerk

Approved as to form:

By: _____
Jesse M. Jauregui, City Attorney



Exhibit A

TRAFFIC CONTROL SERVICES

DVBE Cert.

1180 N. Richfield Rd, Anaheim Ca 92807

Ph. (714) 683-8149 Fax (657) 202-1600

E-MAIL: rick@draketraffic.com

Agency: City of La Puente

Bid Date: 4/24/2023

Cell Phone: 714-683-8149

Item No.	Item Description	Quantity	Cost	Billed	Price
1	Traffic Control Labor (Per Man) (Portal to Portal up to 14 Hours)				
	Standard Time (up to 8 Hours)	9 Laborers at 8 Hours	\$ 160.00	Per Hour	\$ 11,520.00
	Overtime (up to 4 Hours)	9 Laborers at 4 Hours	\$ 180.00	Per Hour	\$ 6,480.00
	Double Time (up to 2 Hours)	9 Laborers at 2 Hour	\$ 200.00	Per Hour	\$ 3,600.00
2	PCMS (Portable Changeable Message Boards) (Total 9)				
	Daily	5	\$ 75.00	Daily	\$ 375.00
	Weekly (Per TCP Request)	4	\$ 300.00	Weekly	\$ 1,200.00
	Plus delivery & pick up charge (\$50) each way per unit.	9 Delivery	\$ 50.00	Per Way/Per Unit	\$ 900.00
3	Arrowboards (Flashing Arrow Sign)				
	Daily	7	\$ 50.00	Daily	\$ 350.00
	(Brought out day of event)				
4	Custom Sign (Total 9 - see below)				
	* Handicap Parking Entrance Symbol → *	4	\$ 50.00	Per Unit	\$ 200.00
	* VIP Parking Entrance → *	1	\$ 50.00	Per Unit	\$ 50.00
	* Handicap Parking Only Placard Required *	2	\$ 50.00	Per Unit	\$ 100.00
	* Handicap Parking Entrance Symbol ↑ *	2	\$ 50.00	Per Unit	\$ 100.00
5	Cones (Quantity - 625)				
	Daily	625	\$ 0.85	Per Unit	\$ 531.25
6	Type I Barricades (Quantity - 110)				
	Daily	110	\$ 2.50	Per Unit	\$ 275.00
7	Type II Barricades (Quantity - 60)				
	Daily	60	\$ 3.50	Per Unit	\$ 210.00
8	Flag Tree (Quantity - 50)				
	Daily	50	\$ 8.00	Per Unit	\$ 400.00
9	Trucks (Quantity - 9)				
	Daily	9	\$ 50.00	Daily	\$ 450.00
10	Water Filled K-Rail (Quantity - 60)				
	Daily	60	\$ 12.00	Daily	\$ 720.00
Total Quote Per Day					\$ 27,461.25
Cancellations Policy:					
A 4-Hour minimum will be applied to all cancelled jobs, including jobs that are cancelled after crew is dispatched. A 2-Hour minimum will be applied to all jobs cancelled up to 4 hours prior to the event onsite scheduled time. There will be no charge for a confirmed cancellation the day prior to the scheduled event.					

Inclusions/Exclusions:

- A. A minimum of 7 working days notification is required prior to the start of each project and/or job.
- B. The following materials and services are included in this quote: Traffic Control Services [Yes] Equipment Rentals [Yes]
- C. Drake Traffic Control will need a minimum of one hour for set up and one hour for pick up of closure.
- D. Overtime rates apply after the first 8 hours worked Monday to Friday and the first 8 hours on Saturday. Double Time Rates apply after the first 12 hours worked Monday to Friday, after 8 hours on Saturday and all hours worked on Sunday.
- E. Contractor is liable for lost and/or damaged equipment removed and/or relocated by contractor forces.
- F. If there are any issues or concerns regarding Drake Traffic Control's traffic services work or products, the Contractor shall promptly notify Drake Traffic Control and first allow Drake Traffic Control the opportunity to correct any such issues or problems.
- G. Estimate is good for 45 calendar days from the bid date
- H. No Retention held for Traffic Control or Rental Equipment.
- I. Drake Traffic Control requires a written contract or MSA, purchase order or signed quote prior to the start of work.
- J. The Inclusions/Exclusions shall become a part of any and all subcontract agreements and / or purchases orders.

Submitted by: Rick Devinney - Estimator - Drake Traffic Control Services.

I hereby accept all terms and conditions of this proposal and that this proposal will be incorporated into all contract agreements

Signature: _____

Company: _____

CONTRACTOR MAY START INSTALLING TRAFFIC CONTROL DEVICES AS EARLY AS 9:00AM ON THE DAY OF THE EVENT

ALL TRAFFIC CONTROL DEVICES SHALL IN EFFECT BY 3:00PM ON THE DAY OF THE EVENT

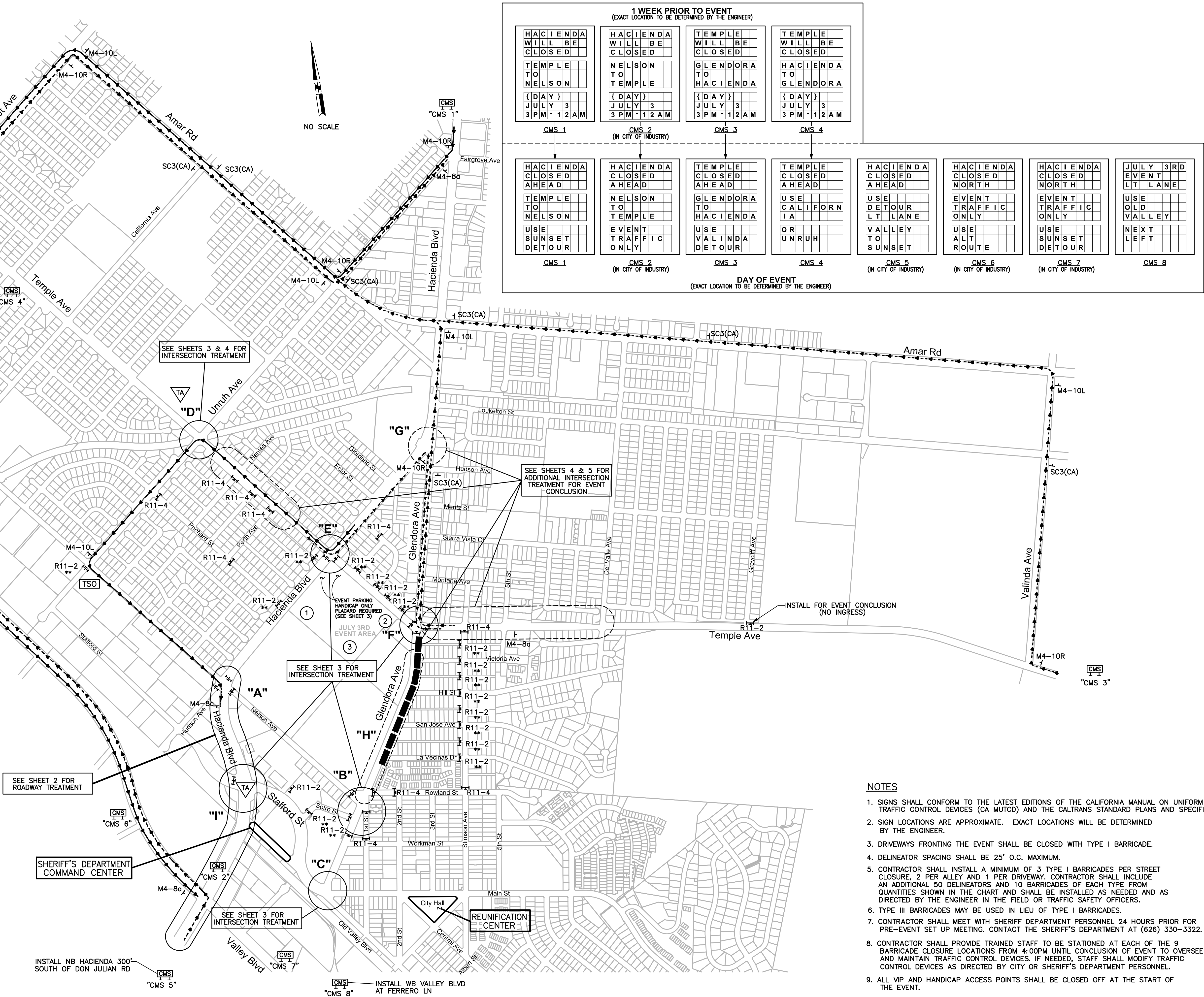
ALL TRAFFIC CONTROL DEVICES SHALL BE REMOVED 1 HOUR AFTER CONCLUSION OF EVENT

- LEGEND
- TEMPORARY SIGN ON HIGH LEVEL WARNING DEVICE (FLAG TREE)
 - TYPE II BARRICADE WITH SIGN
 - TYPE I BARRICADE (8' LONG) WITH SIGN
 - WATER FILLED BARRIERS
 - DIRECTION OF DETOURED TRAFFIC
 - CHANGEABLE MESSAGE SIGN (CMS)
 - FLASHING ARROW BOARD (FAB)
 - PORTABLE DELINEATOR
 - TRAFFIC SAFETY OFFICER
 - CASUALTY COLLECTION POINT
 - SIGNAL TIMING ADJUSTMENT FOR EVENT EXITING FROM 9:30 P.M. TO 10:30 P.M.

EQUIPMENT CHART (ESTIMATED QUANTITIES)			
ITEM	PANEL SIZE	SIGN MESSAGE	QTY
W20-1	36" X 36"	ROAD WORK AHEAD	2
W20-2	36" X 36"	DETOUR AHEAD	7
W20-3	36" X 36"	ROAD CLOSED AHEAD	11
W20-5L	36" X 36"	LT LANE CLOSED AHEAD	1
W20-5R	36" X 36"	RT LANE CLOSED AHEAD	4
W20-5R(2)	36" X 36"	RT LANE CLOSED AHEAD	1
W20-5L(2)	36" X 36"	LT LANE CLOSED AHEAD	1
W4-2R	36" X 36"	RIGHT LANE ENDS (SYMBOL)	3
W4-2L	36" X 36"	LEFT LANE ENDS (SYMBOL)	1
W12-1	30" X 30"	DOUBLE ARROW (SYMBOL)	5
C30(CA)	36" X 36"	LANE CLOSED	12
W9-3	36" X 36"	CTR LANE CLOSED AHEAD	1
* M4-10R	18" X 48"	DETOUR (RIGHT)	10
* M4-10L	18" X 48"	DETOUR (LEFT)	9
* M4-8a	18" X 24"	END DETOUR	5
* SC3(CA)	18" X 48"	DETOUR (STRAIGHT)	10
R11-2	30" X 48"	ROAD CLOSED	65
R11-4	30" X 48"	ROAD CLOSED TO THROUGH TRAFFIC	22
R3-1	24" X 24"	NO RIGHT TURN (SYMBOL)	8
R3-2	24" X 24"	NO LEFT TURN (SYMBOL)	13
R3-5R	24" X 24"	RIGHT TURN ONLY (SYMBOL)	6
R3-5L	24" X 24"	LEFT TURN ONLY (SYMBOL)	5
SIGN 1	24" X 30"	HANDICAP PARKING ENTRANCE (SYMBOL)	4
SIGN 2	24" X 30"	VIP PARKING ENTRANCE -->	1
SIGN 3	24" X 30"	HANDICAP PARKING ONLY PLACARD REQUIRED	2
SIGN 4	24" X 30"	HANDICAP PARKING ENTRANCE (SYMBOL)	2
CMS		CHANGEABLE MESSAGE SIGN	9
FAB		FLASHING ARROW BOARD	7
TYPE I BARRICADE	(8' WIDE)		110**
TYPE II BARRICADE			60
DELINEATOR			625
FLAG TREE			50
WATER FILLED BARRIERS			60
PERSONNEL	STAFF TO MAINTAIN CLOSURE LOCATIONS		9

* TYPE II BARRICADES MAY BE USED IN LIEU OF FLAG TREES

** QUANTITY ASSUMES 3 BARRICADES PER STREET, 2 PER ALLEY AND 1 PER DRIVEWAY



1 WEEK PRIOR TO EVENT (EXACT LOCATION TO BE DETERMINED BY THE ENGINEER)							
HACIENDA WILL BE CLOSED	HACIENDA WILL BE CLOSED	TEMPLE WILL BE CLOSED	TEMPLE WILL BE CLOSED				
TEMPLE TO NELSON	NELSON TO TEMPLE	GLENDORA TO HACIENDA	HACIENDA TO GLENDORA				
{DAY} 3 3 PM - 12 AM	{DAY} 3 3 PM - 12 AM	{DAY} 3 3 PM - 12 AM	{DAY} 3 3 PM - 12 AM				
CMS 1	CMS 2 (IN CITY OF INDUSTRY)	CMS 3	CMS 4				
HACIENDA CLOSED AHEAD	HACIENDA CLOSED AHEAD	TEMPLE CLOSED AHEAD	TEMPLE CLOSED AHEAD	HACIENDA CLOSED AHEAD	HACIENDA CLOSED NORTH	HACIENDA CLOSED NORTH	JULY 3RD EVENT LT LANE
TEMPLE TO NELSON	NELSON TO TEMPLE	GLENDORA TO HACIENDA	USE CALIFORNIA OR UNRUH	USE DETOUR LT LANE	EVENT TRAFFIC ONLY	EVENT TRAFFIC ONLY	USE OLD VALLEY
USE SUNSET DETOUR	EVENT TRAFFIC ONLY	USE VALINDA DETOUR		VALLEY TO SUNSET	USE ALT ROUTE	USE SUNSET DETOUR	NEXT LEFT
CMS 1	CMS 2 (IN CITY OF INDUSTRY)	CMS 3	CMS 4	CMS 5 (IN CITY OF INDUSTRY)	CMS 6 (IN CITY OF INDUSTRY)	CMS 7 (IN CITY OF INDUSTRY)	CMS 8
DAY OF EVENT (EXACT LOCATION TO BE DETERMINED BY THE ENGINEER)							

- NOTES
- SIGNS SHALL CONFORM TO THE LATEST EDITIONS OF THE CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (CA MUTCD) AND THE CALTRANS STANDARD PLANS AND SPECIFICATIONS.
 - SIGN LOCATIONS ARE APPROXIMATE. EXACT LOCATIONS WILL BE DETERMINED BY THE ENGINEER.
 - DRIVEWAYS FRONTING THE EVENT SHALL BE CLOSED WITH TYPE I BARRICADE.
 - DELINEATOR SPACING SHALL BE 25' O.C. MAXIMUM.
 - CONTRACTOR SHALL INSTALL A MINIMUM OF 3 TYPE I BARRICADES PER STREET CLOSURE, 2 PER ALLEY AND 1 PER DRIVEWAY. CONTRACTOR SHALL INCLUDE AN ADDITIONAL 50 DELINEATORS AND 10 BARRICADES OF EACH TYPE FROM QUANTITIES SHOWN IN THE CHART AND SHALL BE INSTALLED AS NEEDED AND AS DIRECTED BY THE ENGINEER IN THE FIELD OR TRAFFIC SAFETY OFFICERS.
 - TYPE III BARRICADES MAY BE USED IN LIEU OF TYPE I BARRICADES.
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 - CONTRACTOR SHALL PROVIDE TRAINED STAFF TO BE STATIONED AT EACH OF THE 9 BARRICADE CLOSURE LOCATIONS FROM 4:00PM UNTIL CONCLUSION OF EVENT TO OVERSEE AND MAINTAIN TRAFFIC CONTROL DEVICES. IF NEEDED, STAFF SHALL MODIFY TRAFFIC CONTROL DEVICES AS DIRECTED BY CITY OR SHERIFF'S DEPARTMENT PERSONNEL.
 - ALL VIP AND HANDICAP ACCESS POINTS SHALL BE CLOSED OFF AT THE START OF THE EVENT.

PLANS PREPARED BY:

WILLDAN Engineering

13191 CROSSROADS PARKWAY NORTH, SUITE 405
INDUSTRY, CA 91746-3497
(562) 908-6200

UNDER THE SUPERVISION OF:

Jeffrey C. Lau
JEFFREY C. LAU RCE 83887

REGISTERED PROFESSIONAL ENGINEER
JEFFREY C. LAU
No. 83887
EXP. 09-30-23
CIVIL
STATE OF CALIFORNIA

BENCH MARK:

NO. _____ ELEV. _____

DATE ADJ. _____ QUAD. _____

REVISIONS

NO.	DESCRIPTION	DATE

CITY OF LA PUENTE
DEPARTMENT OF PUBLIC WORKS

TRAFFIC CONTROL DETOUR PLAN
JULY 3rd EVENT CLOSURE

Drawing Number

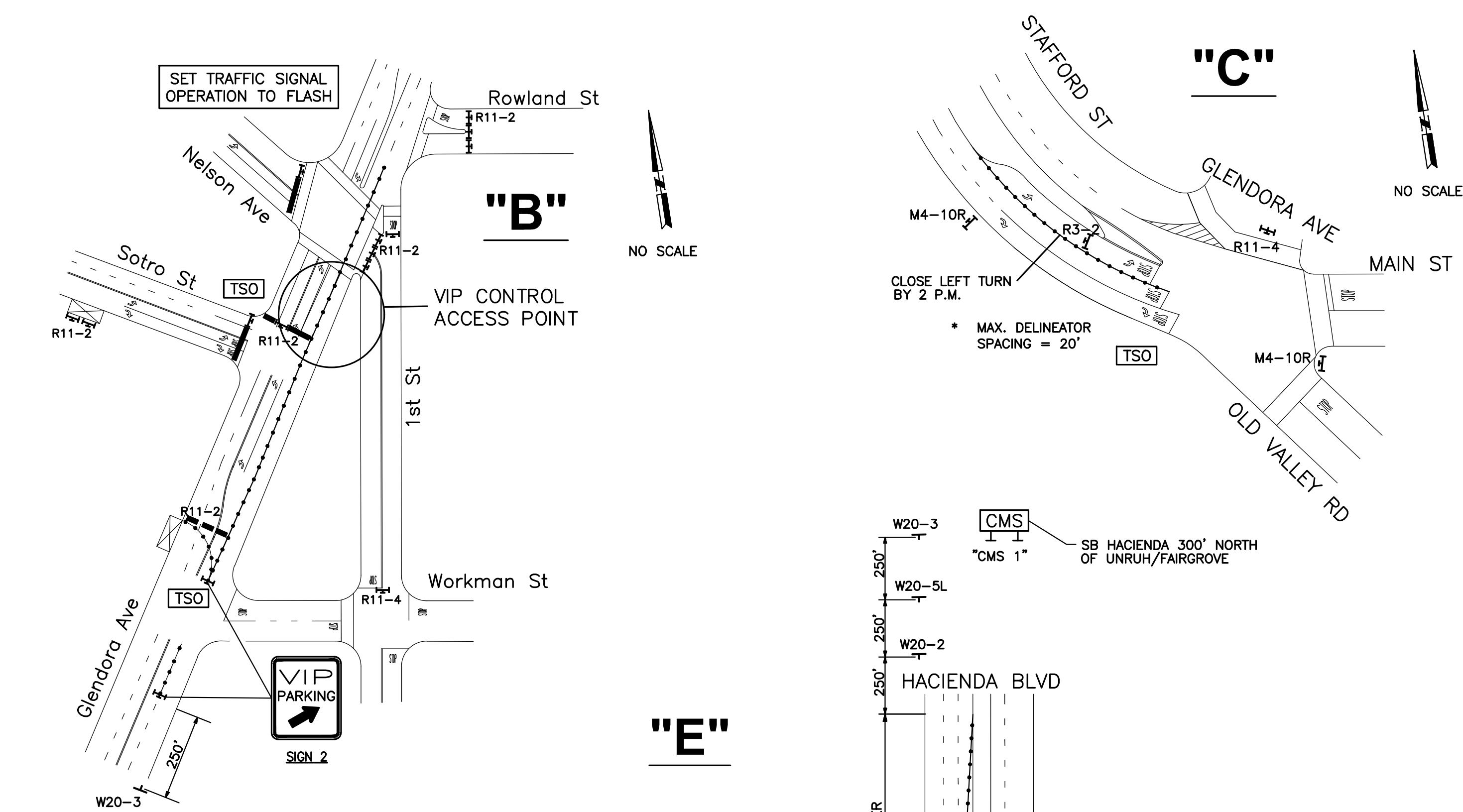
TC-1

Sheet **1 of 5**

CONTRACTOR MAY START INSTALLING LANE AND INTERSECTION CLOSURES AS EARLY AS 2:00PM ON THE DAY OF THE EVENT

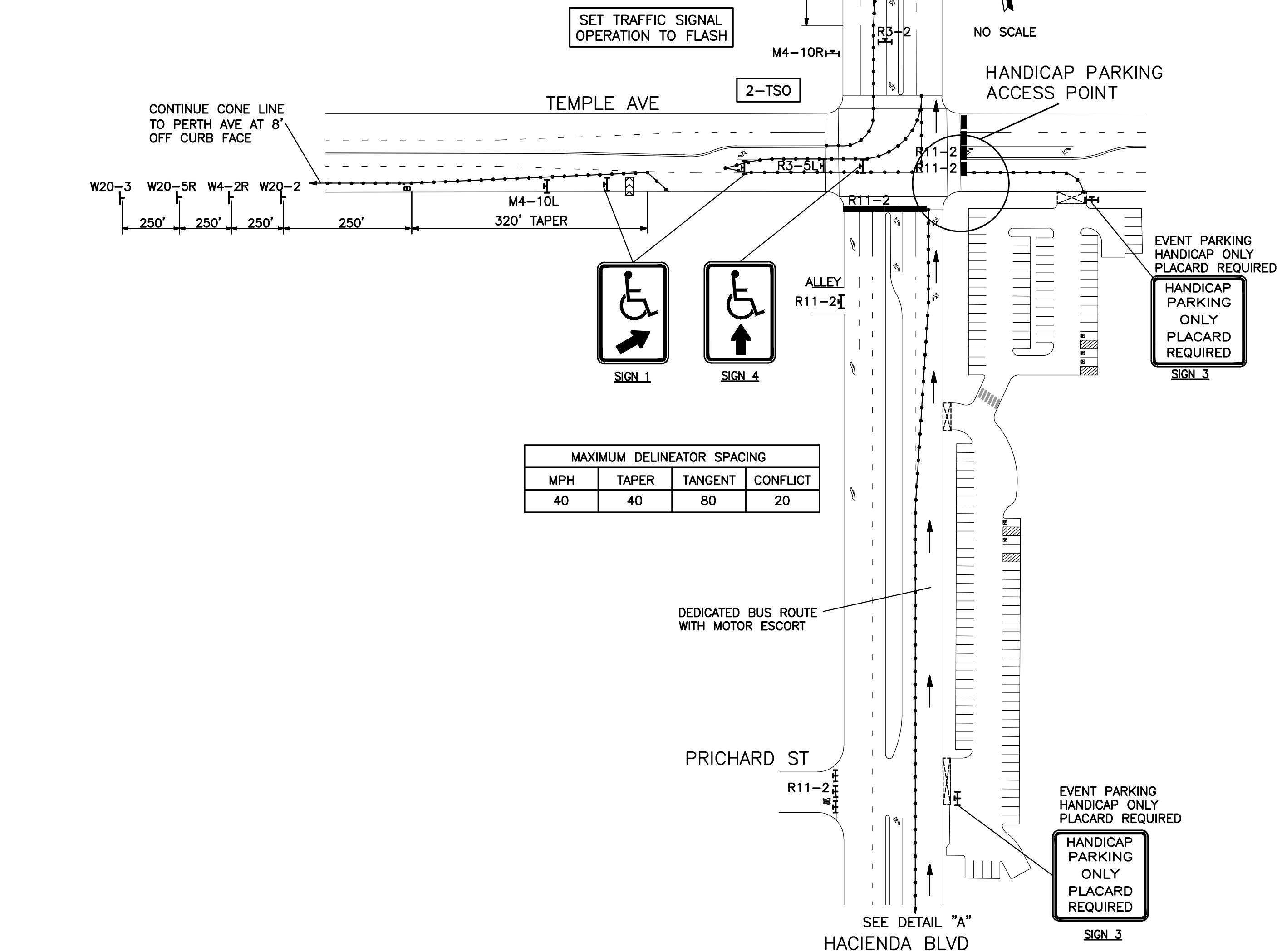
ALL TRAFFIC CONTROL DEVICES SHALL IN EFFECT BY 3:00PM ON THE DAY OF THE EVENT

ALL TRAFFIC CONTROL DEVICES SHALL BE REMOVED 1 HOUR AFTER CONCLUSION OF EVENT



MAXIMUM DELINEATOR SPACING			
MPH	TAPER	TANGENT	CONFLICT
35	35	70	17

"E"



MAXIMUM DELINEATOR SPACING			
MPH	TAPER	TANGENT	CONFLICT
40	40	80	20

DEDICATED BUS ROUTE WITH MOTOR ESCORT

PRICHARD ST

SEE DETAIL "A" HACIENDA BLVD



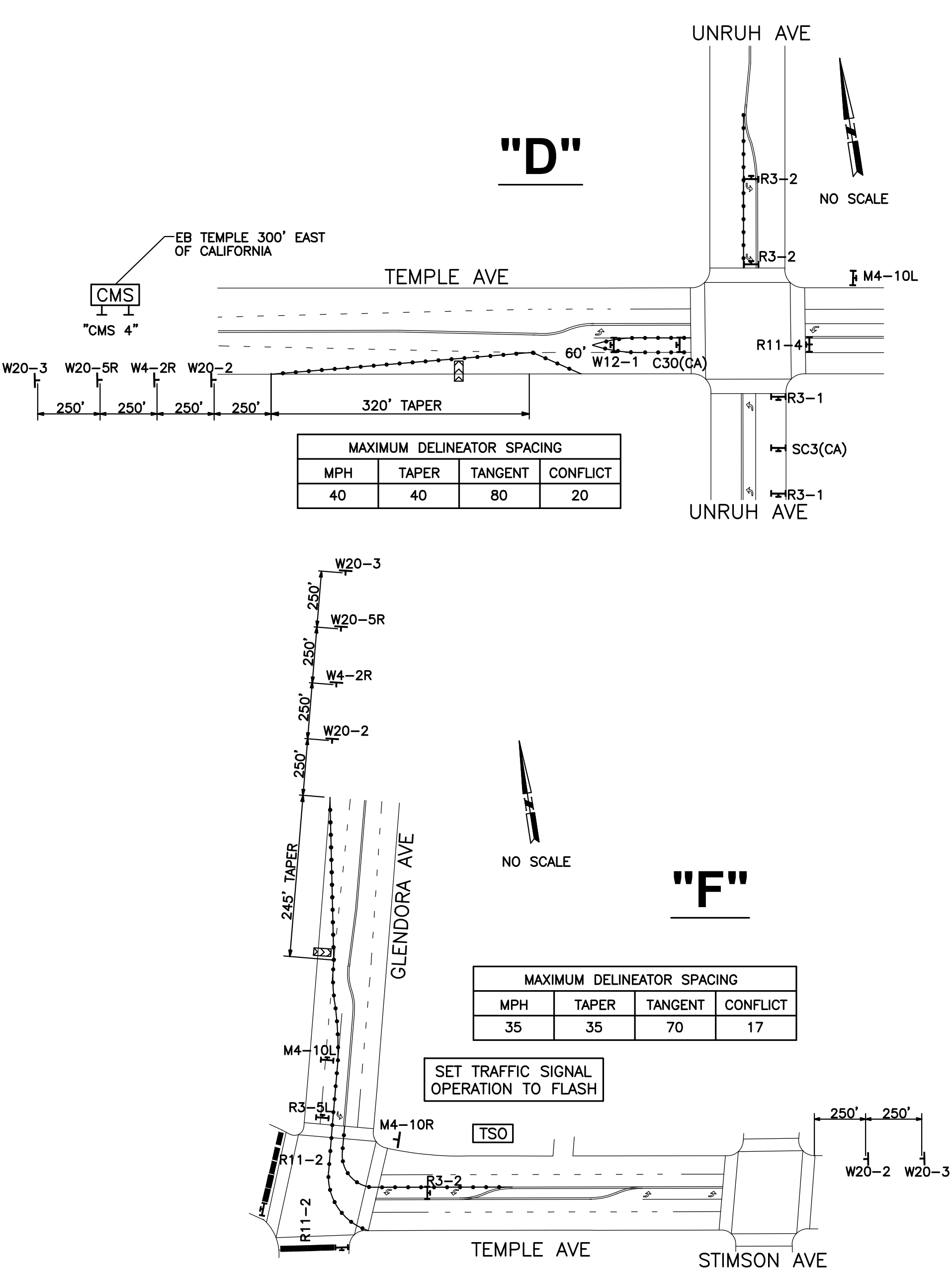
PLANS PREPARED BY:
WILLDAN Engineering
13191 CROSSROADS PARKWAY NORTH, SUITE 405
INDUSTRY, CA 91746-3497
(562) 908-6200
UNDER THE SUPERVISION OF:
Jeffrey C. Lau
JEFFREY C. LAU RCE 83887 5/3/23 DATE

BENCH MARK:
NO. _____ ELEV. _____
DATE ADJ. _____ QUAD. _____

REVISIONS		
NO.	DESCRIPTION	DATE

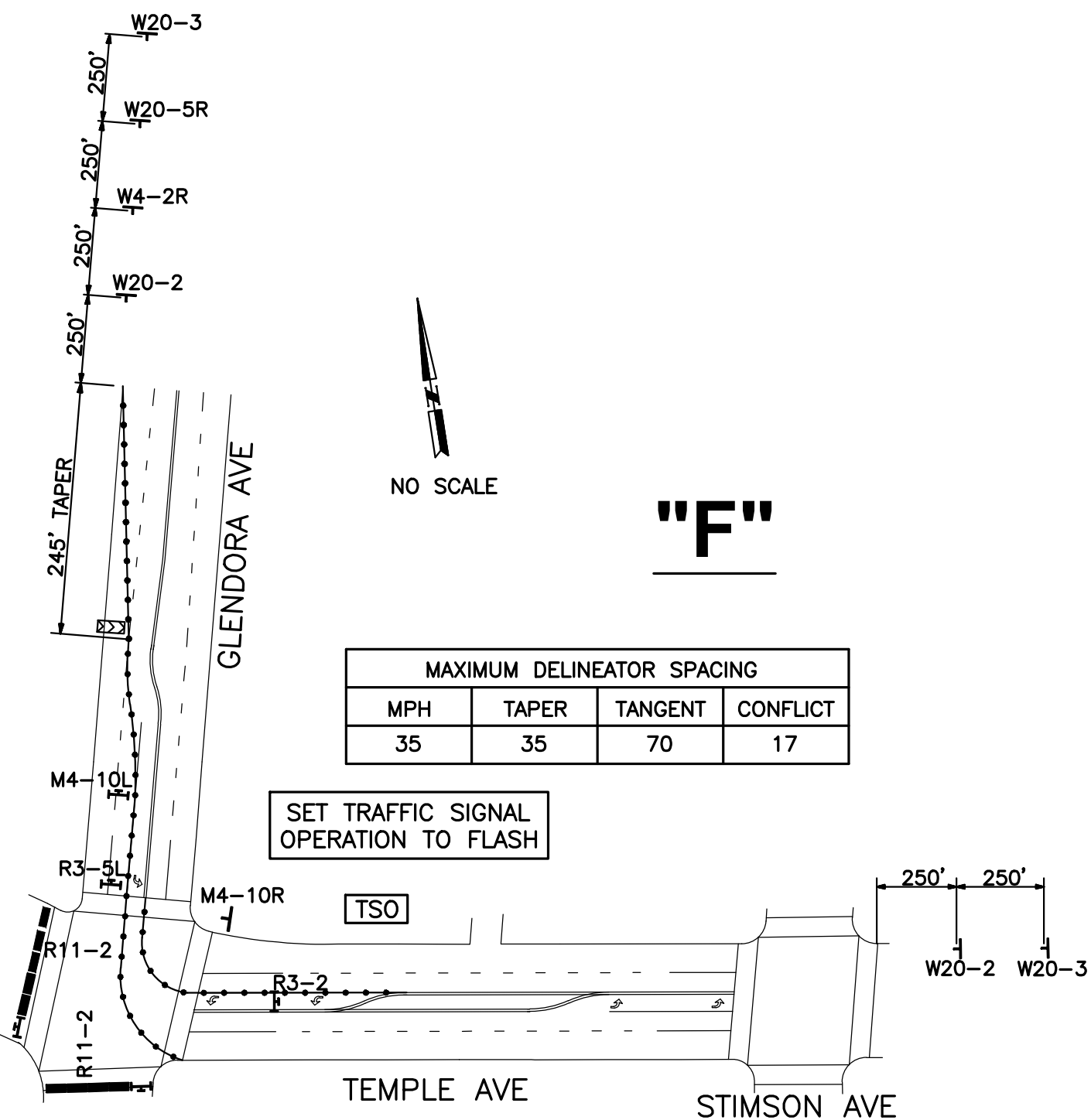
CITY OF LA PUENTE
DEPARTMENT OF PUBLIC WORKS
TRAFFIC CONTROL INTERSECTION PLAN
JULY 3rd EVENT CLOSURE

Drawing Number
TC-3
Sheet **3 of 5**



MAXIMUM DELINEATOR SPACING			
MPH	TAPER	TANGENT	CONFLICT
40	40	80	20

"F"



MAXIMUM DELINEATOR SPACING			
MPH	TAPER	TANGENT	CONFLICT
35	35	70	17

- LEGEND**
- TEMPORARY SIGN ON HIGH LEVEL WARNING DEVICE (FLAG TREE)
 - TYPE II BARRICADE WITH SIGN
 - TYPE I BARRICADE (8' LONG) WITH SIGN
 - WATER FILLED BARRIERS
 - DIRECTION OF DETOURED TRAFFIC
 - CHANGEABLE MESSAGE SIGN (CMS)
 - FLASHING ARROW BOARD (FAB)
 - PORTABLE DELINEATOR
 - TRAFFIC SAFETY OFFICER
 - CASUALTY COLLECTION POINT
 - SIGNAL TIMING ADJUSTMENT FOR EVENT EXITING FROM 9:30 P.M. TO 10:30 P.M.

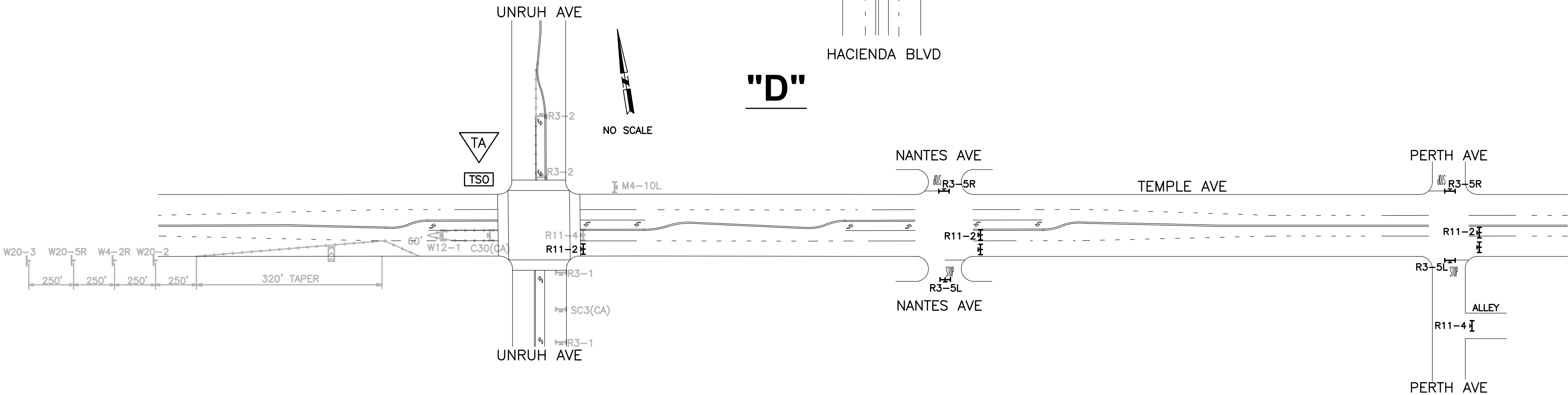
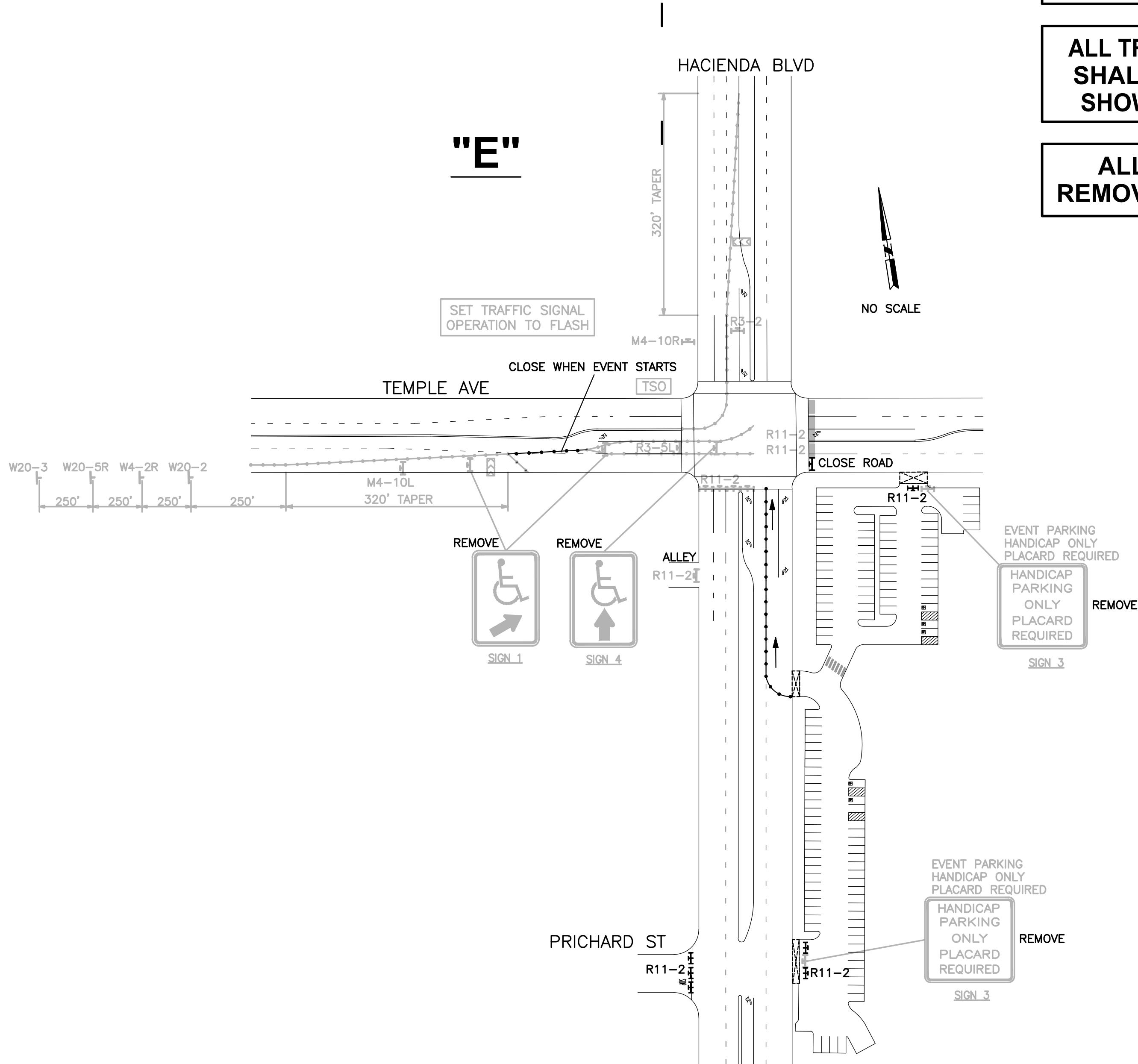
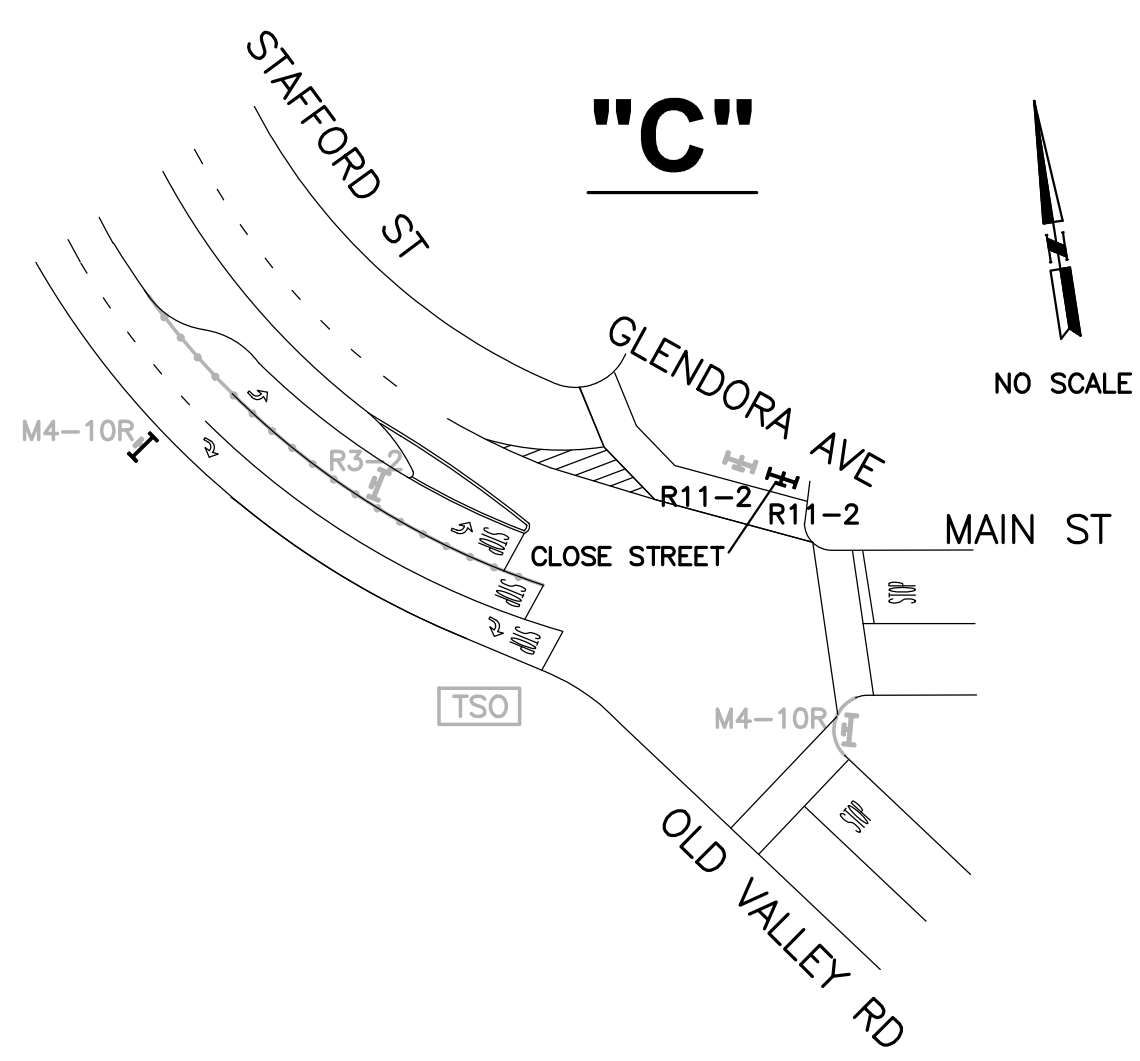
- NOTES**
- SIGNS SHALL CONFORM TO THE LATEST EDITIONS OF THE CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (CA MUTCD) AND THE CALTRANS STANDARD PLANS AND SPECIFICATIONS.
 - SIGN LOCATIONS ARE APPROXIMATE. EXACT LOCATIONS WILL BE DETERMINED BY THE ENGINEER.
 - DRIVEWAYS FRONTING THE EVENT SHALL BE CLOSED WITH TYPE I BARRICADE.
 - DELINEATOR SPACING SHALL BE 25' O.C. MAXIMUM.
 - CONTRACTOR SHALL INSTALL A MINIMUM OF 3 TYPE I BARRICADES PER STREET CLOSURE, 2 PER ALLEY AND 1 PER DRIVEWAY. CONTRACTOR SHALL INCLUDE AN ADDITIONAL 50 DELINEATORS AND 10 BARRICADES OF EACH TYPE FROM QUANTITIES SHOWN IN THE CHART AND SHALL BE INSTALLED AS NEEDED AND AS DIRECTED BY THE ENGINEER IN THE FIELD OR TRAFFIC SAFETY OFFICERS.
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 - ALL VIP AND HANDICAP ACCESS POINTS SHALL BE CLOSED OFF AT THE START OF THE EVENT.

FOR TRAFFIC CONTROL QUANTITIES, SEE SHEET 1 OF 5

CONTRACTOR SHALL INSTALL THESE ADDITIONAL TRAFFIC CONTROL DEVICES AND BE IN EFFECT BY 9:15PM FOR TRAFFIC EXITING EVENT

ALL TRAFFIC CONTROL DEVICES SHOWN ON SHEET 2 SHALL REMAIN IN EFFECT UNLESS OTHERWISE SHOWN ON HERE TO BE MODIFIED OR REMOVED

ALL TRAFFIC CONTROL DEVICES SHALL BE REMOVED 1 HOUR AFTER CONCLUSION OF EVENT



- LEGEND**
- TEMPORARY SIGN ON HIGH LEVEL WARNING DEVICE (FLAG TREE)
 - TYPE II BARRICADE WITH SIGN
 - TYPE I BARRICADE (8' LONG) WITH SIGN
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 - CASUALTY COLLECTION POINT
 - SIGNAL TIMING ADJUSTMENT FOR EVENT EXITING FROM 9:30 P.M. TO 10:30 P.M.
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PLANS PREPARED BY:
WILLDAN Engineering
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INDUSTRY, CA 91746-3497
(562) 908-6200
UNDER THE SUPERVISION OF:

JEFFREY C. LAU RCE 83887 5/3/23 DATE

BENCH MARK:
NO. _____ ELEV. _____
DATE ADJ. _____ QUAD. _____

REVISIONS		
NO.	DESCRIPTION	DATE

CITY OF LA PUENTE
DEPARTMENT OF PUBLIC WORKS

TRAFFIC CONTROL EVENT EXITING PLAN
JULY 3rd EVENT CLOSURE

Drawing Number

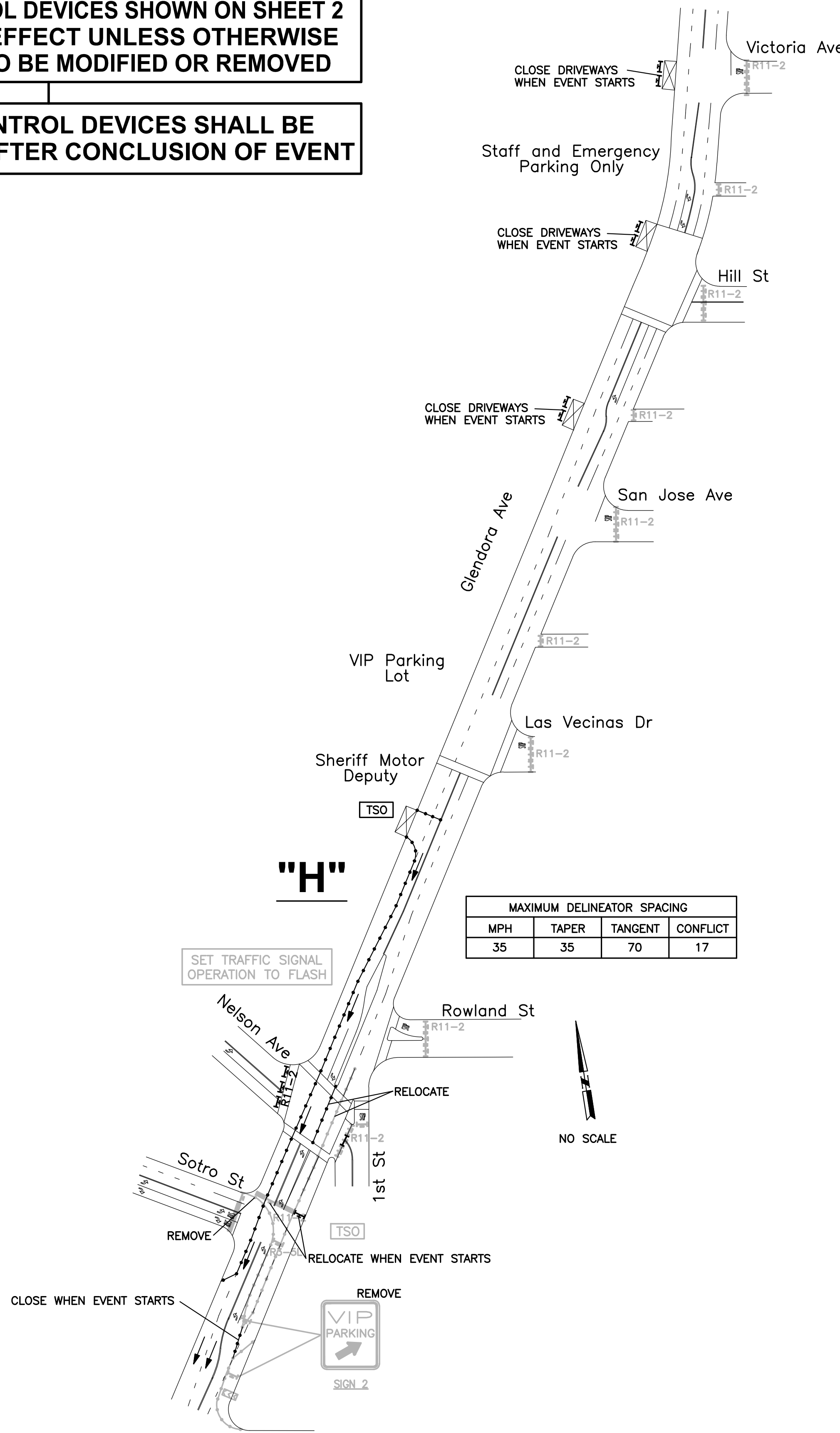
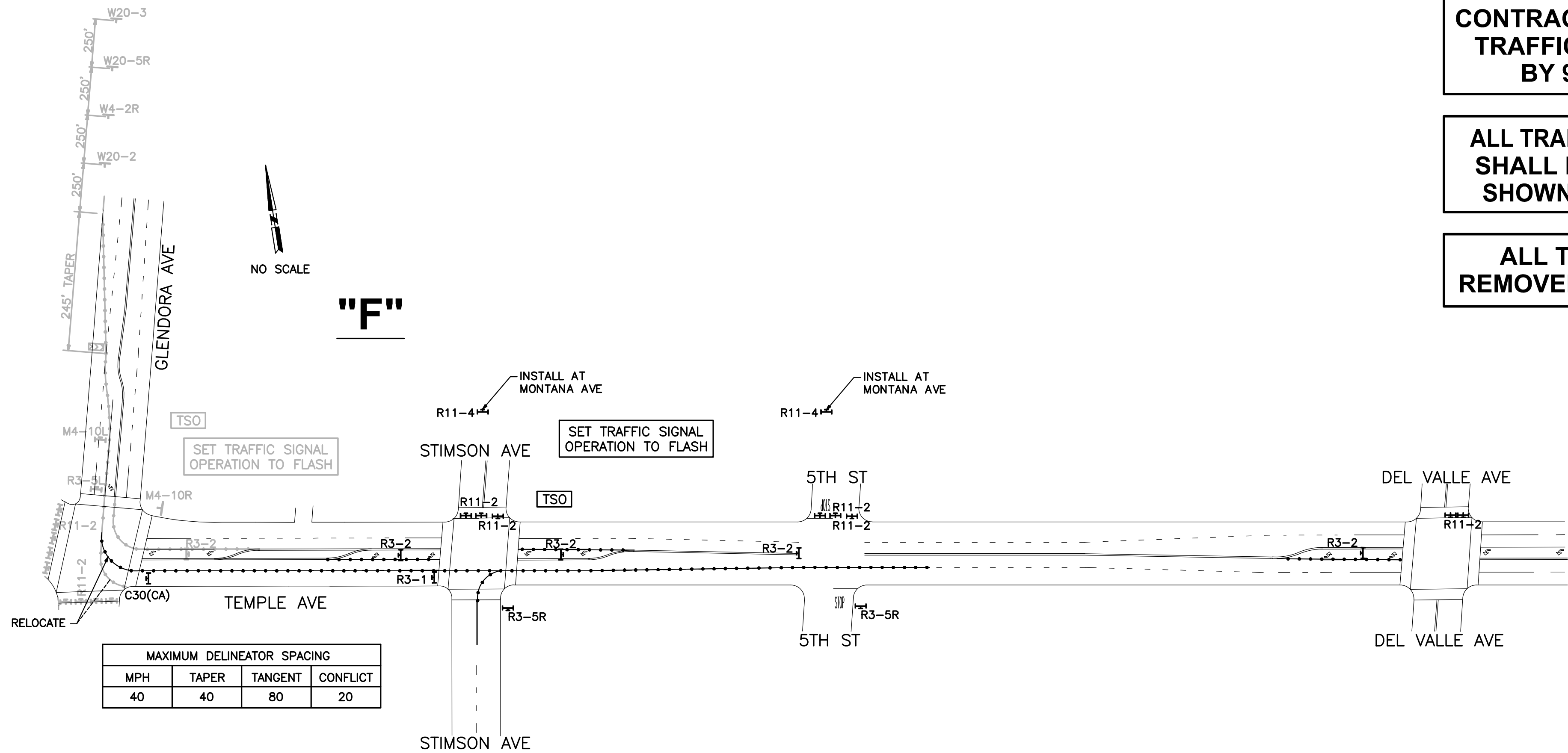
TC-4

Sheet **4 of 5**

CONTRACTOR SHALL INSTALL THESE ADDITIONAL TRAFFIC CONTROL DEVICES AND BE IN EFFECT BY 9:15PM FOR TRAFFIC EXITING EVENT

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ALL TRAFFIC CONTROL DEVICES SHALL BE REMOVED 1 HOUR AFTER CONCLUSION OF EVENT

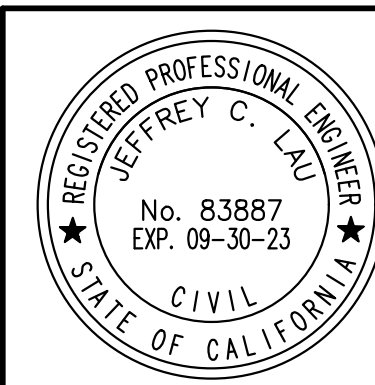


LEGEND

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JEFFREY C. LAU RCE 83887 5/3/23 DATE

BENCH MARK:

NO. _____ ELEV. _____
DATE ADJ. _____ QUAD. _____

REVISIONS

NO.	DESCRIPTION	DATE

CITY OF LA PUENTE
DEPARTMENT OF PUBLIC WORKS

TRAFFIC CONTROL EVENT EXITING PLAN
JULY 3rd EVENT CLOSURE

Drawing Number

TC-5

Sheet 5 of 5

FOR TRAFFIC CONTROL QUANTITIES, SEE SHEET 1 OF 5



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH DRAKE TRAFFIC CONTROL SERVICES INC. FOR SPECIAL EVENT TRAFFIC CONTROL SERVICES IN THE AMOUNT OF \$27,461.25.

BACKGROUND

Since 2014, the City has routinely prepared a formal traffic control and detour plan ("Plan") approved by a registered professional engineer to put in place street closures for large community events for the safe and orderly operation of these events. A licensed traffic control contractor has routinely installed the closure plan for the July 3rd Fortunato Jimenez Independence Day Celebration.

At the meeting of June 14, 2022, the City Council approved a Professional Service Agreement ("Agreement") with Drake Traffic Control Services, Inc. ("Drake") for traffic closure and detour services for the July 3rd event in 2022. Term of the Agreement is for three (3) years.

DISCUSSION

Based on the implementation of last year's Plan, the City has made some revisions to the Plan that have been reviewed and approved by the City's Traffic Engineer. The changes result in some additional traffic control devices and apparatus that will be deployed by Drake for this year's event.

Provided as Attachment A is Amendment No. 1 ("First Amendment") to the Agreement, which increases the payment amount by \$2,576.25 for a total event contract amount not to exceed \$27,461.25.

FISCAL IMPACT

Funding for this amendment to the Agreement has been budgeted for in the Fiscal Year 2023-24 Annual Budget in the Public Works – Contract Services line item. The total cost for these services for this year's event is \$27,461.25. This expense is funded by the General Fund.

RECOMMENDATION

It is recommended that the City Council: (1) approve Amendment No. 1 to the the Professional Services Agreement with Drake Traffic Control Services Inc, in the amount of \$27,461.25; and (2) authorize the City Manager to execute the Agreement on behalf of the City.

ATTACHMENTS

Attachment "A": Amendment No. 1 to the Professional Services Agreement

LICENSE AGREEMENT

This LICENSE AGREEMENT ("Agreement") is entered into this 23rd day of May 2023 ("Effective Date"), by and between Jesus Rodriguez, an individual ("Licensee") and the City of La Puente, a public body corporate and politic ("City"). Licensee and City are collectively referred to herein as "Parties" and individually as "Party."

RECITALS

WHEREAS, the City is the owner of that certain real property located generally at the southeast corner of Valley Boulevard and Old Valley Boulevard, in the City of La Puente, California (the "Property"). The Property more particularly described in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, Licensee desires to utilize the Property for the retail operation of safe and sane fireworks during the fourth of July holiday, pumpkins and related items during the month of October, and Christmas trees from the day after Thanksgiving until Christmas; and

WHEREAS, City desires to allow Licensee to utilize the Property for the aforesaid uses, in exchange for Licensee removing debris from the Property and weed abatement, and improving the overall aesthetics of the Property; and

WHEREAS, in order to utilize the Property, it is necessary for the City to grant Licensee a license to enter the Property.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth in this Agreement, the Parties do hereby agree as follows:

TERMS

1. Grant of License; No Leasehold or Property Rights Created. City hereby grants to Licensee a revocable license to use the Property for the sole purpose of operating a pumpkin patch and Christmas tree farm (the "Permitted Activity") undertaken in compliance with any and all requirements of the City's Municipal Code. This Agreement is not intended to, nor shall it be interpreted to create or vest in Licensee any leasehold or any other property rights or interests in the Property or any part thereof. Prior to any initial entry pursuant to the Agreement, Licensee shall, provide to City proof of insurance as set forth in Section 8 of this Agreement. Licensee shall not permit any other party, except the duly authorized representatives, agents, employees, and contractors (collectively "**Representatives**") of Licensee, to enter or use the Premises during the term of this License, without the City's prior written consent, and in all events the sole reason for entry and use of the Premises shall be for the performance of the Permitted Activity.

2. Payment. Licensee shall pay City, and City shall accept, Seven Thousand One Hundred Twenty-Seven Dollars and Fifty-Six cents (\$7,127.56) ("License Payment") for the use of the Premises. License Payment shall be due upon execution of the Agreement by Licensee.

3. Term. This Agreement shall commence on the Effective Date and terminate on December 31, 2023. In the event Licensee is in default of any provision herein, City has the right to terminate this Agreement immediately upon written notice to Licensee. Upon termination of the Agreement, Licensee shall promptly vacate the Premises and comply with the provisions of Section 4 below. No termination or expiration of this License shall relieve Licensee of its obligations hereunder.

4. Maintenance of Premises. Licensee shall be responsible for performing Permitted Activity in a good and workmanlike manner. Upon termination of the License, Licensee shall repair any damage done to the Premises by Licensee or its duly authorized Representatives and shall restore the Premises to its condition as of the Effective Date of this Agreement.

5. Government Regulations and Other Obligations of Licensee. As a condition precedent to commencement of the Permitted Activity, if required, Licensee shall obtain at its sole cost and expense all governmental permits and authorizations of whatever nature required, if any by any and all governmental authorities having jurisdiction over the Property for Licensee's performance of the Permitted Activity. Licensee shall, in all activities undertaken pursuant to this Agreement, comply and cause its Representatives to comply with all federal, state, and local laws, statutes, orders, ordinances, rules, regulations, plans, policies and decrees.

6. Liens.

6.1 Licensee shall not cause or permit to be filed, recorded or enforced against the Property, or any part thereof, any mechanics', material men's, contractors' or subcontractors' liens arising from the Permitted Activity or any claim or action affecting the title to the Property arising from the Permitted Activity, and Licensee shall pay or cause to be paid, or otherwise removed or bonded over, the full amount of all such liens or claim within fifteen (15) days of receiving written notice thereof. In addition to and not in limitation of the City's other rights and remedies under this Agreement or under law, should Licensee fail within fifteen (15) business days of a written notice from the City to pay and discharge or bond over any lien arising out of Licensee's use of the Property, then a material breach under this Agreement shall be deemed to have occurred which, at the City's election, shall entitle the City to terminate this Agreement effective upon notice by the City to Licensee so stating.

6.2 If Licensee desires to contest in good faith the validity of any lien or any claim or demand that could result in a lien against the Property or any portion thereof for which the City could become liable if not successfully resolved, as a condition to such contest, Licensee shall notify the City of Licensee's intent to contest the lien or claim and the grounds for such contest. Notwithstanding anything to the contrary set forth herein, Licensee shall pay and satisfy any adverse judgment that may be rendered thereon before the enforcement thereof against the City or the Property.

7. Indemnification. Licensee hereby agrees to indemnify, defend (with counsel approved by the City), assume all liability for and hold harmless the City and its officers, employees, agents and representatives from all actions, claims, suits, penalties, obligations, liabilities, damages to property, environmental claims or injuries to persons (including attorneys' fees), which may be caused by Licensee's activities pursuant to this Agreement or arising out of or in connection with such activities, whether such activities or performance thereof is by Licensee or anyone directly or indirectly employed or under contract with Licensee and whether such damage or claim shall accrue or be discovered before or after the termination of this Agreement. Licensee's obligations set forth in this Section shall survive the expiration or earlier termination of this Agreement.

8. Insurance. Prior to commencing any activities under this Agreement, Licensee shall procure (or cause to be procured) and keep in full force and effect during the life of this Agreement, at Licensee's sole cost and expense, all of the following types of insurance, in accordance with the other provisions of this Section:

<u>Type of Insurance Policy</u>	<u>Limits</u>
Personal Adv. Injury	\$1 million each occurrence
Property Damage	\$3,000,000
Products--Comp/Op Agg.	\$1,000,000 each occurrence
General Aggregate	\$2,000,000
Excess Liability--Umbrella	\$1,000,000 each occurrence
Comprehensive General Liability:	\$2,000,000 (see Section 8.G. below)
Workers Compensation:	Statutory (see Section 8.F. below)
Automobile Liability	\$1,000,000 each occurrence

For purposes of this Agreement, the foregoing insurance shall be referred to herein as "Required Insurance."

- A. Qualifications of Insurers; Deductibles. All of the Required Insurance shall be issued by an admitted insurer or insurers as defined by the California Insurance Code with a Bests' rating of no less than A:VII. The deductibles under each of the policies issued for the Required Insurance shall be reasonable in amount and in no event shall exceed the sum of Ten Thousand Dollars (\$10,000.00) under each such policy.
- B. Additional Insured; Form of Endorsement. All such Insurance Policies (including those of Licensee's Representatives) will be required to name the City and its respective directors, officers, employees, agents, and representatives as additional insureds by way of an endorsement. Such endorsement shall be a form of endorsement which is at least as broad as Additional Insured-Owners, Lessors, or Contractors Form B (CG20101185) as published by Insurance Services Office, Inc.
- C. Cancellation Provisions and Other Matters. All of the Required Insurance shall provide (by way of endorsement or otherwise) that no cancellation, expiration, reduction or modification in such Required Insurance can occur or be implemented without first giving the City at least thirty (30) days prior written notice of such cancellation, expiration, reduction or modification. The City shall not be liable for the payment of any premiums for the Required Insurance.
- D. Primary Insurance Endorsement. All Required Insurance shall contain an endorsement providing that such insurance is primary and that any insurance maintained by the City and/ is noncontributory with the Required Insurance. All Required Insurance shall contain language to the effect that any loss shall be payable notwithstanding any act or negligence of the City that might otherwise result in the forfeiture of the Required Insurance.
- E. Waiver of Subrogation. All such Required Insurance shall also contain an endorsement providing for a waiver of subrogation against the City by Licensee.
- F. Worker's Compensation. This policy or policies shall cover the entire liability of Licensee to employees as determined by California law. The policy shall contain a waiver of subrogation against the City.

G. Comprehensive General Liability. \$2,000,000.00 combined single limit per event and annual aggregate for bodily injury and property damage liability arising out of the Permitted Activity performed under this Agreement.

H. Certificates of Insurance. Prior to the commencement of the services set forth in this Agreement, Licensee shall provide to the City certificates of insurance evidencing the obtaining of the Required Insurance as provided in this Section.

9. Inspection. The City and any of its duly authorized representatives, employees, agents or independent contractors shall be entitled to enter and inspect the Property or any portion thereof, and observe and inspect the Permitted Activity at any time and from time to time, provided such entry or inspection does not impair, interfere with or delay the Permitted Activity.

10. Assignability. This Agreement cannot be assigned by Licensee whether voluntarily or by operation of law, and Licensee shall not permit any use of the Property, or any part thereof during the Term of this Agreement in violation of the provisions of this Agreement, except with the consent of the City (which shall not be unreasonably withheld, conditioned or delayed), and any attempt to do so shall be null and void.

11. Cost of Enforcement. In the event it is necessary for either Party to employ an attorney or other person or commence an action to enforce or interpret any of the provisions of this Agreement or for the City to remove Licensee from the Premises, the non-prevailing party agrees to pay to the prevailing party, in addition to such other relief as may be awarded by the court, agency or other authority before which such suit or proceeding is commenced, all reasonable costs of enforcement in connection therewith including, but not limited to, reasonable attorneys' fees, expenses and costs of investigation.

12. Notices. All notices, consents, approvals, requests, demands and other communications provided for herein shall be in writing and shall be deemed to have been duly given upon the earlier of when personally delivered or served or twenty-four (24) hours after being deposited with FedEx or any other established overnight courier service to the intended party addressed as follows:

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

With a Copy to: Jesse Jauregui, Esq
Olivarez Madruga Law Organization, LLP
500 S. Grand Ave., 12th Floor
Los Angeles, CA 90071
Tel: (213) 744-0099

Licensee: Jesus Rodriguez
14426 Frankton Avenue
Hacienda Heights, CA 91745
Tel: (503) 226-1422
Mobile: (626) 536-7607
Fax: (503) 226-2488

13. Miscellaneous. This Agreement constitutes the entire agreement between the Parties hereto pertaining to the subject matter hereof, and all prior and contemporaneous agreements, representations and understandings of the Parties hereto, oral or written, are hereby superseded and merged herein. No supplement, modification or amendment of this Agreement shall be binding unless in writing and executed by the Parties hereto. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provisions, whether or not similar, nor shall any waiver be a continuing waiver. No waiver shall be binding unless executed in writing by the Party making the waiver. The indemnifications under this Agreement, the obligations of Licensee hereunder to remove liens and Licensee's obligations hereunder with respect to vacating and repairing the Property shall survive the expiration or termination of the Agreement. This Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of California. Any action brought concerning this Agreement shall be brought in the appropriate court for the County of Los Angeles, California. Each Party hereby irrevocably consents to the jurisdiction of said court. Licensee hereby expressly waives all provisions of law providing for a change of venue due to the fact that City may be a party to such action, including, without limitation, the provisions of California Code of Civil Procedure Section 394. Licensee further waives and releases any right it may have to have any action concerning this Agreement transferred to Federal District Court due to any diversity of citizenship that may exist between Licensee and City. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions hereof. This Agreement may be executed in any number of counterparts, each of which shall be an original, and all of which shall constitute one and the same instrument. Neither this instrument nor a short form memorandum or assignment hereof shall be filed or recorded in any public office without the City's or Licensee's prior written consent.

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

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

"CITY"

City of La Puente

By: _____
Bob Lindsey, City Manager

"LICENSEE"

By:  _____
Jesus Rodriguez

Attest:

By: _____
Martha Torres, City Clerk

Approved as to form:

By: _____
City Attorney

EXHIBIT A

Property Description

For APN/Parcel ID(s): 8247-032-023

THE LAND REFERRED BELOW IS SITUATED IN THE CITY OF LA PUENTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

PARCEL 8 OF PARCEL MAP NO. 25653, IN THE CITY OF LA PUENTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 296, PAGE(S) 32, 33 AND 34 INCLUSIVE OF PARCEL MAPS, IN THE OFFICE OF COUNTY RECORDER OF SAID COUNTY.

EXCEPT ALL PRECIOUS METALS AND ORES THEREOF AND THE PROVISIONS FOR RIGHT OF ENTRY AND WAY, AS EXCEPTED IN THE DEED OF PARTITION OF RANCHO LA PUENTE, BETWEEN WILLIAM WORKMAN AND JOHN ROWLAND, RECORDED IN BOOK 10 PAGE 39 OF DEEDS.

That portion of Valley Boulevard, in the City of La Puente, County of Los Angeles, State of California, as shown on Tract No. 20807, as per Map recorded in book 548 pages 16 and 17 of Maps, Records of said County, bounded as follows:

Southerly by the Southwesterly line of Valley Boulevard, variable width, also being the Northeasterly line of the S.P.R.R. Railroad, as shown on said Map;

Northwesterly by the Southwesterly prolongation of the Northwesterly line of Lot 27 of said Tract No. 20807;

Northeasterly by a curve concave Northeasterly having a radius of 2080.00 feet and which is concentric with the curved centerline of Valley Boulevard, having a radius of 2000.00 feet, as shown on said Map.



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF A LICENSE AGREEMENT BETWEEN THE CITY OF LA PUENTE AND JESUS RODRIGUEZ FOR THE USE OF CITY PROPERTY LOCATED AT THE INTERSECTION OF VALLEY BOULEVARD FOR HOLIDAY SALES

BACKGROUND

Last year, the City Council approved a License Agreement between the City and Jesus Rodriguez for vacant property located at the southeast corner of Valley Boulevard and Old Valley Boulevard for seasonal holiday sales.

The City recently acquired the privately-owned land surrounding and adjacent to the City's vacated roadway at this intersection. The City will now have full site control of the entire vacant parcel and will allow seasonal holiday sales to continue at the property for the coming seven months. Mr. Rodriguez intends to continue using the recently acquired land by the City and portions of the City's vacated roadway to sell safe and sane fireworks during the fourth of July holiday, with pumpkins and related items during the month of October, and Christmas trees from the day after Thanksgiving until Christmas.

DISCUSSION

The attached License Agreement ("Agreement") has been prepared to permit Mr. Rodriguez to use the entire City property for the seasonal holiday sales described above. The Agreement requires that Mr. Rodriguez provide the required types and amounts of insurance, indemnify the City, remove any existing trash, weeds, and debris on the property and repair any damage that might have occurred following use of the property. In addition, the Agreement stipulates a fee of \$7,127.56 to be paid to the City for the use of the property. The Agreement will expire on December 31, 2023. Before the setup and installation of temporary structures, the City will review and approve the site plan for the seasonal holiday sales.

FISCAL IMPACT

Payment of \$7,127.56 to the City for consideration of use of the City's property. The payment to the City includes the amount Mr. Rodriguez paid to the prior owner of the private parcel in addition to a 5% increase to the amount Mr. Rodriguez had paid to the City last year.

RECOMMENDATION

It is recommended that the City Council: (1) approve the License Agreement with Jesus Rodriguez; and (2) authorize the City Manager to execute the License Agreement on behalf of the City.

ATTACHMENT

Attachment “A”: License Agreement

ORDINANCE NO. 23-982

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, AMENDING CHAPTER 6.40 OF THE CITY OF LA PUENTE MUNICIPAL CODE, RELATING TO PARKING, STOPPING AND STANDING OF RECREATIONAL VEHICLES; ESTABLISHMENT OF CITY RECREATIONAL VEHICLE PARKING PERMITS

WHEREAS, California Vehicle Code Sections 22507 and 22507.5 empower cities to regulate vehicular parking within their jurisdictions; and

WHEREAS, the City of La Puente, in recent years, has experienced an increase of Recreational Vehicle (hereafter “RV”) parking within both commercial and residential areas of the city; and

WHEREAS, this increase in RV parking activity has created public health and safety concerns and has reduced the City’s available parking spaces; and

WHEREAS, to minimize these health and safety and parking concerns, the City proposes an ordinance prohibiting the parking of RVs on non-residential streets, and the requirement of a City-issued Resident and/or “Out-of-Town” Visitor RV parking permit for the residential streets of the City.

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 Chapter 6.40 Amendment.

A new section 6.40.300 of Chapter 6.40 of Title 6 of the La Puente Municipal Code is hereby added to read as follows:

6.40.310. Purpose.

The purpose of this chapter is to mitigate the public health and safety concerns associated with the parking of recreational vehicles, increase the availability of parking for city residents, businesses and visitors and preserve the character of neighborhoods to benefit the health, safety and welfare of city residents.

6.40.320. Definitions.

For the purpose of the provisions of this chapter, the following words and phrases shall be construed to have the following meanings, unless it is apparent from the context that a different meaning is intended:

- A. "Recreational Vehicle" or "RV" means a motorhome, travel trailer, truck camper, camping trailer, or other vehicle or trailer, with or without motive power, designed or altered for human habitation for recreational, emergency or other human occupancy. or any structure inspected, approved and designated as a recreational vehicle by, and bearing the insignia of, the State of California or any other state or federal agency having the authority to approve recreational vehicles. "Recreational vehicle" shall include, without limitation, any of the following: a "camp trailer," as defined by California Vehicle Code Section 242; a "fifth wheel travel trailer" as defined by California Vehicle Code Section 324; a "house car" as defined in California Vehicle Code Section 362; a "trailer" as defined in California Vehicle Code Section 630; a "trailer coach" as defined in California Vehicle Code Section 635; a mobile home, as defined by California Vehicle Code Section 396; a boat, watercraft and/or trailer for a boat or watercraft; a "park trailer" as defined in California Health & Safety Code Section 18009.3; a "recreational vehicle" as defined in California Health & Safety Code Section 18010 and a "truck camper" as defined in California Health & Safety Code Section 18013.4.
- B. "Resident" means a person who customarily resides and maintains a place of abode or who owns land within the city. It shall not mean a person who maintains an address at a mailbox drop or who rents a room which is not his or her primary place of abode nor shall it mean a person who maintains only a post office box unless that person also provides valid and verifiable evidence of residence, such as a utility bill/contract, and federal or state government-issued Identification, at a street address within the city.
- C. "Out-of-town visitor" means any natural person who does not reside in the city who is temporarily visiting as a guest of a resident of the city and who has applied for a temporary RV parking permit.
- D. "RV temporary Guest Permit" means a limited duration parking permit for a recreational vehicle belonging to an out-of-town visitor issued by the city manager of his/her designee in accordance with the provisions of this chapter.

6.40.330. Permit required.

No person shall park, stop or leave standing for any period of time exceeding two (2) hours any recreational vehicle on any public street, highway or alley or public property or private commercial property other than automotive service facilities, within the city at any time. Recreational vehicles shall not park within any residential zones of the city except pursuant to a temporary RV parking permit issued by the City Manager, or his/her designee, pursuant to this chapter.

6.40.340. Temporary RV parking permit issuance; application; fees.

- A. Purpose. The purpose of the temporary RV parking permit is to allow users of recreational vehicles to park adjacent to their residences to load, unload, clean and maintain their recreational vehicles and to allow out-of-town visitors to park their recreational vehicles in front of the residence in which they are visiting for a limited period of time. Persons holding a valid temporary RV permit issued pursuant to this chapter may park the RV provided the RV is parked along the curb line within the same block as the residence listed in the application for which the permit is issued and the permit is valid. If the residence is located on a corner, then the permit holder may park along the curb line of either of the streets on the block on which the residence is located.
- B. Issuance of Permit. Subject to the requirements set forth in this chapter, the City Manager or his/her designee may issue temporary RV parking permits upon receipt and approval of an application on a form established by the City.
 - 1. Any resident may obtain a temporary RV parking permit authorizing him or her to park a recreational vehicle in front of his or her residence.
 - 2. Any out-of-town visitor may obtain a temporary RV parking permit authorizing that visitor to park a recreational vehicle in front of the residence they are visiting.
 - 3. Out-of-town RV Parking Permits shall only be considered by City's administrative staff, upon the written and/or verbal verification and confirmation of the visited resident and resident's address.
- C. Application. The City shall establish a temporary RV parking permit application and may promulgate administrative regulations regarding the issuance of such permits.
- D. Every resident desiring a temporary RV permit shall file an application containing the following information, 1) the name, residential address and phone number of the resident applying for the permit along with proof of residency satisfactory to the city manager such as a current driver's license or identification card, property tax bill, or public utility bill, 2) the name address, and phone number of the registered owner of the recreational vehicle for which a permit is sought along with a copy of the vehicle registration from the California Department of Motor Vehicles or equivalent agency from another state. If the resident applying for the RV permit is not the registered owner, a letter of authorization of the registered owner shall be included, 3) the license number, year, make and model of the RV, and 4) such additional information the city manager or his/her designee, may reasonably require
- E. Fees. Any person applying for a temporary RV parking permit shall pay a fee in such amount as may be established by resolution of the City Council to recover the costs of processing such permits.

6.40.350. Temporary RV parking permit requirements.

- A. Residential Zones. Temporary RV parking shall only be permitted in residential zones of the city.
- B. Description of Permit; Display. The temporary RV parking permit shall include the license number of the vehicle authorized to be parked, the date of issuance and the date and time through which the temporary parking permit is valid. Such permit shall be placed in the vehicle in such a manner as to be clearly visible to law enforcement personnel and City's code/parking enforcement officers.
- C. Non-Transferable. The temporary RV parking permit shall be non-transferable and shall only valid for the vehicle, date(s) and location specified on the permit.
- D. Duration.
 - 1. A temporary RV parking permit issued to a resident shall be valid for twenty-four (24) hours.
 - 2. A temporary RV parking permit issued to an out-of-town visitor shall be valid for no more than seven (7) consecutive days.
- E. Restriction on Number of Permits.
 - 1. Each resident may be issued no more than two (2) temporary RV parking permits per calendar month.
 - 2. Temporary RV parking permits issued to out-of-town visitors shall not exceed seven (7) consecutive days per month and twenty-one (21) days per calendar year, per residential address.
 - 3. No more than one temporary RV parking permit, whether issued to a resident or an out-of-town visitor, shall be issued per residential address at any given time.
- F. Parking Restrictions. Temporary RV parking permits shall be subject to the following restrictions regarding where RVs may be parked when a permit is issued:
 - 1. The permittee may only stop, park or leave standing his/her recreational vehicle directly in front of, or, if the property is a corner lot, on the side of, the residential address specified on the temporary RV parking permit. If the recreational vehicle is not parked directly in front of, or on the side of as set forth herein, such residence, the vehicle will be subject to citation, towing or both.
 - 2. The permittee shall not stop, park or leave standing his or her RV within ten feet from the beginning of the apron of any driveway, except at the address specified on the temporary RV parking permit, provided that the driveway is not shared with another residence or business.

3. The permittee shall not stop, park or leave standing his or her RV within twenty feet of any intersection.
4. Nothing in this Ordinance is designed to prevent any resident or individual who uses an RV to travel to the City of La Puente to receive necessary care or medical services or to engage in any otherwise lawful business or activity.

6.40.360. Prohibited activities.

No person shall:

- A. Use slide outs / pop outs or other appurtenances on a recreational vehicle that encroach on or into the roadway, parkway and/or sidewalk in such a manner as to interfere with the path of safe travel of vehicles and/or pedestrians.
- B. Open or partially open any awnings on a recreational vehicle in such a manner as to interfere with the path of safe travel of vehicles and/or pedestrians.
- C. Cause or permit any utility connections, electrical cords, extension cords, hoses or cables to cross over, above, on or across any street or sidewalk to or from a recreational vehicle.
- D. Use power generators or other noise-generating equipment between the hours of 10:00 p.m. and 7:00 a.m. within or adjacent to a recreational vehicle.
- E. Conduct any commercial activity that is visible from the exterior of an RV while an RV is parked on the public right-of-way.
- F. Connect a recreational vehicle to the public sewer system or dump waste onto public or private land or into streets, gutters or storm drains, other than lawfully at a designated, licensed and permitted recreational vehicle sanitary wastewater dump station.
- G. Knowingly allow any type of grease, oil, fuel, human waste or other harmful substance to leak or be emitted onto any public right-of-way.
- H. Nothing shall prevent the temporary use of the street corresponding to the residence for the cleaning, loading or other short-term needs, which process does not exceed five (5) hours.
- I. The temporary use of power to allow for the operation of medical devices or other extenuating circumstances can be considered at the discretion of the City Manager, which shall not be unreasonably withheld.

6.40.370. Violations; penalties.

Any recreational vehicle parked in violation of this chapter shall be subject to citation, towing as authorized by California Vehicle Code Sections 22650 and 22651 or both, and revocation of any permit issued pursuant to this chapter. Any violation of Section 6.40.300 is punishable pursuant to Chapter 1.08 of this code.

6.40.380. Revocation.

- A. The City shall have the authority to revoke a temporary RV parking permit if the City makes any one of the following findings:
1. The recreational vehicle has fallen into a state of disrepair and has become a public nuisance, or a danger to pedestrians or other vehicles.
 2. The recreational vehicle has become inoperable.
 3. There have been at least three parking citations issued for the recreational vehicle associated with the temporary RV parking permit.
 4. The applicant has provided information that was materially false
 5. There are public safety concerns relating to the parking of the RV on the street on which the parking would be provided, including but not limited to a street being too narrow to safely accommodate the recreational vehicle
 6. There has been a violation of this chapter.
- B. To revoke a temporary RV parking permit, the City shall issue a notice of revocation in writing to the permittee specifying the basis for and the effective date of the revocation, which date shall be at least two days after the date of the notice of revocation. To the extent a permit expires pursuant to its own terms before the effective date of such revocation, the City may use such revocation as a basis to deny a future application from the same permittee. The City's determination to revoke a temporary RV parking permit shall be final.

6.40.390. Posting notice.

The City shall cause appropriate signs or markings giving notice of the restrictions provided for in this chapter, to be placed at all primary entrances to the City. Notice that a vehicle is subject to removal for violation of this chapter shall also be provided.

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 Code of Regulations CEQA Guidelines Section 15061(b)(3) in that it is no possibility it may have significant effect on the environment.

Section 4. Clerical Errors.

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

Section 5. Severability.

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

Section 6. Effective Date.

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

Section 7. Publication.

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

PASSED, APPROVED AND ADOPTED this 23rd day of May, 2023, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, City Clerk



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

By: JD Buckwell, Senior Code Enforcement Supervisor

SUBJECT: SECOND READING AND CONSIDERATION OF ADOPTION OF AN ORDINANCE AMENDING CHAPTER 6.40 OF TITLE 6 OF THE CITY OF LA PUENTE MUNICIPAL CODE, RELATING TO PARKING, STOPPING AND STANDING OF RECREATIONAL VEHICLES; ESTABLISHMENT OF CITY RECREATIONAL VEHICLE PARKING PERMITS (LPMC 6.40.300)

BACKGROUND/DISCUSSION

On May 9, 2023, the City Council introduced Ordinance No. 23-982 amending Chapter 6.40 of Title 6 of the City of La Puente Municipal Code, relating to parking, stopping and standing of recreational vehicles; establishment of city recreational vehicle parking permits (LPMC 6.40.300).

At its meeting of May 9, 2023, the City Council directed staff to amend sub-section 6.40.360 to include Provision H: allowing for residents to park their Recreational Vehicles in front of their property for a maximum duration of five (5) hours for the purpose of cleaning, loading and other short-term needs, and Provision I: Temporary use of external power for the operation of medical devices or other extenuating circumstances at City Manager's discretion.

If adopted, the Ordinance No. 23-982 will take effect on June 22, 2023.

FISCAL IMPACT

The fiscal impact, by calculation, is approximately \$10 per RV Permit issuance (material and labor) fully recoverable by a permit issuance fee.

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 23-982 amending Chapter 6.40 of Title 6 of the La Puente Municipal Code, adding 6.40.300 LPMC regarding parking, stopping and standing of recreational vehicles; establishment of City recreational vehicle parking permits.

ATTACHMENTS

Attachment "A": Ordinance No. 23-982

**AMENDMENT NO. 3
TO THE PROFESSIONAL SERVICES AGREEMENT FOR
PROFESSIONAL SECURITY INSTALLATION SERVICES BETWEEN THE CITY
AND
SUPERIOR SECURITY SPECIALISTS, INC. DBA SUPERIOR ALARM SYSTEMS**

This Amendment No. 2 to the Professional Services Agreement for Professional Security Installation Services ("Agreement"), is made and entered into this 23th day of May, 2023, ("Effective Date") by and between the City of La Puente, a California municipal corporation ("City"), and Superior Security Specialists, Inc. dba Superior Alarm Systems, a California Corporation, ("Contractor"). The City and Superior Security Specialists, Inc. dba Superior Alarm Systems are hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, on July 29, 2021, the City and Contractor entered into the Agreement under which Contractor agreed to provide Professional Security Installation Services to the City; and

WHEREAS, on June 14, 2022, the City and Contractor entered into Amendment No. 1 to the Agreement under which Contractor agreed to add additional equipment to the existing equipment ; and

WHEREAS, on November 15, 2022, the City and Contractor entered into Amendment No. 2 to the Agreement under which Contractor agreed to add additional equipment to the existing equipment ; and

WHEREAS, the City wishes to add additional equipment to the existing equipment that was previously installed as part of the Agreement; and

WHEREAS, to allow Contractor to continue providing security installation services to the City, the City and Contractor desire to amend the scope of services of the Agreement, and increase the total compensation set forth in the Agreement; and

WHEREAS, for the reasons set forth herein, the Parties desire to enter into this Amendment No. 3 , and have agreed to amend Section 2 (Services) and Section 3 (Compensation) as set forth below.

AMENDMENT

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

Section 2, Services, is hereby amended to include additional service as described in Scope of Services attached hereto. All other provisions of Section 2 of the agreement remain in full force and effect.

The second sentence of Section 3, Compensation, is hereby amended to read in its entirety as follows:

Section 3. COMPENSATION Contractor shall be paid an amount not to exceed Forty Eight Thousand Five Hundred Dollars (\$48,500).

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 3 as of the Effective Date.

CITY OF LA PUENTE

SUPERIOR ALARM SYSTEMS

By: _____
Bob Lindsey, City Manager

By: Michael Belkowitz
Michael Belkowitz

Attest:

By: _____
Martha Torres, MPA, City Clerk

APPROVED AS TO FORM

By: _____
City Attorney

EXHIBIT A

SCOPE OF SERVICES



Proposal

Number: Q-15186 Rev 2

Date: 5/16/2023

PARK CAMERA ADDITIONS

	1200	Allstar Cable 060623A4-S1-0 CAT6E DIRECT BURIAL UV RATED Black 1000 ft Spool	\$1,260.00
	20	Axis Communications P1468-LE P14 Series 4K Outdoor Fixed Bullet IR WDR IP Camera, 6.2-12.9mm Varifocal Lens, White	\$20,980.00
	20	Axis Communications T91B47 T91B47 50-150MM POLE MOUNT INDOOR OUTDOOR IK10-RATED VANDAL	\$1,770.20
	20	Axis Communications TQ1602-E Conduit Back Box	\$2,918.40
	1	Freight and Handling Calculated cost for SAS shipping and handling costs.	\$552.34
Genetec	20	Genetec ADV-CAM-E-1Y Advantage technical support for 1 Omnicast Enterprise Camera software 1 Year	\$975.00
Genetec	20	Genetec GSC-Om-E-1C 1 Camera connection license	\$4,779.40
	1	Material Allowance LOT/ MISC Equipment	\$980.49

PARK CAMERA ADDITIONS Total

\$34,215.83

Project Summary

Taxable Equipment:	\$28,461.43
Non-Taxable Equipment:	\$5,754.40
Trip Charge:	\$300.00
Fuel Surcharge:	\$120.00
Programming Labor:	\$990.00
Technician Labor:	\$10,000.00
Sales Tax (10%):	\$2,846.14
Grand Total:	\$48,471.97

MB



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

SUBJECT: CONSIDERATION OF AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SUPERIOR SECURITY SPECIALISTS, INC. DBA SUPERIOR ALARM SYSTEMS FOR SECURITY CAMERAS AND SPEAKER SYSTEM AT LA PUENTE PARK IN THE AMOUNT OF \$48,500

BACKGROUND

At the City Council meeting of May 25, 2021, the City Council approved the use of funds from the American Rescue Plan Act of 2021. One of the items approved consists of the installation of security cameras and a speaker system at La Puente Park. This project will allow City staff to visually monitor activities at the Park from a central location and provide for the ability to verbally contact park patrons through the speaker system.

At the Council meeting of July 13, 2021, the City Council approved a professional services agreement with Superior Alarm Systems ("SAS") for security cameras and speaker system at La Puente Park in the amount of \$372,252.00.

At the City Council meeting of December 14, 2021, the City Council received notification that State Assemblymember Lisa Calderon was able to secure a Specified Grant from the California Department of Parks and Recreation for the security camera and speaker system at La Puente Park. Due to this grant, funding for this project was changed from American Rescue Plan to this Specified Grant.

At the City Council meeting of June 14, 2022, the City Council approved Amendment No. 1 to the Professional Services Agreement with Superior Alarm Systems to furnish and install six (6) new IP outdoor rated security cameras and associated cable and fiber runs at the La Puente Park, four (4) computers that will specifically used to monitor the park security cameras and speakers, and twenty-four (24) body worn cameras that will be worn by Community Service staff and Code Enforcement staff at La Puente Park.

At the City Council meeting of November 15, 2022, the City Council approved Amendment No. 2 to the Professional Services Agreement with Superior Alarm Systems to furnish and install eleven (11) new IP outdoor rated security cameras and associated cable and fiber runs at the La Puente Park.

DISCUSSION

City staff are recommending that the City Council approve an additional amendment to the professional services agreement with SAS to furnish twenty (20) new IP outdoor rated security cameras.

Of this amount, four (4) will be installed by SAS and the remainder can be installed by City of La Puente employees. Cameras will be located at various locations including Community Center, YLAC, Maintenance Yard, Snack Bar, and parking areas at both the park and City Hall.. All new cameras will be connected to the existing Genetec camera system, with the correct assigned lifetime licensing, via the switch located in the Maintenance building installed by SAS.

FISCAL IMPACT

Funding for this amendment to the project is provided through the American Rescue Plan Act funding. The quote provided by SAS totaled \$48,500. With a 10 percent (10%) amendment contingency of \$4,850.00, the total estimated cost would be \$53,350.00.

RECOMMENDATION

It is recommended that the City Council: (1) approve Amendment No. 3 to the Agreement with Superior Security Specialists, Inc., dba Superior Alarm Systems in the amount of \$48,500; (2) and authorize the City Manager to execute the Amendment and approve change orders up to 10% of the original bid amount on behalf of the City.

ATTACHMENTS

Attachment "A": Amendment No. 3 to the Professional Services Agreement

CITY OF LA PUENTE
Monthly Budget Report - April 2023
Statement of Revenues
83 % of the Fiscal Year Complete

	FY 2022-2023 BUDGET		FY 2022-2023 YTD ACTUAL	%	FY 2021-2022 BUDGET	FY 2021-2022 YTD ACTUAL	%
GENERAL FUND							
Property Tax	7,299,700		4,394,973	60.2%	6,865,300	4,158,625	60.6%
Sales Tax	3,742,000		2,355,684	63.0%	3,538,700	2,629,238	74.3%
Sales Tax - Measure LP	3,586,000		2,265,261	63.2%	3,013,000	2,393,676	79.4%
Other Taxes and Assesments	1,568,300		1,227,711	78.3%	1,483,600	1,305,106	88.0%
Licenses and Permits	530,400		685,053	129.2%	537,400	518,406	96.5%
Fines and Forfeitures	307,500		359,404	116.9%	272,500	316,267	116.1%
Use of Money	200,000		228,071	114.0%	190,000	204,286	107.5%
Intergovernmental	300,000		229,930	76.6%	546,000	379,913	69.6%
Charges for Services	622,900		674,135	108.2%	646,700	589,279	91.1%
Other	637,700		59,411	9.3%	437,100	13,266	3.0%
TOTAL GENERAL FUND	18,794,500	-	12,479,633	66.4%	17,530,300	12,508,061	71.4%
SPECIAL REVENUE FUNDS							
Gas Tax	1,162,900		731,174	62.9%	1,059,700	723,265	68.3%
RMRA (SB1)	916,800		560,460	61.1%	800,300	533,861	66.7%
Measure M	692,500		569,696	82.3%	580,600	594,763	102.4%
Measure R	611,400		550,874	90.1%	512,700	525,601	102.5%
Prop A Fund	1,033,500		914,763	88.5%	927,100	874,080	94.3%
Prop C Fund	819,200		734,741	89.7%	687,500	702,182	102.1%
AQMD	77,000		69,392	90.1%	77,000	25,355	32.9%
Miscellaneous Grants	5,046,600		5,007,564	99.2%	228,000	145,716	63.9%
Lighting & Landscape Maintenance District	920,300		820,532	89.2%	878,400	777,531	88.5%
CDBG	446,200		197,081	44.2%	477,600	334,513	70.0%
PEG Access	35,600		19,385	54.5%	35,600	20,292	57.0%
Supplemetal Law Enforcement Fund	160,000		165,271	103.3%	140,000	161,285	115.2%
American Rescue Plan Act Fund	4,738,200		4,738,200	100.0%	4,738,255	4,738,255	100.0%
Other Special Revenue	1,257,400		509,946	40.6%	1,716,800	409,416	23.8%
TOTAL SPECIAL REVENUE FUNDS	17,917,600		15,589,080	87.0%	12,859,555	10,566,114	82.2%
CAPITAL PROJECTS & DEBT SERVICE FUNDS							
Citywide Debt Service	743,800	-	0.0%		627,800	489,216	0.0%
2019A Debt Service	262,800	-	0.0%		263,600	59,319	0.0%
2018B Debt Service	235,400	-	0.0%		230,400	52,700	0.0%
Capital Projects	53,300	-	0.0%		53,500	3,812,143	7125.5%
Series 2019A Capital Project	-	-	0.0%		-	-	0.0%
Series 2019 B Capital Project	-	-	0.0%		-	-	0.0%
TOTAL CAP. PROJ. & DEBT SERVICE FUNDS	1,295,300	-	-	0%	1,175,300	4,413,378	375.5%
SUCCESSOR AGENCY							
Successor Agency to the LPCDC	677,300		70,989	10.5%	601,000	73,809	12.3%
PROPRIETARY FUNDS							
Sewer Construction/Maintenance Fund	1,461,000		1,154,979	79.1%	1,375,000	1,136,126	82.6%
Equipment Replacement Fund	188,000		251,947	134.0%	161,000	240,713	149.5%
Vehicle Maintenance & Replacement Fund	420,000		347,541	82.7%	188,200	396,380	210.6%
TOTAL REVENUES	40,753,700		29,894,167	73.4%	33,890,355	29,334,582	86.6%

CITY OF LA PUENTE
Monthly Budget Report - April 2023
Statement of Operating Expenditures
83 % of the Fiscal Year Complete

	FY 2022-2023 BUDGET	FY 2022-2023 YTD ACTUAL	%	FY 2021-2022 BUDGET	FY 2021-2022 YTD ACTUAL	%
GENERAL FUND						
General Government	1,699,000	1,207,079	71.0%	1,422,800	1,322,962	93.0%
Administrative Services	1,580,900	1,482,879	93.8%	1,586,400	1,116,517	70.4%
General Services	249,800	194,433	77.8%	247,300	181,841	73.5%
Public Safety	10,278,100	5,954,631	57.9%	9,973,000	5,729,865	57.5%
Development Services	2,219,000	2,069,738	93.3%	1,895,000	1,824,338	96.3%
Community Services	1,943,400	1,569,645	80.8%	1,772,900	1,274,293	71.9%
Transfers	824,300	-	0.0%	692,900	654,343	94.4%
TOTAL GENERAL FUND	18,794,500	12,478,405	66.4%	17,590,300	12,104,159	68.8%
SPECIAL REVENUE FUNDS						
Gas Tax	1,158,400	830,679	71.7%	1,023,200	853,291	83.4%
RMRA/SB1	25,400	18,965	74.7%	23,100	17,526	75.9%
Measure M	486,500	134,712	27.7%	472,200	180,279	38.2%
Measure R	509,700	122,254	24.0%	489,800	241,869	49.4%
Prop A	1,362,500	801,937	58.9%	896,800	587,179	65.5%
Prop C	77,500	47,117	60.8%	68,700	72,886	106.1%
AQMD	151,700	124	0.1%	121,100	14,528	12.0%
Lighting & Landscape Maintenance District	942,700	779,245	82.7%	928,200	665,802	71.7%
CDBG	445,600	218,393	49.0%	477,600	349,039	73.1%
CDBG CARES Fund	-	-	0.0%	-	-	0.0%
State CARES Act Fund	-	-	0.0%	-	22,851	0.0%
Supplemental Law Enforcement Fund	160,000	50,500	31.6%	140,000	37,910	0.0%
PEG Access	28,000	19,942	71.2%	92,500	87,613	94.7%
American Rescue Plan Act Fund	3,900,700	1,727,874	44.3%	3,413,200	1,239,611	0.0%
Other Special Revenue	286,200	213,795	74.7%	333,200	50,841	15.3%
TOTAL SPECIAL REVENUE FUNDS	9,534,900	4,965,538	52.1%	8,479,600	4,421,226	52.1%
CAPITAL PROJECTS & DEBT SERVICE FUNDS						
Citywide Debt Service Fund	743,800	743,801	100.0%	642,100	627,765	0.0%
Capital Projects	53,500	53,287	99.6%	53,500	97,151	181.6%
Series 2019A Debt Service	262,800	56,419	19.1%	263,600	59,319	0.0%
Series 2019 B Debt Service	235,400	50,200	21.3%	230,400	52,700	0.0%
TOTAL CAP. PROJ. & DEBT SERVICE FUNDS	1,295,500	903,707	69.8%	1,189,600	836,935	70.4%
SUCCESSOR AGENCY						
Successor Agency to the LPCDC	1,066,400	485,654	45.5%	1,004,800	412,055	41.0%
PROPRIETARY FUNDS						
Sewer Construction/Maintenance Fund	1,369,300	269,375	19.7%	1,623,400	183,837	11.3%
Equipment Replacement Fund	187,000	276,856	148.1%	161,000	210,065	130.5%
Vehicle Maintenance & Replacement Fund	420,000	318,983	75.9%	352,200	328,990	93.4%
TOTAL OPERATING EXPENDITURES	32,667,600	19,698,518	60.3%	30,400,900	18,497,267	60.8%



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

By: Troy O. Grunklee, CPA, Director of Administrative Services
Alex Merkel Medina, Finance Manager

SUBJECT: PRESENTATION OF APRIL 2023 BUDGET REPORT

BACKGROUND

The City Council adopted the Fiscal Year 2022-2023 Budget and Capital Improvement Program on May 16, 2022. The attached report examines fiscal activity taking place during the month of April 2023 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 the end of April 2023, eighty-three (83) percent of the fiscal year has elapsed.

REVENUES

In the General Fund, revenues show a slight decrease of \$28,400 year-over-year. This is largely due to a slowing in *Sales and Use Tax* and *Measure LP* revenues, with year-to-date collections of approximately 63% each, in contrast to 74% and 79%, respectively, in April 2022.

Other General Fund revenues display a strong trajectory. *Property Tax*, the largest overall revenue source for the fund, has realized \$4.39 million in revenue to date, an increase of \$236,348 over this time last fiscal year. *Licenses and Permits*, *Fines and Forfeitures*, *Use of Money*, and *Charges for Services* all post results in excess of 100% of budget at this time.

EXPENDITURES

In aggregate of all funds, operating expenditures to date have reached 60% of budgeted appropriations. This is exactly the same as the figure presented in April 2022. In the General Fund, realized expenditures are 66% (in comparison to 68% at this time last fiscal year), indicating that expenses patterns are relatively stable across fiscal periods.

RECOMMENDATION

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

ATTACHMENTS

Attachment “A”: Monthly Budget Report – April 2023

RESOLUTION NO. 23-5800

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, APPROVING THE CITY'S BUSINESS
START-UP GRANT PROGRAM UTILIZING AMERICAN
RESCUE PLAN ACT FUNDS**

WHEREAS, in Fiscal Year 2021-2022, the Business Assistance Grant program utilized \$415,000 of American Rescue Plan Act ("ARPA") funds to award eighty-three (83) business assistance grants from existing businesses in La Puente; and

WHEREAS, on May 16, 2022, the City Council adopted the Fiscal Year 2022-2023 budget that programmed \$400,000 of ARPA funds to continue the Business Assistance Grant program; and

WHEREAS, the Business Assistance Grant has successfully assisted many businesses throughout the City, resulting in a successful program saturation rate; and

WHEREAS, the City has identified a new business sector appropriate for assistance which targets new business start-ups in the City; and

WHEREAS, the City has developed a Business Start-up Grant Program to foster and encourage continued economic growth and development in the City by attracting new businesses to La Puente, consistent with the goals of ARPA; and

WHEREAS, the City's Business Start-Up Grant Program guidelines have been prepared in a manner consistent with all applicable laws.

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

1. The above recitals are true and correct and are incorporated herein by reference.
2. The City Council approves the Business Start-Up Grant Program and accompanying program guidelines attached hereto and incorporated herein by reference, as Exhibit A.
3. That the City Council hereby directs City Staff to implement the Business Start-Up Grant Program in compliance with American Rescue Plan Act.
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.

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 23rd day of May, 2023, by the following vote:

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

Charlie Klinakis, Mayor

ATTEST:

Martha Torres, MPA, City Clerk

Exhibit A



CITY OF LA PUENTE AMERICAN RESCUE PLAN ACT COVID-19 (ARPA-CV) LOCAL BUSINESS START-UP GRANT PROGRAM GUIDELINES

The City of La Puente has received funding through the Department of the Treasury through the American Rescue Plan Act (ARPA), to prevent, prepare for, and respond to the COVID-19 pandemic.

The City of La Puente's ARPA-CV Business Start-Up Grant Program will provide one-time grants of up to \$10,000 to eligible City of La Puente businesses whose start-up efforts have been impacted or delayed by the Corona Virus COVID-19 pandemic. This grant will encourage continued economic development in the City of La Puente, which is consistent with the ARPA goals as a response to the COVID-19 pandemic.

These funds will assist qualified new local start-up businesses with less than 20 employees to cover essential operating expenses and capital costs such as tenant improvements, rent, utilities, insurance, payroll costs, and accounts payable.

Application Information:

The Business Start-Up Grant Program (“Program”) is available to new businesses interested in establishing a place of business in the City of La Puente. The following are the application requirements.

Certification form(s) and detailed Business Information will be completed by the business owner(s) as included below:

- Active City of La Puente Business License (or in process to obtain)
- Government Issued Identity Document (i.e., CA I.D., Passport, etc.)
- Identifications of all associates and/or partners
- Articles of Incorporation (if applicable)
- Business Plan
- Certification of Business Annual Income
- Current Income Taxes (if applicable)
- Description of type of business service
- Description of use of the funds
- Fictitious Business Name Filing
- List of employee positions, whether they are full or part-time
- Owner contact information
- Professional License(s) (if applicable)
- UEI Confirmation Number from SAM.gov
- W-9 Form

Program Funding:

Grants will be issued based on the demonstrated need of the business up to a maximum of \$10,000 per business. Grants are a one-time award to a specific business entity.

Eligible Business Assistance: Assistance will be in the form of a check payment issued to the Business Name. Grant funds are eligible to be used as follows:

- Monthly commercial rent or loan payment; and/or
- Utility Payments; and/or
- Vendor Payments; and/or
- Insurance, workers compensation, etc. and/or
- Employee Payroll; and/or
- Tenant improvements and equipment purchases

Eligible Businesses/Applicants: Business applicants must be within the City of La Puente Jurisdiction and meet the following eligibility criteria:

- New Small Businesses with under 20 full-time equivalent employees.
- Must occupy a physical location in a building (brick and mortar) within the City of La Puente.

- Must be in business within the City of not more than one (1) year.
- The business must comply with the City's zoning and land-use regulations and be located within the C1, C2, CM, DBD-SP Mixed-Use and Business Park zones.
- Businesses that have had an open/active code enforcement case within the last six (6) months, including code enforcement cases due to a lack of business license will be disqualified.
- Business relocations are eligible only when relocating within the City boundaries.
- Must be a "new" business at a location that was not previously occupied by the same use under different ownership. The Development Services Department may consider exceptions to this eligibility requirement, especially for instances involving business relocation from within the City boundaries.
- Must possess a current City business license at the time the application is submitted to the City. If a Business License application is in process, see "**Staff Review**" section for instructions.
- A business with an active business license that has been in effect for **more** than twelve (12) months shall not qualify.
- Tax Exempt/Non-Profit Business Entities are not eligible.
- Must have or obtain a Unique Entity Identification (UEI) number by registering your organization in the Sam.gov portal. The instructions will be included with each application. The instructions will describe how to obtain the UEI number **free** of charge.

Business Types: Business types may include, but are not limited to the following:

- Restaurants, coffee shops, bakeries, etc.
- Salons, barbers, and other grooming businesses
- Retail and Commercial stores (such as consumer goods, electronics and appliances, health and sporting goods, furniture, clothing and shoes, kitchen equipment, books and entertainment stores, music, and audio/visual equipment, etc.)

Disqualifying Criteria: Any of the following events or actions will disqualify the owner of a business from being considered for grant funding:

- Business is not within the City of La Puente
- Business has been in operation for more than 12 months
- Has current open, or recent, City of La Puente Code Enforcement Violations

All the above criteria are important, and the absence of anyone may be sufficient to deny a Grant request.

Evaluation Criteria:

The Program applications will be reviewed based on the following criteria, specified by the American Rescue Plan Act and the Department of the Treasury:

1. **Planned Use of Funds:** The business will identify planned use of program funds and ways to keep the business successfully running after the Grant has been expended. This will identify how the business will spend the requested Grant funds and ensure business sustainability.
2. **Location:** Limited to businesses paying commercial rent and/or loan payments for the property operating out of a storefront “brick and motor” location in a commercial area of the City.
3. **Economic Stimulus:** Preference will be given to businesses that have **not** been able to receive economic assistance from any other federal, state, county or City programs, such as the Paycheck Protection Program.

Applicant Intake Process: Applications will be accepted on a rolling basis. Grants will be awarded to qualified applicants on a “first come, first served” basis until funds are expended, but not later than one (1) year from Program implementation.

Applications will be made available on the City’s website or emailed or mailed upon request. Applicants will attach the completed application, and all supporting documentation requested on the application and sent to businessgrant@lapuente.org

The application will ask for proof of current commercial lease, or property ownership, a W-9 form, and information about the number of employees of the business. This application also requests a short narrative describing how the Grant funds will be used.

The applicant will also need to provide a statement of self-certification stating that they own a small business and have 20 or less full-time equivalent employees. These can be found in **Form A**, **Form A1**, and **Form A2** of the application.

A checklist is included in the application packet to ensure the applicant submits all required information and documentation, and to assist City Staff in reviewing the submitted application.

Staff Review: The Program will be administered under the City’s Development Services Department. City Staff will create an applicant tracking log to centralize information such as follow-up correspondences, determination of application (qualified/disqualified), application status, status of signed agreements, invoices submitted, checks issued, and follow-up documentation

required or received.

***If in the process to obtain a Business License:** Prospective businesses without a current business license will be reviewed on a case-by-case basis. Said proposed businesses will be subject to additional documentation and justification including, but not limited to evidence of demonstrable and significant efforts taken to establish the business, a detailed business plan, and other effectuated and binding contracts/agreements such as executed lease agreements and business loans.

All applications are subject to final approval at the discretion of the Development Services Director.

Grant Distribution: A Grant Agreement will be used to commit the City and the applicant to certain conditions as a requirement in exchange for the Grant funding. The agreement will clearly identify eligible and ineligible uses. Ineligible uses would include acquisition of real property and new construction.

Qualified applicants will receive their grant funding in the form of a check issued by the City of La Puente paid to the business owner upon the completion of a Grant Agreement.

As part of the Grant Agreement, businesses shall be required to provide documentation of how the Grant funds have been used. This could be provided in the form of canceled checks, receipts, and/or a bank statement highlighting the uses of the funds.



City of La Puente AGENDA REPORT

To: Mayor and City Council For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director
Abraham Tellez, Senior Planner
Gisel Rubio, Rehabilitation Grant Specialist

SUBJECT: CONSIDERATION OF A RESOLUTION ADOPTING PROGRAM
GUIDELINES FOR A BUSINESS START-UP GRANT PROGRAM

BACKGROUND

In the prior fiscal year, the Business Assistance Grant Program (“Business Grant”) utilized \$415,000 of American Rescue Plan Act (“ARPA”) funds to provide \$5,000 grants to 83 eligible La Puente businesses. As a result of this successful program, at the meeting of May 16, 2022, the City Council programmed an additional \$400,000 for this program as part of the adopted Fiscal Year 2022-2023 annual budget. Of the \$400,000 budgeted, the Business Grant has funded an additional 25 business grants thus far this fiscal year totaling \$125,000. With a total of 108 business grants now funded through the Program, Staff has recognized the need to focus funds towards new businesses wishing to locate in the City, newly arrived businesses, or existing businesses wanting to stay in the City and relocate to another location.

Therefore, Staff is requesting City Council’s consideration and approval of a new business grant program that builds upon the success of the current program; but targets new business “start-ups” or relocations within the City. The new Business Start-up Grant Program (“Business Start-up Grant”) is intended to attract new businesses to the City as well as encourage existing businesses to relocate in the City to bigger or expanded facilities.

DISCUSSION

Staff has been working on preparing the Program Guidelines which sets forth the parameters of the program which are attached as Exhibit A to the Resolution. In developing the Program, Staff considered what other cities were offering their business community and found that a business development or start-up grant program is not very common in the area. With the knowledge and experience gained from implementing the Business Grant, Staff has designed a program that can be easily administered and delivered to assist new businesses who have recently arrived to the City or those wishing to open their doors in La Puente.

The City's Business Start-up Grant will provide one-time grants of up to \$10,000 to eligible La Puente start-up businesses with the intent to support the continued local economic recovery and build interest to do business in La Puente. The Business Start-up Grant will utilize \$180,000 to fund up to 18 Business Start-up Grants. Approximately \$25,000 from the original Business Grant remains available to assist La Puente businesses who have not yet been assisted through the program.

The Business Start-up Grant will assist qualified businesses with less than 20 employees to cover tenant or building upgrades and essential operating expenses such as rent, utilities, accounts payable, insurance costs, payroll costs, principal and interest on business start-up loans, etc. Eligibility requirements will ensure that funds are distributed to businesses that serve the local population and that will benefit the local economy. For example, eligible businesses must have a "brick and mortar" location in a commercial zone of the City, must have a current business license (or in the process to obtain one), cannot be just a change of ownership, and cannot be older than one (1) year in business in the City. Application requirements will further ensure that eligible businesses intend on remaining in operation for a minimum of one (1) year from the date of receiving the grant. Upon application submittal, applicants will be required to provide signed grant agreement documents, which may also include additional documentation to demonstrate business viability and sustainability, such as a business plan and/or documentation related to receiving a commercial business loan from a financial institution.

The Business Start-up Grant program will be administered until all designated funds for the program have been exhausted. The Program will cease once all funds have been exhausted, but no later than one (1) year following the implementation of the Program.

FISCAL IMPACT

The Business Start-up Grant program will utilize \$180,000 of available funds from the ARPA Special Revenue Fund Allocation.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 23-5800 approving the City's Business Start-Up Grant Program.

ATTACHMENTS

Attachment "A": Resolution No. 23-5800

RESOLUTION NO. 16-5307

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA, RESCINDING
RESOLUTION 12-5032 AND ADOPTING A TRAVEL
EXPENSE REIMBURSEMENT POLICY**

WHEREAS, on August 14, 2012, the City Council adopted Resolution 12-5032, which established the parameters for the reimbursement of expenses for City Council Members, Members of Boards and Commissions, and City employees; and

WHEREAS, the City Council now desires to rescind Resolution 12-5032 in order to make changes to the policy established by said resolution; and

WHEREAS, the City Council now desires to establish a Travel Expense Reimbursement Policy.

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

SECTION 1. The City Council hereby rescinds Resolution 12-5032.

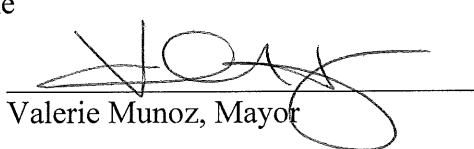
SECTION 2. The City Council hereby approves and adopts City Council Policy CC-2.1, Travel Expense Reimbursement (Exhibit "A") which is attached hereto and incorporated herein by reference.

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

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

PASSED, APPROVED AND ADOPTED this 27th day of September, 2016, by the following vote:

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


Valerie Munoz, Mayor

ATTEST:


Sheryl Garcia, Chief Deputy City Clerk



CITY COUNCIL POLICY

NUMBER:

CC-2.1

SUBJECT:

TRAVEL EXPENSE REIMBURSEMENT

PAGE:

1 of 12

RESOLUTION NO: 16-5307

SUPERSEDES: Resolution No. 12-5032 (Approved August 14, 2012)

APPROVED: September 27, 2016

EFFECTIVE DATE: September 27, 2016

1.0 PURPOSE

The purpose of this travel expense reimbursement policy ("Policy") is to ensure that the reimbursement of expenses incurred by members of the City of La Puente's ("City") legislative bodies and City employees complies with the California Government Code, specifically Assembly Bill 1234, (Government Code Section, 53232.2 *et seq.*).

2.0 APPLICATION OF POLICY

Members of a legislative body and City employees may be reimbursed for actual and necessary expenses incurred in the performance of official duties only as provided in this Policy.

3.0 DEFINITIONS

The following definition shall apply to this Policy:

- 3.1** "Legislative body" means the City Council, Successor Agency, Planning Commission and any other committee, board or commission created by resolution or ordinance adopted by the City Council.
- 3.2** "Local travel" means traveling to any location less than 50 miles, one-way, from City Hall to perform official duties for the City.
- 3.3** "Non-local travel" means traveling to any location greater than 50 miles one-way from City Hall to perform official duties for the City.
- 3.4** "Traveler" means a member of a legislative body or City employee who incurs expenses in the performance of official duties.

4.0 GENERAL PROVISIONS

All Travelers shall, to the extent practicable and feasible, travel by the most economical means. To ensure that Travelers are able to travel when necessary to accomplish City business, City funds must be expended in the most economical and efficient way possible. Every effort shall be made to have City staff make all travel arrangements, including transportation and lodging for Travelers at least 30 days in advance of travel dates.

CITY OF LA PUENTE	<u>SUBJECT:</u> TRAVEL EXPENSE REIMBURSEMENT	<u>NUMBER:</u> CC-2.1	<u>PAGE:</u> 2 of 12
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4.1 City Council Annual Expense Budgets

On an annual basis, through the City's budget process, the Conference & Meetings budget within the City Council departmental budget shall be approved by the City Council. Each Councilmember will be allocated one-fifth (1/5) of the total appropriated amount to be used for travel, conferences, and meetings expenses set forth herein and in Sections 4.2 and 4.3 of this Policy. These funds will be referred to as the Travel Budget. Once the budget is approved for a particular fiscal year, each Councilmember may incur expenses for authorized categories of expenses and activities, as specified in this Policy, up to the individual budgeted amount.

A Councilmember may not authorize the use of his/her unused Travel Budget for use by another Councilmember. A Councilmember's individual budget is restricted for travel, conferences, and meetings expenses only and shall not be used for other expenditures.

Example: In the City Council department budget, the approved budgeted amount in the Conference & Meetings line item is \$5,000. Within the total budgeted amount in the Conference & Meetings line item, each councilmember would be authorized to expend the following:

Mayor	\$1,000
Mayor Pro Tem	\$1,000
Councilmember	\$1,000
Councilmember	\$1,000
Councilmember	\$1,000

4.2 Types Of Occurrences That Qualify For Reimbursement

Travelers may only be reimbursed for actual and necessary expenses incurred in the performance of official duties, including: (a) attending conferences; (b) attending organized educational activities; (c) participating in regional, state, and national organizations whose activities affect the City's interests; and (d) such other City business.

4.3 Travel For Other Agencies

Members of a legislative body may only be reimbursed for all actual and necessary expenses incurred when traveling on official business as ex officio members of another public agency or body to which the City is a member, if the other agency does not provide travel reimbursement.

CITY OF LA PUENTE	<u>SUBJECT:</u> TRAVEL EXPENSE REIMBURSEMENT	<u>NUMBER:</u> CC-2.1	<u>PAGE:</u> 3 of 12
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4.4 Types Of Expenses That Do Not Qualify For Reimbursement

1. Alcoholic beverage(s)
2. Spouse or family meals
3. Transportation to and from meals when conference meals are provided or when business purposes are not clearly stated
4. Entertainment expenses (i.e. movie rental fees, theater tickets, etc.)
5. Fines for parking citations
6. Laundry or dry cleaning
7. Replacement fees for lost keys
8. Fees assessed for damage to lodging premises
9. Charitable contributions
10. Contributions for political purposes
11. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline
12. Personal losses incurred while on City business
13. Late checkout fees
14. Valet Parking

This list is not all inclusive; the City Manager shall have the authority to determine whether an expense qualifies for reimbursement.

4.5 Arranging Travel

Travelers shall submit a signed City travel agreement (Attachment 1) to the City Manager at the time travel is requested.

If the City Manager is requesting travel for him/herself, he/she shall submit his/her travel agreement to the City Council via memorandum at least two weeks prior to the City Manager's travel dates.

Once the travel agreement has been submitted in accordance with this section, the traveler will be authorized to begin making travel arrangements. Failure to sign the travel agreement will result in the Traveler being ineligible to travel at the City's expense.

City Council traveling to a conference or meeting will make their own arrangements and will be reimbursed up to the amount budgeted for all eligible costs associated with the meeting/conference upon the presentation of a City approved expense report (Attachment 2). Conference registration can be made by City staff for the Councilmember using the City credit card. All other costs associated with attending the conference will be made on a reimbursement basis.

CITY OF LA PUENTE	<u>SUBJECT:</u> TRAVEL EXPENSE REIMBURSEMENT	<u>NUMBER:</u> CC-2.1	<u>PAGE:</u> 4 of 12
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City staff may make arrangements for travel using the City credit card for registration, travel, and lodging in compliance with Section 4.0 General Provisions of this document. All other expenses for meals, parking, telephone/internet/fax, taxi, etc. will be paid by the traveler and reimbursed upon completion of a City approved expense report, (Attachment 2).

4.6 Reimbursable Expenses

4.6.1 Transportation

Cost Comparison to Determine Mode of Transportation. In instances when the Traveler arranges for his/her own transportation and lodging, he/she shall research his/her travel options, and make the best effort to choose the least expensive mode of travel. Airlines, hotels, and rental car companies often make special rates available to state, federal, and local governments. These rates are presumed to be the most economical and reasonable rates for the purposes of this Policy. Those booking travel should consult available resources, such as www.dgs.ca.gov/travel, to determine the applicable government rates.

Air Travel. Air travel reservations shall be purchased at the most economical and reasonable fare consistent with the Traveler's scheduling needs. Staff shall make every effort to book non-stop or one-stop flights. Airfare that is equal or less than what is available through the State Travel Program offered through the State of California, (www.dgs.ca.gov/travel) is presumed to be the most economical and reasonable for purposes of reimbursement under this Policy. In the event that government rates are not available at a given time or for a specific flight, airfare that does not exceed the median retail price for flights listed on travel websites shall be considered reasonable. Only coach class travel is eligible for reimbursement, and any travel class upgrades, i.e., coach to business class, are not reimbursable. Fees for up to two (2) checked bags and one (1) carry-on item per flight are reimbursable.

Personal Vehicle Travel and Car Allowance. A City vehicle shall be used when traveling to a conference or essential City business that is within reasonable driving distance. If a City vehicle cannot be made available, the use of a private vehicle may be authorized by the City Manager. If a personal vehicle is used, Travelers shall be responsible for procuring and maintaining automobile liability insurance for their personal vehicles, and shall provide written evidence of such to the City Manager prior to travel. The City will reimburse the Traveler at the then applicable standard annual Internal Revenue Service Mileage Rate. Travel shall be measured from the shorter of the member of the legislative

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body's/employee's home, or City Hall to the destination point of official business.

Travelers will only be reimbursed for drives to and from places essential to the trip, including hotels, conferences, airports, or railroad stations. When meals are not included as part of the conference registration or event, travel to meals is reimbursable. Trips considered personal in nature, such as traveling to entertainment, will not be reimbursed. The total reimbursement amount for vehicular travel shall not exceed the sum of round trip coach travel between a local airport and the destination point of official business, and the cost of roundtrip transportation to and from the respective airport.

Councilmembers are allowed a monthly car allowance. If a Councilmember accepts the allowance, then that member shall not be reimbursed for any personal vehicle use or be entitled to use a City vehicle, except when traveling a distance greater than 200 miles round trip or 100 miles one way, from City Hall. The City will reimburse the Councilmember at the then applicable standard annual Internal Revenue Service Mileage Rate, in accordance with the provisions of this Policy.

Car Rental Reimbursement. Car rental reimbursement is only allowed after traveling by air, train, or bus. Rental rates that are equal or less than those available through the State Travel Program (www.dgs.ca.gov/travel) shall be considered the most economical and reasonable for purposes of reimbursement under this Policy. Vehicle fuel will only be reimbursed for the essential legs of the trips, as described in this Policy. Car rental insurance may be reimbursed at the lowest available rate.

Local Transportation. Every effort shall be made by Travelers to use the most practical mode of local transportation. The use of a taxi, bus, shuttle, or rail is only reimbursable for fares to and from places essential to the trip, such as hotels, conferences, airports, or railroad stations. When meals are not included as part of the conference registration or event, travel to meals is reimbursable.

All local transportation expenses must be accompanied by an itemized receipt in order to be considered a reimbursable expense. Beginning and ending locations must be clearly stated on the Expense Reimbursement Form. Any gratuity (up to a 15% maximum) may be included when submitting for reimbursement.

Taxi fares are eligible for reimbursement provided that such transportation is the most economical, practical and efficient mode of

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transportation available under the circumstances. To qualify for reimbursement, the starting and ending locations, and gratuity not to exceed 15% percent of the total fare, must be clearly noted on the receipt.

Rail fares are eligible for reimbursement provided that such transportation is the most economical, practical and efficient mode of transportation available under the circumstances.

Shuttle/Bus fares are eligible for reimbursement provided that such transportation is the most economical, practical and efficient mode of transportation available under the circumstances.

Airport Parking. Long-term parking shall be used for travel exceeding 24-hours. If departure is from Los Angeles International Airport, parking reimbursement will not exceed the daily rate of the least expensive parking lot operated by the Los Angeles World Airports.

4.6.2 Meals

Meals in Conjunction with Travel. Travelers may be reimbursed for meals consumed in conjunction with travel on essential business. Meal expenses shall be reimbursed at the following maximum rates:

Breakfast	\$15.00	5:00 a.m. to 10:00 a.m.
Lunch	\$25.00	10:01 a.m. to 3:00 p.m.
Dinner	\$40.00	3:01 p.m. to 4:59 a.m.
Snacks	\$10.00	Anytime

All meal rates include gratuity, which must not exceed 15 percent. When conference meals are included, outside meals are not authorized for reimbursement (i.e. if a conference provides lunch, lunch reimbursement will not be permitted). All meal receipts must be itemized, and shall be submitted with the Forms. Any amount spent over \$90 per day is not reimbursable, and unused meal funds cannot be carried over to other meal periods.

Meals for spouses, family members, and other third parties shall not be reimbursed.

4.6.3 Lodging

Travelers may be reimbursed for lodging expenses if their trip satisfies *BOTH* of the following criteria:

- a. The Traveler must be on official City business

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- b. The destination of the official business is more than 50 miles from City Hall or home (whichever is closer)

Reimbursement for lodging shall be limited to the number of days of the official business. Every effort shall be made by the Traveler to arrive on the first day of official business, but if the business begins earlier than 9:00 A.M. and arriving on the first day is not practical, then the Traveler may also be reimbursed for lodging one night prior to the start of the conference. If the business ends after 12 P.M., then the Traveler is allowed an additional night of lodging. Travelers shall not be reimbursed for lodging after the end of the conference.

If lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question, if such rates are available at the time of booking. Every effort shall be made to reserve lodging prior to expiration of any discounted registration that may be available through the conference.

If the group rate is not available, City Staff/Travelers shall request government lodging rates. A listing of hotels offering government rates in different areas is available at www.govrooms.com. Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on hotel websites or an equivalent service shall be considered reasonable. Any additional nights a Traveler wishes to stay at or near the place of official business shall be paid solely by the Traveler, and are not reimbursable.

4.6.4 Incidental Expense Reimbursement

Travelers may only be reimbursed for actual and necessary incidental expenses incurred in connection with travel to official business, or other performance of essential duties. Incidental expenses include: telephone calls of short duration, baggage handling, tolls, minor gratuities, or other minor unforeseen expenses incurred by the Traveler relating to essential City business. Reimbursement for incidental expenses shall not exceed \$15.00 daily.

Items such as books, magazines, newspapers, gifts, gambling, alcohol, tobacco, personal hygiene items, charges for in-flight service, valet parking, and other such incidental expenses are not reimbursable.

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Additionally, on non-local trips, Travelers shall be reimbursed for internet access connection and/or usage fees away from home, not to exceed \$15 per day if internet access is necessary for City-related business.

4.7 Cancellations And Failure To Show

Travelers shall reimburse the City for any and all non-refundable fees charged as a result of the Traveler's cancellation and/or failure to show, except in the case of a serious illness, family emergency (i.e. serious accident, illness, injury or death), or City-related business emergency.

4.8 Report To Legislative Body

Members of a legislative body shall provide brief reports on meetings attended at the expense of the City at the next regular meeting of the legislative body following the event for which reimbursement is sought. Reports may be made orally or in writing. If more than one member of a legislative body attends the event, a report from each of the members is required.

4.9 Expense Reimbursement Claim and Submission

A Traveler must sign and submit the City travel agreement in accordance with this Policy at the time travel is requested. Failure to sign the travel agreement will result in the Traveler becoming ineligible to travel or receive reimbursement for that particular trip. Claims for reimbursement of authorized expenses must be submitted on the approved City Expense Report form(s) ("Form(s)") within ten (10) business days of the Traveler's return.

The following is the protocol for submitting a reimbursement claim:

4.9.1 Claim Preparation

- a. Original receipts and copies of conference schedules will be required to substantiate *ALL* expenses. No reimbursement will be granted without an itemized receipt.
- b. The Form(s) must be typed or legibly written in blue or black ink.
- c. Itemized receipts are to be affixed to a sheet of plain white paper in the date order received (multiple sheets may be required).
- d. Staff will not assist in the preparation of the Form(s).
- e. It is the Traveler's responsibility to ensure he/she receives a time-stamped copy of his/her submitted material.

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4.9.2 Claim Submission

- a. Travelers shall complete and submit all Form(s) to the City Manager or his/her designee within ten (10) business days of return. Upon receiving the Form(s), the City Manager or his/her designee shall conduct a cursory review to ensure there are no incomplete Form(s) or missing receipts. If the Form(s) are not complete, the City Manager or his/her designee shall not accept the Form(s). In the event that the Traveler turns in the Form(s) after the 10 day period, the City Manager shall deny the Traveler's reimbursement, and shall notify the Traveler of said denial in writing, within five business days.
- b. If the Form(s) are complete, the City Manager or his/her designee will time stamp the Form(s) and provide a copy to the Traveler as proof of submission.
- c. After determining that the Form(s) are complete, the City Manager or his/her designee will provide the original Form(s) to the Finance Manager for review.
- d. The Finance Manager, or his/her designee, shall, within 30 days of receipt, make a determination as to whether all claimed expenses are in compliance with this Policy.
- e. If the Finance Manager or his/her designee determines that any claimed expenses are not in compliance with this Policy, he/she will notify the Traveler in writing. The Traveler will then have 10 business days to correct any discrepancies, and submit revised Form(s) to the City Manager. In the event that the Traveler fails to provide corrected information within 10 business days, the City Manager shall deny the Traveler's reimbursement for those items in dispute, and shall notify the Traveler of said denial in writing, within five business days.
- f. After a determination has been made by the Finance Manager, the Form(s) shall then be submitted to the City Manager for final review and approval.
- g. In the case of City Manager travel, he/she shall include his/her Form(s) as a Consent Calendar item of the first available City Council meeting.
- h. After final approval, the Form(s) shall be returned to the Finance Manager for issuance of a reimbursement check.

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4.10 Credit Card Use

No City credit cards will be issued to Travelers. A single credit card for travel will be used by City staff for conference registration, transportation and lodging arrangements.

Members of a Legislative Body shall have the option to have staff pay for conference registrations using the City credit card. All costs for transportation, hotel accommodations meals, parking, internet, and all other incidentals will be paid for by the traveler and reimbursed by the City upon submission of an approved Expense Reimbursement Report. (See Attachment 2).

4.11 Amounts Owed to City

If it is determined that an amount is owed to the City, the City Manager shall notify the Traveler in writing via certified mail, and the Traveler shall have five (5) business days from the date of the notice to reimburse the City. If the Traveler does not remit payment within five (5) business days of the notice, the City Manager may take the item to Small Claims Court and shall notify the City Council of the violation by memorandum.

4.12 Policy Violations and Enforcement

The following process will be used to address the misuse of public resources or falsification of Forms in violation of this Policy:

- a. The City Manager makes the final determination on whether a Traveler's claimed expenses comply with this Policy.
- b. If a Traveler has violated this Policy, the Traveler shall lose travel and reimbursement privileges until the violation has been cured.
- c. In addition to any other penalties set forth in this Policy, if a Traveler violates this Policy, the following other penalties may occur:
 1. Loss of reimbursement privileges
 2. A demand for restitution to the City
 3. Civil penalties of up to \$1,000.00 per day and three times the value of the resources used; and/or prosecution for misuse of public resources
 4. Recommendation for the removal from an appointed commission or board
 5. Discipline of City employees, up to and including termination
 6. Any other remedy available by law

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4.13 Appeal Process

Any appeal of a determination made by the City Manager shall be heard by an independent mediator. The process to file an appeal is as follows:

- a. A Traveler has ten calendar days from the date of a written determination from the City Manager, to appeal said determination.
- b. The request for an appeal must be in writing and submitted to the City Manager.
- c. The Traveler shall be notified in writing, of the time, date and location of the appeal hearing. Said notice shall be mailed to the Traveler no later than five (5) business days prior to the date of the hearing. Unless agreed to by the City and the Traveler, the appeal hearing shall be scheduled no later than 30 days from the date the appeal was received.
- d. The mediator shall be selected from the membership of the Southern California Mediation Association and shall be agreed to by the City Manager and Traveler.
- e. The decision by the mediator shall be considered final.

4.14 Lobbying

All lobbying should be done at the local level; all non-local lobbying requires advance approval by the City Council.

4.15 Discretion

This Policy does not claim to address all contingencies and conditions. Any necessary and reasonable expense that may from time-to-time be justified due to circumstances or opportunities for the City will be honored upon approval by the City Manager. Those expenses will be reimbursed to the Traveler in accordance with the provisions of this Policy.

5.0 REFERENCE

- California Assembly Bill 1234 (2005)
 - Ethics Training For Local Officials

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ATTACHMENTS

Attachment 1: Travel Agreement

Attachment 2: Expense Report

Attachment 3: Instructions for Expense Report Reimbursement form completion

City of La Puente



TRAVEL AGREEMENT

I, _____ (print name), will be attending the _____
(name of event) convening _____ at the _____
(location). I accept and understand the requirements of the City Travel Expense Reimbursement Policy, and promise to take stewardship over the use of limited City resources seriously.

I further understand:

- If I cancel booked travel and/or hotel accommodations provided to me by the City of La Puente, I will reimburse the City for all unused accommodations resulting from my inability to attend, except in the case of a serious illness, family emergency (i.e. serious accident, illness, injury or death), or a city related business emergency.
- If the City purchases my airline/train ticket, I am responsible for any amendments made to my previously agreed air/rail travel schedule, including relating fees for travel itinerary changes.
- I will arrive promptly to and attend event sessions during the _____
(name of event).

The City of La Puente may invoice me for travel and hotel charges related to my inability to attend the entire event. I understand I will not be able to travel to any future events if I fail to pay such invoices in full.

Signature

Date

Fax, email or hand-deliver your completed form to:

City of La Puente
Attn: Mr. Dave Carmany
Fax: 626 961- 4626

Email: dcarmany@lapuente.org

By: No later than 30 calendar days prior to departure.

Approved By: _____ Date: _____
City Manager

City of La Puente

EXPENSE REPORT

Date of Trip/Event _____

Employee Name _____

Purpose of Trip/Event-----

Title _____

Location _____

Dates:

		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Account Number	Expense Category								
	Registration Fees								
	Major Transportation								
	Air								
	City Vehicle Unit#								
	Private Vehicle #of miles								
	Taxi/Public Transportation								
	Lodging								
	Telephone/Internet/Fax								
	Parking								
	Meals (incl. Tips/gratuities)								
	Breakfast (Maximum \$15)								
	Lunch (Maximum \$25)								
	Dinner (Maximum \$40)								
	Other Meals (\$10/day)								
	Meals Daily Total:								
	Miscellaneous (specify):								
	TOTAL EXPENSE:								

*** Mileage Reimbursement Cannot Exceed Airfare Cost:**

I declare under penalty of perjury as provided by the laws of the State of California that the above is true and correct.

Signature of Claimant

Date

Signature of Department Head

Date

Signature of Finance Director

Date

Amount of Total Expenses	
Less Amount Paid by City Credit Card/Check	
Amount due Employee	
Amount Owed City	

MILEAGE DETAIL

DATE	LOCATION		PURPOSE	TOTAL MILES
	FROM	TO		
TOTAL MILES				

Mileage Reimbursement Rate	0.54
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Mileage Reimbursement Amount \$ _____
(Resolution No. 16-5307 adopted 9/27/16)

City of La Puente
Expense Reimbursement Form Instructions
Effective September 27, 2016

1. Complete the top portion of the expense report form including date of trip, purpose of trip, employee name and title, and location of the trip.
2. Under the days of the week, enter the dates of the trip.
3. Enter registration fees on the appropriate row & column.
4. Enter transportation charges on the appropriate row & column.
5. Enter taxi or other public transportation charges on the appropriate row & column.
6. Enter telephone, internet and fax expenses on the appropriate row & column.
7. Enter lodging amounts for each day including taxes and fees on the appropriate rows & columns.
8. Enter amounts for meals & snacks on the appropriate rows & columns. Meals are restricted to a maximum of \$15 for breakfast, \$25 for lunch, \$40 for dinner, and \$10/day for snacks. These amounts include gratuities.
9. Enter miscellaneous charges on the appropriate row & column.
10. Total rows across.
11. Total columns down.
12. In the total column, enter the amount of total expenses.
13. Enter amount previously paid by City credit card.
14. If the total expenses is greater than the amount paid by City credit card, enter the amount due the employee in the appropriate row & column.
15. Sign and date the expense reimbursement form.
16. Submit completed form with all accompanying documentation to your Department Head & have it signed by him/her.
17. Submit to the City Manager or his designee for review. After the review is complete, accounts payable will issue & mail reimbursement to address on file.



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 23, 2023

From: Bob Lindsey, City Manager

SUBJECT: DISCUSSION AND DIRECTION REGARDING COUNCIL POLICY CC-2.1,
TRAVEL EXPENSE REIMBURSEMENT

BACKGROUND/DISCUSSION

At its September 27, 2016, City Council meeting, City Council adopted Resolution No. 16-15307 amending Council Policy CC-2.1, Travel Expense Reimbursement ("Policy"). Section 4.1 of the Policy establishes that each Council Member is allocated one-fifth (1/5) of the total appropriated amount each fiscal year to be used for travel, conferences, and meetings expenses. For the current fiscal year 2022-2023, the conference and meeting line item for City Council is budgeted at \$10,000, allocating \$2,000 per Council Member per fiscal year.

City Staff have discovered that the funds allocated to each of the Council Members have not kept up with inflation and the amounts allocated only support approximately one conference with an overnight stay of at least three nights, per year. An adjustment of allocation is being recommended by staff and it is recommended that the City Council approve an amount commensurate with the number of conferences that would be sufficient or reasonable.

City Staff is requesting the City Council discuss and provide direction to Staff regarding travel for City Council.

FISCAL IMPACT

The fiscal impact for one conference, assuming a three-night overnight stay, would be approximately \$1,675 which would include hotel, conference registration, and meals.

RECOMMENDATION

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

ATTACHMENTS

Attachment "A": City Council Policy CC-2.1, Travel Expense Reimbursement