

**CITY OF LA PUENTE**  
**PUBLIC PARTICIPATION IN CITY COUNCIL MEETINGS**

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

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

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

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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 MEETING OF THE  
LA PUENTE CITY COUNCIL  
COUNCIL CHAMBERS  
15900 EAST MAIN STREET, LA PUENTE  
MAY 31, 2023, 9:00 A.M.**

**FISCAL YEAR 2023/2024 SPECIAL BUDGET MEETING**

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**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 Wednesday, May 31, 2023, commencing at 9:00 a.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:

**CALL TO ORDER**

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

**ORAL COMMUNICATIONS**

*Pursuant to Government Code Section 54954.3(a), you may only address the City Council/ Successor Agency concerning any item that has been described in the notice for the special meeting. 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. All speakers are requested to observe the City's Rules of Decorum when addressing the City Council. (LPMC section 2.04.120.)*

**SPECIAL MEETING BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL/SUCCESSOR AGENCY**

**SM-1 CONSIDERATION OF A RESOLUTION AMENDING THE FISCAL YEAR 2022-2023 BUDGET AND CAPITAL IMPROVEMENT PROGRAM**

Staff Recommendation: It is recommended that the City Council: It is recommended that the City Council adopt Resolution No. 23-5801 amending the adopted Fiscal Year 2022-2023 Budget and Capital Improvement Program in an amount not-to-exceed \$4,798,100.

**SM-2 CONSIDERATION AND APPROVAL OF THE FISCAL YEAR 2023-2024 RECOMMENDED BUDGET AND RESOLUTION ADOPTING THE CITY'S ANNUAL BUDGET, A RESOLUTION ADOPTING OF THE CITY'S GANN APPROPRIATION LIMIT AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS, ADOPTION OF RESOLUTIONS TO RESCIND RESOLUTIONS NO. 22-5719 AND 23-5797 AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM AND ESTABLISHING AUTHORIZED PART-TIME AND FULL-TIME POSITIONS AND RATES FOR CITY EMPLOYEES, AND APPROVAL OF A JOB DESCRIPTION FOR THE PLANNING MANAGER POSITION**

Staff Recommendation: It is recommended that the City Council: It is recommended that the City Council: (1) approve the FY 2023-2024 Recommended Budget effective July 1, 2023; (2) direct the City Manager to make any necessary changes to the recommended budget for incorporation into the final budget; (3) adopt Resolution No. 23-5802 adopting the City's Fiscal Year 2023-2024 annual budget; (4) adopt Resolution No. 23-5803 adopting the City's Gann Appropriation Limit for FY 2023-2024 and establishing controls on changes in appropriations for the various funds; (5) Adopt Resolutions No. 23-5804 and No.

23-5805 rescinding resolutions No. 22-5719 and No. 23-5797 amending the comprehensive personnel system and establishing authorized part-time and full-time positions and rates for City employees; and (6) approve the job description for the Planning Manager position.

## ORAL COMMENTS FROM COUNCIL

## ORAL COMMENTS FROM STAFF

## ADJOURNMENT

### AVAILABILITY

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

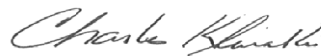
### AMERICANS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by the City, please contact the City Clerk's Office at (626) 855-1500. Notification at least 24 hours prior to the meeting or time when services are needed will assist City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

### MEETING TIMES

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

Dated: May 30, 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 31, 2023, commencing at 9:00 a.m., was posted in accordance with all applicable laws and provided not less than twenty-four hours before the time of the meeting to the following:

Mayor/Chair Charlie Klinakis  
Mayor Pro Tem/Vice Chair Valerie Munoz  
Council/Board Member David E. Argudo

Council/Board Member Gabriel Quinones  
Council/Board Member Nadia Mendoza

I declare under penalty of perjury that the foregoing is true and correct. Dated this 30<sup>th</sup> day of May, 2023.



Martha Torres, MPA  
City Clerk



## City of La Puente AGENDA REPORT

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To: Mayor and City Council

For meeting of: May 31, 2023

From: Bob Lindsey, City Manager

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

SUBJECT: CONSIDERATION OF A RESOLUTION AMENDING THE FISCAL YEAR 2022-2023 BUDGET AND CAPITAL IMPROVEMENT PROGRAM

### BACKGROUND

The City of La Puente received two (2) tranches of American Rescue Plan Act (“ARPA”) funding between FY 20/21 and FY 21/22, for a combined total of \$9,476,511. These monies were distributed as part of the Coronavirus State and Local Fiscal Recovery Funds program.

### DISCUSSION

In conducting a review of FY 2022/2023 actual expenditures, staff has identified several categories of expenditures incurred within the General Fund that are eligible for ARPA funding, consistent with the guidelines put forth by the U.S. Dept. of the Treasury *Final Rule*. These include:

- Public Safety contract costs
- Animal Control operating costs
- Community Outreach salary and benefits costs
- Park Maintenance salary and benefits costs
- Park Maintenance operating costs
- Community Services salary and benefits costs
- Community Services special events costs
- Public Access Technology.

Staff recommends the appropriation of an interfund transfer to reimburse these eligible costs that were initially outlaid using General Fund dollars. In total, actual expenses recorded in these categories are \$4,798,100. Adopting a “not-to-exceed” amount rather than an exact amount will allow for the liquidation of any small-scale expenses and liabilities already incurred by the ARPA fund prior to this action of the City Council.

### FISCAL IMPACT

This action designates approximately \$4,798,100 within the American Rescue Plan Act (Fund 263) for transfer to the General Fund (Fund 100).

### RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 23-5801 amending the adopted Fiscal Year 2022-2023 Budget and Capital Improvement Program in an amount not-to-exceed \$4,798,100.

### ATTACHMENTS

Attachment "A": Resolution No. 23-5801

**RESOLUTION NO. 23-5801**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF LA PUENTE, CALIFORNIA, AMENDING THE  
ADOPTED BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM FOR FISCAL YEAR 2022-2023**

**WHEREAS**, on May 16, 2022, the City Council approved and adopted the Fiscal Year (“FY”) 2022-23 budget and capital improvement program; and

**WHEREAS**, the City of La Puente has experienced various adjustments to changing conditions since the budget was adopted and needs to amend the budget to reflect these adjustments.

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

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

SECTION 2. The City of La Puente’s Budget and Capital Improvement Program for Fiscal Year 2022/2023 is hereby amended to include appropriations for a one-time transfer of funds from the American Rescue Plan Act Fund (Fund 263) to the General Fund (Fund 100) in an amount not-to-exceed \$4,798,100 to reimburse the fund for eligible expenditures.

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 31<sup>st</sup> day of May, 2023, by the following vote:

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

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Charlie Klinakis, Mayor

ATTEST:

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Martha Torres, MPA, City Clerk





## City of La Puente AGENDA REPORT

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To: Mayor and City Council For meeting of: May 31, 2023

From: Bob Lindsey, City Manager

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

**SUBJECT: CONSIDERATION AND APPROVAL OF THE FISCAL YEAR 2023-2024 RECOMMENDED BUDGET AND RESOLUTION ADOPTING THE CITY'S ANNUAL BUDGET, A RESOLUTION ADOPTING OF THE CITY'S GANN APPROPRIATION LIMIT AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS, ADOPTION OF RESOLUTIONS TO RESCIND RESOLUTIONS NO. 22-5719 AND 23-5797 AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM AND ESTABLISHING AUTHORIZED PART-TIME AND FULL-TIME POSITIONS AND RATES FOR CITY EMPLOYEES, AND APPROVAL OF A JOB DESCRIPTION FOR THE PLANNING MANAGER POSITION**

### BACKGROUND

Preparations for the Fiscal Year 2023-2024 Budget and Capital Improvement Program commenced in February of 2023. All City programs were subject to extensive review, and revenue and expenditure assumptions were developed. Administrative Services staff conducted this process in conjunction with the City Manager's Office and department-level directors. Community input was considered in the compilation of this budget.

An initial draft budget was distributed to the City Council on May 2, 2023. Subsequent conferences took place with individual Councilmembers.

### DISCUSSION

The FY 2023-2024 recommended Budget and Capital Improvement Program represents a robust plan of action for the La Puente community, prioritizing areas such as public safety, park improvements, street construction, and recreational opportunities.

### **Revenues**

- General Fund revenues are budgeted in total at \$19,621,800.
- Property Tax is expected to experience 5% growth in FY 23/24 over the previous budget for a total of \$7.65 million.

- Sales & Use Tax and Sales & Use Tax-Measure LP are each expected to decline by approximately 1% as economic conditions remain in flux. This equates to a combined total of about \$17,000. Staff is optimistic that new additions to the tax base in FY 23/24 may bolster transaction tax revenues and will continue to monitor this area as the year progresses.
- Intergovernmental revenue is set to experience a 75% reduction from FY 22/23 budget, due to the completion of the Youth Reinvestment Grant from the Board of State and Community Corrections as well as a reduction in the size of the Summer Lunch Program (return to pre-pandemic levels).

## **Expenditures**

Operating expenditures in the General Fund are equal to revenues at \$19,621,800, creating a balanced budget. The following represents a summary of noteworthy operating expenditures in the new fiscal year:

- Public Safety Services – 6% rate increase in the contract with the Los Angeles County Sheriff's Department.
- Code Enforcement – 38% increase in budgeted expenditures due primarily to security related staffing at La Puente Park.
- Planning/Zoning – decrease in operating expenditures from prior budget due to resolution of most Housing Element matters.
- Parks – an increase in appropriations of approximately \$150,000 to support equipment and personnel needed to maintain the newly constructed park facilities.
- Community Promotions – year-over-year increase of 26% in budgeted expenditures for the purpose of expanding community events and outreach.

## **Personnel**

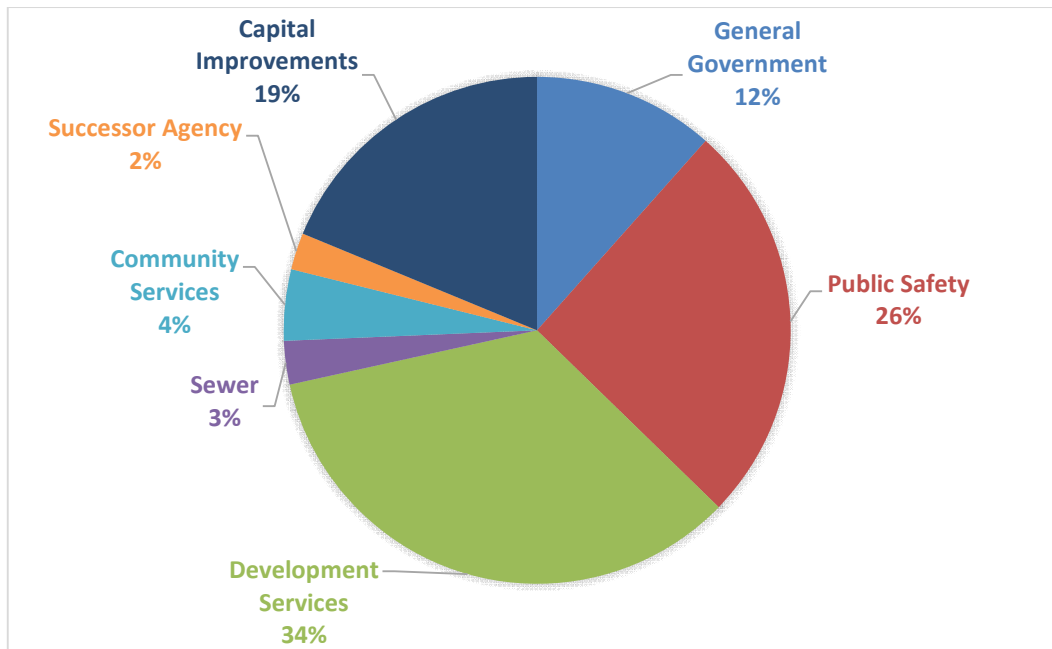
The proposed budget for FY 23/24 contains funding for (1) Planning Manager position. This replaces the Senior Planner position within the Development Services Department and encompasses a wider range of professional duties and supervisory responsibilities. The Senior Planner position remains authorized for future use but is not proposed for funding within this budget. The job description is attached to this report for the approval of the City Council.

## **Fund Balance**

Staff estimates that the General Fund will have a total fund balance of \$28,470,900 at the end of FY 22/23, an increase of \$2,392,400 from July 01, 2022. Fund balance at the terminus of FY 23/24 is projected to be \$28,470,900 reflecting no change in fund balance due to the balance of revenues and expenditures in the fund.

## Citywide Budget Analysis

The agency-wide revenue budget across all funds is \$40,353,600. The total expenditure budget for all City funds, including special revenue funds, proprietary funds, and fiduciary funds is \$44,307,600. The graph on the following page displays each functional area of the City government based on its percentage of the total budget.



## Capital Improvement Program (CIP)

The FY 23/24 Capital Improvement Program (CIP) contains plans for significant upgrades to public facilities throughout the community. Total CIP expenditure appropriations are budgeted at \$8,322,600. Some key projects are listed below:

- Council Chamber Renovation - \$1,000,000 (American Rescue Plan Act)
- Local Streets Pavement Resurfacing - \$5,376,100 (Bond Funds, RMRA, Measure M, Measure R, and Proposition C)
- Crosswalk Enhancements - \$1,203,600 (Measure M, Measure R, and HSIP)

## FISCAL IMPACT

The City Budget is an authorization for appropriations of public funds for the 2023-2024 fiscal year. General fund revenues and operating expenditures total \$19,621,800. Total revenues are appropriated at \$40,353,600 and total expenditures are appropriated at \$44,307,600.

## RECOMMENDATION

It is recommended that the City Council: (1) approve the FY 2023-2024 Recommended Budget effective July 1, 2023; (2) direct the City Manager to make any necessary changes to the recommended budget for incorporation into the final budget; (3) adopt Resolution No. 23-5802 adopting the City's Fiscal Year 2023-2024 annual budget; (4) adopt Resolution No. 23-5803 adopting the City's Gann Appropriation Limit for FY 2023-2024 and establishing controls on changes in appropriations for the various funds; (5) Adopt Resolutions No. 23-5804 and No. 23-5805 rescinding resolutions No. 22-5719 and No. 23-5797 amending the comprehensive personnel system and establishing authorized part-time and full-time positions and rates for City employees; and (6) approve the job description for the Planning Manager position.

## ATTACHMENTS

|                 |                                                    |
|-----------------|----------------------------------------------------|
| Attachment "A": | FY 23-24 Budget Book - Requested                   |
| Attachment "B": | Resolution No. 23-5802 (Budget)                    |
| Attachment "C": | Resolution No. 23-5803 (Gann Appropriations Limit) |
| Attachment "D"  | Resolution No. 23-5804 (PT)                        |
| Attachment "E"  | Resolution No. 23-5805 (FT)                        |
| Attachment "F"  | Job Description for Planning Manager               |

**RESOLUTION NO. 23-5802**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF LA PUENTE, CALIFORNIA, APPROVING THE  
RECOMMENDED BUDGET AND CAPITAL  
IMPROVEMENT PROGRAM FOR FISCAL YEAR 2023-  
2024**

**WHEREAS**, in accordance with Section 2.08.060 of the La Puente Municipal Code, the City Manager has prepared and submitted to the City Council the Fiscal Year 2023-2024 Recommended Budget and Capital Improvement Program; and

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

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

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

Section 1. That certain document on file in the office of the City Clerk of the City of La Puente marked and designated "FY 23-24 Budget Book - Requested" has been prepared and submitted by the City Manager, and accepted by the City Council, and is hereby adopted.

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

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

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

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

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

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

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

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

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

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

Section 6. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

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

**PASSED, APPROVED AND ADOPTED** this 31<sup>st</sup> day of May 2023, by the following vote:

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

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Charlie Klinakis, Mayor

ATTEST:

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Martha Torres, MPA, City Clerk

**RESOLUTION NO. 23-5803**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF LA PUENTE, CALIFORNIA ADOPTING THE CITY'S  
FISCAL YEAR 2023-2024 GANN APPROPRIATION LIMIT,  
AND ESTABLISHING CONTROLS ON CHANGES IN  
APPROPRIATIONS FOR THE VARIOUS FUNDS**

**WHEREAS**, the appropriations limit for the fiscal year 2022-2023 was \$117,317,499; and

**WHEREAS**, the City of La Puente has complied with all the provisions of Article XIII B of the California Constitution in determining the appropriations limit for Fiscal Year 2023-2024.

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

Section 1. That the City of La Puente's Appropriation Limit (Exhibit A) in fiscal year 2023-2024 shall be \$121,752,100. The proceeds of taxes are \$16,728,300 and are below the appropriation limit. There is no excess of taxes over the appropriation limit.

**PASSED, APPROVED and ADOPTED** this 31<sup>st</sup> day of May, 2023, by the following vote:

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

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Charlie Klinakis, Mayor

ATTEST:

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Martha Torres, MPA, City Clerk

## Gann Appropriations Limit Fiscal Year 2023-2024

|                     |                                                           |      |             |
|---------------------|-----------------------------------------------------------|------|-------------|
| FY 2022-2023        | Appropriations Limit, as adjusted                         | \$   | 117,317,499 |
|                     | Change in state Per Capita Income (cost of living factor) | %    | 4.4400      |
|                     | Change in City of La Puente population                    | %    | (0.63)      |
|                     | Calculation of factor (1.0444 x 99.37)                    | =    | 1.0378      |
| <b>FY 2023-2024</b> | <b>Appropriations Limit</b>                               | = \$ | 121,752,100 |
| FY 2023-2024        | Proceed of Taxes                                          | \$   | 16,728,300  |
| FY 2023-2024        | Amount Under Appropriations Limit                         | \$   | 105,023,800 |

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

### Change in Population Growth ( Dept, of Finance)

|                                                                     |        |
|---------------------------------------------------------------------|--------|
| City of La Puente                                                   | -0.63% |
| County of Los Angeles                                               | -0.75% |
| Change in State's Per Capita Income                                 | 4.44%  |
| Change in City's new construction nonresidential assessed valuation | 0%     |

## Proceeds of Taxes Fiscal Year 2023-2024

| Proceeds of Taxes                 | Budget               |
|-----------------------------------|----------------------|
| Sales & Use Tax                   | \$ 7,243,400         |
| Franchise Tax                     | 1,292,700            |
| Transient Occupancy Tax           | 270,000              |
| Property Transfer Tax             | 60,000               |
| Business License Tax              | 93,000               |
| Property Tax                      | 7,654,500            |
| Landscape Maintenance             | 9,000                |
| Interest Earnings on Tax Proceeds | 105,700              |
| <b>Total Proceeds of Taxes</b>    | <b>\$ 16,728,300</b> |

### Calculation of Interest Earnings:

|                                              |                   |
|----------------------------------------------|-------------------|
| Total Proceed of Taxes w/o interest earnings | 16,622,600        |
| Total Revenues                               | 39,692,000        |
| Less: Total Interest                         | 252,400           |
|                                              | <b>39,439,600</b> |
| Tax Proceeds as % of Budget                  | 41.88%            |
| Total Interest Earnings                      | 252,400           |
| <b>Interest Earned from Taxes</b>            | <b>\$ 105,703</b> |

**RESOLUTION NO. 23-5804**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, RESCINDING RESOLUTION NO. 22-5719, AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM AND ESTABLISHING AUTHORIZED PART-TIME POSITIONS AND HOURLY RATES FOR CITY EMPLOYEES**

**WHEREAS**, the City Council wishes to amend and establish part-time positions and hourly rates for City employees for the 2023-2024 Fiscal year, effective July 1, 2023.

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

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

SECTION 2. Effective July 1, 2023, Resolution 22-5719 is hereby rescinded.

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

| Classified Positions<br>(Part-Time) Non-Exempt | Hourly Rates<br>Steps A - E |
|------------------------------------------------|-----------------------------|
| Management Intern                              | 15.80 – 18.29               |
| Community Services Leader                      | 15.80 – 18.29               |
| Office Assistant                               | 15.80 – 19.21               |
| Community Service Specialist                   | 16.59 – 20.17               |
| Parking Control Specialist                     | 18.29 – 22.23               |
| Maintenance Assistant                          | 19.21 – 23.35               |
| Office Specialist                              | 20.17 – 24.51               |
| Maintenance Worker                             | 22.23 – 27.03               |
| Code Enforcement Officer                       | 25.74 – 31.29               |
| Assistant City Engineer                        | 48.53 – 58.99               |

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

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

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

**PASSED, APPROVED AND ADOPTED** this 31<sup>st</sup> 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

**RESOLUTION NO. 23-5805**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, RESCINDING RESOLUTION NO. 23-5797, 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 23-5797 and to establish the number of authorized full-time positions and monthly salary ranges for City employees for the 2023-2024 fiscal year, effective July 1, 2023.

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

**SECTION 1.** Effective July 1, 2023, Resolution 23-5797 is hereby rescinded.

**SECTION 2.** Effective July 1, 2023, the salary ranges and position titles of Unclassified Exempt, Exempt At-Will, Classified Exempt authorized positions are as follows:

| <b>A. Unclassified Management Exempt Positions</b> | <b>Authorized Positions</b> | <b>Range</b> | <b>Monthly Salary Steps A - E</b> |
|----------------------------------------------------|-----------------------------|--------------|-----------------------------------|
| City Manager                                       | 1                           | Contract     | 19,958                            |
| <b>B. Exempt At-Will</b>                           | <b>Authorized Positions</b> | <b>Range</b> | <b>Monthly Salary Steps A – G</b> |
| Director of Administrative Services                | 1                           | A11          | 13,682 – 18,759                   |
| Director of Development Services                   | 1                           | A10          | 13,031 – 17,866                   |
| Director of Community Services                     | 1                           | A8           | 11,282 – 15,468                   |
| Assistant City Engineer                            | 1                           | A4           | 8,448 – 11,582                    |
| City Clerk                                         | 1                           | A4           | 8,448 – 11,582                    |
| Planning Manager                                   | 1                           | A3           | 7,895 – 10,825                    |
| Finance Manager                                    | 1                           | A3           | 7,895 – 10,825                    |

| D. Classified Exempt Positions                | Authorized Positions | Range | Monthly Salary Steps A – F |
|-----------------------------------------------|----------------------|-------|----------------------------|
| Senior Planner                                | 1                    | E8    | 7,135 – 9,106              |
| Maintenance Superintendent                    | 1                    | E8    | 7,135 – 9,106              |
| Senior Code Enforcement Supervisor            | 1                    | E8    | 7,135 – 9,106              |
| Communications/Information Technology Analyst | 1                    | E6    | 6,472 – 8,260              |
| Principal Accountant                          | 1                    | E6    | 6,472 – 8,260              |
| Associate Planner                             | 1                    | E6    | 6,472 – 8,260              |
| Code Enforcement Supervisor                   | 2                    | E6    | 6,472 – 8,260              |
| Community Engagement Supervisor               | 1                    | E5    | 6,163 – 7,866              |
| Management Analyst                            | 1                    | E5    | 6,163 – 7,866              |
| Assistant Planner                             | 1                    | E4    | 5,870 – 7,492              |
| Maintenance Supervisor                        | 1                    | E3    | 5,590 – 7,135              |
| Management Assistant                          | 1                    | E2    | 5,324 – 6,795              |
| Concession and Event Supervisor               | 1                    | E2    | 5,324 – 6,795              |

SECTION 4. Effective July 1, 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 <sup>NR*</sup> | 1                    | N22   | 5,702 – 7,278             |
| Community Services Supervisor                   | 1                    | N21   | 5,430 – 6,931             |
| Community Services Coordinator                  | 2                    | N20   | 5,172 – 6,601             |
| Accounting Technician II                        | 1                    | N20   | 5,172 – 6,601             |
| Administrative Assistant                        | 1                    | N19   | 4,926 – 6,287             |
| Maintenance Lead                                | 1                    | N19   | 4,926 – 6,287             |
| Code Enforcement Officer                        | 4                    | N19   | 4,926 – 6,287             |
| Park Maintenance Worker                         | 2                    | N19   | 4,926 – 6,287             |
| Accounting Technician                           | 1                    | N18   | 4,691 – 5,987             |
| Community Outreach Program Coordinator          | 2                    | N18   | 4,691 – 5,987             |
| Community Resource Technician                   | 2                    | N18   | 4,691 – 5,987             |
| Maintenance Worker                              | 3                    | N17   | 4,468 – 5,702             |
| Accounting Assistant                            | 2                    | N16   | 4,255 – 5,430             |
| Community Services Specialist                   | 2                    | N15   | 4,052 – 5,172             |
| Office Specialist                               | 1                    | N12   | 3,500 – 4,468             |

<sup>\*</sup>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 31st day of May, 2023, by the following vote:

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

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Charlie Klinakis, Mayor

ATTEST:

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Martha Torres, MPA, City Clerk



## Planning Manager

|                        |                                      |
|------------------------|--------------------------------------|
| Department/Division:   | Development Services/Planning        |
| Reports To:            | Director of Development Services     |
| Provides Direction To: | Senior Planner and Assistant Planner |
| FLSA Exemption Status: | Classified Exempt                    |
| Date Prepared:         | May 25, 2023                         |

### GENERAL PURPOSE

Under general supervision of the Director of Development Services, the Planning Manager plans, organizes, and manages the functions of the Planning Division; The Planning Manager is responsible for implementing policy, goals and objectives of the La Puente General Plan, Specific Plans and the Zoning Code along with administering the division's budget, performs complex professional work in current and advanced planning and performs related duties as required. The Planning Manager is a professional, proactive, and solution-oriented team member. The individual is collaborative, inclusive, and committed to exceptional service, both to internal and external customers; maintains an environment of mutual trust, fairness, integrity, and respect; and a poised communicator, both verbally and in writing.

### DISTINGUISHING CHARACTERISTICS

The Planning Manager completes a variety of specialized and responsible technical assignments in the supervision of the Planning Division. This classification serves as a project lead and provides direct supervision to planning staff. This class differs from the Director of Development Services due to the level of experience required, complexity of work performed, broadness of departmental areas of responsibility and ability to make decisions within established guidelines.

### 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. Establishes and monitors the goals and the operations of the planning division; determines, manages, and evaluates division budget expenditures and service levels.
2. Conducts regular meetings with individual staff members; prepares annual performance reviews; analyzes performance problems and recommends plans for improvement; coordinates staff training and development; coaches and mentors employees to top performance.

## **ESSENTIAL FUNCTIONS (continued)**

3. Participates in the selection of personnel; recommends personnel actions to Department Director.
4. Supervises, provides guidance and direction to the Senior Planner, Associate Planner, and Assistant Planner on the review of development entitlements and overall assignments.
5. Recommends, develops, and evaluates planning and zoning programs, prepares environment reports and ordinances; ensures compliance with applicable laws, regulations, and codes.
6. Evaluates and recommends design, terms, and condition as well as coordinates processing of major and complex development projects with other city departments.
7. Evaluates, administers, and recommends changes to the City General Plan, specific plans, and zoning ordinances.
8. Reviews land use and development applications and makes final recommendations for approval; develops and evaluates land use policies and programs as established by the City Council, City Manager, and Planning Commission.
9. Monitors consultant contracts for planning and environmental services.
10. Meets with developers, contractors, builders, architects, and business and property owners to establish, finalize, and implement land use and development projects and business operations.
11. Advises and assists the Department Director and City Manager on community planning issues and problems, pending cases, and application of established City policies and ordinances.
12. Oversees, advises and works with and serves as the staff liaison to the Planning Commission.
13. Prepares and reviews reports for submission to the City Council and Planning Commission agenda.
14. Represents the department at citizen advisory group meetings involving planning and development projects.

15. Presents development proposals and summarizes project activities at City Planning Commission and City Council meetings.

### **ESSENTIAL FUNCTIONS (continued)**

16. Attends various professional meetings and conferences and reports on planning trends and developments affecting the city.
17. May represent the Department and Division at staff and City Council meetings.
18. Performs other related duties as required.

### **QUALIFICATIONS GUIDELINES**

#### **Knowledge of:**

Principles, practices and concepts of urban planning, zoning and environmental planning; the La Puente Municipal Code, Zoning Code, California Environmental Quality Act, Housing element, and Subdivision Map Act; land use, physical design, and architectural design standards; economic, environmental, and/or social concepts in the planning process; report preparation and presentation methods. State and local laws, regulations, policies and practices governing land use, planning, community development and environmental management. Principles of organization and project management and effective supervisory and leadership techniques; and effective customer service techniques; research methods and familiarity with sources of data, statistics and statistical methods.

#### **Ability to:**

Analyze data and make sound recommendations; plan, organize, schedule, coordinate and supervise professional and technical employees in an effective manner; interpret laws and ordinances; prepare comprehensive, clear and concise reports; select, train, plan, assign, organize, supervise, evaluate and recommend staffing for the Planning Division. Develop and manage the division budget. Research, evaluate and determine solutions to major planning and development projects and issues. Read, interpret and inspect plans and specifications for conformance with the General Plan, Zoning Code, California Environmental Quality Act, Municipal Code and related planning and architectural design standards. Interpret building and zoning codes and City ordinances related to planning and building procedures; read and correctly interpret building plans, specifications, and maps; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and city staff. Communicate effectively, both orally and in writing. Review, evaluate and prepare division staff reports, including technical findings and policy recommendations. Make effective presentations to City Council, Planning Commission, and community groups. Establish and maintain effective working relationships with staff, management, architects, contractors, developers, public and private representatives, and the general public.

#### **Education/Training/Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Possess a Bachelor's degree in urban planning, public administration, architecture, or a closely related field. A Master's degree in urban and regional planning or a closely related field is highly desirable.
- Five years of increasingly responsible experience in professional urban and environmental planning work.
- Municipal government experience is desirable.

### **Licenses, Certificates; Special Requirements:**

Certification from the American Institute of Certified Planners (AICP) is preferred.

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 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 counter functions, the employee is frequently required to sit, stand, and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 20 pounds.

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

#### **Mental Demands**

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

## **WORK ENVIRONMENT**

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

The employee occasionally works in a field environment and is required to drive in traffic to various project and meeting sites and may encounter dust, debris, and variable weather conditions.