CITY OF LA PUENTE

PUBLIC PARTICIPATION IN CITY COUNCIL MEETINGS

How to Listen Live to the Meeting

Live Audio/Video: Visit the City's website at https://lapuente.org/agenda/. Click on "View Event" for the current meeting to view it live.

Spanish Translation/Interpretation Services

The City offers live translation and interpretation services in Spanish. To access translation/interpretation during the meeting, please scan the QR Code below or visit https://attend.wordly.ai/join/FWOP-2761.

Additionally, Spanish interpreting services are provided at City Council meetings upon request. Simultaneous interpretation (English-to-Spanish) is available for listening to the meeting and consecutive interpretation (Spanish-to-English) is available to anyone addressing the City Council during oral communications. The use of City provided interpreters is not required and persons are welcome to use their own interpreter. Because many dialects and regionalism exist, the City cannot guarantee that interpreters will be able to interpret into a particular dialect or regionalism, and disclaims any liability alleged to arise from such services.

How to Submit Public Comment

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

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

In Writing: Written comments may be sent via email to cityclerk@lapuente.org no later than 2 hours prior to the meeting start time. Email comments will be distributed to the City Council and will become part of the official record for that meeting but will not be read at the time of the City Council Meeting. To ensure your correspondence is received by the Council and City staff, please include the subject line "PUBLIC COMMENT."

CITY OF LA PUENTE

PARTICIPACIÓN PÚBLICA EN LAS REUNIONES DEL CONCEJO MUNICIPAL

Cómo escuchar la reunión en vivo

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

Servicios de traducción/interpretación en español

La Ciudad ofrece traducción e interpretación en vivo en español. Para acceder a la traducción/interpretación durante la reunión, escanee el código QR a continuación o visite https://attend.wordly.ai/join/FWOP-2761.

Además, se ofrecen servicios de interpretación en español en las reuniones del Concejo Municipal a pedido. Hay interpretación simultánea (inglés-español) para escuchar la reunión y la interpretación consecutiva (español a ingles) está disponible para cualquier persona que se dirija al Consejo Municipal durante las comunicaciones orales. No se requiere el uso de intérpretes proporcionados por la Ciudad y las personas pueden utilizar su propio interprete. Debido a que existen muchos dialectos y regionalismos, la Cuidad no puede garantizar que lo interpretes puedan interpretar a un dialecto o regionalismo en particular, y se exime de cualquier responsabilidad que supuestamente surja de dichos servicios.

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 escritos pueden enviarse por correo electrónico a cityclerk@lapuente.org a más tardar 2 horas antes del inicio de la reunión. Los comentarios por correo electrónico se distribuirán al Concejo Municipal y formarán parte del registro oficial de esa reunión, pero no se leerán en el momento de la reunión del Concejo Municipal. Para garantizar que el Concejo Municipal y el personal de la Ciudad reciba su correspondencia, incluya la línea de asunto “COMENTARIO PÚBLICO”.

REGULAR MEETING OF
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
COUNCIL CHAMBERS
15900 EAST MAIN STREET, LA PUENTE
MAY 28, 2024
6:00 P.M. CLOSED SESSION
7:00 P.M. REGULAR SESSION

6:00 P.M. CLOSED SESSION

CALL TO ORDER

ROLL CALL

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

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. 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)

RECONVENE TO OPEN SESSION

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

7:00 P.M. REGULAR SESSION

CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

PRESENTATIONS

Presentation by Global Urban on Social Media and Grant Updates

Los Angeles County Sheriff's Department and La Puente Programs, Re-Employment, Outreach Services (P.R.O.S.) Team 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. All speakers are requested to observe the City's Rules of Decorum when addressing the City Council. (LPMC section 2.04.120.)

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.

ORGANIZATION	DEL/ALT	MONTHLY MEETINGS	TIME
California Contract Cities Association	Argudo/Quinones	3rd Wednesday	6:30 p.m.
Sanitation District 15 & 21	Quinones/Klinakis	4th Wednesday	1:30 p.m.
League of California Cities L.A. Div.	Argudo/Mendoza	1st Thursday	6:30 p.m.
City Selection Committee	Quinones/Klinakis	When Necessary	6:30 p.m.
San Gabriel Valley COG	Argudo/Quinones	3rd Thursday	4:00 p.m.
California JPIA	Quinones/All Council	4th 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	2nd 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 14, 2024

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 14, 2024.

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. 24-5869

Staff Recommendation: It is recommended that the City Council and Successor Agency adopt Resolution No. 24-5869 approving Warrant Register No. 1572.

D-2 PRESENTATION OF APRIL 2024 REQUISITION SUMMARY REPORT

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

D-3 PRESENTATION OF APRIL 2024 INVESTMENT REPORT

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

D-4 CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH GLOBAL URBAN STRATEGIES, INC. FOR PROGRAM IMPLEMENTATION FOR THE DIGITAL EMPOWERMENT PROJECT FUNDED BY THE CALIFORNIA ADVANCED SERVICES FUND

Staff Recommendation: It is recommended that the City Council: (1) approve the Professional Services Agreement with Global Urban Strategies, Inc. for program implementation for the digital empowerment project funded by the California Advanced Services Fund; and (2) authorize the City Manager to execute the Agreement on behalf of the City.

D-5 CONSIDERATION OF AMENDMENT NO. 5 TO THE PROFESSIONAL SERVICES AGREEMENT WITH WEST COAST ARBORISTS, INC. FOR STREET TREE TRIMMING AND URBAN FORESTRY SERVICES

Staff Recommendation: It is recommended that the City Council approve Amendment No. 5 to the Professional Services Agreement with West Coast Arborists, Inc. to extend the term to June 30, 2026.

D-6 CONSIDERATION OF A RESOLUTION DESIGNATING THE ENTITIES PERMITTED TO SELL SAFE AND SANE FIREWORKS IN THE CITY FOR 2024

Staff Recommendation: It is recommended that the City Council adopt Resolution No. 24-5870 designating the entities permitted to sell safe and sane fireworks in the City.

D-7 CONSIDERATION OF APPOINTMENTS TO THE PLANNING COMMISSION

Staff Recommendation: It is recommended that the City Council reappoint Marty Paz and Sergio Hernandez to the Planning Commission for a two-year term.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

E-1 PRESENTATION OF APRIL 2024 BUDGET REPORT

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

E-2 CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION NO. 23-5836 AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM FOR PART-TIME POSITIONS, AND APPROVAL OF A JOB DESCRIPTION FOR THE PART-TIME COMMUNITY RESOURCE SPECIALIST POSITION

Staff Recommendation: It is recommended that the City Council: (1) adopt Resolution No. 24-5871 rescinding resolution No. 23-5836 amending the comprehensive personnel system; and (2) approve the job description for the part-time Community Resources Specialist position.

E-3 DISCUSSION REGARDING DISCRETIONARY FUNDS (MAYOR PRO TEM KLINAKIS/COUNCIL MEMBER MUNOZ)

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	MEMBERS
Code Enforcement and Public Safety Committee	Klinakis/Mendoza
La Puente Park Fees, Ordinance and Program Oversight Committee	Quinones/Munoz
Project LEAD Committee	Quinones/Mendoza
LPQT Action Committee	Quinones/Mendoza
Rowland, Bassett, and Hacienda La Puente Unified School Districts Liaison Committee	Klinakis/Munoz
Grant Writing Committee	Klinakis/Munoz

AB 1234 REPORTS

ORAL COMMENTS FROM COUNCIL

ORAL COMMENTS FROM STAFF

ADJOURNMENT

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

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

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

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

Dated this 23rd day of May, 2024.

_________/s/_____________
Martha Torres, MPA
City Clerk

MINUTES
LA PUENTE CITY COUNCIL AND SUCCESSOR AGENCY
REGULAR MEETING OF
MAY 14, 2024

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.lapuente.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 14, 2024, at 7:00 p.m.

CALL TO ORDER

Mayor Quinones called the meeting to order at 7:04 p.m.

ROLL CALL

Members present:	Quinones, Klinakis, Argudo, Mendoza, Munoz (arrived at 7:08 p.m.).
Members absent:	None.
Staff members present:	City Manager Bob Lindsey, City Attorney Susie Altamirano, City Clerk Martha Torres, Director of Development Services John Di Mario, Director of Community Services Alexander Bauman, Finance Manager Alexander Merkel Medina, Office Specialist Jackie Cortez.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Klinakis led the Pledge of Allegiance.

PRESENTATIONS

Mayor Quinones and Head Coach Erick Morales presented certificates of recognition to the La Puente High School Varsity Football Team.

Mayor Quinones and Head Coach Jason Aceves presented certificates of recognition to the La Puente Varsity Basketball Team.

Mayor Quinones presented proclamations to Looms4Lupus executive director Juana Mata, on behalf of Looms4Lupus in support of May as Fibromyalgia and Lupus Awareness Month.

Community Engagement Supervisor Kimberly Cardona presented a certificate of recognition to Edward Villa for his hard work and assistance in the City's 2024 car show.

ORAL COMMUNICATIONS – None.

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 23. 2024

A motion was made by Council Member Argudo, seconded by Mayor Pro Tem Klinakis, to waive the reading and approve the Minutes of the City Council and Successor Agency meetings of April 23, 2024. The motion carried by the following roll call vote:

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

B. PUBLIC HEARINGS BEFORE THE CITY COUNCIL – None.

C. UNFINISHED BUSINESS OF THE CITY COUNCIL

D. CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

City Attorney Altamirano read edits to Items D-4 and D-5 into the record.

A motion was made by Council Member Argudo, seconded by Council Member Munoz, to approve Consent Calendar Items D-1 through D-5 with revisions to Items D-4 and D-5 as stated by City Attorney Altamirano. The motion carried by the following roll call vote:

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

D-1 CONSIDERATION OF A RESOLUTION APPROVING WARRANT RESOLUTION NO. 24-5866

Action Taken: The City Council and Successor Agency adopted Resolution No. 24-5866 approving Warrant Register No. 1571.

D-2 SECOND READING AND CONSIDERATION OF ADOPTION OF AN ORDINANCE AMENDING CHAPTER 2.32 (MUNICIPAL ELECTIONS) OF THE CITY OF LA PUENTE MUNICIPAL CODE ADDING SECTION 2.32.050 (ELECTRONIC AND PAPERLESS FILING OF FAIR POLITICAL PRACTICES COMMISSION CAMPAIGN DISCLOSURE STATEMENTS)

Action Taken: The City Council adopted Ordinance No. 24-986 amending Chapter 2.32 (Municipal Elections) of the La Puente Municipal Code to add Section 2.32.050 (Electronic and Paperless Filing of Fair Political Practices Commission Campaign Disclosure Statements).

D-3 CONSIDERATION OF A RESOLUTION APPROVING PARTICPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM

Action Taken: The City Council adopted Resolution No. 24-5867 approving participation in the Los Angeles Urban County Permanent Local Housing Allocation Program.

D-4 CONSIDERATION OF A RESOLUTION APPROVING A PERMIT FOR THE PUBLIC DISPLAY OF FIREWORKS AT THE 2024 BASSETT HIGH SCHOOL GRADUATION CEREMONY ON JUNE 6, 2024

Action Taken: The City Council adopted Resolution No. 24-5868 approving a permit for the public display of fireworks for Bassett High School's 2024 Graduation Ceremony on June 6, 2024, pursuant to all applicable code requirements, with the following revisions to the resolution: Section 3 of the Resolution shall read "Bassett High School shall contract with, an entity that maintains a valid permit for public displays of fireworks in the state of California (or obtaining said permit), and the public display of fireworks shall be conducted in a manner as to not be hazardous to property or dangerous to any person."

D-5 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

Action Taken: The City Council: (1) approved the License Agreement with Jesus Rodriguez, with the following revisions to the agreement: "the sale of safe and sane fireworks" shall be added to Section 1 under Terms of the Agreement; and (2) authorized the City Manager to execute the License Agreement on behalf of the City.

E. NEW BUSINESS TO BE CONSIDERED BY THE CITY COUNCIL

City Attorney Altamirano requested that Mayor Quinones introduce Mayor Pro Tem Klinakis' discretionary allocation under New Business.

Mayor Pro Tem Klinakis allocated $2,000 of his discretionary funds to the Special Olympics Team and congratulated them on their recent achievements.

Mayor Pro Tem Klinakis allocated $800-900 to the St. Louis of France School for the soda fountain machine for the upcoming carnival.

AD HOC COMMITTEE REPORTS

Code Enforcement and Public Safety Committee: Nothing to report.

La Puente Park Fees, Ordinance and Program Oversight Committee: Nothing to report.

Project LEAD Committee: Nothing to report.

LPQT Action Committee: Nothing to report.

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

Grant Writing Committee: Nothing to report.

AB 1234 REPORTS – None.

ORAL COMMENTS FROM COUNCIL

Council Member Argudo requested that Mayor Quinones adjourn the meeting in memory of Judie Perez.

ORAL COMMENTS FROM STAFF

City Manager Lindsey requested that the City Council finalize their individual budget review meetings with Staff.

Director of Community Services Bauman thanked Mayor Pro Tem Klinakis for his donation to the Special Olympics Team and stated that the Team won a gold medal at the Pomona Valley Games on May 4, 2024. He further stated the Team will be participating in the Downey Games on May 18, 2024, and the Team had been selected to attend the Summer Games on June 8 and June 9, 2024, at Long Beach State University.

Director of Community Services Bauman stated that there would be Aging & Disability Grant community listening sessions on May 22, 2024, and May 29, 2024. Director of Community Services Bauman stated that the Tiny Tots graduation would take place on May 23, 2024.

City Manager Lindsey thanked IT Analyst Steve Overstreet for his work on the La Puente Park Amphitheater.

Mayor Pro Tem Klinakis thanked City Staff for their hard work at the La Puente Park.

ADJOURMENT

There being no further business before the City Council, Mayor Quinones adjourned the meeting in memory of Judie Perez at 7:48 p.m.

Approved this 28th day of May, 2024.

Martha Torres, MPA City Clerk	Gabriel Quiñones Mayor/Chair

RESOLUTION NO. 24-5869

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE ALLOWING CERTAIN CLAIMS AND DEMANDS IN THE AMOUNT $442,997.29 (WARRANT REGISTER 1572)

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

<u>SECTION 1:</u> 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

<u>SECTION 2</u>: That the following claims and demands numbered 12388 through 12387 ACH(s) numbered 715 through 722 and Draft numbered 02485 through 02502 except for voided warrants 12432, 12432, and 12433 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: <u>NONE</u>

____
Martha Torres, MPA, City Clerk

PASSED, APPROVED AND ADOPTED this 28th day of May, 2024, by the following vote:

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

____
Gabriel Quiñones, Mayor

ATTEST:

____
Martha Torres, MPA, City Clerk

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Payment Amount / Item Amount
715	5/10/2024	ENTFMT	ENTERPRISE FM TRUST		22,570.85
	FBN5028301	05/24 VEHICLE MTCE		555-3150-53812	2,306.68
	FBN5028301	05/24 VEHICLE LEASE		555-3150-53912	20,264.17
716	5/10/2024	TANKO	TANKO LIGHTING		1,612.00
	69515	04/24 ST LIGHT MTCE		285-3330-53111	1,612.00
717	5/10/2024	YUNLLC	YUNEX LLC		1,560.50
	90002028	04/24 TS MTCE		200-3120-53819	1,560.50
718	5/20/2024	SEIUCO	COPE FUND		10.00
	INV0010754	COPE FUND CONTRIBUTION		100-20380	2.61
	INV0010754	COPE FUND CONTRIBUTION		260-20380	2.39
	INV0010833	COPE FUND CONTRIBUTION		100-20380	2.61
	INV0010833	COPE FUND CONTRIBUTION		260-20380	2.39
719	5/20/2024	SEIU	SEIU - LOCAL 721		2,105.52
	INV0010753	EMPLOYEE DUES		100-20380	860.98
	INV0010753	EMPLOYEE DUES		200-20380	31.87
	INV0010753	EMPLOYEE DUES		203-20380	4.32
	INV0010753	EMPLOYEE DUES		205-20380	4.32
	INV0010753	EMPLOYEE DUES		210-20380	39.07
	INV0010753	EMPLOYEE DUES		215-20380	1.12
	INV0010753	EMPLOYEE DUES		260-20380	71.24
	INV0010753	EMPLOYEE DUES		283-20380	27.04
	INV0010753	EMPLOYEE DUES		285-20380	27.80
	INV0010832	EMPLOYEE DUES		100-20380	817.51
	INV0010832	EMPLOYEE DUES		200-20380	43.72
	INV0010832	EMPLOYEE DUES		203-20380	1.11
	INV0010832	EMPLOYEE DUES		205-20380	4.31
	INV0010832	EMPLOYEE DUES		210-20380	35.26
	INV0010832	EMPLOYEE DUES		215-20380	1.11
	INV0010832	EMPLOYEE DUES		260-20380	74.18
	INV0010832	EMPLOYEE DUES		283-20380	26.41
	INV0010832	EMPLOYEE DUES		285-20380	34.15
720	5/17/2024	RUBGIS	GISELA RUBIO-LOPEZ		3,042.00
	INV0010853	EDUCATION REIM-RUBIO		100-1135-53151	3,042.00
721	5/17/2024	GLOURB	GLOBAL URBAN STRATEGIES, INC		19,999.00
	616	05/24 CASF DIGITAL LITERACY GRANT		280-3300-53111	19,999.00
722	5/17/2024	TANKO	TANKO LIGHTING		8,901.50
	69487	03/24 POLE-GLENDORA AVE		285-3330-53111	5,959.50
	69488	03/24 EMERGENCY RESPONSE-GLENDORA		285-3330-53111	2,942.00
12388	5/10/2024	ACTDES	ACTION DESIGNZ, LLC		121.05
	18683	SOCCER UNIFORMS		100-4110-53980	121.05
12389	5/10/2024	AMABUS	AMAZON CAPITAL SERVICES INC		570.21
	19TV-64XR-TTCJ	PENS/FILE STORAGE BOXES		100-1150-53011	200.31
	1DDN-X1PF-HPFR	WIRE CABLE PROTECTOR		550-6100-53018	-15.39
	1G64-6R73-J1GC	WIRE CABLE PROTECTOR		550-6100-53018	-15.39
	1PPD-G674-Q6QF	TINY TOTS GRADUATION SUPPLIES		100-4100-53012	400.68

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Payment Amount / Item Amount
12390	5/10/2024	MORAND	ANDREA MORENO		1,000.00
	INV0010785	SCHOLARSHIP REIM-MORENO		100-4140-53992	1,000.00
12391	5/10/2024	ATT	AT&T		496.19
	000021617011	03/28-04/27 PHONE-SR CENTER 911 LN		100-4130-53715	82.39
	000021617012	03/28-04/27 PHONE-MTCE YARD		285-3330-53715	27.46
	000021617013	03/28-04/27 PHONE-CH FAX LINE		100-1150-53715	111.82
	000021617014	03/28-04/27 PHONE-CITY HALL		100-1150-53715	274.52
12392	5/10/2024	AZ DESIGN	AZ DESIGNS		523.67
	INV0010811	MTCE-HOODIES		100-3330-53015	523.67
12393	5/10/2024	BIGTRE	BIG TREES NURSERY		4,600.00
	8206	15G ARGUTUS/AUSTRALIAN		100-5596-59600	4,600.00
12394	5/10/2024	INDBRA	BRADY INDUSTRIES, LLC		440.39
	8844658	SR CENTER JANITORIAL SUPPLIES		100-4130-53012	440.39
12395	5/10/2024	CBEEQU	CELL BUSINESS EQUIPMENT		1,162.59
	5029617041	05/12-06/11 FACILITY COPIER		100-1150-53911	1,162.59
12396	5/10/2024	CHRPER	CHRISTOPHER PEREZ ARIAS		1,050.00
	27	Instructor Payment - Fitness		263-3320-53111	1,050.00
12397	5/10/2024	CINTA	CINTAS CORPORATION #693		4,455.78
	8406710744	FIRST AID RESTOCK-ALL FACILITIES		100-1150-53011	2,247.00
	8406801201	FIRST AID RESTOCK-ALL FACILITIES		100-1150-53011	2,208.78
12398	5/10/2024	CROWN	CROWN GRAPHICS		1,300.56
	52956	VEH-SAFETY REFLECTIVE GRAPHICS		555-3150-53812	650.28
	52964	VEH-SAFETY REFLECTIVE GRAPHICS		555-3150-53812	650.28
12399	5/10/2024	DELCOM	DELHAVEN COMMUNITY CENTER		140.00
	110	04/24 CAR DETAILING		555-3150-53812	140.00
12400	5/10/2024	SAMSAR	DR. SAMIR SARGIOS DVM		5,000.00
	025	04/24 VIDA MONTHLY RENT		100-2130-53111	5,000.00
12401	5/10/2024	EDISON	EDISON CO		13,425.04
	INV0010794	03/27-04/25 ELEC-COMM CENTER		100-4100-53712	1,112.32
	INV0010795	03/27-04/25 ELEC-YLAC		100-4110-53712	1,682.20
	INV0010801	03/27-04/25 ELEC-15612 TEMPLE		285-3330-53712	6,753.39
	INV0010802	03/27-04/25 ELEC-15614 TEMPLE		285-3330-53712	1,327.56
	INV0010803	03/01-04/01 ELEC-CH SOLAR		100-1150-53712	2,192.61
	INV0010804	03/08-04/08 ELEC-VARIOUS		200-3120-53713	287.18
	INV0010805	03/27-04/25 ELEC-14416 AMAR		200-3120-53713	69.78
12402	5/10/2024	FLOESP	ESPERANZA FLORES		2,628.00
	INV0010782	03-04/24 BALLET FOLK CLASS PYMT		100-4100-53111	2,628.00
12403	5/10/2024	EWIIRR	EWING IRRIGATION PRODUCTS INC.		971.39
	22132337	IRRIGATION SUPPLIES		285-3330-53822	800.71
	22132490	HERBICIDE		200-3120-53814	170.68
12404	5/10/2024	FEDEXP	FEDERAL EXPRESS CORP		32.01
	8-489-07088	POSTAGE-PLANNING COMMISSIONER		100-3300-53976	32.01
12405	5/10/2024	GALLS	GALLS		475.58
	027519894	HASHMARKS		100-2110-53015	-16.13
	027613210	CE UNIFORMS		100-2110-53015	88.49
	027750448	JACKETS-ARGUDO		100-1110-53976	201.61
	027750448	JACKETS-LINDSEY		100-1110-53976	201.61

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12406	5/10/2024	GARDA	GARDAWORLD		447.26
	10779585	05/24 ARMORED TRANS SVC		100-1130-53111	447.26
12407	5/10/2024	GAOGEO	GEORGE GAONA		175.00
	INV0010796	PICNIC SHELTER REFUND-GAONA		100-47260	175.00
12408	5/10/2024	GUEJC	GUERREROS ATHLETIC FOUNDATION		1,624.00
	INV0010783	04/24 JUDO CLASS PYMT		100-4100-53111	1,624.00
12409	5/10/2024	HACLWN	HACIENDA LAWNMOWER SHOP		29.95
	5210	HARDWARE MOWERS		100-3330-53813	29.95
12410	5/10/2024	HACOUT	HACIENDA OUTLET		354.09
	24310	MTCE-UNIFORMS		100-3330-53015	127.56
	24311	MTCE-UNIFORMS		100-3330-53015	162.75
	24312	MTCE-UNIFORMS		100-3330-53015	63.78
12411	5/10/2024	HMEDEP	HOME DEPOT CRC		2,001.27
	3030370	MTCE-SUPPLIES		285-3330-53822	34.39
	3354327	MTCE SUPPLIES		285-3330-53822	367.21
	4030347	REBAR-OLD VALLEY WALL		200-3120-53817	672.07
	4184629	REBAR		200-3120-53817	-590.64
	42161	MTCE SUPPLIES		285-3330-53814	77.78
	523839	PLANTER SUPPLIES		285-3330-53814	145.26
	6041752	LP PARK SUPPLIES		285-3330-53822	130.78
	7010869	LP PARK SUPPLIES		285-3330-53822	282.71
	7611746	LP PARK SUPPLIES		285-3330-53822	207.43
	8030125	LP PARK SUPPLIES		285-3330-53814	178.71
	8281862	LP PARK SUPPLIES		285-3330-53814	225.00
	8281863	GRAFFITI SUPPLIES		200-3120-53016	76.00
	9011085	LP PARK SUPPLIES		285-3330-53822	72.83
	9523928	MTCE-SUPPLIES		285-3330-53822	121.74
12412	5/10/2024	BUCJEF	JEFFREY BUCKWELL		61.40
	INV0010781	LUNCH MTG REIM-BUCKWELL		100-2110-53972	61.40
12413	5/10/2024	JENPARTY	JENNIFER'S PARTY SUPPLY		197.78
	31446	LINEN RENTAL-SR CTR MONTHERS DAY DANCE		100-4130-53979	98.89
	31447	LINEN RENTAL-SR CTR ANNIVERSARY DANCE		100-4130-53979	98.89
12414	5/10/2024	KSKFAC	KSK FACILITIES		3,045.00
	1959	04/24 CH JANITORIAL SVC		100-1150-53813	1,915.00
	1963	04/24 SR CENTER JANITORIAL SVC		100-4130-53813	1,130.00
12415	5/10/2024	LPVCWD	LA PUENTE VALLEY CO WATER		3,522.40
	INV0010793	02/15-04/17 WTR-COMM		100-4100-53714	613.87
	INV0010793	02/15-04/17 WTR-YLAC		100-4110-53714	613.87
	INV0010806	02/15-04/17 WTR-VALLEY-CENTRAL		200-3120-53714	855.62
	INV0010807	02/15-04/17 WTR-NELSON		200-3120-53714	689.02
	INV0010808	02/15-04/17 WTR-OLD VALLEY		200-3120-53714	237.38
	INV0010809	02/15-04/17 WTR-ABBEY-CENTRAL		200-3120-53714	453.12
	INV0010810	02/15-04/17 WTR-MAIN & LEVERETTE		200-3120-53714	59.52
12416	5/10/2024	ODELIN	LINDA ODEGAARD		302.00
	INV0010784	04-05/24 KNITTING CLASS PYMT		100-4100-53111	302.00
12417	5/10/2024	LOCKSP	LOCKS PLUS, INC		100.74
	35916	DUPLICATE KEYS-PARK SECURITY ROOM		285-3330-53822	100.74
12418	5/10/2024	PALMAR	MARIBEL PALOMARES		510.00
	INV0010780	REFUND COURTYARD RENTAL-PALOMARES		100-47260	260.00
	INV0010788	SECURITY DEPOSIT REFUND-PALOMARES		600-20230	250.00

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12419	5/10/2024	READYP	PUENTE READY MIX, INC.		1,270.20
	110698	OLD VALLEY-CEMENT REPAIR		200-3120-53817	1,270.20
12420	5/10/2024	QUINMO	QUINTIN'S MOBIL		64.17
	1011796	FUEL		555-3150-53014	64.17
12421	5/10/2024	SERJUA	SERGIO JUAREZ UGALDE		286.00
	INV0010786	03-04/24 AZTEC CLASS PYMT		100-4100-53111	286.00
12422	5/10/2024	SOUCAL	SOUTHERN CALIFORNIA NEWS GROUP		1,200.86
	0011658706	AD-ORD #24-985		100-1120-53411	348.98
	0011661832	AD-ORD #24-985 SECOND READING		100-1120-53411	438.69
	0011664825	AD-ORD #24-986 FIRST READING		100-1120-53411	413.19
12423	5/10/2024	SOSUBW	SUBURBAN WATER SYSTEMS		84.66
	180061897974	03/23-04/22 WTR-6000133466		200-3120-53714	42.33
	181003953847	03/23-04/22 WTR-6000078315		200-3120-53714	42.33
12424	5/10/2024	SUNBELT	SUNBELT RENTALS, INC.		2,154.30
	151916613-2	SCISSOR LIFT RENTAL		285-3330-53822	2,154.30
12425	5/10/2024	GASCO	THE GAS COMPANY		226.04
	INV0010812	04/02-05/01 GAS-SR CENTER		100-4130-53711	226.04
12426	5/10/2024	KEYHAP	THE HAPPY KEY INC		75.00
	INV0010787	VEH-DUPLICATE KEYS		555-3150-53812	75.00
12427	5/10/2024	TCFNAT	THE HUNTINGTON NATIONAL BANK		1,512.00
	8850306	TORO REEL MASTER SVC		285-3330-53911	1,512.00
12428	5/10/2024	THESAU	THE SAUCE CREATIVE SERVICES CORP		2,993.63
	6809	Staff Jackets and Polos		100-4100-53012	1,496.82
	6809	Staff Jackets and Polos		100-4110-53012	1,496.81
12429	5/10/2024	ULINE	ULINE		1,439.55
	177295829	BULK CONTAINER		285-3330-53822	951.02
	177406130	LABEL MAKER/TAPE		100-1130-53011	488.53
12430	5/10/2024	BANK	US BANK		2,750.00
	7201494	2020 A TRUSTEE FEES		100-1130-53111	2,750.00
12431	5/10/2024	CALCARD	US Bank CalCard		10,872.76
	INV0010789	SPOKEO SEARCH		100-1110-53971	29.95
	INV0010789	LUNCH MTG		100-1110-53972	33.05
	INV0010789	LUNCH MTG		100-1110-53972	87.19
	INV0010789	LUNCH MTG		100-1110-53972	30.22
	INV0010789	LUNCH MTG		100-1110-53972	42.38
	INV0010789	LUNCH MTG		100-1110-53972	26.35
	INV0010789	TRUTHFINDER		100-1135-53406	16.95
	INV0010789	RESORTNET		550-6100-53017	9.95
	INV0010789	FUEL		555-3150-53014	101.75
	INV0010789	FUEL		555-3150-53014	91.18
	INV0010789	FUEL		555-3150-53014	89.19
	INV0010789	FUEL		555-3150-53014	83.86
	INV0010789	FUEL		555-3150-53014	79.09
	INV0010789	FUEL		555-3150-53014	57.81
	INV0010789	FUEL		555-3150-53014	40.21
	INV0010789	PRIMEWASH		555-3150-53812	47.99
	INV0010790	OFFICE SUPPLIES		100-4100-53011	54.99
	INV0010790	OFFICE SUPPLIES		100-4100-53011	18.58
	INV0010790	OFFICE SUPPLIES		100-4100-53011	15.17
	INV0010790	OFFICE SUPPLIES		100-4100-53011	13.74
	INV0010790	OFFICE SUPPLIES		100-4100-53011	153.99

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	INV0010790	OFFICE SUPPLIES		100-4100-53011	32.99
	INV0010790	OFFICE SUPPLIES		100-4100-53011	35.19
	INV0010790	TINY TOT FURNITURE		100-4100-53012	2,471.31
	INV0010790	TINY TOTS SUPPLIES		100-4100-53012	352.81
	INV0010790	CJPIA TRAINING		100-4100-53972	321.92
	INV0010790	CJPIA TRAINING		100-4100-53972	227.86
	INV0010790	OFFICE SUPPLIES		100-4110-53011	251.78
	INV0010790	CLEANING SUPPLIES		100-4110-53012	114.25
	INV0010790	SOCCER GOALS		100-4110-53980	65.68
	INV0010790	BASKETBALL CEREMONY SUPPLIES		100-4110-53980	51.92
	INV0010790	BASKETBALL CEREMONY SUPPLIES		100-4110-53980	19.35
	INV0010790	SOCCER GOALS		100-4110-53980	98.51
	INV0010790	NET CLIPS		100-4110-53980	108.22
	INV0010790	RETURNED SOCCER GOALS		100-4110-53980	-65.67
	INV0010790	SR CTR OFFICE SUPPLIES		100-4130-53012	358.00
	INV0010790	SR CENTER FLAG		100-4130-53012	147.13
	INV0010790	SR CTR COFFE SUPPLIES		100-4130-53012	194.24
	INV0010790	AARP LUNCH MTG		100-4130-53976	350.00
	INV0010790	BREAKFAST W/BUNNY SUPPLIES		100-4140-53979	451.45
	INV0010790	EGG HUNT SUPPLIES		100-4140-53979	26.28
	INV0010790	EGG HUNT SUPPLIES		100-4140-53979	74.65
	INV0010790	BREAKFAST W/BUNNY SUPPLIES		100-4140-53979	118.79
	INV0010790	EGG HUNT SUPPLIES		100-4140-53979	95.57
	INV0010791	2024 CSMFO MEMBERSHIP		100-1130-53971	135.00
	INV0010791	EMPLOYEE AWARDS		100-1135-53976	212.25
	INV0010791	LABEL PRINTER-CODE		100-2110-53011	219.99
	INV0010791	PROS TEAM CARBON COPY FORMS		100-3325-53011	112.10
	INV0010791	REMARKABLE (3)		550-6100-53017	8.97
	INV0010791	ZOOM ANNUAL SUBSCRIPTION		550-6100-53017	159.90
	INV0010791	PRINTER TONER		550-6100-53018	398.97
	INV0010791	PRINTER TONER		550-6100-53018	78.99
	INV0010791	VEH REPAIR-CODE		555-3150-53812	261.50
	INV0010792	ICC MEMBERSHIP-J.CASTANEDA		100-2110-53971	204.00
	INV0010792	ICC MEMBERSHIP-FLORES		100-2110-53971	204.00
	INV0010792	CCCA REGISTRATION-DIMARIO		100-3300-53972	875.00
	INV0010792	#HRP2555 APPRAISAL-PONCE		100-3320-53111	695.00
	INV0010792	YWFP NETWORKING		280-3300-53111	27.60
	INV0010792	YWFP NETWORKING		280-3300-53111	85.91
	INV0010792	YWFP NETWORKING		280-3300-53111	67.76
	INV0010792	PIPE-GRAFITTI TRUCK		555-3150-53812	100.00
12434	5/10/2024	WHCAP	WHITE CAP, L.P.		3,199.71
	50026469663	HONDA HAMMER		200-3120-53012	3,199.71
12435	5/10/2024	WILENG	WILLDAN ENGINEERING		26,813.30
	003-38859	03/24 TRAFFIC ENGINEERING		100-3100-53111	846.00
	003-38860	03/24 NPDES SVCS		284-3100-53111	4,209.80
	003-38862	03/24 RRFB OLD VALLEY/1ST ST		203-5612-59600	6,914.00
	003-38863	03/24 STIMSON IMPROVEMENTS-OLD VALLEY		200-3120-53111	415.50
	003-38864	03/24 ATP CYCLE 6-DESIGN CONCEPT		200-3120-53111	3,174.00
	003-38865	03/24 SWR MTNCE SVCS		500-3210-53111	1,116.00
	003-38896	03/24 ST IMPROVEMENT VARIOUS		202-5598-59600	5,069.00
	003-38896	03/24 ST IMPROVEMENT VARIOUS		215-5598-59600	5,069.00
12436	5/10/2024	ENTFMT	ENTERPRISE FM TRUST		76,259.70
	INV0010813	2024 MAVERICK #3FTTW8A39RRA19002		555-3150-54484	25,419.90
	INV0010813	2024 MAVERICK #3FTTW8A3XRRA19140		555-3150-54484	25,419.90
	INV0010813	2024 MAVERICK #3FTTW8A34RRA19618		555-3150-54484	25,419.90

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12437	5/20/2024	STADIS	CALIFORNIA STATE DISBURSEMENT UNIT		195.00
	INV0010822	CHILD SUPPORT		100-20399	195.00
12438	5/20/2024	NATRS	NATIONWIDE RETIREMENT		330.00
	INV0010826	Employee Contribution		100-20340	306.90
	INV0010826	Employee Contribution		200-20340	4.62
	INV0010826	Employee Contribution		203-20340	4.62
	INV0010826	Employee Contribution		205-20340	4.62
	INV0010826	Employee Contribution		210-20340	4.62
	INV0010826	Employee Contribution		215-20340	4.62
12439	5/20/2024	FTB	STATE OF CALIFORNIA FRANCHISE TAX BOARD		543.61
	INV0010823	PR WITHOLDING ORDER		100-20399	543.61
12440	5/20/2024	USBANK	U.S BANK PARS ACCT# 6746022400		4,316.95
	INV0010830	PARS RETIREMENT		100-20340	3,785.24
	INV0010830	PARS RETIREMENT		200-20340	190.78
	INV0010830	PARS RETIREMENT		203-20340	74.66
	INV0010830	PARS RETIREMENT		205-20340	124.83
	INV0010830	PARS RETIREMENT		260-20340	141.44
12441	5/17/2024	AMABUS	AMAZON CAPITAL SERVICES INC		1,794.45
	169L-9RJF-GCVT	GLOVES		100-3325-53011	65.08
	17LV-NR1Y-7DDP	DESKTOP MEMORY		550-6100-53018	197.98
	19TV-64XR-VWNK	LOGITECH WEBCAM/ECHO BED BAR		100-2110-53011	709.50
	19TV-64XR-VWNK	LOGITECH WEBCAM/ECHO BED VAR		550-6100-53018	148.49
	1MWQ-QGTV-4HTH	TODDLER MUSICAL INSTRUMENT SETS		100-4100-53012	30.68
	1MXW-QKRK-HJDT	CODE ENF-SUPPLIES		100-2110-53011	96.50
	1N6R-X6M7-PG9V	HEAT SILICONE SEALANT/ROPE LIGHTS		550-6100-53018	211.15
	1RLM-FN1Y-RMK6	AWARD MEDALS-TINY TOTS		100-4100-53012	120.59
	1RMQ-KL7M-VPP4	OFFICE SUPPLIES		100-1150-53011	62.50
	1RY3-6TPL-PWX7	CLASSIFICATION FOLDERS		100-1135-53011	151.98
12442	5/17/2024	AZUSAP	AZUSA PLUMBING SUPPLY		173.26
	0471541-IN	EISEL 3-1/2 COVER WATER		200-3120-53012	24.20
	0471717-IN	EISEL 3-1/2 COVER WATER		200-3120-53012	149.06
12443	5/17/2024	BMI	BMI		435.00
	11418158	05/24-04/25 MUSIC LICENSE		100-4140-53979	435.00
12444	5/17/2024	BRILAN	BRIGHTVIEW LANDSCAPING SERVICES INC.		12,018.00
	8777735	01/24 MEDIANS LANDSCAPE SVC		200-3120-53814	120.25
	8880132	05/24 SR CTR LANDSCAPE SVC		100-4130-53814	253.50
	8880132	05/24 AMAR/SAUDER LANDSCAPE SVC		200-3120-53814	481.00
	8880132	05/24 MEDIANS LANSCAPE SVC		200-3120-53814	6,446.68
	8880132	05/24 CH LANDSCAPE SVC		285-3330-53814	2,391.91
	8880132	05/24 NATURE CTR LANDSCAPE SVC		285-3330-53814	2,324.66
12445	5/17/2024	CALASS	CALIFORNIA ASSOCIATION OF CODE OFFICERS		1,200.00
	200029454	CODE ENF TRAINING-CASTANEDA		260-3320-53151	600.00
	200029456	CODE ENF TRAINING-FLORES		260-3320-53151	600.00
12446	5/17/2024	CHRPER	CHRISTOPHER PEREZ ARIAS		1,050.00
	28	Fitness Instructor Payment		263-3320-53111	1,050.00
12447	5/17/2024	CINTA	CINTAS CORPORATION #693		109.64
	4192154013	05/09 CH MAT RENTAL		100-1150-53813	109.64
12448	5/17/2024	CONCEN	CONCENTRA		378.00
	83053487	PRE EMPLOYMENT PHYSICAL		100-1135-53406	378.00
12449	5/17/2024	CED	CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC		17.76
	3301-1016227	CLAMPS		285-3330-53822	17.76

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12450	5/17/2024	CROWN	CROWN GRAPHICS		267.28
	52976	GRAPHICS-CODE VEH		555-3150-53812	267.28
12451	5/17/2024	DEPTJ	DEPT OF JUSTICE-BUREAU		768.00
	733884	04/24 FINGERPRINT SVC		100-1135-53406	128.00
	733884	04/24 FINGERPRINT SVC		100-4110-53980	640.00
12452	5/17/2024	EDISON	EDISON CO		25,093.43
	INV0010838	03/24 ELEC-VARIOUS		200-3120-53713	39.79
	INV0010839	03/24 ELEC-PARK SVCS		285-3330-53712	134.09
	INV0010840	03/24 ELEC-TRAFFIC CONTROL		200-3120-53713	885.84
	INV0010841	04/24 ELEC-VARIOUS		200-3120-53713	7,931.72
	INV0010842	04/24 ELEC-ST LIGHTS LS-2B		285-3330-53712	2,034.08
	INV0010843	04/24 ELEC-1744 ST LIGHTS LS-1/OPTION E		285-3330-53712	13,162.66
	INV0010844	04/03-05/01 ELEC-14951 NELSON		200-3120-53713	99.88
	INV0010856	03/01-04/01 ELEC-SR CENTER		100-4130-53712	805.37
12453	5/17/2024	EMPAME	EMPLOY AMERICA		4,004.00
	58D2401-IN	04/24 BUS SHELTER MTCE		210-3130-53816	4,004.00
12454	5/17/2024	COMFAS	FASTENAL COMPANY		3,103.17
	CACIT74008	LP PARK-JANITORIAL SUPPLIES		100-3330-53011	675.82
	CACIT74208	LP PARK-JANITORIAL SUPPLIES		100-3330-53011	570.20
	CACIT74246	LP PARK-JANITORIAL SUPPLIES		100-3330-53011	176.65
	CACIT74247	COMM CTR-JANITORIAL SUPPLIES		100-4100-53011	167.88
	CACIT74248	COMM CTR-JANITORIAL SUPPLIES		100-4100-53011	406.41
	CACIT74370	LP PARK-JANITORIAL SUPPLIES		100-3330-53011	249.16
	CACIT74371	CH JANITORIAL SUPPLIES		100-1150-53012	227.78
	CACIT74372	LP PARK-JANITORIAL SUPPLIES		100-3330-53011	481.95
	CACIT74373	COMM CTR-JANITORIAL SUPPLIES		100-4100-53011	147.32
12455	5/17/2024	HACOUT	HACIENDA OUTLET		175.95
	24313	MTCE-UNIFORMS		100-3330-53015	175.95
12456	5/17/2024	STRHOR	HORIZON STRUCTURES		2,350.00
	2730	PREFAB ANIMAL SHELTER/KENNEL BUILDING		100-5617-59300	2,350.00
12457	5/17/2024	JCLBAR	JCL TRAFFIC		823.18
	123993	TEMP. NO PARKING TOW AWAY SIGNS		200-3120-53821	823.18
12458	5/17/2024	JOSREY	JOSE REYES		358.45
	INV0010852	05/01-14 SHOPPING CART-MILEAGE REIM-REYES		555-3150-53014	358.45
12459	5/17/2024	QUINMO	QUINTIN'S MOBIL		56.88
	1014009	FUEL		555-3150-53014	56.88
12460	5/17/2024	CAMRAC	RACHEL CAMACHO		350.00
	INV0010854	MUSIC SVC-SPRING FLING DANCE		100-4130-53979	350.00
12461	5/17/2024	RESOUR	RESOURCE BUILDING MATERIALS		1,888.98
	3788221	REBAR-OLD VALLEY		200-3120-53817	350.63
	3788580	REBAR CAPS PLASTIC		200-3120-53817	45.99
	3790232	BLOCK CONCRETE-OLD VALLEY		200-3120-53817	166.24
	3792243	BLOCK CEMENT		285-3330-53822	442.04
	3792245	BLOCK CEMENT		285-3330-53822	884.08
12462	5/17/2024	VALROX	ROXANNE VALVERDE		37.00
	INV0010855	LIVE SCAN REIM-VALVERDE		100-1135-53406	37.00
12463	5/17/2024	SGVWC	S.G.V. WATER CO		184.08
	INV0010851	04/03-05/06 WTR-935 IRRIG PUENTE		200-3120-53714	184.08
12464	5/17/2024	STAPLE	STAPLES CREDIT PLAN		477.32
	6001905862	YWFP CERTIFICATE HOLDERS		280-3300-53111	194.30

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Item Amount	Payment Amount
	6001905863	OFFICE SUPPLIES		100-1150-53011	273.59	
	6001905864	YWFP WHITE CARD STOCK		280-3300-53111	9.43	
12465	5/17/2024	STIAN	STILES ANIMAL REMOVAL, INC.			200.00
	4381	04/24 ANIMAL DISPOSAL SVC		100-2130-53111	200.00	
12466	5/17/2024	SOSUBW	SUBURBAN WATER SYSTEMS			243.18
	180032537810	04/05-05/03 WTR-6000101379		200-3120-53714	243.18	
12467	5/17/2024	TERMI	TERMINIX PROCESSING CENTER			248.00
	446451202	05/03 CC PEST CONTROL		285-3330-53813	55.00	
	446452613	05/03 YLAC PEST CONTROL		285-3330-53813	53.00	
	446452638	05/03 CC PEST CONTROL		285-3330-53813	50.00	
	446453593	05/03 SR CTR PEST CONTROL		100-4130-53813	90.00	
12468	5/17/2024	GASCO	THE GAS COMPANY			1,448.15
	INV0010847	04/03-05/02 GAS-YLAC		100-4110-53711	200.06	
	INV0010848	04/03-05/02 GAS-COMM CTR		100-4100-53711	41.45	
	INV0010849	04/03-05/03 GAS-CITY HALL		100-1150-53711	940.56	
	INV0010850	04/03-05/02 GAS-PARK SRVC		285-3330-53711	266.08	
12469	5/17/2024	KEYHAP	THE HAPPY KEY INC			50.00
	INV0010845	DUPLICATE KEYS-FORD		555-3150-53812	50.00	
12470	5/17/2024	WESCO	WEST COAST ARBORISTS INC			1,640.30
	214160	04/16-30 PKWY TREE MTCE		200-3120-53815	1,640.30	
12471	5/17/2024	WHCAP	WHITE CAP, L.P.			89.65
	10019815564	STEEL STAKE-24X1.5		285-3330-53822	89.65	
12472	5/17/2024	WILENG	WILLDAN ENGINEERING			57,916.13
	002-31725	04/24 BLDG & SAFETY SVC		100-3310-53111	57,916.13	
12473	5/17/2024	ZERO9	ZERO9 DUTY GEAR			1,045.45
	3848-B2B	EQUIPMENT/CODE ENFORCEMENT		100-2110-53012	145.45	
	3848-B2B	EQUIPMENT/CODE ENFORCEMENT		260-3320-53012	900.00	
DFT0002485	5/10/2024	EDD	EMPLOYMENT DEVELOPMENT DEPT			3,243.00
	L0739687760	01-03/24 UNEMPLOYMENT INSURANCE		100-1135-53610	3,243.00	
DFT0002486	5/15/2024	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			82.10
	INV0010814	EMPLOYER CONTRIBUTION		100-20360	82.10	
DFT0002487	5/15/2024	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			79.87
	INV0010815	PERS- NEW EMPLY CONTRB		100-20399	79.87	
DFT0002488	5/15/2024	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			1.00
	INV0010816	SURVIVORS LIFE INSURANCE		100-20350	1.00	
DFT0002489	5/15/2024	EMPLOY	EMPLOYMENT DEVELOPMENT DEPT			3.25
	INV0010817	STATE INCOME TAX		100-20310	3.25	
DFT0002490	5/15/2024	IRSPR	IRS PAYROLL TAX DEPOSIT			28.00
	INV0010818	FEDERAL WITHHOLDING		100-20300	28.00	
DFT0002491	5/15/2024	IRSPR	IRS PAYROLL TAX DEPOSIT			28.08
	INV0010819	MEDICARE TAX		100-20300	28.08	
DFT0002494	5/20/2024	ICMARC	MISSION SQUARE RETIREMENT			76.78
	INV0010824	EMPLOYEE LOAN REPYMT		100-20399	49.23	
	INV0010824	EMPLOYEE LOAN REPYMT		200-20399	7.75	
	INV0010824	EMPLOYEE LOAN REPYMT		203-20399	1.72	
	INV0010824	EMPLOYEE LOAN REPYMT		205-20399	1.72	
	INV0010824	EMPLOYEE LOAN REPYMT		210-20399	11.20	
	INV0010824	EMPLOYEE LOAN REPYMT		215-20399	1.72	

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Item Amount	Payment Amount
	INV0010824	EMPLOYEE LOAN REPYMT		260-20399	3.44	
DFT0002495	5/20/2024	ICMARC	MISSION SQUARE RETIREMENT			1,775.00
	INV0010825	EMPLOYEE CONTRIBUTIONS		100-20399	932.94	
	INV0010825	EMPLOYEE CONTRIBUTIONS		200-20399	112.92	
	INV0010825	EMPLOYEE CONTRIBUTIONS		202-20399	62.31	
	INV0010825	EMPLOYEE CONTRIBUTIONS		203-20399	93.98	
	INV0010825	EMPLOYEE CONTRIBUTIONS		205-20399	102.47	
	INV0010825	EMPLOYEE CONTRIBUTIONS		210-20399	166.52	
	INV0010825	EMPLOYEE CONTRIBUTIONS		215-20399	195.98	
	INV0010825	EMPLOYEE CONTRIBUTIONS		260-20399	107.88	
DFT0002496	5/20/2024	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			20,054.84
	INV0010827	EMPLOYER CONTRIBUTION		100-20360	16,112.80	
	INV0010827	EMPLOYER CONTRIBUTION		200-20360	772.98	
	INV0010827	EMPLOYER CONTRIBUTION		202-20360	78.67	
	INV0010827	EMPLOYER CONTRIBUTION		203-20360	355.06	
	INV0010827	EMPLOYER CONTRIBUTION		205-20360	364.38	
	INV0010827	EMPLOYER CONTRIBUTION		210-20360	600.98	
	INV0010827	EMPLOYER CONTRIBUTION		215-20360	284.19	
	INV0010827	EMPLOYER CONTRIBUTION		260-20360	1,036.36	
	INV0010827	EMPLOYER CONTRIBUTION		283-20360	150.77	
	INV0010827	EMPLOYER CONTRIBUTION		285-20360	298.65	
DFT0002497	5/20/2024	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			14,793.28
	INV0010828	PERS- NEW EMPLY CONTRB		100-20399	11,827.43	
	INV0010828	PERS- NEW EMPLY CONTRB		200-20399	526.69	
	INV0010828	PERS- NEW EMPLY CONTRB		202-20399	76.53	
	INV0010828	PERS- NEW EMPLY CONTRB		203-20399	272.82	
	INV0010828	PERS- NEW EMPLY CONTRB		205-20399	277.62	
	INV0010828	PERS- NEW EMPLY CONTRB		210-20399	385.42	
	INV0010828	PERS- NEW EMPLY CONTRB		215-20399	271.09	
	INV0010828	PERS- NEW EMPLY CONTRB		260-20399	760.52	
	INV0010828	PERS- NEW EMPLY CONTRB		283-20399	146.69	
	INV0010828	PERS- NEW EMPLY CONTRB		285-20399	248.47	
DFT0002498	5/20/2024	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			899.47
	INV0010829	EMPLOYEE PORTION		100-20360	869.26	
	INV0010829	EMPLOYEE PORTION		200-20360	10.07	
	INV0010829	EMPLOYEE PORTION		210-20360	20.14	
DFT0002499	5/20/2024	PERSYS-RETIRE	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM			62.00
	INV0010831	SURVIVORS LIFE INSURANCE		100-20350	53.16	
	INV0010831	SURVIVORS LIFE INSURANCE		200-20350	1.70	
	INV0010831	SURVIVORS LIFE INSURANCE		202-20350	0.10	
	INV0010831	SURVIVORS LIFE INSURANCE		203-20350	0.65	
	INV0010831	SURVIVORS LIFE INSURANCE		205-20350	0.68	
	INV0010831	SURVIVORS LIFE INSURANCE		210-20350	1.21	
	INV0010831	SURVIVORS LIFE INSURANCE		215-20350	0.39	
	INV0010831	SURVIVORS LIFE INSURANCE		260-20350	2.53	
	INV0010831	SURVIVORS LIFE INSURANCE		283-20350	0.58	
	INV0010831	SURVIVORS LIFE INSURANCE		285-20350	1.00	
DFT0002500	5/20/2024	EMPLOY	EMPLOYMENT DEVELOPMENT DEPT			7,292.72
	INV0010834	STATE INCOME TAX		100-20310	5,996.11	
	INV0010834	STATE INCOME TAX		200-20310	218.76	
	INV0010834	STATE INCOME TAX		202-20310	41.35	
	INV0010834	STATE INCOME TAX		203-20310	104.03	
	INV0010834	STATE INCOME TAX		205-20310	112.36	
	INV0010834	STATE INCOME TAX		210-20310	175.72	
	INV0010834	STATE INCOME TAX		215-20310	148.43	

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Payment Amount / Item Amount
	INV0010834	STATE INCOME TAX		260-20310	361.13
	INV0010834	STATE INCOME TAX		283-20310	55.55
	INV0010834	STATE INCOME TAX		285-20310	79.28
DFT0002501	5/20/2024	IRSPR	IRS PAYROLL TAX DEPOSIT		20,126.45
	INV0010835	FEDERAL WITHHOLDING		100-20300	16,514.02
	INV0010835	FEDERAL WITHHOLDING		200-20300	623.70
	INV0010835	FEDERAL WITHHOLDING		202-20300	108.19
	INV0010835	FEDERAL WITHHOLDING		203-20300	261.37
	INV0010835	FEDERAL WITHHOLDING		205-20300	283.01
	INV0010835	FEDERAL WITHHOLDING		210-20300	556.66
	INV0010835	FEDERAL WITHHOLDING		215-20300	384.94
	INV0010835	FEDERAL WITHHOLDING		260-20300	1,001.20
	INV0010835	FEDERAL WITHHOLDING		283-20300	144.92
	INV0010835	FEDERAL WITHHOLDING		285-20300	248.44
DFT0002502	5/20/2024	IRSPR	IRS PAYROLL TAX DEPOSIT		7,304.60
	INV0010836	MEDICARE TAX		100-20300	6,029.88
	INV0010836	MEDICARE TAX		200-20300	265.12
	INV0010836	MEDICARE TAX		202-20300	26.90
	INV0010836	MEDICARE TAX		203-20300	125.68
	INV0010836	MEDICARE TAX		205-20300	146.82
	INV0010836	MEDICARE TAX		210-20300	145.00
	INV0010836	MEDICARE TAX		215-20300	95.36
	INV0010836	MEDICARE TAX		260-20300	325.16
	INV0010836	MEDICARE TAX		283-20300	56.80
	INV0010836	MEDICARE TAX		285-20300	87.88
				Grand Total:	**442,997.29**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	193,309.62
200 - GAS TAX FUND	35,127.00
202 - RMRA (SB 1)	5,463.05
203 - MEASURE M FUND	8,214.02
205 - MEASURE R FUND	1,427.14
210 - PROP A FUND	6,145.80
215 - PROP C FUND	6,457.95
260 - CDBG PROGRAM FUND	5,989.86
263 - AMERICAN RESCUE PLAN ACT FUND	2,100.00
280 - MISCELLANEOUS GRANTS FUND	20,384.00
283 - MEASURE A SAFE PARKS FUND	608.76
284 - MEASURE W	4,209.80
285 - LIGHTING & LANDSCAPE MAINTENANCE	48,915.20
500 - SEWER CONSTRUCTION/MAINTENANCE FUND	1,116.00
550 - EQUIPMENT REPLACEMENT FUND	1,183.62
555 - VEHICLE MAINTENANCE & REPLACEMENT FUND	102,095.47
600 - SPECIAL DEPOSIT FUND	250.00
Grand Total:	**442,997.29**

Account Summary

Account Number	Account Name	Payment Amount
100-1110-53971	Dues & Memberships	29.95
100-1110-53972	Conferences & Meetings	219.19
100-1110-53976	Special Departmental	403.22
100-1120-53411	Printing & Publishing	1,200.86
100-1130-53011	Operating Supplies	488.53
100-1130-53111	Contract Services - Priva…	3,197.26
100-1130-53971	Dues & Memberships	135.00
100-1135-53011	Operating Supplies	151.98
100-1135-53151	Education & Training	3,042.00
100-1135-53406	Recruitment Expenses	559.95
100-1135-53610	Unemployment Insurance	3,243.00
100-1135-53976	Special Departmental	212.25
100-1150-53011	Operating Supplies	4,992.18
100-1150-53012	Small Tools & Equipment	227.78
100-1150-53711	Utility - Gas	940.56
100-1150-53712	Utility - Electricity	2,192.61
100-1150-53715	Utility - Communications	386.34
100-1150-53813	Facility Maintenance	2,024.64
100-1150-53911	Equipment Lease/Rental	1,162.59
100-20300	FIT Payable	22,599.98
100-20310	SIT Payable	5,999.36
100-20340	PARS	4,092.14
100-20350	Group Insurance	54.16
100-20360	PERS	17,064.16
100-20380	Union Dues	1,683.71
100-20399	Other Payroll Deductions	13,628.08
100-2110-53011	Operating Supplies	1,025.99
100-2110-53012	Small Tools & Equipment	145.45
100-2110-53015	Uniform/Boot Reimburs…	72.36
100-2110-53971	Dues & Memberships	408.00
100-2110-53972	Conferences & Meetings	61.40
100-2130-53111	Contract Services - Priva…	5,200.00
100-3100-53111	Contract Services - Priva…	846.00
100-3300-53972	Conferences & Meetings	875.00
100-3300-53976	Special Departmental	32.01
100-3310-53111	Contract Services - Priva…	57,916.13

Account Summary

Account Number	Account Name	Payment Amount
100-3320-53111	Contract Services - Priva…	695.00
100-3325-53011	Operating Supplies	177.18
100-3330-53011	Operating Supplies	2,153.78
100-3330-53015	Uniform/Boot Reimburs…	1,053.71
100-3330-53813	Facility Maintenance	29.95
100-4100-53011	Operating Supplies	1,046.26
100-4100-53012	Small Tools & Equipment	4,872.89
100-4100-53111	Contract Services - Priva…	4,840.00
100-4100-53711	Utility - Gas	41.45
100-4100-53712	Utility - Electricity	1,112.32
100-4100-53714	Utility - Water	613.87
100-4100-53972	Conferences & Meetings	549.78
100-4110-53011	Operating Supplies	251.78
100-4110-53012	Small Tools & Equipment	1,611.06
100-4110-53711	Utility - Gas	200.06
100-4110-53712	Utility - Electricity	1,682.20
100-4110-53714	Utility - Water	613.87
100-4110-53980	Sports Activities	1,039.06
100-4130-53012	Small Tools & Equipment	1,139.76
100-4130-53711	Utility - Gas	226.04
100-4130-53712	Utility - Electricity	805.37
100-4130-53715	Utility - Communications	82.39
100-4130-53813	Facility Maintenance	1,220.00
100-4130-53814	Landscape Maintenance	253.50
100-4130-53976	Special Departmental	350.00
100-4130-53979	Special Events	547.78
100-4140-53979	Special Events	1,201.74
100-4140-53992	Scholarships	1,000.00
100-47260	Recreation Programs	435.00
100-5596-59600	Other Services	4,600.00
100-5617-59300	Construction Costs	2,350.00
200-20300	FIT Payable	888.82
200-20310	SIT Payable	218.76
200-20340	PARS	195.40
200-20350	Group Insurance	1.70
200-20360	PERS	783.05
200-20380	Union Dues	75.59
200-20399	Other Payroll Deductions	647.36
200-3120-53012	Small Tools & Equipment	3,372.97
200-3120-53016	Graffiti Removal Supplies	76.00
200-3120-53111	Contract Services - Priva…	3,589.50
200-3120-53713	Utility - Hwy Lights	9,314.19
200-3120-53714	Utility - Water	2,806.58
200-3120-53814	Landscape Maintenance	7,218.61
200-3120-53815	Parkway Tree Maintena…	1,640.30
200-3120-53817	Street/Sidewalk Mainte…	1,914.49
200-3120-53819	Signal Maintenance	1,560.50
200-3120-53821	Traffic Markings/Signs	823.18
202-20300	FIT Payable	135.09
202-20310	SIT Payable	41.35
202-20350	Group Insurance	0.10
202-20360	PERS	78.67
202-20399	Other Payroll Deductions	138.84
202-5598-59600	Other Services	5,069.00
203-20300	FIT Payable	387.05
203-20310	SIT Payable	104.03
203-20340	PARS	79.28
203-20350	Group Insurance	0.65

Account Summary

Account Number	Account Name	Payment Amount
203-20360	PERS	355.06
203-20380	Union Dues	5.43
203-20399	Other Payroll Deductions	368.52
203-5612-59600	Other Services	6,914.00
205-20300	FIT Payable	429.83
205-20310	SIT Payable	112.36
205-20340	PARS	129.45
205-20350	Group Insurance	0.68
205-20360	PERS	364.38
205-20380	Union Dues	8.63
205-20399	Other Payroll Deductions	381.81
210-20300	FIT Payable	701.66
210-20310	SIT Payable	175.72
210-20340	PARS	4.62
210-20350	Group Insurance	1.21
210-20360	PERS	621.12
210-20380	Union Dues	74.33
210-20399	Other Payroll Deductions	563.14
210-3130-53816	Bus Shelter Maintenance	4,004.00
215-20300	FIT Payable	480.30
215-20310	SIT Payable	148.43
215-20340	PARS	4.62
215-20350	Group Insurance	0.39
215-20360	PERS	284.19
215-20380	Union Dues	2.23
215-20399	Other Payroll Deductions	468.79
215-5598-59600	Other Services	5,069.00
260-20300	FIT Payable	1,326.36
260-20310	SIT Payable	361.13
260-20340	PARS	141.44
260-20350	Group Insurance	2.53
260-20360	PERS	1,036.36
260-20380	Union Dues	150.20
260-20399	Other Payroll Deductions	871.84
260-3320-53012	Small Tools & Equipment	900.00
260-3320-53151	Education & Training	1,200.00
263-3320-53111	Contract Services - Priva…	2,100.00
280-3300-53111	Contract Services - Priva…	20,384.00
283-20300	FIT Payable	201.72
283-20310	SIT Payable	55.55
283-20350	Group Insurance	0.58
283-20360	PERS	150.77
283-20380	Union Dues	53.45
283-20399	Other Payroll Deductions	146.69
284-3100-53111	Contract Services - Priva…	4,209.80
285-20300	FIT Payable	336.32
285-20310	SIT Payable	79.28
285-20350	Group Insurance	1.00
285-20360	PERS	298.65
285-20380	Union Dues	61.95
285-20399	Other Payroll Deductions	248.47
285-3330-53111	Contract Services - Priva…	10,513.50
285-3330-53711	Utility - Gas	266.08
285-3330-53712	Utility - Electricity	23,411.78
285-3330-53715	Utility - Communications	27.46
285-3330-53813	Facility Maintenance	158.00
285-3330-53814	Landscape Maintenance	5,343.32
285-3330-53822	Park Maintenance & Re…	6,657.39

Account Summary

Account Number	Account Name	Payment Amount
285-3330-53911	Equipment Lease/Rental	1,512.00
500-3210-53111	Contract Services - Priva…	1,116.00
550-6100-53017	Software & Licensing	178.82
550-6100-53018	Computer Hardware & S…	1,004.80
555-3150-53014	Fuel	1,022.59
555-3150-53812	Vehicle Maintenance	4,549.01
555-3150-53912	Vehicle Lease	20,264.17
555-3150-54484	Vehicle Purchase	76,259.70
600-20230	Refundable Special Depo…	250.00
	Grand Total:	**442,997.29**

Project Account Summary

Project Account Key		Payment Amount
None		429,332.08
30224E		695.00
31124E		2,100.00
60224E		120.59
61125E		435.00
61724E		1,028.12
70724E		8,901.50
98524E		385.00
	Grand Total:	**442,997.29**

City of La Puente

AGENDA REPORT

To: Mayor and City Council For meeting of: May 28, 2024

Via: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF APRIL 2024 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 2024.

DISCUSSION

City staff initiated sixteen (16) requisitions during the month totaling $462,851.66.

RECOMMENDATION

It is recommended that the City Council receive and file the requisition summary report for April 2024.

ATTACHMENTS

Attachment "A": Requisition Summary Report for April 2024

Requisition Summary Report

Requisition Detail

Issued Date Range 04/01/2024 - 04/30/2024

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000934	SANDWICH PREP REFRIGERATOR-SUMMEI NEWASI - NEW ASIA FSE, INC.	Approved	Alexander Merkel Director of Administrative Services	4/2/2024	0	3,358.16

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
SANDWICH PREP REFRIGERATOI	1		0	0	0	0	0	3,358.16

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-4130-54585	Furniture/Office Equipment			100.00%	3,358.16

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000935	Fintess Instructor Payment CHRPER - CHRISTOPHER PEREZ ARIAS	Approved	ADRIANA DOMINGUEZ Director of Community Services	4/2/2024	0	1,050.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
Fintess Instructor Payment	1		0	0	0	0	0	1,050.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
263-3320-53111	Contract Services - Private			100.00%	1,050.00

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000936	BACK FLOW REPAIR DAKOTA - DAKOTA BACKFLOW CO	Approved	NORMA RAMIREZ Director of Development Services	4/4/2024	0	2,795.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
BACK FLOW REPAIR	1		0	0	0	0	0	2,795.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-4100-53811	Equipment Maintenance			100.00%	2,795.00

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000937	YWFP NETWORKING LUNCHEON TRUHAB - THE HABIT RESTAURANTS LLC	Approved	GISELA RUBIO Director of Development Services	4/8/2024	0	2,400.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
YWFP NETWORKING LUNCHEOI	1		0	0	0	0	0	2,400.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
280-3300-53111	Contract Services - Private	98524E		100.00%	2,400.00

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000938	SPEED CHECK RADAR SIGNS (QTY2) NEXT - NEXTECH SYSTEMS, INC.	Approved	Alexander Merkel City Manager	4/8/2024	0	8,986.40

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
SPEED CHECK RADAR SIGNS (QT	1		0	0	762.4	600	0	-

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
285-3330-54585	Furniture/Office Equipment			100.00%	8,986.40

ATTACHMENT A

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000939	Instructor Fitness classes payment CHRPER - CHRISTOPHER PEREZ ARIAS	Approved	ADRIANA DOMINGUEZ Director of Community Services	4/9/2024	0	1,050.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
Instructor Fitness classes payme	1		0	0	0	0	0	1,050.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
263-3320-53111	Contract Services - Private			100.00%	1,050.00

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000940	Fitness Instructor CHRPER - CHRISTOPHER PEREZ ARIAS	Approved	ADRIANA DOMINGUEZ Director of Community Services	4/16/2024	0	1,050.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
Fitness Instructor	1		0	0	0	0	0	1,050.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
263-3320-53111	Contract Services - Private			100.00%	1,050.00

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000941	ANIMAL CONTROL VEH MOD-DOG CONTA MARK - MARK'S WELDING SERVICE	Approved	Alexander Merkel City Manager	4/17/2024	0	17,000.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
ANIMAL CONTROL VEH MOD-D(	1		0	0	0	0	0	4,250.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-2110-53111	Contract Services - Private			100.00%	17,000.00

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000942	DOG WASTE SUPPLIES WASDOG - DOG WASTE DEPOT AW USA INC.	Approved	NORMA RAMIREZ Director of Development Services	4/17/2024	0	1,891.38

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
DOG WASTE SUPPLIES	1		1	1719.44	171.94	0	0	1,891.38

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
285-3330-53822	Park Maintenance & Repair			100.00%	1,891.38

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000943	PREFAB ANIMAL SHELTER/KENNEL BUILDI STRHOR - HORIZON STRUCTURES	Approved	Alexander Merkel City Council	4/23/2024	0	389,219.24

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
PREFAB ANIMAL SHELTER/KENN	1		0	0	0	0	0	-

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-5617-59300	Construction Costs			100.00%	389,219.24

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000944	Fintess Instructor CHRPER - CHRISTOPHER PEREZ ARIAS	Approved	ADRIANA DOMINGUEZ Director of Community Services	4/23/2024	0	1,050.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
Fintess Instructor	1		0	0	0	0	0	1,050.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
263-3320-53111	Contract Services - Private			100.00%	1,050.00

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000945	BASEBALL NETTING & POLE STRUCTURES MARK - MARK'S WELDING SERVICE	Approved	Alexander Merkel City Council	4/24/2024	0	22,000.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
BASEBALL NETTING & POLE STR	1		0	0	0	0	0	10,000.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-5596-59300	Construction Costs			100.00%	22,000.00

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000946	Fitness Instructor Payment CHRPER - CHRISTOPHER PEREZ ARIAS	Approved	ADRIANA DOMINGUEZ Director of Community Services	4/29/2024	0	1,050.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
Fitness Instructor Payment	1		0	0	0	0	0	1,050.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
263-3320-53111	Contract Services - Private			100.00%	1,050.00

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000947	Youth Soccer League Uniform SCOSPO - AMERICAN SOCCER COMPANY INC	Approved	ADRIANA DOMINGUEZ Director of Community Services	4/29/2024	0	5,459.49

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
Youth Soccer League Uniform	1		0	0	0	0	0	5,459.49

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-4110-53980	Sports Activities			100.00%	5,459.49

Requisition Number	Description / Vendor	Status	Requested by / Approved by	Issue Date	Trade Discount	Dist Amount
REQ000948	BAND ENTERTAINMENT FOR THE CINCO D CHABAN - ANTHONY TRUJILLO	Approved	ANGEL MORALES Director of Community Services	4/29/2024	0	1,500.00

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
BAND ENTERTAINMENT FOR TH	1		0	0	0	0	0	1,500.00

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
100-4140-53979	Special Events	61124E		100.00%	1,500.00

Requisition Number	Description Vendor	Status	Requested by Approved by	Issue Date	Trade Discount	Dist Amount
REQ000950	HONDA RAMMER WHCAP - WHITE CAP, L.P.	Approved	NORMA RAMIREZ Director of Development Services	4/30/2024	0	2,991.99

Items

Description	Sequence	Part Number	Units	Price	Tax	Shipping	Discount	Paid
HONDA RAMMER	1		1	2991.99	0	0	0	-

Distributions

Account Number	Account Name	Project Account Key	Separate Sales Tax	Percent	Dist Amount
200-3120-53012	Small Tools & Equipment			100.00%	2,991.99

Requisition Count: **16** **Total:** **462,851.66**

City of La Puente
AGENDA REPORT

To: Mayor and City Council   For meeting of: May 28, 2024

From: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF APRIL 2024 INVESTMENT REPORT

BACKGROUND

This report presents the City's investment portfolio for the period of April 2024. 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 May 23, 2023.

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 2024 has been provided as an attachment for your review. No investment purchases or sales took place during the period.

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 – Municipal Bonds
Attachment D – Charts

CITY OF LA PUENTE ATTACHMENT A

Cash and Investment Report
April 30, 2024

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			4.122%	$ 1,644,483	$ 1,644,483	$ 1,633,864	LAIF
Government Obligations								
U.S. Agency Security	FFCB	06/10/20	06/10/25	0.680%	250,000	250,000	$237,903	Multi-Bank
U.S. Agency Security	FFCB	06/02/20	06/09/25	0.500%	250,000	250,000	$237,193	Stifel
U.S. Agency Security	FFCB	03/22/21	04/01/25	0.710%	250,000	250,000	$239,775	Stifel
U.S. Agency Security	FFCB	02/24/21	03/03/26	0.790%	250,000	250,000	$230,910	Stifel
U.S. Agency Security	FFCB	08/03/21	08/10/26	0.710%	250,000	250,000	$226,460	Stifel
U.S. Agency Security	FFCB	08/30/21	09/01/26	0.870%	500,000	499,800	$453,520	Stifel
U.S. Agency Security	FFCB	08/30/21	02/10/25	0.480%	250,000	249,750	$240,918	Stifel
U.S. Agency Security	FFCB	09/23/21	09/28/26	0.940%	250,000	249,500	$226,450	Stifel
U.S. Agency Security	FFCB	09/02/21	09/08/26	0.870%	250,000	250,000	$226,578	Stifel
U.S. Agency Security	FFCB	07/29/20	07/29/25	0.580%	250,000	250,000	$236,158	Stifel
U.S. Agency Security	FFCB	10/07/21	10/07/26	1.000%	250,000	249,625	$226,560	Stifel
U.S. Agency Security	FFCB	10/28/21	11/03/26	1.330%	250,000	250,000	$228,288	Stifel
U.S. Agency Security	FFCB	11/10/21	11/16/26	1.270%	250,000	250,000	$227,168	Stifel
U.S. Agency Security	FFCB	11/24/21	11/30/26	1.460%	500,000	500,000	$455,950	Stifel
U.S. Agency Security	FFCB	06/27/23	06/09/28	4.690%	250,000	250,060	$244,808	Stifel
U.S. Agency Security	FHLB	05/05/20	05/19/25	0.750%	250,000	250,000	$238,478	Stifel
U.S. Agency Security	FHLB	03/02/21	02/26/26	0.850%	250,000	250,000	$231,320	Stifel
U.S. Agency Security	FHLB	03/08/21	03/30/26	0.980%	250,000	250,000	$230,988	Stifel
U.S. Agency Security	FHLB	03/11/21	03/25/26	0.875%	250,000	251,000	$230,425	Stifel
U.S. Agency Security	FHLB	06/29/20	06/30/25	0.650%	375,000	375,000	$363,413	Stifel
U.S. Agency Security	FHLB	02/09/21	02/09/26	0.300%	250,000	250,000	$231,440	Stifel
U.S. Agency Security	FHLB	08/10/21	02/18/26	0.600%	250,000	248,250	$229,808	Stifel
U.S. Agency Security	FHLB	02/18/21	02/18/26	0.600%	250,000	250,000	$229,808	Multi-Bank
U.S. Agency Security	FHLB	02/26/21	02/26/26	0.580%	250,000	250,000	$229,783	Multi-Bank
U.S. Agency Security	FHLB	01/26/21	01/26/26	0.560%	250,000	250,000	$230,693	Multi-Bank
U.S. Agency Security	FHLB	02/24/21	02/24/26	0.625%	250,000	249,500	$230,033	Stifel
U.S. Agency Security	FHLB	02/25/21	02/25/26	0.660%	250,000	250,000	$230,155	Stifel
U.S. Agency Security	FHLB	02/12/21	02/12/26	0.520%	250,000	249,750	$230,170	Stifel
U.S. Agency Security	FHLB	05/18/21	05/26/26	1.030%	250,000	250,000	$229,865	Multi-Bank
U.S. Agency Security	FHLB	06/29/20	06/30/25	0.680%	250,000	250,000	$237,678	Stifel
U.S. Agency Security	FHLB	09/30/21	10/13/26	1.100%	250,000	249,823	$226,655	Stifel
U.S. Agency Security	FHLB	04/22/21	02/24/26	0.750%	250,000	249,375	$230,990	Stifel
U.S. Agency Security	FHLB	02/25/22	02/25/27	2.000%	250,000	250,000	$229,720	Stifel
U.S. Agency Security	FHLB	04/28/22	05/10/27	3.100%	250,000	249,750	$236,060	Stifel
U.S. Agency Security	FHLB	07/12/22	06/30/27	3.250%	250,000	250,089	$246,820	Stifel
U.S. Agency Security	FHLB	08/18/22	04/21/27	2.250%	250,000	248,406	$243,640	Stifel
U.S. Agency Security	FHLB	08/29/22	08/28/25	3.600%	250,000	249,625	$244,885	Stifel
U.S. Agency Security	FHLB	11/04/22	04/21/27	3.200%	760,000	715,928	$722,395	Stifel
U.S. Agency Security	FHLB	02/15/23	02/09/28	5.050%	700,000	698,336	$695,485	Stifel
U.S. Agency Security	FHLB	06/21/23	04/05/27	5.500%	250,000	250,000	$249,383	Stifel
U.S. Agency Security	FHLB	07/13/23	09/16/27	5.050%	440,000	439,968	$434,421	Stifel
U.S. Agency Security	FHLB	06/14/23	05/28/27	5.600%	250,000	250,622	$249,578	Stifel
U.S. Agency Security	FHLMC	06/19/20	06/30/25	0.720%	250,000	250,000	$237,420	Stifel
U.S. Agency Security	FHLMC	07/14/20	07/14/25	0.600%	250,000	250,000	$236,720	Stifel
U.S. Agency Security	FHLMC	07/23/20	07/23/25	0.500%	250,000	249,625	$236,305	Stifel
U.S. Agency Security	FHLMC	05/05/22	05/26/27	3.250%	250,000	250,000	$246,318	Stifel
U.S. Agency Security	FHLMC	09/15/22	08/01/27	3.740%	250,000	248,540	$237,680	Stifel
U.S. Agency Security	FHLMC	06/15/23	06/15/28	5.500%	500,000	500,000	$499,585	Stifel
U.S. Agency Security	FNMA	06/04/20	06/04/25	0.710%	250,000	250,000	$238,160	Multi-Bank
U.S. Agency Security	FNMA	07/22/20	07/22/25	0.600%	250,000	250,000	$236,838	Stifel
U.S. Agency Security	FNMA	08/03/20	08/19/25	0.625%	250,000	250,000	$235,760	Stifel
U.S. Agency Security	FNMA	08/03/20	08/12/25	0.500%	250,000	250,000	$235,268	Stifel
U.S. Agency Security	FNMA	07/21/21	10/22/25	0.560%	250,000	249,529	$233,770	Stifel
U.S. Agency Security	FNMA	08/17/20	08/14/25	0.500%	250,000	249,875	$235,460	Stifel
U.S. Agency Security	FNMA	07/21/22	09/01/26	2.150%	250,000	238,655	$232,503	Stifel
U.S. Agency Security	FNMA	08/16/22	04/01/26	2.670%	250,000	224,798	$210,161	Stifel
U.S. Agency Security	FNMA	07/29/20	07/29/25	0.700%	250,000	250,000	$236,515	Multi-Bank
U.S. Agency Security	Treasury	05/12/21	12/31/25	0.375%	250,000	245,850	$231,193	Stifel
U.S. Agency Security	Treasury	06/15/21	11/30/25	0.375%	250,000	247,659	$232,040	Stifel
U.S. Agency Security	Treasury	06/24/21	02/28/26	0.500%	250,000	246,775	$230,098	Stifel
U.S. Agency Security	Treasury	07/21/21	09/30/25	0.250%	250,000	246,675	$233,340	Stifel
U.S. Agency Security	Treasury	07/29/21	08/31/25	0.250%	250,000	248,150	$234,248	Stifel
U.S. Agency Security	Treasury	08/10/21	10/31/25	0.250%	250,000	246,725	$232,480	Stifel
U.S. Agency Security	Treasury	09/29/21	06/30/26	0.875%	250,000	249,550	$229,023	Stifel
U.S. Agency Security	Treasury	04/29/21	04/30/26	0.750%	500,000	497,800	$459,530	Stifel
Total Government Securities					**18,525,000**	**18,414,363**	**17,423,130**	
Municipal Bonds* **				various	**250,000**	**247,965**	**216,172**	
Negotiable Certificates of Deposit ***				various	**10,662,000**	**10,662,000**	**10,118,288**	
Corporate Bonds* **				various				
		Total Investments			**$ 31,081,483**	**$ 30,968,811**	**$29,391,455.10**	
		Deposits in Bank				276,868 *		
		Miscellaneous Cash				2,200 **		
		Total Cash and Deposits				**279,068**		
		Total Investments, Cash and Deposits				**$ 31,247,879**		

I certify that this investment portfolio is in conformity with the Investment Policy of the City of La Puente as stated in Resolution No. 23-5798 dated May 23, 2023. The Investment Program provides sufficient liquidity to meet the next six months' estimated expenditures.

Troy O. Grunklee, CPA
Dir. Of Aministrative Services

Alex Merkel Medina
Finance Manager

* *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*

CITY OF LA PUENTE **Cash and Investment Report** **April 30, 2024**

Negotiable Certificates of Deposit

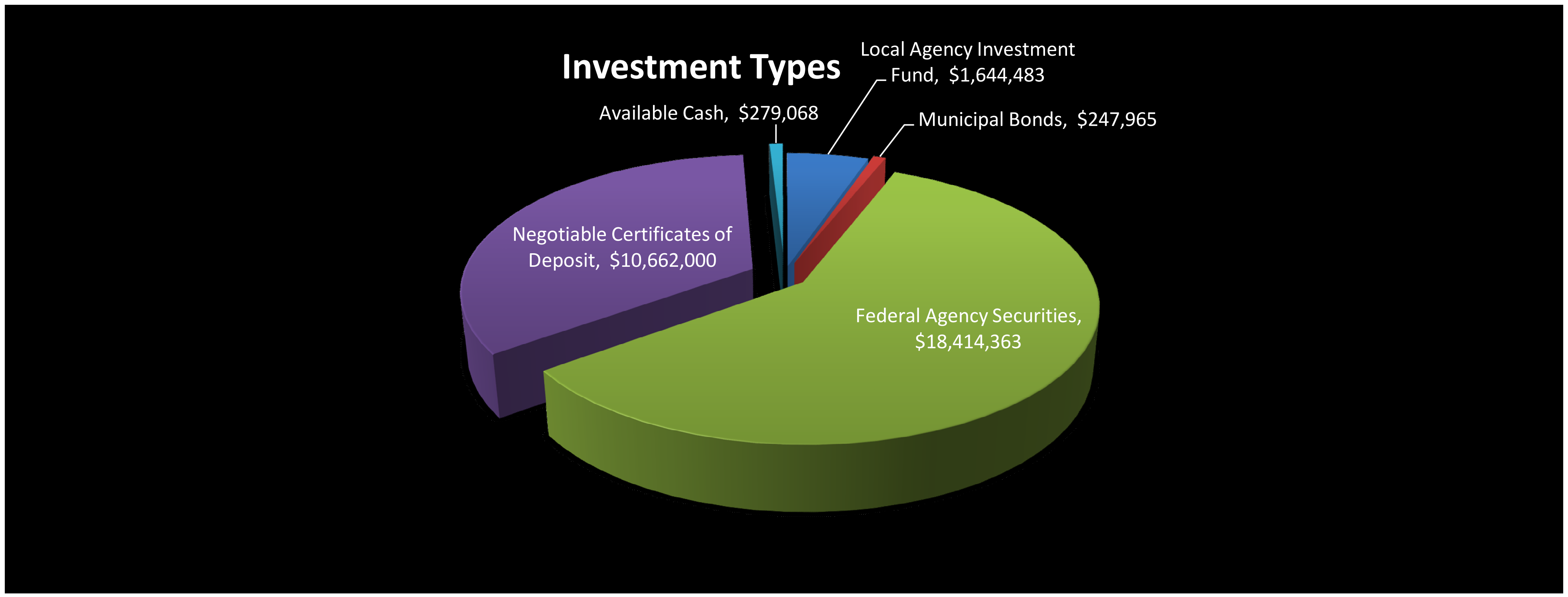
Issuer	Purchase Date	Maturity Date	Interest Rate	Face Value	Book Value	Market Value	Source of Valuation
JP Morgan Chase Bank	5/19/20	5/28/25	1.00%	248,000	248,000	237,428	Stifel
Greenstate Credit Union	3/30/21	4/16/26	0.95%	249,000	249,000	230,263	Stifel
UBS Bank	6/15/21	6/23/26	0.75%	248,000	248,000	226,833	Stifel
Parsons FCU	6/24/21	6/30/26	0.50%	249,000	249,000	228,858	Stifel
State Bank of India, NY	5/5/21	5/19/26	1.00%	248,000	248,000	229,003	Stifel
Sallie Mae Bank	6/30/21	7/8/26	1.00%	247,000	247,000	227,003	Stifel
Medallion Bank	9/14/21	9/30/26	0.90%	249,000	249,000	226,391	Stifel
Goldman Sachs Bank	7/20/21	7/28/26	1.00%	248,000	248,000	227,136	Stifel
Capital One Bank NA	11/8/21	11/17/26	1.10%	248,000	248,000	225,871	Stifel
East Boston Savings Bank	8/14/20	8/14/25	0.50%	248,000	248,000	233,797	Stifel
Citadel Federal Credit Union	2/26/20	2/27/25	1.65%	248,000	248,000	240,868	Stifel
Pathfinder Bank	10/2/20	10/14/25	0.50%	249,000	249,000	233,062	Stifel
Toyota Bank	7/21/21	7/29/26	0.95%	248,000	248,000	227,215	Stifel
Synchrony Bank	8/24/21	8/27/26	0.90%	248,000	248,000	226,994	Stifel
Pentagon FCU	8/17/21	9/1/26	0.85%	249,000	249,000	226,742	Stifel
Texas Exchange Bank	9/28/21	11/14/25	0.85%	249,000	249,000	233,522	Stifel
USF Federal Credit Union	10/14/21	10/28/26	0.90%	249,000	249,000	225,821	Stifel
Live Oak Bank	10/4/21	10/19/26	0.90%	249,000	249,000	226,002	Stifel
Bank Hapoalim	12/8/21	12/26/26	1.35%	248,000	248,000	226,786	Stifel
Connexus Credit Union	12/20/21	12/23/26	1.15%	249,000	249,000	226,834	Stifel
Nelnet Bank	1/24/22	2/2/27	1.45%	248,000	248,000	226,610	Stifel
Amerant Bank	2/14/22	2/16/27	1.60%	248,000	248,000	227,376	Stifel
Beal Bank	3/1/22	3/3/27	2.05%	248,000	248,000	229,965	Stifel
Ally Bank	7/22/22	7/28/26	3.25%	246,000	246,000	237,262	Stifel
Capital One Bank USA	7/14/22	7/20/27	3.40%	245,000	245,000	235,190	Stifel
Discover Bank	7/14/22	7/20/27	3.35%	245,000	245,000	234,828	Stifel
American Express National Bank	7/22/22	7/27/27	3.45%	245,000	245,000	235,440	Stifel
St. Vincent Medical Center Credit Union	8/3/22	8/12/27	3.50%	249,000	249,000	239,638	Stifel
Belmont Bank	8/5/22	8/24/27	3.15%	249,000	249,000	236,909	Stifel
Resource One Credit Union	8/3/22	8/18/25	3.30%	249,000	249,000	243,400	Stifel
Cobalt Credit Union	9/1/22	9/15/27	3.60%	249,000	249,000	240,253	Stifel
Healthcare System FCU	9/7/22	9/21/26	3.60%	249,000	249,000	241,727	Stifel
Coca Cola FCU	1/31/23	2/2/26	4.60%	249,000	249,000	247,272	Stifel
Affinity Bank	3/13/23	3/17/28	4.90%	248,000	248,000	249,994	Stifel
Morgan Stanley Bank NA	3/17/23	3/23/28	4.90%	244,000	244,000	245,830	Stifel
Morgan Stanley Private Bank	3/17/23	3/23/28	4.90%	244,000	244,000	245,830	Stifel
American First Credit Union	4/24/23	4/27/27	4.40%	249,000	249,000	246,425	Stifel
Cy Fair FCU	5/4/23	5/19/27	4.35%	248,000	248,000	245,086	Stifel
Alabama Credit Union	6/7/23	12/21/26	4.85%	248,000	248,000	248,035	Stifel
Jeep Country FCU	6/21/23	6/29/27	4.70%	248,000	248,000	247,623	Stifel
First Bank of DeQueen	8/21/19	8/30/24	1.80%	249,000	249,000	246,082	Multi-Bank
Luana Savings Bank	2/28/20	2/28/25	1.55%	248,000	248,000	240,649	Multi-Bank
Celtic Bank	4/17/20	4/17/25	1.50%	249,000	249,000	240,437	Multi-Bank
Total for Negotiable Certificates of Deposit				**$ 10,662,000**	**$ 10,662,000**	**$ 10,118,288**	

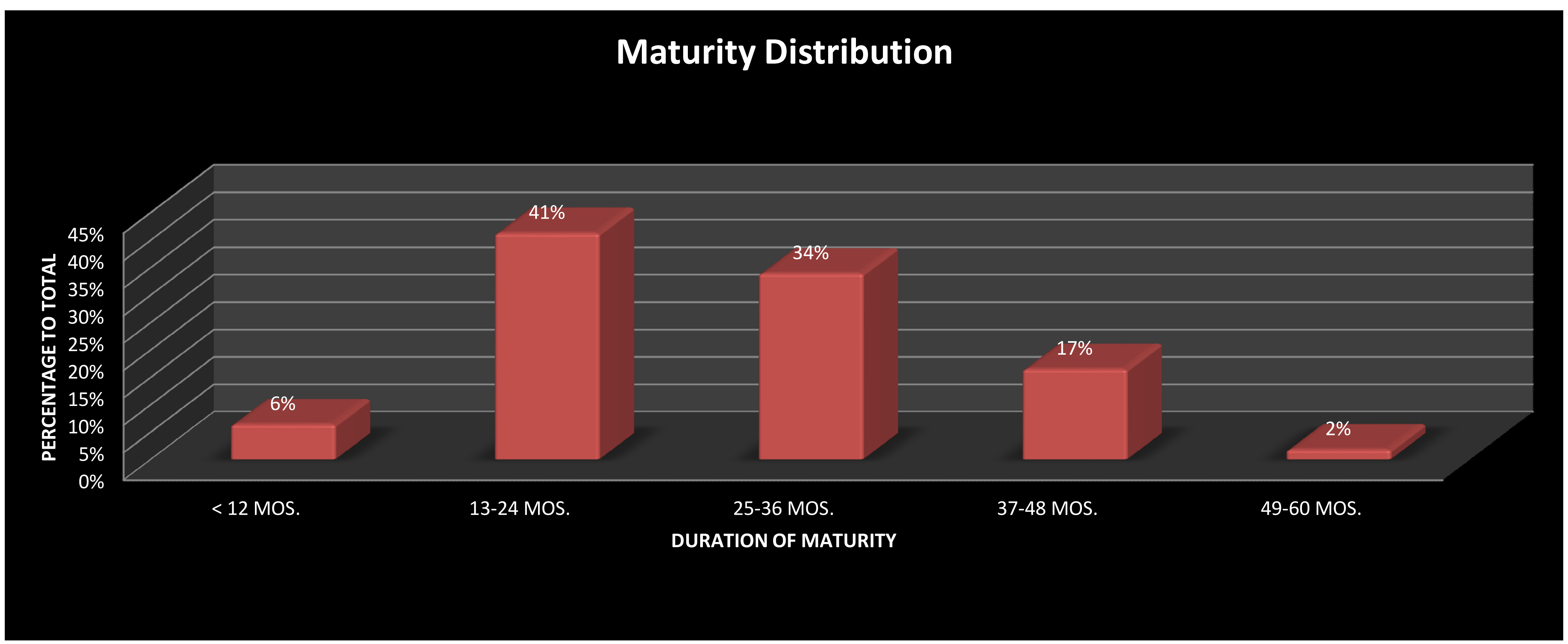
CITY OF LA PUENTE **Cash and Investment Report** **April 30, 2024**

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	216,172	Multi-Bank
Total for Municipal Bonds				**$ 250,000**	**$ 247,965**	**$ 216,172**	

Cash and Investment Report Charts **April 30, 2024**





City of La Puente
AGENDA REPORT

To: Mayor and City Council For meeting of: May 28, 2024

From: Bob Lindsey, City Manager

By: Alex Bauman, Director of Community Services

SUBJECT: CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH GLOBAL URBAN STRATEGIES, INC. FOR PROGRAM IMPLEMENTATION FOR THE DIGITAL EMPOWERMENT PROJECT FUNDED BY THE CALIFORNIA ADVANCED SERVICES FUND

BACKGROUND/DISCUSSION

City staff is recommending Council review and approve the professional services agreement with Global Urban Strategies, Inc.

The City of La Puente was awarded $152,065 in grant funding from the California Advanced Services Fund (CASF). The La Puente Digital Empowerment Project: Building a Connected Community proposes to develop digital literacy programs at both the LaPuente Community Center and the La Puente Senior Center. These two facilities will address the need for access and proper equipment to bridge the digital divide for low-income families.

The City of La Puente's Community Services Department aims to bridge the digital divide by establishing digital literacy programs at the senior and community centers. This initiative targets over 260 families within census blocks lacking digital access, proper equipment, and adequate internet speeds. The project's approach includes creating computer labs, offering digital literacy training, and organizing workshops on coding, AI safety, and parent training. Adaptive programming will cater to people with disabilities.

The City of La Puente seeks services from Global Urban Strategies to develop the program implementation for the CASF-funded program.

1. Establish inclusive computer labs for underserved areas.
2. Provide digital citizenship and literacy training.
3. Develop adaptive programming for persons with disabilities.
4. Conduct workshops on coding, parent training, and AI safety.
5. Promote digital inclusion and access to internet service discounts.
6. Celebrate Digital Inclusion Week with a community event.

FISCAL IMPACT

The total price for the programming reflected in the proposal is $109,100 which will be reimbursed from the CASF grant funds.

RECOMMENDATION

It is recommended that the City Council: (1) approve the Professional Services Agreement with Global Urban Strategies, Inc. for program implementation for the digital empowerment project funded by the California Advanced Services Fund; and (2) authorize the City Manager to execute the Agreement on behalf of the City.

ATTACHMENTS

Attachment "A":	Professional Services Agreement
Attachment "B"	Scope of Work Proposal

CITY OF LA PUENTE

PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT ("Agreement"), is made on May 9, 2024 and effective as of May 14, 2024, between the City of La Puente, a municipal corporation ("City") and Global Urban Strategies, Inc., a Corporation ("Consultant"). The City and Consultant are hereinafter collectively referred to as the "Parties".

RECITALS

WHEREAS, City desires to engage Consultant to perform the services described herein, and Consultant desires to perform such services in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

1. <u>TERM</u>

This Agreement shall commence on the Effective Date and shall remain and continue in effect for twenty-four (24) months unless sooner terminated pursuant to the provisions of this Agreement.

2. <u>SERVICES</u>

(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"). Tasks other than those specifically described in the Scope of Services 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.

(b) City shall have the right to request, in writing, changes to the Services. Any such changes mutually agreed upon by the Parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

(c) Consultant shall perform all Services in a manner reasonably satisfactory to the City and in a first-class manner in conformance with the standards of quality normally observed by an entity providing grant consultant services, serving a municipal agency.

(d) Consultant shall comply with all applicable federal, state, and local laws, regulations and ordinances in the performance of this Agreement, including but not limited to, the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq*.)). During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working on the Effective Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute or law; and

(ii) City has not consented in writing to Consultant's performance of such work. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.* Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve (12) months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et. seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for Services performed pursuant to this Agreement, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

(e) Consultant represents that it has, or will secure at its own expense, all licensed personnel required to perform the Services. All Services shall be performed by Consultant or under its supervision, and all personnel engaged in the Services shall be qualified and licensed to perform such services.

3. MANAGEMENT

The City Manager, or his/her designee, shall represent the City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant, but shall have no authority to modify the Services or the compensation due to Consultant.

4. PAYMENT

(a) The Consultant will be paid through the CASF Digital Literacy and Access Grant, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B ("Rate Schedule"), attached hereto and incorporated herein by this reference as though set forth in full, based upon the above tasks. This amount shall be up to one hundred nine thousand one hundred dollars ($109,100.00) for the Term of the Agreement. Acceptance of payment associated with this contract shall ensure delivery of completed project. Payment will be made with allocated funds from CASF Digital Literacy and Access grant.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

(c) Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within 45 days of receipt of an invoice therefore.

5. <u>SUSPENSION OR TERMINATION OF AGREEMENT</u>

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant shall submit an invoice to the City pursuant to Section 5 of this Agreement.

6. <u>OWNERSHIP OF DOCUMENTS</u>

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to review such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office, and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement. All reports, documents, or other written material developed by Consultant in the performance of the Services pursuant to this Agreement, shall be and remain the property of the City.

7. **INDEMNIFICATION**

(a) Indemnity for professional liability

When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or Subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

(b) Indemnity for other than professional liability

Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or agency for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

(c) Duty to Defend

In the event the City, its officers, employees, agents and/or volunteers are made a party to any action, claim, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by City, Consultant shall have an immediate duty to defend the City at Consultant's cost or at City's option, to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters.

Payment by City is not a condition precedent to enforcement of this indemnity. In the event of any dispute between Consultant and City, as to whether liability arises from the sole negligence of the City or its officers, employees, or agents, Consultant will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as solely negligent. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

8. **INSURANCE**

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by reference.

9. INDEPENDENT CONSULTANT

(a) Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultants exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

10. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

11. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

12. NO BENEFIT TO ARISE TO LOCAL OFFICERS AND EMPLOYEES

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

13. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City, unless otherwise required by law or court order. (b) Consultant shall promptly notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City, unless Consultant is prohibited by law from informing the City of such Discovery, court order or subpoena. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

14. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either 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 City:
Bob Lindsey, City Manager
City of La Puente
15900 E. Main Street
La Puente, CA 91744
Tel: (626) 855-1501

If to Contractor:
Global Urban Strategies, Inc.
Omar E. Hernandez, Chief Executive Officer
100 East Huntington Drive, Suite 207
Alhambra, CA 91801
Tel: (626) 545-2234

15. ASSIGNMENT

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City.

Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

Notwithstanding Consultant's use of any subconsultant, Consultant shall be responsible to the City for the performance of its subconstultant as it would be if Consultant had performed the Services itself. Nothing in this Agreement shall be deemed or construed to create a contractual relationship between the City and any subconsultant employed by Consultant. Consultant shall be solely responsible for payments to any subconsultants. Consultant shall indemnify, defend and hold harmless the Indemnified Parties for any claims arising from, or related to, the services performed by a subconsultant under this Agreement.

16. GOVERNING LAW/ATTORNEYS' FEES

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court in Los Angeles County, California. If any action at law or suit in equity is brought to enforce or interpret the provisions of this Agreement, or arising out of or relating to the Services provided by Consultant under this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and all related costs, including costs of expert witnesses and consultants, as well as costs on appeal, in addition to any other relief to which it may be entitled.

17. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the Parties relating to the obligations of the Parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

18. SEVERABILITY

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

19. COUNTERPARTS

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

20. CAPTIONS

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

21. WAIVER

The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.

22. REMEDIES

Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

23. <u>AUTHORITY TO EXECUTE THIS AGREEMENT</u>

The person or persons executing this Agreement on behalf of Consultant represents and warrants that he/she has the authority to execute this Agreement on behalf of Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

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

"CITY"	**"CONSULTANT"**
City of La Puente	**Global Urban Strategies, Inc**
By:________________________	By:________________________
Bob Lindsey, City Manager	Omar E. Hernandez, CEO

Attest:

By:________________________
Martha Torres, MPA, City Clerk

Approved as to form:

By:________________________
City Attorney

Attachments:	Exhibit A	Scope of Services
	Exhibit B	Rate Schedule
	Exhibit C	Insurance Requirements

EXHIBIT A

SCOPE OF SERVICES

RAMP-UP (6 MONTHS)

Project Overview:

The City of La Puente's Community Services Department aims to bridge the digital divide by establishing digital literacy programs at the senior and community centers. This initiative targets over 260 families within census blocks lacking digital access, proper equipment, and adequate internet speeds. The project's approach includes creating computer labs, offering digital literacy training, and organizing workshops on coding, AI safety, and parent training. Adaptive programming will cater to people with disabilities.

The City of La Puente seeks services from Global Urban Strategies to develop the program implementation for the CASF-funded program.

La Puente CASF Grant Objectives:

1. Establish inclusive computer labs for underserved areas.
2. Provide digital citizenship and literacy training.
3. Develop adaptive programming for persons with disabilities.
4. Conduct workshops on coding, parent training, and AI safety.
5. Promote digital inclusion and access to internet service discounts.
6. Celebrate Digital Inclusion Week with a community event.

GLOBAL URBAN STRATEGIES SCOPE OF SERVICES:

Deliverables:

1. **Community Outreach Plan**
   a. Coordinate with the Youth Service Program
   b. Event Schedule
   c. 3 Rotating Flyers x 2 languages
   d. 1 Brochure x 2 languages
   e. 3 Rotating Social Media Posts
   f. 2 Rotating Billboards
   g. Secure 3 Partnerships
   h. Digital Inclusion Week Plan

2. **Digital Literacy Curriculum and Staff Training**
   a. Develop Curriculum Guidelines and Lesson Plans
   b. Develop an Onboarding and Training Manual for Fellows
   c. Host 1 Training for Fellows and City Staff
   d. Develop an Evaluation Plan

3. **Data Collection and Management Plan**
    a. Develop a tracking and monitoring system for grant deliverables on Monday.com and set up data collection forms for attendance and pre and post-survey

4. **Program Implementation Plan**
    a. Program Registration Plan
    b. Class and workshop schedules
    c. Staffing Plan
    d. Partnership Roles and Responsibilities
    e. Purchasing

IMPLEMENTATION (18 MONTHS)

Implementation (18 months)

1. **Outreach and Engagement**
    a. Coordinate and schedule a Community Engagement and Event Planning Fellow(s) to Implement the Outreach Plan
    b. Organize Digital Awareness Week with the La Puente Community Foundation and Fellows
    c. Organizing Printing and Media Disbursement with Fellow

2. **Program Management**
    a. Schedule Computer Lab Set Up with Digital Fellows and IT
    b. Schedule 5 Digital Fellows (65 Classes)
    c. Address Logistical or Scheduling Challenges
    d. Maintain Data Collection Records
    e. Gather Feedback
    f. 6 Site Visits
    g. Monthly Meetings

3. **Grant Administration**
    a. Reporting
    b. Data Maintenance

EXHIBIT B

RATE SCHEDULE

RAMP-UP RATE SCHEDULE (6 months)

POSITION	HOURS	RATE	TOTAL
President	5	$325/hr	$1,625.00
Senior/Executive Staff	165	$250/hr	$41,250.00
Associate	50	$100/hr	$5,000.00
Graphic Design/Social Media	100	$100/hr	$10,000.00
		Ramp-Up Total	**$57,875.00**

IMPLEMENTATION RATE SCHEDULE

POSITION	HOURS	RATE	TOTAL
President	5	$325/hr	$1,625.00
Senior/Executive Staff	120	$250/hr	$30,000.00
Associate	146	$100/hr	$14,600.00
Graphic Design/Social Media	50	$100/hr	$5,000.00
		Implementation Total	**$51,225.00**

SCOPE OF SERVICES TOTAL COST:
$109,100 over 24 months

**Program timeline to be determined upon commencement*

Payment to be made from allocated funds from CASF Digital Literacy and Access grant.

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of City, and prior to commencement of the Services, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000.00 per occurrence, $2,000,000.00 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000.00 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000.00).

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees and volunteers.

Proof of insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsement must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant, or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass Through Clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

City's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

CASF DIGITAL LITERACY AND ACCESS

Attn:
City of La Puente's
Community Services
Department

15900 E. Main Street
La Puente, CA 91744

Submitted by:

GLOBAL
URBAN STRATEGIES, INC.

100 E. Huntington Drive
Suite 207,
Alhambra, CA 91801

Authorized Representative:
Omar E. Hernandez | President

Phone: (626) 414-3645
Fax # (626) 389-5636

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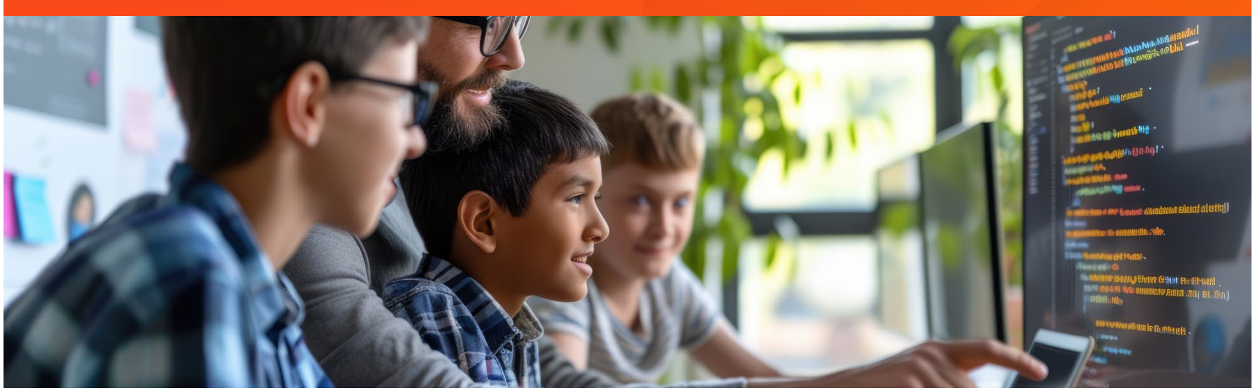

ATTACHMENT B

RAMP-UP (6 MONTHS)

Project Overview:

The City of La Puente's Community Services Department aims to bridge the digital divide by establishing digital literacy programs at the senior and community centers. This initiative targets over 260 families within census blocks lacking digital access, proper equipment, and adequate internet speeds. The project's approach includes creating computer labs, offering digital literacy training, and organizing workshops on coding, AI safety, and parent training. Adaptive programming will cater to people with disabilities.

The City of La Puente seeks services from Global Urban Strategies to develop the program implementation for the CASF-funded program.

La Puente CASF Grant Objectives:

1. Establish inclusive computer labs for underserved areas.
2. Provide digital citizenship and literacy training.
3. Develop adaptive programming for persons with disabilities.
4. Conduct workshops on coding, parent training, and AI safety.
5. Promote digital inclusion and access to internet service discounts.
6. Celebrate Digital Inclusion Week with a community event.

GLOBAL URBAN STRATEGIES SCOPE OF SERVICES:

Deliverables:

1. **Community Outreach Plan**
    a. Coordinate with the Youth Service Program
    b. Event Schedule
    c. 3 Rotating Flyers x 2 languages
    d. 1 Brochure x 2 languages
    e. 3 Rotating Social Media Posts
    f. 2 Rotating Billboards
    g. Secure 3 Partnerships
    h. Digital Inclusion Week Plan

2. **Digital Literacy Curriculum and Staff Training**
    a. Develop Curriculum Guidelines and Lesson Plans
    b. Develop an Onboarding and Training Manual for Fellows
    c. Host 1 Training for Fellows and City Staff
    d. Develop an Evaluation Plan

3. **Data Collection and Management Plan**
    a. Develop a tracking and monitoring system for grant deliverables on Monday.com and set up data collection forms for attendance and pre and post-survey

4. **Program Implementation Plan**
    a. Program Registration Plan
    b. Class and workshop schedules
    c. Staffing Plan
    d. Partnership Roles and Responsibilities
    e. Purchasing

RAMP-UP RATE SCHEDULE (6 months)

POSITION	HOURS	RATE	TOTAL
President	5	$325/hr	$1,625.00
Senior/Executive Staff	165	$250/hr	$41,250.00
Associate	50	$100/hr	$5,000.00
Graphic Design/Social Media	100	$100/hr	$10,000.00
		Ramp-Up Total	**$57,875.00**

IMPLEMENTATION (18 MONTHS)

Implementation (18 months)

1. **Outreach and Engagement**
    a. Coordinate and schedule a Community Engagement and Event Planning Fellow(s) to Implement the Outreach Plan
    b. Organize Digital Awareness Week with the La Puente Community Foundation and Fellows
    c. Organizing Printing and Media Disbursement with Fellow

2. **Program Management**
    a. Schedule Computer Lab Set Up with Digital Fellows and IT
    b. Schedule 5 Digital Fellows (65 Classes)
    c. Address Logistical or Scheduling Challenges
    d. Maintain Data Collection Records
    e. Gather Feedback
    f. 6 Site Visits
    g. Monthly Meetings

3. **Grant Administration**
   a. Reporting
   b. Data Maintenance

IMPLEMENTATION RATE SCHEDULE

POSITION	HOURS	RATE	TOTAL
President	5	$325/hr	$1,625.00
Senior/Executive Staff	120	$250/hr	$30,000.00
Associate	146	$100/hr	$14,600.00
Graphic Design/Social Media	50	$100/hr	$5,000.00
		Implementation Total	**$51,225.00**

SCOPE OF SERVICES TOTAL COST:
$109,100 over 24 months

**Program timeline to be determined upon commencement*

La Puente Recreation Staff

15- 20 hrs. a month of support

Other Project Costs

Printing/Supply Costs

Line Item	Description of Task	Units	Grant Request	Match Funding
Supplies needed for outreach and instruction (not inclusive of network equipment and furniture) - provide general description	Printing		$3,000	$0.00
	Classroom Supplies: Entrepreneuer/AI/Coding Books, Parent on Internet Book,Headphones, Paper, Ink, and cleaning supplies, staplers		$7,000	
Total			**$10,000.00**	**$0.00**

Equipment Costs

Line Item	Description of Task	Units	Grant Request	Match Funding
In Classroom Computing Devices	HP Envy 17T Laptop i7-1195G7 11th gen, 16GB RAM, 512 GB NVMe SSD, 17.3" FHD Touch, Thunderbolt 4, Win 11 PRO, WiFi 6, B&O Speakers, USB-A, Intel Xe Graphics, Silver, 64GB Tech Warehouse Flashdrive	20	$12,750.00	$8,430.00
Printer	2 HP LaserJet Pro M283fdw Wireless Color laser All-in-One Printer	2	$1,098.00	$0.00
Router	NETGEAR Nighthawk 12-Stream WiFi 6E Router (RAXE500) | AXE11000 Tri-Band Wireless Speed (Up to 10.8Gbps) | New 6GHz Band | Coverage up to 3,500 sq. ft., 60 Devices	2	$1,199.98	$0.00
Switch	NETGEAR 10-Port PoE 10G Multi-Gigabit Smart Switch (MS510TXPP) - Managed, with 8 x PoE+ @ 180W, 1 x 10G, 1 x 10G SFP+, Desktop or Rackmount, and Limited Lifetime Protection	2	$905.16	$0.00
Modem	NETGEAR Nighthawk Cable Modem CM1200 - Compatible with all Cable Providers including Xfinity by Comcast, Spectrum, Cox | For Cable Plans Up to 2 Gigabits | 4 x 1G Ethernet ports | DOCSIS 3.1, Black	2	$407.98	$0.00
Computer Software	Microsoft Office 365 $20/month x 29 months x 20 ($580/computer)	20	$11,600.00	$0.00
Furniture: Desks and Chairs	Economy Shapes Desk & Hierarchy Chair Package - 16" (2nd-4th) Chairs & Desks (5 Each) by Mooreco, 545XX - Stock #20G19	4	$4,991.80	$0.00
Projector and Mount	Sponsored Ad - WEMAX Go Advanced Portable Laser Projector, Mini Projector with WiFi and Bluetooth, 4K Support, Smart Syste... Sponsored WEMAX Go Advanced Portable Laser Projector, Mini Projector with WiFi and Bluetooth, 4K Support, Smart System, Autofocus Keystone, Built-in Battery	2	$1,498.00	$0.00
Technical support for computing devices	La Puente Communications/Technoloy Office ($200/seat)	20	$0.00	$4,000.00
Total		**74**	**$34,450.92**	**$12,430.00**

URBAN STRATEGIES, INC.

100 E. Huntington Drive,
Suite 207
Alhambra, CA 91801

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City of La Puente
AGENDA REPORT

To: Mayor and City Council For meeting of: May 28, 2024

From: Bob Lindsey, City Manager

By: John Di Mario, Development Services Director

SUBJECT: CONSIDERATION OF AMENDMENT NO. 5 TO THE PROFESSIONAL SERVICES AGREEMENT WITH WEST COAST ARBORISTS, INC. FOR STREET TREE TRIMMING AND URBAN FORESTRY SERVICES

BACKGROUND

At the City Council meeting of June 13, 2023, the City Council approved Amendment No. 4 to the Professional Services Agreement, dated September 23, 2015 ("Agreement") with West Coast Arborists, Inc. ("WCA") for street tree trimming and urban forestry services. Amendment No. 4 extended the term of the Agreement to June 30, 2024.

The City would like to amend the term of the Agreement with WCA until June 30, 2026 and has received an updated rate schedule from WCA for the City's consideration of a two-year term extension.

DISCUSSION

The most regularly used service of WCA is the annual grid pruning of residential (as well as commercial) City parkway trees. The City has kept up the practice of performing grid pruning of parkway trees on a three-year cycle, trimming one-third of the City every three years. Under the current Amendment No. 4, the fee per tree for grid pruning is $69.20. For the proposed Amendment No. 5, WCA has agreed to a rate adjustment of 4.50% for the duration of a two-year term extension. As a result, the grid pruning rate would adjust to $72.30 per tree, or an increase of $3.10 per tree over the two-year period. For this coming fiscal year, the City will trim approximately 1,275 parkway trees as part of the annual grid pruning program.

The City continues to receive quality tree trimming services from WCA while their staff maintains a positive working relationship with City staff and the public. Their field staff is very responsive to meeting the service level needs of the City, especially when the need arises for emergency tree trimming and removal services in the evenings and on the weekends.

FISCAL IMPACT

For the upcoming 2024-25 Fiscal Year, the City has budgeted $194,000 in the Gas Tax budget for parkway street tree trimming and urban forestry services.

RECOMMENDATION

It is recommended that the City Council approve Amendment No. 5 to the Professional Services Agreement with West Coast Arborists, Inc. to extend the term to June 30, 2026.

ATTACHMENTS

Attachment "A": Amendment No. 5

AMENDMENT NO. 5

TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LA PUENTE AND WEST COAST ARBORISTS, INC.

This Amendment No. 5 to the Professional Services Agreement ("Fifth Amendment") is made and entered into this 28th day of May 2024, by and between the City of La Puente, a California municipal corporation ("City"), and West Coast Arborists Inc., a California Corporation ("Consultant").

WHEREAS, on September 23, 2015, Professional Services Agreement No. 15-1209 ("Agreement") was entered into between the City and Consultant, to provide all labor, expertise, materials, and equipment necessary for the provision of tree care services to City, incorporated by reference herein and attached as Exhibit "A"; and

WHEREAS, on October 9, 2018, Amendment No. 1 was approved by the City and Consultant to amend the Term and Payment (including Exhibit B – Rate Schedule); and

WHEREAS, on August 11, 2020, Amendment No. 2 was approved by the City and Consultant to amend the Term and Payment (including Exhibit B – Rate Schedule); and

WHEREAS, on June 28, 2022, Amendment No. 3 was approved by the City and Consultant to amend the Term and Payment (including Exhibit B – Rate Schedule); and

WHEREAS, on June 13, 2023, Amendment No. 4 was approved by the City and Consultant to amend the Term and Payment (including Exhibit B – Rate Schedule); and

WHEREAS, the City and Consultant desire to enter into this Fifth Amendment and have agreed to amend the following: Section 1 (Term) and Section 4 (Payment), including Exhibit B – Rate Schedule.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements set forth herein, the sufficiency of which is mutually acknowledged, it is agreed:

Section 1. SECTION 1 – **TERM** of the Agreement is hereby amended in its entirety to state as follows:

> This Agreement shall commence as of September 23, 2015, and shall remain and continue in effect until June 30, 2026, unless sooner terminated pursuant to the provisions of this Agreement.

ATTACHMENT A

Section 2. SECTION 4(a) – **PAYMENT** of the Agreement is hereby amended its entirety to state 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 B ("Rate Schedule"), attached hereto and incorporated herein by this reference as though set forth in full, based upon actual services satisfactorily performed on the above tasks. In no event shall the total compensation payable to consultant for the term commencing with the effective date of this Fifth Amendment and ending on June 30, 2026 exceed the sum of Three Hundred Eighty-Eight Thousand Dollars ($388,000.00), unless specifically approved in advance, in writing, by the City.

Section 3. Except as otherwise set forth in this Fifth Amendment, the Agreement shall remain binding, controlling, and in full force and effect. This Fifth Amendment, together with the Agreement, shall constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed in all documents.

<u>Section 4</u>. The provisions of this Fifth Amendment shall be deemed a part of the Agreement and except, as otherwise provided under this Fifth Amendment, the Agreement and all provisions contained therein shall remain binding and enforceable. In the event of any conflict or inconsistency between the provisions of this Fifth Amendment and the provisions of the Agreement, the provisions of this Fifth Amendment shall control, but only in so far as such provisions conflict with the Agreement and no further.

<u>Section 5</u>. This Fifth Amendment may be executed in any number of counterparts, provided each of the parties hereto executes at least one counterpart; each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Fifth Amendment.

[intentionally left blank. signature page follows]

IN WITNESS WHEREOF, the City and Consultant have executed this Amendment No. 5 to the Agreement as of May 28, 2024.

"CITY"
City of La Puente

By: ______________________________
Bob Lindsey, City Manager

"CONSULTANT"
West Coast Arborists, Inc.

By: ______________________________
Patrick Mahoney, President

Attest:

By: ______________________________
Martha Torres, City Clerk

Approved as to form:

By: ______________________________
Susie Altamirano, City Attorney

Exhibit “A”

Professional Services Agreement No. 15-1209

CITY OF LA PUENTE

PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT ("Agreement"), is made and effective as of September 23, 2015 ("Effective Date"), between the City of La Puente, a municipal corporation ("City") and West Coast Arborists, Inc., a California corporation ("Consultant"). The City and Consultant are hereinafter collectively referred to as the "Parties".

RECITALS

WHEREAS, City desires to engage Consultant to perform the services described herein, and Consultant desires to perform such services in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

1. <u>TERM</u>

This Agreement shall commence on the Effective Date, and shall remain and continue in effect until September 22, 2018, unless sooner terminated pursuant to the provisions of this Agreement. The City shall have the option of renewing the Agreement for two (2) additional one-year terms.

2. <u>SERVICES</u>

(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"). Tasks other than those specifically described in the Scope of Services shall not be performed without prior written approval of the City. The Services shall be performed by Consultant, unless prior written approval is first obtained from 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.

(b) City shall have the right to request, in writing, changes to the Services. Any such changes mutually agreed upon by the Parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

(c) Consultant shall perform all Services in a manner reasonably satisfactory to the City and in a first-class manner in conformance with the standards of quality normally observed by an entity providing urban forestry services, serving a municipal agency.

(d) Consultant shall comply with all applicable federal, state, and local laws, regulations and ordinances in the performance of this Agreement, including but not limited to, the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*)). During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working on the Effective Date if both (i) such work would require Consultant to abstain from a decision under this

Agreement pursuant to a conflict of interest statute or law; and (ii) City has not consented in writing to Consultant's performance of such work. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.* Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve (12) months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et. seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for Services performed pursuant to this Agreement, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

(e) Consultant represents that it has, or will secure at its own expense, all licensed personnel required to perform the Services. All Services shall be performed by Consultant or under its supervision, and all personnel engaged in the Services shall be qualified and licensed to perform such services.

(f) Consultant represents and warrants that it is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "Public Works" and "Maintenance" projects. If the Services are being performed as part of an applicable "Public Works" or "Maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000.00 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and any location where the Services are performed.

(g) Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sexual orientation, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

3. MANAGEMENT

City's Development Services Director shall represent the City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant, but shall have no authority to modify the Services or the compensation due to Consultant.

4. PAYMENT

(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 B ("Rate Schedule"), attached hereto and incorporated herein by this reference as though set forth in full, based upon actual services satisfactorily performed on the above tasks. In no event shall the total compensation payable to Consultant under this Agreement exceed the sum of Four Hundred Five Thousand Dollars ($405,000), unless specifically approved in advance, in writing, by the City

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

(c) Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within 45 days of receipt of an invoice therefore.

5. SUSPENSION OR TERMINATION OF AGREEMENT

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant shall submit an invoice to the City pursuant to Section 5 of this Agreement.

6. OWNERSHIP OF DOCUMENTS

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to review such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office, and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement. All reports, documents, or other written material developed by Consultant in the performance of the Services pursuant to this Agreement, shall be and remain the property of the City.

7. INDEMNIFICATION

(a) Indemnity for professional liability

When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or Subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

(b) Indemnity for other than professional liability

Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or agency for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

(c) <u>DUTY TO DEFEND</u>. In the event the City, its officers, employees, agents and/or volunteers are made a party to any action, claim, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by City, Consultant shall have an immediate duty to defend the City at Consultant's cost or at City's option, to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters.

Payment by City is not a condition precedent to enforcement of this indemnity. In the event of any dispute between Consultant and City, as to whether liability arises from the sole negligence of the City or its officers, employees, or agents, Consultant will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as solely negligent. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

8. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by reference.

9. INDEPENDENT CONSULTANT

(a) Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultants exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

10. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

11. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

12. NO BENEFIT TO ARISE TO LOCAL OFFICERS AND EMPLOYEES

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

13. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City, unless otherwise required by law or court order. (b) Consultant shall promptly notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City, unless Consultant is prohibited by law from informing the City of such Discovery, court order or subpoena. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

14. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either 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 City:

David Carmany, City Manager
City of La Puente
15900 E. Main Street
La Puente, CA 91744
Email: dcarmany@lapuente.org
Tel: (626) 855-1501
Fax: (626) 961-4626

With a copy to:

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

If to Contractor:

Patrick Mahoney, President
West Coast Arborists, Inc.
2200 East Via Burton Street
Anaheim CA 92806
Email: pmahoney@wcainc.com
Tel: (714) 991-1900 Ext.113

15. ASSIGNMENT

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City.

Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

Notwithstanding Consultant's use of any subconsultant, Consultant shall be responsible to the City for the performance of its subconstultant as it would be if Consultant had performed the Services itself. Nothing in this Agreement shall be deemed or construed to create a contractual relationship between the City and any subconsultant employed by Consultant. Consultant shall be solely responsible for payments to any subconsultants. Consultant shall indemnify, defend and hold harmless the Indemnified Parties for any claims arising from, or related to, the services performed by a subconsultant under this Agreement.

16. GOVERNING LAW/ATTORNEYS' FEES

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court in Los Angeles County, California. If any action at law or suit in equity is brought to enforce or interpret the provisions of this Agreement, or arising out of or relating to the Services provided by Consultant under this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and all related costs, including costs of expert witnesses and consultants, as well as costs on appeal, in addition to any other relief to which it may be entitled.

17. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the Parties relating to the obligations of the Parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

18. SEVERABILITY

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

19. COUNTERPARTS

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

20. CAPTIONS

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

21. WAIVER

The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.

22. REMEDIES

Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

(Signatures on following page)

23. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant represents and warrants that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

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

"CITY"
City of La Puente

By:____________________________
David Carmany, City Manager

Attest:

By:____________________________
Sheryl Garcia, Chief Deputy City Clerk

Approved as to form:

By:____________________________
James M. Casso, City Attorney

"CONSULTANT"
West Coast Arborists, Inc.

By:____________________________
Patrick Mahoney, President

EXHIBIT A

SCOPE OF SERVICES

The CONTRACTOR shall perform and/or provide the following services in accordance with this Scope of Services when requested by the CITY or as set forth in the CITY's approved Project Schedule. The General Specifications apply and CONTRACTOR shall adhere to such terms when performing the specific services set forth in the Project Schedule. The specific services are described in Section B "Technical Specifications." CONTRACTOR shall adhere to the terms of the Technical Specifications when providing services.

SECTION A: GENERAL SPECIFICATIONS

CONTRACTOR shall provide all labor, expertise, materials, and equipment necessary for the provision of CITY tree care services specified herein, which includes, but is not limited to, tree trimming, tree removal, stump grinding, tree planting, watering of young trees, maintenance of tree basins, repair of irrigation systems damaged during the pruning, removal or planting of trees, establishment of grass seed, grading and preparation of parkway areas for seeding and tree installation, identification of utility locations, traffic control, notification of customers by mail, entry of data into and maintenance of an electronic tree inventory and work history tracking system. These services are part of the unit prices set forth in the sample Agreement Exhibit B and unless otherwise provided, no additional compensation is provided to CONTRACTOR for such services. CONTRACTOR shall also be required to report any condition that could pose a threat to the public or result in a poor aesthetic such as, but not limited to, low or hanging limbs, blocked traffic control devices or signage, and dead, dying or structurally deficient trees. Water utilized for the services under the Agreement shall not be furnished by CITY.

CONTRACTOR shall complete all work to the satisfaction of and under the supervision of the Development Services Director or designated representative.

CONTRACTOR shall deliver a level of quality that is compatible with International Society of Arboriculture (ISA) standards, American National Standards Institute (ANSI) criteria and the standards and requirements described herein in providing tree services to ensure that trees in CITY receive the best possible care that results in a neat, clean and attractive appearance to trees and associated sites serviced under the terms of the Agreement.

CONTRACTOR shall provide service that ensures the safety of employees and the public while minimizing inconvenience to the public and disruption of traffic while working in CITY.

CONTRACTOR shall endeavor to maintain good public relations at its worksites and shall conduct its work in a manner which will cause the least possible interference with or annoyance to, the public.

CONTRACTOR shall during the term of the Agreement, hold valid State California Contractor's License C-61/D-49.

CONTRACTOR shall comply with CONTRACTOR's Quality Control Plan, as submitted, throughout the term of the Agreement. The Quality Control Plan shall provide CITY with an effective and efficient means of identifying and correcting problems throughout the entire scope of services.

CONTRACTOR shall comply with CONTRACTOR's Safety Manual, attached as submitted that meets SB 198 requirements for injury and illness prevention.

CONTRACTOR shall maintain a local (within 50 miles) office staffed by a representative during regular work hours, which shall be defined as Monday through Friday from 8:00a.m. to 4:00 p.m. (excluding holidays). Such representative shall be authorized to discuss matters pertaining to the Agreement.

Upon commencement of the Agreement, CONTRACTOR shall provide a list of emergency numbers for after-hours work to the Development Services Director. "After hours work" shall be defined as work performed outside regular work hours. CONTRACTOR shall have a tree service supervisor available by telephone on a 24-hour basis who is assigned to provide prompt attention to requests from CITY for emergency and after-hours tree service requests. The response time for emergency and after- hours work requests shall not be greater than two (2) hours. CONTRACTOR shall deal with any tree related emergency situation ranging from limbs down on single trees to storm related damage to a large number of trees requiring the commitment and focus of significant resources and manpower for several days. Failure to respond to tree emergency and after-hours work requests within the specified time limits shall subject CONTRACTOR to the penalties described in the Penalty Schedule, Agreement Exhibit B.

In the event of a regional emergency, wherein, a number of the CONTRACTORS clients require immediate assistance, the CONTRACTOR **shall guarantee** the City will have a least one fully manned and fully equipped crew to assist the City in the emergency response within two (2) hours.

Staff Qualifications: All persons performing tree work on CITY trees shall be trained according to tree care standards accepted by the International Society of Arboriculture.

CONTRACTOR shall employ personnel qualified by reason of education, training and experience to perform the services specified in this Agreement.

Any person employed under this Agreement who fails or refuses to carry out the directions set forth under this Agreement or in the opinion of the Development Services Director is incompetent, disorderly; or uses threatening or abusive language or is otherwise unsatisfactory while performing work under the Agreement, shall be immediately removed from performing work under this Agreement and shall not again perform services under the Agreement except by written consent of the City.

CONTRACTOR shall staff each project work site with a Supervisor who holds a current ISA (International Society of Arboriculture) Certified Arborist credential. All worksite supervisors employed by CONTRACTOR shall be fluent in written and spoken English, and possess adequate technical background to ensure that all work is accomplished with the special provisions of this contract.

All CONTRACTOR personnel engaged in the actual trimming of CITY trees shall hold, at minimum, a current ISA Certified Tree Worker credential. All other personnel (e.g. ground workers, traffic control staff) shall have received sufficient training so as to be capable of performing their functions in a safe and proficient manner.

CONTRACTOR's employees shall have:

Proper licenses and/or current certifications to operate equipment.

Ability to operate and maintain equipment in accordance with manufacturer recommendations.

Mechanical ability to make required operator adjustments to the equipment being used.

Knowledge of safety regulations as they relate to tree care and traffic control.

Ability to communicate orally and in writing in English. vii. Knowledge of tree care and related operations.

Notification:

At least seven (7) working days prior to the commencement of any non-emergency work at any tree site, CONTRACTOR shall, by mailing, notice the occupant(s) of that property of the type of work that shall be performed and the anticipated time frame during which the work shall be performed. CONTRACTOR shall maintain a log of those notified.

CONTRACTOR shall be required to notify residents and/or businesses of scheduled tree work at least forty-eight (48) hours prior to the work being performed. Notifications shall be made in the form of door hangers.

City approved "No Parking" signs shall be posted near individual trees scheduled for pruning twenty-four (24) hours prior to the work being performed.

Beginning non-emergency work without notification shall subject CONTRACTOR to the penalties described in the Penalty Schedule, Agreement Exhibit B.

Postings shall not be left in place once work has been completed. Leaving postings on trees once work has been completed shall subject CONTRACTOR to the penalties described in the Penalty Schedule of Agreement Exhibit B.

The routine watering of young trees shall be exempt from these notification and posting standards.

Traffic control:

At no time shall CONTRACTOR commence or carry on with work that presents a hazard to pedestrians or vehicular traffic.

Prior to the commencement of, and for the duration of, any work in any area, CONTRACTOR shall be responsible for traffic control and safety regulations as related to any city, state or county requirements while working on streets, highways, medians and/or roadside strips. The design and operation of work zone traffic controls must comply with US Department of Transportation/Federal highway Administrative guidelines. All operations shall be conducted by CONTRACTOR to provide maximum safety for the public according to the most recent edition of the *Work Area Traffic Control Handbook.*

CONTRACTOR shall display standardized warning signage when staging or working in any area that is subject to pedestrian or vehicular traffic.

CONTRACTOR shall be responsible for the placement of "Sidewalk Closed" signage at the perimeter of any sidewalk or pathway that leads pedestrian traffic into the work zone.

Any operation that results in a blockage of, or produces debris which could enter into, vehicular traffic zones will require the use of a flag person equipped with, and using, a SLOW/STOP traffic paddle. Work in two way traffic zones will require the use of two (2) flag persons. The placement of a traffic paddle into a safety cone shall not be considered a substitute for the required flag person(s).

Where CONTRACTOR's work is in progress, each street shall remain open to local traffic at all times unless prior arrangements have been made and approved by the Development Services Director or designated representative.

Violations of traffic control standards defined herein shall be subject to the penalties described in the Penalty Schedule of Agreement Exhibit B.

Wildlife protection:

Prior to the commencement of any work in the vicinity of any tree, each tree shall be visually surveyed, from all sides, for the sole purpose of detecting the presence of nests or wildlife of any type.

CONTRACTOR shall cease work in a tree if a nest is found and is determined to be active, unless given written permission by the City.

At no time shall any nest or wildlife be moved from its location.

In the event that wildlife is accidentally displaced and needs assistance, CONTRACTOR shall notify the Public Works Department and the nearest appropriate animal rescue facility for assistance, as described in CONTRACTOR's exhibit entitled "Protection of Wildlife plan", attached as submitted, for assistance.

Pre-inspection:

Prior to the commencement of any work in the vicinity of any tree, CONTRACTOR shall identify the location of utilities, irrigation components and/or any private property element(s) that could be compromised by any work activity.

If identified, CONTRACTOR shall take appropriate action to protect same.

If, during the course of pre-inspection, CONTRACTOR identifies damage to private property or CITY property that exists before the onset of work, CONTRACTOR shall digitally photo-document and report such damage to the Development Services Director prior to commencing work in that area. Digital photo- documentation shall be time and date embedded. Any claim of damage that cannot be refuted by photo-documentation and log of report to the Development Services Director shall be considered the responsibility of CONTRACTOR.

Utility Operations:

CONTRACTOR shall adjust work schedules when utility operations prevent maintenance during a specified time frame. No additional compensation shall be allowed for complying with these requirements.

Dig Alert Requirements:

☐ Delineationof the proposed excavation site is mandatory. Mark the area to be excavated with water-soluble or chalk based white paint on paved surfaces or with other suitable markings such as flags or stakes on unpaved areas.
☐ ContactDigAlert at least two (2) full working days prior to digging.
☐ Yourpermit for digging will not be valid without a DigAlert ticket number.
☐ Ifthe members have facilities within the work area, they will mark them prior to the start of your excavation and if not, they will let you know there is no conflict.
☐ The Law requires you to hand expose to the point of no conflict 24" on either side of the underground facility, so you know its exact location before using power equipment.

Work in the vicinity of aerial utilities:

All persons performing tree work on CITY trees in or around primary electrical lines shall be trained to do so according to the "Electrical Safety Orders: of the State of California, including all amendments and revisions.

Setup, Operations, Equipment Staging:

CONTRACTOR shall setup, operate and stage in a manner that presents the least amount of disruption to residents, businesses, the public and traffic flow.

Outside of an emergency situation, at no time will multiple setups or equipment staging be allowed on both sides of a street within the same block.

Equipment shall never be stored or left unattended on a public street, CITY facility or private property.

The staging of equipment shall be bound by the work hour restrictions defined herein.

Identification and reporting of hazards:

While performing work of any type, the tree worker should inspect for any obvious hazards related to trees. All hazardous situations should be corrected or promptly reported to CITY. Any defective or weakened trees shall be reported to the Development Services Director or designated representative.

Work Site Conditions: T

The work area shall be kept safe at all times until all operations are completed. Under no circumstances shall the accumulation of brush, limbs, logs or other debris be allowed to pose a hazard to the public.

Access to Private Property:

No employee of CONTRACTOR shall enter a fenced or otherwise secured area of private property without the consent of the property owner.

Site Cleanup:

CONTRACTOR shall remove branches, limbs, logs or any other debris resulting from any tree operations and clean the work site and all areas associated with the work site promptly upon completion of each task.

CONTRACTOR shall endeavor to prevent spillage on streets over which work or hauling is done, and any such spillage or debris deposited on street due to CONTRACTOR operations shall be immediately cleaned up.

During production trimming and removals, debris shall be removed from public rights of way and private property within one (1) hour of the completion of work on the tree from which the debris was generated.

CONTRACTOR shall cease work immediately if clean up equipment ceases to function or is not available (e.g. loader, roll off equipment, staff).

Rights of way shall not be used to stage unattended debris generated during regular work hours.

All lawn areas shall be raked, all streets/sidewalks shall be swept, and all brush, branches.

Areas are to be left in a condition equal to or better than that which existed prior to the commencement of tree operations.

No material is to be allowed to enter any storm drain.

Debris staged in parkway(s) due to a night time emergency response shall be clearly coned off and emergency taped off and shall be cleaned up to in conformance with the standards described in this Exhibit prior to 10:00 am the first business day after the emergency call out occurred.

If the volume of debris from a night time emergency exceeds the storage capacity of the parkway(s), CONTRACTOR shall make arrangements to remove the debris immediately.

Debris shall not be stored unattended in any portion of a traffic lane at night.

All debris generated by CONTRACTOR in the performance of work shall become the property of CONTRACTOR after the time of site clean-up. CONTRACTOR shall dispose of all generated debris at no additional cost to CITY and shall dispose of debris as is consistent with the requirements of AB 939.

Failure to comply with site cleanup requirements shall subject CONTRACTOR to the penalties described in Agreement Exhibit B.

Protecting the Integrity and Value of the Urban Forest.

If, at any time, CONTRACTOR is unclear on what course of action to follow in the field, CONTRACTOR shall consult with the Development Service Director. CONTRACTOR shall never take an action that will result in the permanent disfigurement of structures or trees. Disfigurement of trees/structures shall subject CONTRACTOR to penalties as described in Agreement Exhibit B.

Working Hours.

A "Normal Work Zone" shall be defined as a residential or low traffic volume street. CONTRACTOR's regular work hours for Normal Work Zones shall be limited to the hours between 8:00AM and 4:00PM Monday through Friday, excluding recognized holidays. Deviation from regular work hours in Normal Work Zones shall not be allowed without prior written consent of the City.

A "Special Work Zone" shall be defined as a business area or high volume traffic street or where night work is required. Work will only be allowed during the night or on Sundays in Special Work Zones during times set by the Development Services Director or designated representative.

Night Work.

When working at night CONTRACTOR shall provide adequate lighting which allows for safe and proper performance of work, as well as inspection of same.

While working at night, CONTRACTOR shall minimize the impact of noise upon neighbors.

CONTRACTOR shall not use chainsaws for work performed at night unless it is an emergency situation.

CONTRACTOR's Equipment.

All equipment used and all maintenance practices employed shall be subject to the inspection of the City and shall meet safety and functional requirements. All equipment must be maintained in a good state of repair. All safety guards shall be in place. No equipment shall leak oil or fluids. Equipment drive belts and hoses shall be in good repair and show no sign of fraying. No equipment shall present any potential danger to the operator, co-workers, passing motorists or pedestrians. Failure to comply with this provision shall be cause to have the equipment removed from the job site.

CONTRACTOR shall maintain a sufficient inventory of equipment so as to complete work as specified. All equipment shall be approved by CITY prior to commencement of services.

CONTRACTOR shall not park or store equipment or materials overnight at any CITY work site.

All CONTRACTOR vehicles and equipment operating under this Agreement shall be clearly marked with CONTRACTOR'S identification.

CONTRACTOR shall make annual submissions of current OSHA certification of all aerial equipment and the most recent California Highway Patrol Commercial Vehicle Inspection report for equipment to be used throughout the term of the Agreement.

Authority and Inspections.

The City's authorized representatives shall at all times have access to the work site and shall be furnished with every reasonable facility for acquiring full knowledge with respect to the progress, workmanship and character of materials used in the work. Whenever CONTRACTOR varies the period during which work is carried out, CONTRACTOR shall give due notice to the City Director so that property access for inspection may be provided. CONTRACTOR shall comply with any instructions given by the City upon inspection of the work.

Questions.

CONTRACTOR questions regarding the performance of the work shall be directed to the Development Services Director.

Alterations, modifications or deviations from the work described in the scope of services by CONTRACTOR shall be subject to the prior written approval of CITY. In such event, any necessary price adjustments shall be made by mutual consent of the parties.

Inspection of work.

CITY's Public Works Department shall inspect work during the performance of work or when deemed necessary. Any work found not to be acceptable will be noted in writing and shall be subject to the penalty provisions and schedule set forth in the Penalty Schedule of Agreement Exhibit B.

Work Deficiencies.

CITY shall notify CONTRACTOR in writing of any deficiencies in work.

CONTRACTOR shall make a reasonable and good faith effort to correct the deficiencies within a reasonable period not to exceed three (3) days from notification. After this time period, if unacceptable conditions still exist, CITY has the right to terminate the Agreement or deduct payment as is proportionately appropriate for non-compliance with the specified provisions of the Agreement.

All work which CITY determines is defective or deficient shall be removed and replaced by CONTRACTOR in a manner acceptable to CITY at CONTRACTOR's own expense.

If any portion of the work performed under the Agreement proves defective or not in accordance with the specifications, and the deficiency, as determined by CITY, does not make the work dangerous or undesirable, the City Director shall have the right and authority to retain the work, but may make deductions in the payment due CONTRACTOR as is proportionately appropriate for the deficiency.

Risk Management.

Tree work is a controlled task. At no time shall CONTRACTOR perform work in a manner so as to result in a loss of control incident (e.g. free-falling large limbs or trunk sections, hinge cutting to avoid use of ropes/hoisting equipment, lack of safety apparatus/equipment guards, improper use/loading of equipment).

Failure to maintain such controls shall subject CONTRACTOR to penalties as described in Agreement Exhibit B. In addition to such penalties, CONTRACTOR shall be responsible for the mitigation of any damage related to a loss of control incident at CONTRACTOR's sole cost and expense.

Accidents, Injuries.

CONTRACTOR shall conduct all work outlined in the Scope of Services in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines and materials or other hazards consequential or related to the work; and agrees to accept the sole responsibility for complying with all CITY County, State or other legal requirements including, but limited to, full compliance with the terms of the applicable OSHA and CAL EPA Safety Orders at all times so as to protect all persons, including CONTRACTOR employees, agents of CITY, vendors, members of the public or others from injury or damage to their property.

CONTRACTOR shall cooperate fully with CITY in the investigation of any accident, injury or death occurring on CITY property including a complete written report to the Development Services Director within 24 hours following the incident.

Property Damage.

Should any structure or property be damaged during tree operations, CONTRACTOR shall immediately notify CITY and owners or authorities.

Repairs to property damaged by CONTRACTOR shall be made within forty eight (48) hours.

In the event of damage to utility lines, CONTRACTOR shall report the damages to utility and make arrangements for the utility to make repairs.

Repairs on private property shall be made in accordance with the appropriate building code under permits issued by CITY.

Any damage caused by CONTRACTOR shall be repaired or restored at CONTRACTOR's expense to a condition similar or equal to that existing before such damage, or CONTRACTOR shall repair such damage in a manner acceptable to the City.

CONTRACTOR shall repair any damage as directed by CITY that CONTRACTOR incurs to sprinkler systems in City parkways within 24 hours so as to minimize damage to affected lawns.

CONTRACTOR shall notify the Development Services Director immediately of any utility that is disturbed or damaged.

Insecticides, Herbicides, Fungicides.

At no time shall CONTRACTOR use, store or transport any insecticide, herbicide or fungicide in the City of La Puente without the prior written consent of the City. Violation of this chemical use policy will be subject to penalties as described in Agreement Exhibit B and can result in the termination of the Agreement.

SECTION B. TECHNICAL TREE TRIMMING SPECIFICATIONS

The following Section contains descriptions and technical specifications for the detailed services and materials which will be necessary to provide services under this Agreement.

The following specifications shall be adhered to regardless of tree being serviced and/or the type of service being performed including, but not limited to, tree pruning, tree removal, stump grinding, tree planting, tree watering, repairs or record keeping related to any tree activity.

Hardwood Tree Pruning

a. Any tree work performed on a CITY tree must be done according to CITY's specification. The criterion for pruning varies based on the type or purpose of pruning.

b. Full Prune: A Full Prune is performed when conditions within the crown of a hardwood tree are such that the entire tree needs to be fully pruned. Complete pruning is recommended when the primary objective is to maintain or improve tree health and structure, and includes safety pruning. Full Pruning should consist of one or more of the following pruning types:

c. Crown Cleaning: Crown Cleaning or cleaning out is the removal of dead, diseased, crowded, weakly attached and low-vigor branches and water sprouts from the entirety of the tree crown. Care must be used to avoid stripping branches of all foliage at the interior of the tree crown. This practice, known as "lion tailing", disrupts the structurally integrity of the tree, making it subject to limb and branch failure, especially during high winds.

d. Crown Thinning: Crown Thinning includes crown cleaning and the selective removal of branches to increase light penetration and air movement into and through the crown. Increased light and air stimulates and maintains interior foliage, which in turn improves branch taper and strength. Thinning reduces the wind-sail effect of the crown and the weight of heavy limbs. Care must be used to avoid stripping branches of all foliage at the interior of the tree crown. Thinning the crown a can emphasize the structural beauty of trunk and branches as well as improve the growth of plants beneath the tree by increasing light penetration. When thinning the crown of mature trees, seldom should more than one- fourth of the live foliage be removed.

e. Crown Reduction: Crown Reduction is used to reduce the height and/or spread of a tree. Crown reduction varies from topping, a destructive practice, in that cuts are not made indiscriminately, resulting in large stubbed off limbs that are subject to decay. While reducing a crown, tree workers must adhere to basic tree trimming practices involving limb/branch size relationships and use of the branch bark collar in avoiding the onset of decay at cut sites.

f. Crown restoration: Crown Restoration is a corrective pruning used as a means to restore the form of crowns that have been previously damaged by storms or poor pruning practices. This treatment is best performed by tree workers who have a good understanding of the effects of pruning on the development of tree crowns.

g. Crown Raising/Safety Prune: A Crown Raising or Safety Prune is performed when conditions within the crown of a hardwood tree are such that a certain objective needs to be met or a certain condition needs attention. A crown raising or safety prune does not involve the detail of work found in a full prune. Crown raising or safety pruning may consist of one or more of the following pruning types:

h. Crown Raising: Crown Raising consists of removing the lower branches of a tree in order to provide clearance for buildings, vehicles and pedestrians. It is important that a tree have at least one-half of its foliage on branches that originate in the lower two-thirds of its crown to ensure a well-formed, tapered structure and to uniformly distribute stress within the tree.

i. Safety Prune: Safety prune is employed as a means of eliminating potentially hazardous limbs (dead/dying) from the crown of a hardwood tree when an entire pruning of the tree is not warranted. Safety pruning does not involve the fine detail work described herein as "full prune".

Specifications for hardwood tree pruning: the specifications for the pruning of hardwood trees are as follows:

a. Consult with the Development Services Director before making any cut that would result in permanent disfigurement of the structure of a tree.
b. Trees shall be pruned so as to prevent branch and foliage interference with safe public passage. Over-street clearance shall be kept to a minimum of seventeen (17) feet above the paved surface of the street and fourteen (14) feet above the curb and surface of a public sidewalk or pedestrian way. Exceptions are allowed for young trees, which would be irreparably damaged by such pruning action. If pruning to these standards would result in permanent disfiguration of a tree, CONTRACTOR shall not prune the tree until such time as direction is obtained from an Urban Forest Field Inspector.
c. When removing a live branch, pruning cuts should be made in branch tissue just outside the branch bark ridge and collar, which are trunk tissue. If no collar is visible, the angle of the cut should approximate the angle formed by the branch bark ridge and the trunk.
d. When removing a dead branch, the final cut should be made outside the collar of live callus tissue. If the collar has grown out along the branch stub, only the dead stub should be removed, the live collar should remain intact and uninjured.
e. Whenever pruning involves the removal of limbs that are too large to hold securely in one hand during the cutting operation, the limb shall be cut off first at a point several feet beyond the intended final cut. The final cut shall be made in a manner to prevent unnecessary tearing back of the bark and wood. Cuts that result in tearing of tissue on limbs below cuts shall be penalized as described within Part Seven (7).
f. All final tree pruning cuts shall be made in such a manner so as to favor the earliest possible covering of the wound by natural callus growth. Excessively deep flush cuts, which produce large wounds or weaken the tree at the cut, shall not be made. The branch collar should not be removed.
g. All dead and dying branches and branch stubs that are one-half (1/2) inch diameter or larger shall be removed.
h. All broken or loose branches shall be removed.
i. Those branches that are developing in such a manner as to become larger than the limbs they originate from shall be removed.
j. When encountering limbs that are weighted with more foliage than the limb is likely to support, selectively prune branches toward the end of the limb in order to reduce end weight and thus decrease the likelihood of limb failure.
k. Selectively prune branches that create sight line conflicts with traffic control signs and/or devices.
l. Selectively prune branches that are within five (5) feet of a structure.
m. Clear trees of sprout or sucker growth to a minimum height of ten (10) feet above ground level. Exceptions are allowed for young trees, which would be irreparably damaged by such pruning action.
n. Prune so as to maintain a balanced appearance when viewed from the opposite side of the street immediately opposite the tree, unless authorized by the Development Services Director to do otherwise.
o. Remove all vines entwined in trees and on tree trunks. Vine tendrils shall be removed without injury to trees.
p. Tree limbs shall be removed and controlled in such a manner as to cause no damage to other parts of the tree, or to other plants or property.
q. All tools used on a tree known to contain an infectious tree disease shall be properly disinfected immediately before and after completing work on such tree.
r. All major pest problems shall be promptly reported to CITY.

s. All cutting tools and saws used in tree pruning shall be kept sharpened to result in final cuts with an un-abrasive wood surface and secure bark remaining intact.
t. All trees six (6) inches in diameter or less shall be pruned with hand tools only.
u. Chain saws will not be permitted to remove any branches two (2) inches or less in diameter. This is to prevent any unnecessary abrasions to cambial tissue that may predispose a tree to insect and/or future disease/decay problems.
v. Any extraneous metal, wire, rubber or other material interfering with tree growth shall be removed when possible.
w. The use of climbing spurs or spike shoes in the act of pruning trees is prohibited, unless specifically directed by CITY to aid in the safety of climbers performing the removal of a tree.
x. Gas powered chainsaws shall only be used for emergency situations; pruning cuts over 4" in diameter and tree removals unless permission is granted, in writing, by the Development Services Director or designated representative.

Palm Tree Pruning

Any tree work performed on a CITY tree must be done according to CITY's specification. The criterion for pruning varies based on the type or purpose of pruning.

Palm Prune: Palm Pruning consists of maintaining the crowns and trunks of palm trees including the pruning of spent or declining fronds, seed pods and the skinning or shaping of spent petiole bases into a ball or nut as applicable by palm type.

Specifications for palm tree pruning: the specifications for the pruning of palm trees are as follows:

a. While making an approach to the palm crown for pruning, CONTRACTOR shall inspect the trunk of the palm tree for signs of decay, insect frass, bird nesting or any other condition suggestive of a structural abnormality. Upon finding any condition suggestive of a structural abnormality of the palm stem, CONTRACTOR shall report to the Development Services Director immediately.
b. Fronds shall be trimmed using a handsaw or pole saw that has been sterilized for no less than five (5) minutes by having the entirety of its cutting blade submersed in an equal solution of bleach and water before and after the handsaw is used to cut the fronds of any other palm tree. At no time shall a chainsaw be used to prune any frond from any palm tree in the City of Manhattan Beach. The use of chainsaws to prune any frond from any palm tree will result in the penalties described in Agreement Exhibit B. Live, healthy fronds, initiating at an angle of 90 degrees or greater from the horizontal plane, shall not be removed. Fronds removed should be cut close to the petiole base, taking into consideration the role of petiole bases in the formation and maintenance of the ornamental ball or nut, as applicable by species. Live trunk tissue should never be cut while pruning palm fronds.
c. Using properly sterilized equipment as described herein, any fruit or flower structures in the crown of the palm shall be removed concurrently with frond pruning. At no time shall a chainsaw be used to cut any fruit or flower from any palm tree in CITY. Failure to adhere to this standard will result in the penalties described in Agreement Exhibit B. Care shall be taken in the handling of fruit and flowers as they are likely to release clear liquids that react with, can cause staining to, hardscape elements. CONTRACTOR shall be responsible for removing palm fruit related stains from private property hardscape elements.
d. Maintenance of the ornamental ball or nut, located at the upper portion of the palm trunk, directly below the live fronds, shall be as described by species as follows:

Phoenix canadensis (Canary Island Date Palm): spent petiole bases shall be formed into an ornamental ball which begins directly below the lowest green fronds and acts to provide a base of support to the palm crown. This ornamental ball shall be uniform and smooth in appearance and shall extend no less than four (4) and no more than eight (8) feet below the lowest live frond in the crown. Ornamental balls with flattened or "stop sign" sides will not be accepted. The upper portion of the ornamental ball shall not taper in, resulting in a "pineapple" appearance as this treatment defeats the support capacity of the ball. The distal portion of the ball shall begin at a point flush with the periphery of the palm trunk and make a gradual taper upwards until it reaches the periphery of the shaped ornamental ball. While forbidden to use chainsaws for pruning fronds, fruit and flowers from any palm tree in the City of Manhattan Beach, CONTRACTOR may use a chainsaw in forming and/or shaping the ornamental ball of a Canary Island Date Palm. The use of a sharpened shovels in shaping and maintaining ornamental balls often results in ornamental balls which have flat, untapered bottoms that are likely to relax and collapse into pedestrian and vehicular traffic zones with grave consequences. CONTRACTOR shall use care not to cut into live trunk tissue while maintaining the ornamental ball. CONTRACTOR shall remove any foreign plant material that has sprouted in an ornamental ball. CONTRACTOR shall verify that the ornamental ball meets the standard described herein each time a Canary Island Date Palm is pruned.

Phoenix dactylifera (Date Palm): spent petiole bases are left to form a supportive "nut" below the lowest green fronds of the crown. Unlike the ornamental ball of a Phoenix canariensis (Canary Island Date Palm), the nut does not require ornate shaping. Instead, spent petiole bases are left uniformly long to form the nut, which shall extend no less than four (4) and no more than six (6) feet below the lowest live frond in the crown. While forbidden to use chainsaws for pruning fronds, fruit and flowers from any palm tree in the City of Manhattan Beach, CONTRACTOR may use a chainsaw in forming and/or shaping the nut of a Date Palm by shortening a number of the lower petiole bases to bring the length of the nut to standard. CONTRACTOR shall use care not to cut into live trunk tissue while maintaining the nut. CONTRACTOR shall verify that the nut meets the standard described herein each time a Date Palm Island Date Palm is pruned.

Syagrus romanzoffianum (Queen Palm): loose petiole bases are to be removed each time the crown of a Queen Palm is serviced. Petiole bases that are attached to live trunk tissue shall be left undamaged.

Archontophoenix cunninghamiana (King Palm): loose petiole bases are to be removed each time the crown of a King Palm is serviced. Petiole bases that are attached to live trunk tissue shall be left undamaged.

Washingtonia robusta (Mexican Fan Palm): spent petiole bases are left uniformly long to form a nut which shall extend no more than four (4) feet below the lowest live frond in the crown. Using hand tools, CONTRACTOR shall skin the trunk area below the nut clean without causing damage to live trunk tissue. CONTRACTOR shall verify that the nut meets the standard described herein each time a Mexican Fan Palm is pruned.

Washingtonia filifera (California Fan Palm): spent petiole bases are left uniformly long to form a nut which shall extend no more than eight (8) feet below the lowest live frond in the crown. Using hand tools, CONTRACTOR shall skin the trunk area below the nut clean without causing damage to live trunk tissue. CONTRACTOR shall verify that the nut meets the standard described herein each time a California Fan Palm is pruned.

Tree Removal

Any tree work performed on a CITY tree must be done according to CITY's specification.

Tree Removal: Tree removal consists of the removal of the entirety of a hardwood tree or palm tree and the removal of its root system in its entirety by grinding.

Specifications for tree removal: the specifications for tree removal are as follows:

a. CONTRACTOR shall comply with all general specifications standards described herein.
b. The diameter price given by CONTRACTOR for tree removals shall be inclusive of all staff, materials and equipment necessary to remove trees as described herein.
c. As stated previously herein, CONTRACTOR shall identify the location of all utilities and private property landscape irrigation components prior to the removal of a tree and its root system. CONTRACTOR shall notify the Development Services Director or designated representative, in writing, of any condition that prevents the removal of a tree and/or the grinding of its root system. CONTRACTOR shall take all responsibility for any damage that occurs once the process of removing a tree and/or associated root grinding begins.
d. CONTRACTOR shall comply with wildlife protection standards described in Attachment 2.
e. CONTRACTOR shall not remove any tree without first confirming that the tree being considered is indeed the tree to be removed. Any confusion should be resolved by contacting the Development Services Director for assistance. The errant removal of trees shall be penalized as is described in Agreement Exhibit B.
f. During a tree removal, CONTRACTOR shall maintain control of the tree and its parts at all times, which shall include the selection and use of proper techniques and equipment. At no time shall branches, limbs or tree trunks be allowed to free-fall and create damage of any type. Loss of control incidents shall be penalized as is described in Agreement Exhibit B.
g. Cranes and other rigging equipment shall be properly certified, with evidence of such available for inspection prior to use of said equipment in CITY. Crane operators shall be certified by Commission for the Certification of Crane Operators (NCCCO) and shall be prepared to display current certification prior to operating a crane in CITY. The use of cranes and certified operators shall not result in additional charges to CITY and is part of the unit price set forth in Agreement Exhibit B for the specific service.
h. While loading and handling debris, CONTRACTOR shall maintain control at all times so as not to result in damage to the public rights or way or private property. In addition, CONTRACTOR shall not drop logs or trunks so as to create undue noise or impact shock related damages to public and/or private property.
i. Stumps, including the root flare shall be ground to a depth of no less than eighteen (18) inches. Surface roots shall be traced and ground to a depth of no less than eight (8) inches. Debris generated by stump grinding and root removal shall be removed from the site and replaced with a topsoil mix. Chip shall not be used as a backfill material.
j. Clean up after a tree removal and/or stump grinding shall include the repair of any barren areas or divots created during the tree removal by filling with topsoil and seeding with a fescue turf grass seed. Seed shall be covered by one quarter (1/4) inch topdressing of well decomposed organic fines. This is part of the unit price provided for the service and no additional compensation is provided.
k. CONTRACTOR shall be responsible for the repair of any private property irrigation system components damaged during a tree removal or stump grinding. Repairs shall be made using components matching those that were damaged.
l. CONTRACTOR shall inspect for, and correct, any settling that has occurred at any tree removal site for a period of no less than six (6) months after the tree removal/stump grinding has been completed. Correction is defined to include the restoration of a smooth and even grade to the

parkway and the seeding and topdressing of barren areas related to the tree removal site as specified previously herein.

Tree Planting

Any tree work performed on a CITY tree must be done according to CITY's specification.

Tree Planting: Tree planting consists of the installation of nursery stock container or palm trees supplied by CONTRACTOR.

Specifications for tree planting: the specifications for tree planting are as follows:

a. CONTRACTOR shall comply with all general specifications standards described herein.
b. CONTRACTOR shall identify the location of all utilities and private property landscape irrigation components prior to the planting of any tree. CONTRACTOR shall assume full responsibility for any damage that occurs during the planting of any tree.
c. CONTRACTOR shall supply quality nursery stock which is fully rooted and representative of recognized standards for size and quality of the material being planted. Brown trunk height (BTH) for palm trees shall be measured from the top of root ball to the lowest green frond attached to the trunk at an angle of ninety (90) degrees.
d. Planting stock shall be well watered prior to shipping and covered for the duration of transport. Trees that are delivered uncovered, with a dry or fractured root ball or with broken scaffold limbs will be rejected. Root bound material will be rejected. Palms that are delivered uncovered, with a dry root ball or with a soilless root ball will be rejected.
e. CONTRACTOR shall not begin excavation for the planting of a tree without first confirming that the planting site being considered is indeed the site intended for the planting of a tree. Any confusion should be resolved by contacting the Development Services Director for assistance. In excavating planting pits, CONTRACTOR shall not excavate deeper than the depth of the root ball of the tree being installed.
f. The bottom of the planting pit shall be compacted sufficiently so that the planted tree will not settle below top of root ball grade standards defined herein. As the width of the parkway allows, CONTRACTOR shall excavate the planting pit to be two (2) times the width of the root ball of the nursery stock being planted.
g. All nursery containers and box sides shall be removed from tree root balls prior to planting. CONTRACTOR shall not install trees with box bottoms left on. All container debris (e.g. strapping, box fragments, and nails) shall be removed from the planting pit prior to backfilling.
h. CONTRACTOR shall install the tree or palm so that the top of root ball is two (2) inches above top of curb so that the trunk flare is completely exposed. In the event that there is no curb (i.e. park site), CONTRACTOR shall install the tree or palm so that the top of root ball is two (2) inches above surrounding grade. CONTRACTOR shall not resort to cutting or trimming the root ball as a means of meeting grade standards.
i. CONTRACTOR shall backfill hardwood tree plantings with an equal mix of excavated soil and topsoil. The topsoil portion of the backfill mix shall contain no more than ten (10) percent well decomposed organic fines.
j. CONTRACTOR shall backfill palm plantings with one hundred (100) percent washed mortar (plaster) sand.
k. While backfilling, CONTRACTOR shall cease backfilling when the planting pit is one half (1/2) full and apply water to remove air pockets from the backfill. Once the water has drained, CONTRACTOR shall resume backfilling the planting pit. A watering basin shall be constructed in a uniform circle and shall extend from the center of the tree trunk to six (6) inches beyond the edge of the root ball. The top of the watering basin shall be graded and maintained uniformly with the upper edge of the basin maintained at a grade of four (4) inches above the root flare of the tree.

l. CONTRACTOR shall be responsible for the stability of planted trees. The nursery stake stall be removed from the trunk of the tree (as applicable) and the tree shall be double staked using two (2), two (2) inch lodge pole stakes of a length sufficient to be installed beyond the depth of the planting stock root ball and to extend to the lowest branches of the installed tree's crown. The stakes shall be installed an equal distance from the trunk of the tree and shall be installed perpendicular to the street or sidewalk and shall be installed so that one stake is orientated to be one hundred eighty (180) degrees opposite the other. The root ball shall not be damaged by the installation of stakes. The stake shall not be in contact with any aerial part of the tree. The trunk of the tree shall be attached to the stakes using Century Universal Tree Ties (or CITY approved equivalent) installed as per manufacturer's specifications.
m. Upon completion of the planting of a tree, CONTRACTOR shall seed and top dress any barren areas within ten (10) feet of the center of the trunk of the tree. The seed shall be a tall fescue turf grass type applied at a rate of one (1) pound per one hundred (100) square feet. The seed shall be top dressed with well-decomposed organic fines, spread evenly with a topdressing roller, at a depth of one eighth (.125) inch. Use of manure, native soil or chip topdressings shall not be allowed. CONTRACTOR shall include seed establishment information for the property owner in the mailed notification prior to every tree planting. This is part of the unit price for the service and no additional compensation is provided.
n. CONTRACTOR shall not use hoses, equipment or water from private properties while installing or watering-in parkway trees.

Tree Watering

Any tree work performed on a CITY tree must be done according to CITY's specification.

Tree Watering: Tree watering consists of the irrigation of young trees which have been installed by CONTRACTOR and the irrigation of other trees as directed by CITY.

Specifications for tree watering: the specifications for tree planting are as follows:

a. CONTRACTOR shall comply with all general specifications standards described herein.
b. As stated previously herein, CONTRACTOR shall identify the location of all utilities and private property landscape irrigation components prior to the planting of any tree. CONTRACTOR shall take all responsibility for any damage that occurs during the planting of any tree.
c. CONTRACTOR shall not use hoses, equipment or water from private properties when watering parkway trees.
d. While performing tree watering, CONTRACTOR shall maintain the tree watering basin to include the removal of weeds and debris and the maintenance of the watering basin to size and grade standards defined herein.
e. Trees shall be watered in such a manner that does not result in erosion of the tree watering basin, splashing of parked vehicles or damage to any of the tree's surroundings. Haphazard riggings and/or watering out of the window from the cab of watering equipment will not be tolerated.
f. CONTRACTOR shall maintain a daily log of trees watered. The log shall list the tree watered by site (e.g. 0000 N. Any Street F-1). A printed copy of the log, which shall be maintained in digital format, must accompany invoicing for tree watering services by CONTRACTOR.

Trim Oleanders on Old Valley Boulevard/Valley Boulevard

The City has a stand of Oleander plants that require periodic trimming. The plants are located along the south side of Old Valley Boulevard and Valley Boulevard. The limits on Old Valley Boulevard are Valley Boulevard from Glendora Avenue to Valley Boulevard. The limits on Valley Boulevard are from Old Valley Boulevard to Azusa Way.

The CONTRACTOR shall trim the plants vertically to a point behind the curb and horizontally to a point 7 feet above the curb. The trimming shall be done in a uniform and aesthetically pleasing manner.

SECTION C. TREE INVENTORY SPECIFICATIONS

The tree inventory must be completed within the first 60 days of the contract. The extent of the required inventory includes but is not limited to all publicly owned trees on street rights-of-way, parks, City facilities and open spaces such as medians, greenspaces, etc. The cost of the initial tree inventory is to be listed on the bid schedule. Any costs for the upkeep, maintenance and updates of the tree inventory are to be included in the cost of tree trimming.

The specifications that follow are the **desirable elements** for the tree inventory and software program. CONTRACTORS are encouraged to present to the CITY their proposal for the tree inventory and software program even though it may not meet all of the desirable elements. A joint-venture or partnership with a SUBCONSULTANT for the tree inventory may be an acceptable way of meeting this requirement.

The CONTRACTOR will provide the City access to a record keeping system consisting of an Internet-based software program that allows the City to maintain information about its tree population, including the description of each tree by species, height, diameter, work history, and tree and planting site location. The tree inventory software program shall be an Internet-driven tracking program. The program shall have the capability to produce detailed listings of tree and site information, work histories, service requests, summary reports and pictures of City tree species. The CONTRACTOR shall provide software support to the City for the entire term of the contract.

The CONTRACTOR shall provide the City with recommendations for tree maintenance, recommended planting locations, and recommended removals. Attributes to be collected by field personnel should include the information shown in the Scope of Work below.

CONTRACTOR shall provide and operate, at no additional cost to CITY, a computerized tree inventory system that is capable of uploading historic data. This system shall be password accessible twenty four (24) hours each day of the year via the internet or other method acceptable to the City. Historic tree inventory and work history data if available shall be uploaded and operational within CONTRACTOR's tree inventory system prior to the commencement of any tree service work under the terms of this contract. Baseline data shall include but is not limited to address, street, facility, species, diameter, crown, height, recommended maintenance, overhead utilities and parkway size and type.

CONTRACTOR shall update and maintain the tree site specific, computerized tree inventory system to reflect changes in baseline data and to record the date, cost and crew identity for any trimming, removal, planting or emergency response work that occurs at any tree site at which tree work is performed. The system shall be upgraded to reflect the removal and replacement of trees, as well as the addition of trees to the inventory. The system shall be capable of maintaining and displaying all past and future work histories for any and all tree sites in the inventory, both individually and collectively by query.

All aspects of the tree inventory system including, but not limited to, data entry, system maintenance, system hardware and/or software upgrades and server security and stability shall be the responsibility of CONTRACTOR and shall be provided at no cost to CITY. The system shall not be proprietary in the nature of its function and shall operate and interface with common computer software and web based applications, including the ability to export data into common spreadsheet applications. Failure to meet and maintain the requirements for the computerized tree inventory system shall be grounds for termination of the Agreement.

Tree site/task specific hardcopy backup data for any work that has occurred during a billing cycle shall accompany the invoicing for that period and shall be accessible for review on the internet based computerized tree inventory system prior to the submittal of invoicing for that work. Invoicing for work that does not meet the requirements defined herein will not be processed for payment until such time as the requirements have been satisfied.

GPS Tree Inventory

Provide the City with Global Positioning System (GPS) coordinates for all trees in public spaces. This includes but is not limited to all publicly owned trees on street rights-of-way, parks, City facilities and open spaces such as medians, greenspaces, etc. The address information contained in inventory should be linked directly to a Geographical Information System (GIS) program, such as ArcView. Using a handheld computer and a backpack GPS receiver, the inventory collector will identify the trees by their global coordinates of longitude and latitude. By collecting the data using the GPS system, the City can consolidate the tree data with other various GPS coded programs in the City. At the end of the project, the City will receive a complete listing of all sites inventoried, both in hard copy and electronically, which will enable you to connect the inventory to the City's GIS program and create various frequency reports.

A GPS tree inventory shall be created with a new database using the City's standardized addressing system for all parks and open space areas. CONTRACTOR shall be required to create an ESRI ArcView/ArcGIS compatible "shape file". The new inventory shall be capable of showing the location of every existing tree site and vacancies on the City's existing GIS base maps (streets, parcels, addresses, ROW and hardscape, etc.) The consultant's tree inventory shall be conducted by visiting each tree site or vacant planting site and plot the position. The data shall be compatible with the latest version of ArcView. Minimum accuracy shall be not more than one (1) meter.

Experience

The CONTRACTOR shall have at a minimum five (5) years' experience in collecting tree inventories and developing inventory databases, including an extensive program that simplifies the management of the City's Urban Forest. The CONTRACTOR shall have developed a complete and comprehensive computer software program in at least five (5) California cities. The program should have specialized reports designed specifically for City representatives' needs. The program should be developed based on the needs of the City and allow the City to modify and structure the program specific to our needs. The user-friendly program should allow customers to generate a variety of reports quickly.

Scope of Work

City shall provide the most up-to-date GPS inventory data to CONTRACTOR upon award of contract. CONTRACTOR will manage the entire inventory project. The project shall include field data collection, data entry, access to the computer software, and training of City employees on the use of the system, future technical maintenance and support and as an option, conversion of the existing database. Attributes to be collected by field personnel may include, but is not limited to:

- Tree Number
- City District/Grid/LLDs/Parks/R-Areas/Residential
- Street
- Location by Address
- Location by GIS
- Species by botanical name & common name
- Tree diameter
- Tree height
- Recommended Maintenance Classification
- Existing overhead Utilities
- Parkway Size
- Parkway Type
- Sidewalk damage

Technical Support and Maintenance

The CONTRACTOR shall provide routine maintenance, archive, backup, restore and disaster recovery procedures as may be requested by the City. The CONTRACTOR shall provide complete support rapidly with experienced staff available to the City during the hours of 7:00 A.M. to 5:00 P.M. Monday through Friday. The CONTRACTOR shall be readily available by telephone, e-mail or may respond to the City's location within a timely manner.

<u>EXHIBIT B</u>

<u>RATE SCHEDULE</u>

Hardwood Tree Trimming:	**Unit**	**Unit Price**
Full prune-hardwood tree 0-6 inch DBH (diameter breast height)	EA.	$24.00
Full prune-hardwood tree 7-16 inch DBH	EA.	$55.00
Full prune-hardwood tree 17-24 inch DBH	EA.	$95.00
Full prune-hardwood tree over 24 inch DBH	EA.	$155.00
Crown Raising/Safety Prune-hardwood tree 0-6 inch DBH	EA.	$19.00
Crown Raising/Safety Prune-hardwood tree 7-16" DBH	EA.	$29.00
Crown Raising/Safety Prune-hardwood tree 17-24 inch DBH	EA.	$39.00
Crown Raising/Safety Prune-hardwood tree over 24 inch DBH	EA.	$49.00
Grid Pruning: (All trees within a Grid)	EA.	$55.00
Palm Tree Trimming: Canary Island Date Palm	EA.	$140.00
California Fan Palm	EA.	$55.00
Hybird Fan Palm	EA.	$55.00
Mexican Fan Palm	EA.	$55.00
Windmill Palm	EA.	$55.00
King Palm	EA.	$25.00
Queen Palm	EA.	$39.00
Tree Removal:		
Tree and Stump removal per inch trunk DBH	IN.	$29.00
Stump grinding per stump diameter inch at grade	IN.	$10.00
Tree 30DQWLQJ: LQFOXGHV WUHH ODERU VWDNHV WLHV		
15 gallon	EA.	$115.00
24 inch Box	EA.	$235.00
36 inch Box	EA.	$645.00
48 inch Box	EA.	$1,195.00
Mexican Fan Palm per foot 8TH (brown trunk height)	FT.	$55.00
Tree Installation:		
Mexican Fan Palm 10-30 feet BTH	EA.	$995.00

Tree Watering		
Watering of young trees, water trunk/operator-per day	DAY	$560.00
Trimming of Oleanders on Old Valley Blvd/Valley Blvd	LS	$20,000.00
Initial Tree Inventory		
Tree Inventory	**LS**	$6,000.00
Additional Tree Inventory Updates (Per tree site)	T.S.	$2.00
Day Rate Crew:		
Boom truck w/chip body, low decibel chipper, operator, ground person per eight (8) hour day	HR.	$1,200.00
Call in Crew:		
Per fully equipped per man, per hour, cost, crew called in for unscheduled service	M/HR.	$70.00
Specialty Equipment Rental: Crane/95' Aerial Tower	HR.	$140.00
Emergency Crew:		
Per fully equipped cost per man, per hour, crew called in for emergency service nights/weekends (Per man hour)	M/HR.	$95.00

Annual Cost Adjustments	Year 1	Year 2	Year 3	Year 4	Year5
	0.0%	5%	5%	5%	5%

Penalty Schedule

CONTRACTOR and CITY agree that if completion of certain services to be provided by CONTRACTOR under this Agreement specified below are delayed, not performed or performed in a manner outside of specifications, a penalty as described herein will be assessed each day that the service is not properly performed or not provided as required under the Agreement. This is in addition to CITY's other remedies allowed by law, including the contractual requirement that the condition be remedied. The following penalties shall be assessed for the circumstances described:

Worker without proper uniform and/or safety apparel, vehicle without proper	$100.00 per occurrence
Failure to properly notice prior to the commencement of non-emergency work	$100.00 per occurrence
Debris or trash left in area that has been vacated by workers	$100.00 per occurrence
Postings left in place after work has been completed and area vacated by workers	$100.00 per occurrence

Staging debris in traffic lane(s) for more than one (1) hour after generation of same debris/unattended debris	$100.00 per occurrence
Failure to post warning signage when operating equipment in pedestrian/vehicular traffic area, violation of traffic control standards, lack of required flag person(s)	$200.00 per occurrence
Disposal of debris at unauthorized sites (e.g. residential trash receptacles, commercial trash dumpsters, park site waste containers)	$500.00 per occurrence.
Pruning in a manner that leaves tissue tears on remaining limbs	$500.00 per tree
Equipment leaking fluids	$500.00 per occurrence +cost to mitigate damage
Disfigurement/errant removal of CITY tree	$500.00 per occurrence+ cost to mitigate value of loss in accordance with "Council of Tree and Landscape Appraisers, Guide for Plant Appraisal, current edition.
Failure to respond to emergency or after hours tree service requests within one (1) hour	$500.00 per occurrence
Unauthorized use, transport and/or storage of any chemical insecticide, herbicide, fungicide product in the City of Manhattan	$1000.00 per occurrence+
Loss of control incident	$1000.00 per occurrence+ possible costs to terminate the agreement

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of City, and prior to commencement of the Services, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to Agency.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000.00 per occurrence, $2,000,000.00 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000.00 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000.00).

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees and volunteers.

Proof of insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsement must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant, or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the Agency nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass Through Clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

City's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

Exhibit "B"

Rate Schedule

CITY OF LA PUENTE

Schedule of Compensation for Contract Years 2024/2025 and 2025/2026

Tree Maintenance Services performed by WCA, Inc.

Item	Description	Unit	Proposed Prices
1	Grid Prune	Each	$72.30
2	Full Prune 0-6 DSH	Each	$31.55
3	Full Prune 7-16 DSH	Each	$72.30
4	Full Prune 17-24 DSH	Each	$124.60
5	Full Prune > 24 DSH	Each	$203.90
6	Raise/Safety Prune 0-6 DSH	Each	$25.05
7	Raise/Safety Prune 7-16 DSH	Each	$38.15
8	Raise/Safety Prune 17-24 DSH	Each	$51.30
9	Raise/Safety Prune > 24 DSH	Each	$64.50
10	King Palm Prune	Each	$32.85
11	Queen Palm Prune	Each	$51.30
12	Fan Palm Prune	Each	$72.30
13	Windmill Palm Prune	Each	$72.30
14	Date Palm Prune	Each	$184.20
15	Tree & Stump Removal	Inch	$38.15
16	Tree Only Removal	Inch	$25.05
17	Stump Grinding	Inch	$13.10
18	Plant 15 Gallon	Each	$151.25
19	Plant 24" Box	Each	$309.10
20	Plant 36" Box	Each	$848.55
21	Plant 48" Box	Each	$1,571.95
22	Purchase Mexican Fan Palm BTH	Foot	$72.30
23	Install Mexican Fan Palm 10-30 BTH	Each	$1,308.35
24	Watering	Day	$736.70
25	Tree Inventory Updates	Each	$2.60
26	Specialty Equipment Rental	Hour	$184.20
27	Crew Rental - per man	Man Hour	$92.10
28	Emergency Crew Rental - per man	Man Hour	$125.00

The proposed rates show a 4.5% rise for FY24-25 and WCA commits to maintaining these rates for FY25-26.

City of La Puente

AGENDA REPORT

To: Mayor and City Council For meeting of: May 28, 2024

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 2024

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

2024 Fireworks Sales

For 2024, the City received permit applications from Delhaven Community Center, La Puente Foundation, La Puente Girls Softball, St. Louis of France Catholic Church, and Veterans of Foreign Wars (VFW) Post #1944 to operate a total of nine firework stand locations in the City. Phantom Fireworks is the wholesaler for the La Puente Foundation stand, while TNT Fireworks serves as the wholesaler for the remaining eight firework stand locations. Furthermore, VFW Post #1944 secures permits for five (5) stand locations (as noted below), as they have partnered with other local groups/ organizations to assist them with the operational logistics of fireworks sales.

Listed below is a summary of the 9 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
5.	1617 Hacienda Blvd.	99 Cents Only Center	Post #1944
6	503 Glendora Ave.	La Puente Park	La Puente Foundation

	Address	**Location**	**Organization**
7.	1411-1445 Hacienda Blvd.	Walmart Center	La Puente Softball
8.	13935 E. Temple Ave.	St. Louis of France Church Site	St. Louis of France Church
9.	Old Valley/Valley Blvd.	Vacant City-owned Parcel	Delhaven Community Center

The above-listed groups and organizations were all approved by the City Council last year in 2023 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

The City permit application fee of $588.00 is collected for each stand application (for a total of $5,292) for Staff 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. 24-5870 designating the entities permitted to sell safe and sane fireworks in the City.

ATTACHMENTS

Attachment "A": Resolution No. 24-5870

RESOLUTION NO. 24-5870

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 2024

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. 24-984; 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, City received a complete application from the La Puente Foundation ("Foundation") to sell Safe and Sane Fireworks in the City, and Phantom Fireworks will serve as the fireworks wholesaler; and

WHEREAS, for the 2024 sale of fireworks, the City Council desires to accept applications from the Foundation, Post, Saint Louis, Softball and Delhaven 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:

<u>SECTION 1</u>. 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 2024 sale of Safe and Sane Fireworks in the City.

SECTION 3. The City Council hereby accepts and approves the applications submitted by the Foundation, 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 2024. The Foundation, 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 2024.

SECTION 4. The Foundation, 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 Foundation, Post, Saint Louis, Softball and Delhaven may only sell Safe and Sane Fireworks from June 29th through July 4th, 2024 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 28th day of May 2024, by the following vote:

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

Gabriel Quiñones, Mayor

ATTEST:

Martha Torres, MPA, City Clerk

EXHIBIT 1

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

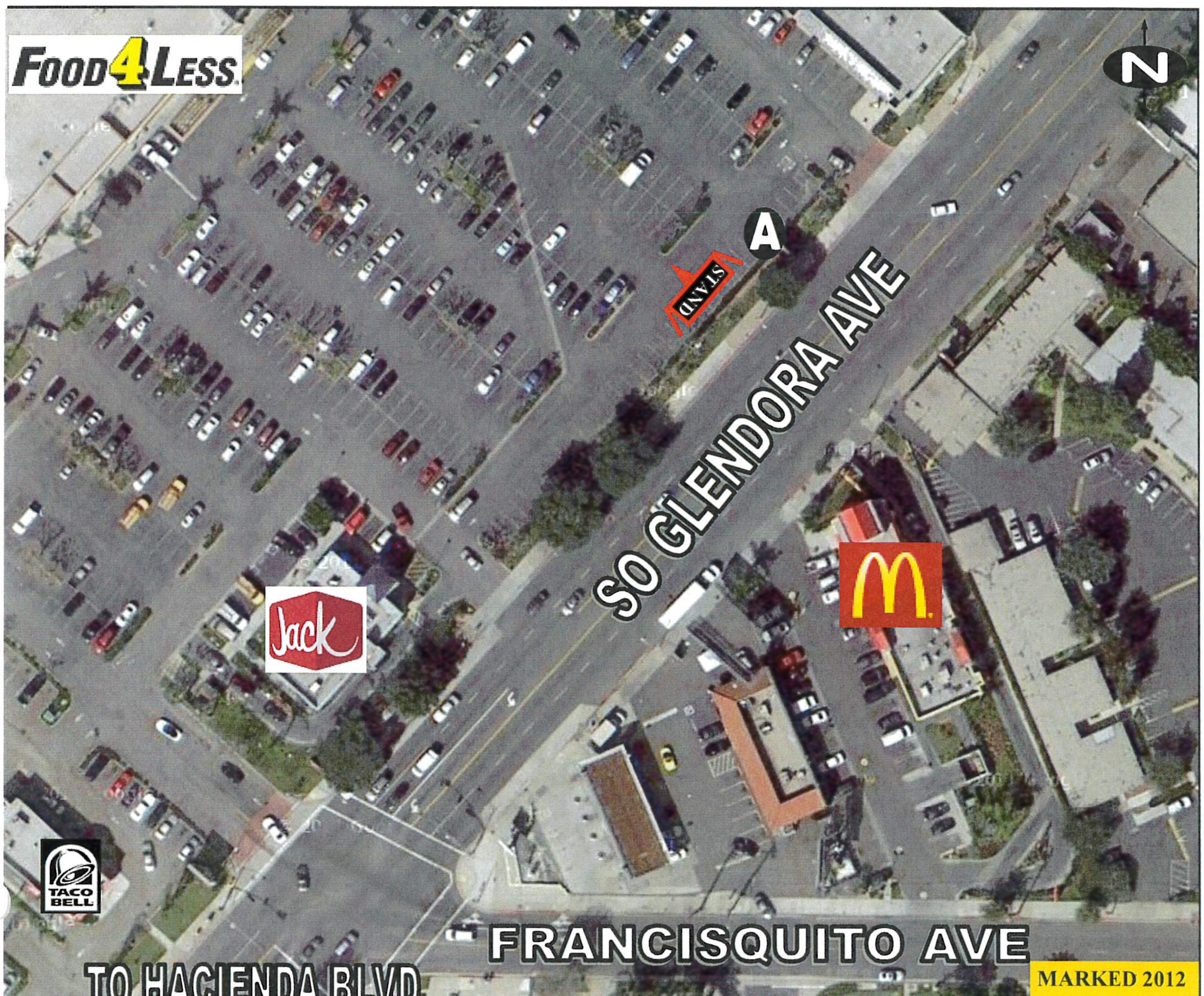
SET-UP 6/19 DOWN DATE 7/9 LIGHTS MC GILLS ($G)

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

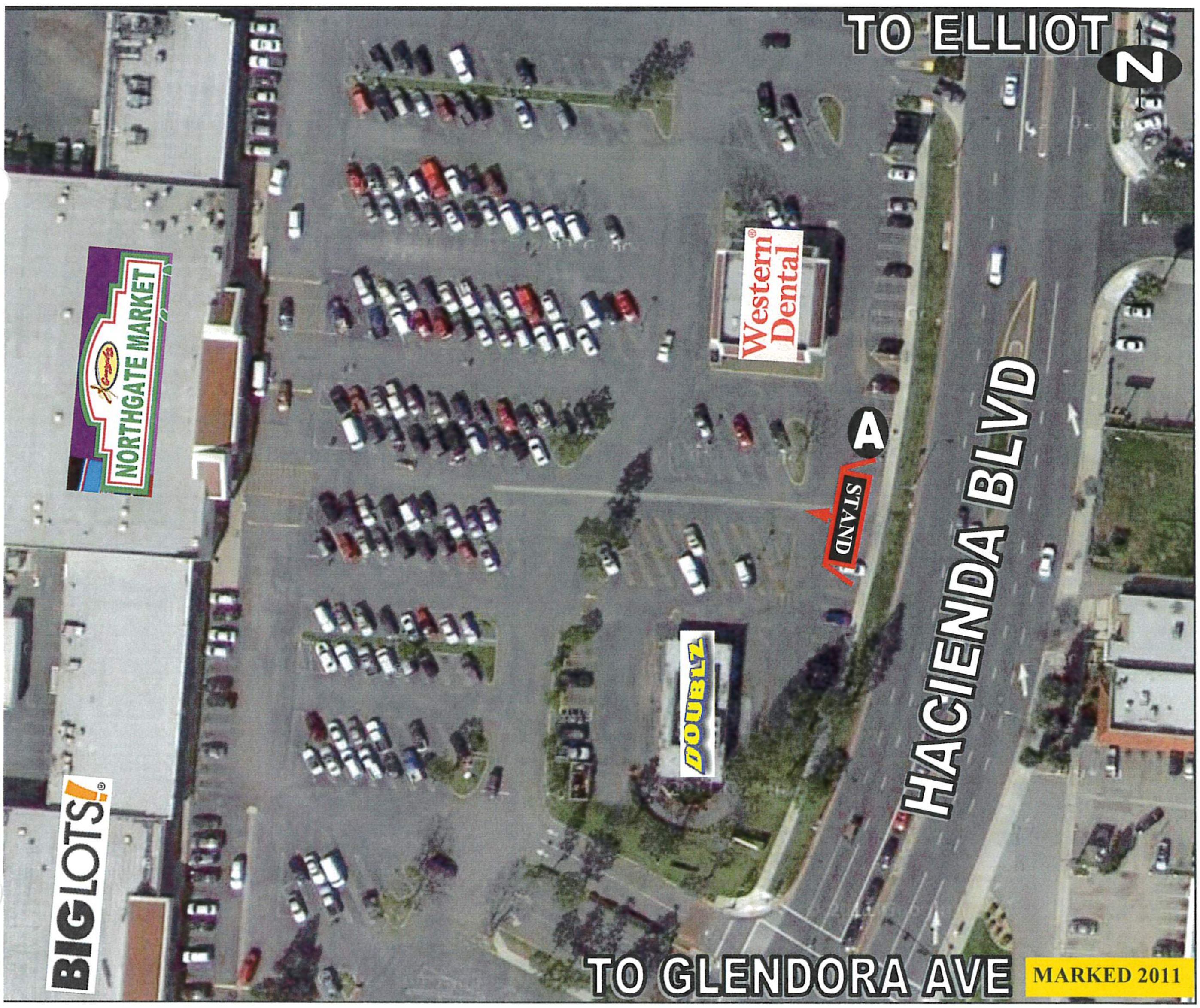
SET-UP 6/19 DOWN DATE 7/9 LIGHTS MC GILLS ($G)

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



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# CSR5503 ORGANIZATION VFW #1944—#3

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

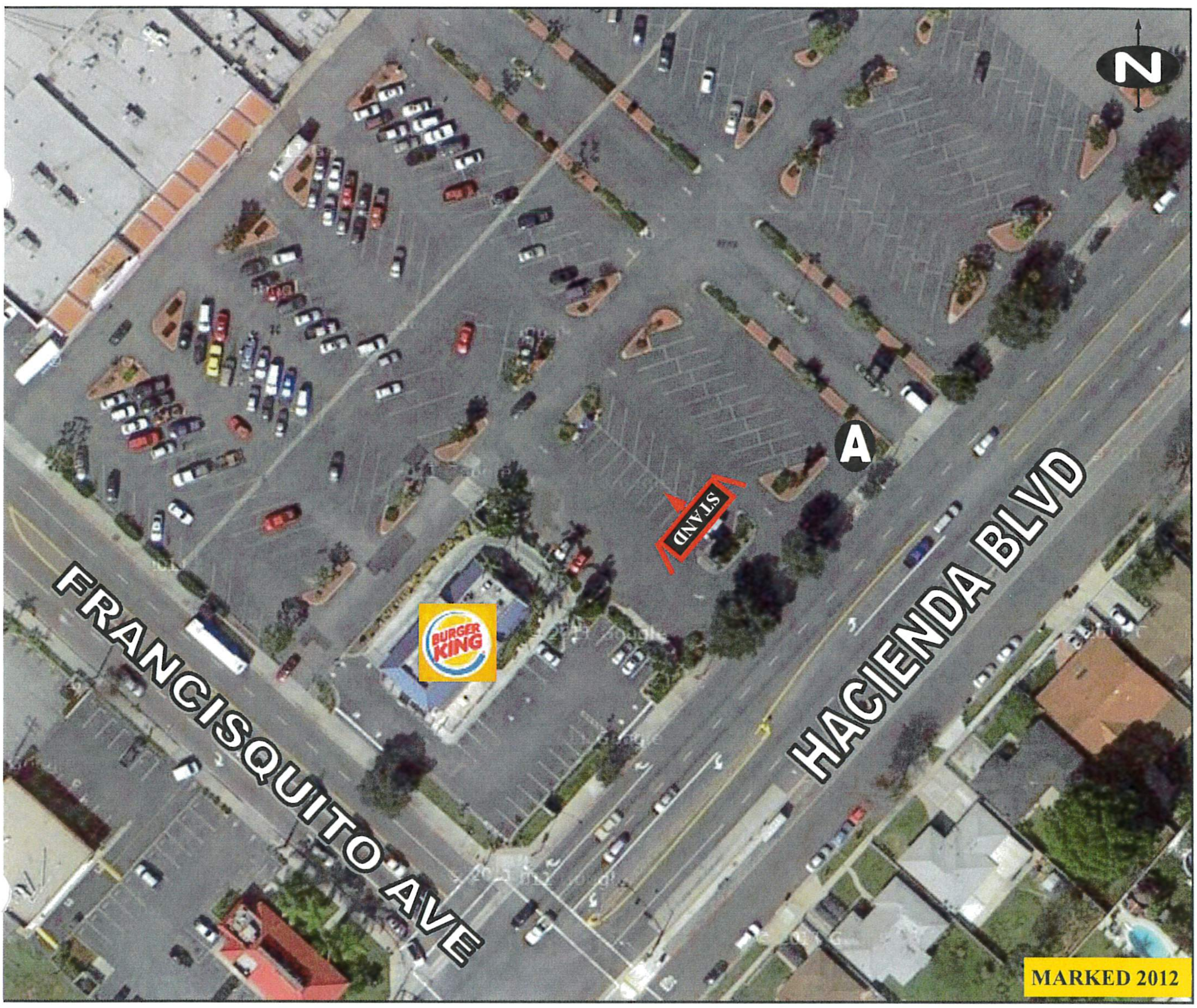
SET-UP 6/19 DOWN DATE 7/5 LIGHTS MC GILLS ($G)

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!!



PHANTOM FIREWORKS

Organization: La Puente Community Foundation

Address: 503 Glendora Avenue

Intersection: SE Corner Hacienda Boulevard and Temple Avenue

INSPECTION DATE: 6/29 **TNT FIREWORKS** MC GILLS

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# CSR5515 ORGANIZATION LA PUENTE SOFTBALL

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

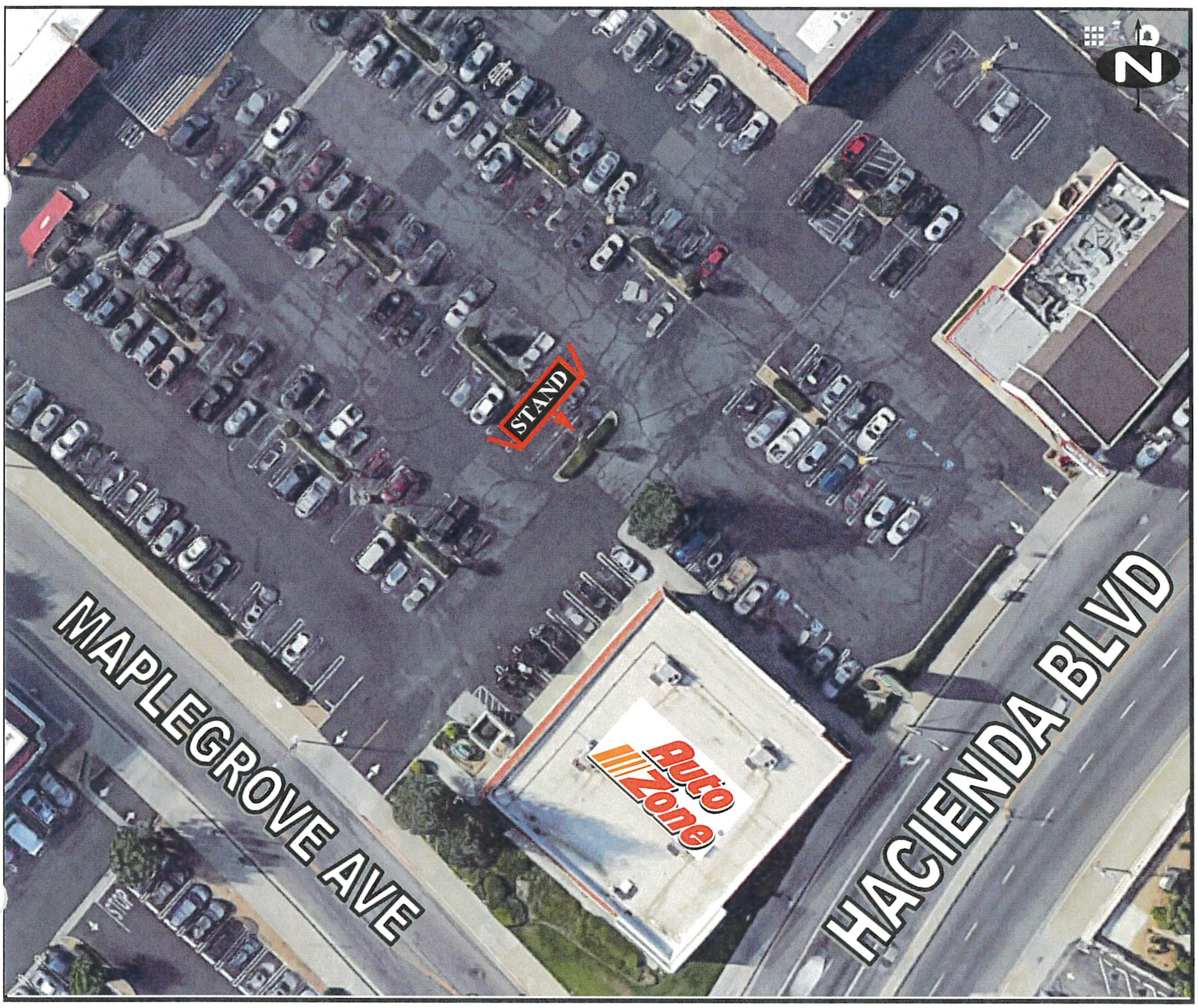
SET-UP 6/25 DOWN DATE 7/6 MUST LIGHTS MC GILLS ($G)

ADDRESS 1411-1445 NORTH HACIENDA BLVD

INTERSECTION NWC HACIENDA BLVD & MAPLEGROVE AVE

THOMAS GUIDE — COUNTY LA PAGE GRID

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



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

SALES ASSOCIATE BENNETT CITY LA PUENTE

LOCATION# 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# 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

City of La Puente

AGENDA REPORT

To: Mayor and City Council For meeting of: May 28, 2024

From: Bob Lindsey, City Manager

By: John Di Mario, Director of Development Services

SUBJECT: CONSIDERATION OF APPOINTMENTS TO THE PLANNING COMMISSION

BACKGROUND

At the meeting of June 28, 2022, the City Council reappointed Daniel Stowell and Marty Paz to a two-year term on the Planning Commission expiring on June 11, 2024 and left a vacant seat unfilled. The vacant unfilled seat was as a result of former Commissioner Nadia Mendoza being appointed to the City Council. In May 2023, Commissioner Daniel Stowell resigned from his seat on the Planning Commission due to relocating outside of La Puente.

At the meeting of July 25, 2023, the City Council appointed Sergio Hernandez to a one-year term expiring June11, 2024.

On April 16, 2024 the City issued a Notice of Vacancies ("NOV") for the two terms expiring in June 2024 requesting interested residents to apply for consideration of appointment to the Commission. The City received completed applications from incumbents Marty Paz and Sergio Hernandez. No other applications were received prior to the deadline of May 17, 2024.

DISCUSSION

Both incumbents meet the requirements as set forth in the La Puente Municipal Code to be considered for reappointment to the Planning Commission for a two-year term expiring on June 11, 2026. Staff would recommend the reappointment of Commissioners Paz and Hernandez.

Planning Commissioners are appointed by a majority vote of the City Council pursuant to Section 2.16.020 of the La Puente Municipal Code.

RECOMMENDATION

It is recommended that the City Council reappoint Marty Paz and Sergio Hernandez to the Planning Commission for a two-year term.

ATTACHMENTS

None.

City of La Puente
AGENDA REPORT

To: Mayor and City Council — For meeting of: May 28, 2024

From: Bob Lindsey, City Manager

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

SUBJECT: PRESENTATION OF APRIL 2024 BUDGET REPORT

BACKGROUND

The City Council adopted the Fiscal Year 2023-2024 Budget and Capital Improvement Program on May 31, 2023. The attached report examines fiscal activity taking place during the month of April 2024 and includes all funds within the operating budget. The report analyzes year-to-date transactions in comparison to budgeted amounts for the entire fiscal year, expressing each category using a percentage-of-completion methodology. It additionally provides comparisons in activity level to the same time period last fiscal year.

DISCUSSION

As of April 30, 2024, eighty-three (83) percent of the fiscal year has elapsed.

REVENUES

General Fund revenues to date have reached $12,855,054. This equates to 66% of budget, the exact same percentage that was displayed at this time last fiscal year. This speaks to the general stability of municipal revenue patterns. Property Tax receipts have increased 5% over April 2023, resulting in an additional $224,640 in revenue being recognized in the fund. Sales and Use Tax, although reduced, has begun to level off. The year-over-year decline is now 1%, for a total dollar decrease of $34,376. Measure LP Tax remains markedly lower, with a 6% reduction still displayed since April 2023. The net effect of the changes in tax revenue, combined with strong revenues in other General Fund categories, has led to a year-over-year increase of 3% in collections to the fund, with $375,421 in additional fungible monies.

EXPENDITURES

70.1% of budgeted General Fund operating expenditures have been realized, approximately in line with 66.4% at this time last fiscal year. When taking into consideration that 83% of the fiscal year has elapsed, this represents a healthy fiscal position.

In aggregate of all funds, 65.2% of the annual budget has been expended to date ($22,992,722) in comparison to 60.3% at this time last fiscal year.

RECOMMENDATION

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

ATTACHMENTS

Attachment "A": Monthly Budget Report – April 2024

CITY OF LA PUENTE
Monthly Budget Report - April 2024
Statement of Revenues
83% of the Fiscal Year Complete

	FY 2023-2024 BUDGET	FY 2023-2024 YTD ACTUAL	%	FY 2022-2023 BUDGET	FY 2022-2023 YTD ACTUAL	%
GENERAL FUND						
Property Tax	7,654,500	4,619,613	60.4%	7,299,700	4,394,973	60.2%
Sales Tax	3,695,400	2,321,308	62.8%	3,742,000	2,355,684	63.0%
Sales Tax - Measure LP	3,548,000	2,133,075	60.1%	3,586,000	2,265,261	63.2%
Other Taxes and Assesments	1,728,900	1,254,776	72.6%	1,568,300	1,227,711	78.3%
Licenses and Permits	590,700	680,075	115.1%	530,400	685,053	129.2%
Fines and Forfeitures	399,500	507,076	126.9%	307,500	359,404	116.9%
Use of Money	200,000	402,289	201.1%	200,000	228,071	114.0%
Intergovernmental	74,000	83,615	113.0%	300,000	229,930	76.6%
Charges for Services	764,300	742,387	97.1%	622,900	674,135	108.2%
Other	549,600	110,840	20.2%	637,700	59,411	9.3%
TOTAL GENERAL FUND	19,204,900 -	12,855,054	66.9%	18,794,500	12,479,633	66.4%
SPECIAL REVENUE FUNDS						
Gas Tax	1,094,700	777,522	71.0%	1,162,900	731,174	62.9%
RMRA (SB1)	942,800	635,834	67.4%	916,800	560,460	61.1%
Measure M	768,900	588,413	76.5%	692,500	569,696	82.3%
Measure R	678,800	521,328	76.8%	611,400	550,874	90.1%
Prop A Fund	1,132,300	865,681	76.5%	1,033,500	914,763	88.5%
Prop C Fund	909,100	695,539	76.5%	819,200	734,741	89.7%
AQMD	77,000	24,706	32.1%	77,000	69,392	90.1%
Miscellaneous Grants	3,632,900	1,651,718	45.5%	5,046,600	5,007,564	99.2%
Lighting & Landscape Maintenance District	959,600	838,293	87.4%	920,300	820,532	89.2%
CDBG	410,000	296,140	72.2%	446,200	197,081	44.2%
PEG Access	39,700	20,043	50.5%	35,600	19,385	54.5%
Supplemetal Law Enforcement Fund	165,000	186,159	112.8%	160,000	165,271	103.3%
American Rescue Plan Act Fund	572,500	-	0.0%	4,738,200	4,738,200	100.0%
Other Special Revenue	1,220,900	1,254,730	102.8%	1,257,400	509,946	40.6%
TOTAL SPECIAL REVENUE FUNDS	12,604,200	8,356,106	66.3%	17,917,600	15,589,080	87.0%
CAPITAL PROJECTS & DEBT SERVICE FUNDS						
Citywide Debt Service	831,000	830,960	100.0%	743,800	-	0.0%
2019A Debt Service	261,800	53,419	20.4%	262,800	-	0.0%
2019B Debt Service	235,000	47,500	20.2%	235,400	-	0.0%
Capital Projects	53,300	53,287	100.0%	53,300	-	0.0%
TOTAL CAP. PROJ. & DEBT SERVICE FUNDS	1,381,100 -	985,166	71%	1,295,300	-	0.0%
SUCCESSOR AGENCY						
Successor Agency to the LPCDC	661,600	68,111	10.3%	677,300	70,989	10.5%
PROPRIETARY FUNDS						
Sewer Construction/Maintenance Fund	1,467,000	1,291,313	88.0%	1,461,000	1,154,979	79.1%
Equipment Replacement Fund	193,500	265,130	137.0%	188,000	251,947	134.0%
Vehicle Maintenance & Replacement Fund	455,800	424,769	93.2%	420,000	347,541	82.7%
TOTAL REVENUES	35,968,100	24,245,649	67.4%	40,753,700	29,894,168	73.4%

ATTACHMENT A

CITY OF LA PUENTE
Monthly Budget Report - April 2024
Statement of Operating Expenditures
83% of the Fiscal Year Complete

	FY 2023-2024 BUDGET	FY 2023-2024 YTD ACTUAL	%	FY 2022-2023 BUDGET	FY 2022-2023 YTD ACTUAL	%
GENERAL FUND						
General Government	1,448,100	1,291,313	89.2%	1,699,000	1,207,079	71.0%
Administrative Services	2,412,900	2,264,097	93.8%	1,580,900	1,482,879	93.8%
General Services	244,100	381,937	156.5%	249,800	194,433	77.8%
Public Safety	11,692,100	6,872,722	58.8%	10,278,100	5,954,631	57.9%
Development Services	3,514,300	2,876,278	81.8%	2,219,000	2,069,738	93.3%
Community Services	2,652,100	1,715,204	64.7%	1,943,400	1,569,645	80.8%
Transfers	-	-	0.0%	824,300	-	0.0%
TOTAL GENERAL FUND	21,963,600	15,401,551	70.1%	18,794,500	12,478,405	66.4%
SPECIAL REVENUE FUNDS						
Gas Tax	1,074,700	802,277	74.7%	1,158,400	830,679	71.7%
RMRA/SB1	27,000	20,155	74.6%	25,400	18,965	74.7%
Measure M	443,500	190,123	42.9%	486,500	134,712	27.7%
Measure R	487,700	236,125	48.4%	509,700	122,254	24.0%
Prop A	1,071,500	794,286	74.1%	1,362,500	801,937	58.9%
Prop C	119,900	70,471	58.8%	77,500	47,117	60.8%
AQMD	148,900	167	0.1%	151,700	124	0.1%
Lighting & Landscape Maintenance District	1,028,400	737,291	71.7%	942,700	779,245	82.7%
CDBG	410,000	320,765	78.2%	445,600	218,393	49.0%
Supplemental Law Enforcement Fund	165,000	186,159	112.8%	160,000	50,500	0.0%
PEG Access	29,000	19,010	65.6%	28,000	19,942	71.2%
American Rescue Plan Act Fund	306,300	124,904	40.8%	3,900,700	1,727,874	0.0%
Other Special Revenue	3,649,100	1,814,225	49.7%	286,200	213,795	74.7%
TOTAL SPECIAL REVENUE FUNDS	8,961,000	5,315,958	59.3%	9,534,900	4,965,538	52.1%
CAPITAL PROJECTS & DEBT SERVICE FUNDS						
Citywide Debt Service Fund	831,000	830,960	100.0%	743,800	743,801	100.0%
Capital Projects	53,300	53,287	100.0%	53,500	53,287	99.6%
Series 2019A Debt Service	261,800	53,418	18.1%	262,800	56,419	21.5%
Series 2019 B Debt Service	235,000	47,500	20.2%	235,400	50,200	21.3%
TOTAL CAP. PROJ. & DEBT SERVICE FUNDS	1,381,100	985,165	71.3%	1,295,500	903,707	69.8%
SUCCESSOR AGENCY						
Successor Agency to the LPCDC	1,035,100	474,838	45.9%	1,066,400	485,654	45.5%
PROPRIETARY FUNDS						
Sewer Construction/Maintenance Fund	1,232,900	111,590	9.1%	1,369,300	269,375	19.7%
Equipment Replacement Fund	202,500	292,181	144.3%	187,000	276,856	148.1%
Vehicle Maintenance & Replacement Fund	487,700	411,439	84.4%	420,000	318,983	75.9%
TOTAL OPERATING EXPENDITURES	35,263,900	22,992,722	65.2%	32,667,600	19,698,518	60.3%

City of La Puente
AGENDA REPORT

To: Mayor and City Council — For meeting of: May 28, 2024

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services
Alex Merkel Medina, Finance Manager
Natalie Romo, Management Analyst

SUBJECT: CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION NO. 23-5836 AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM FOR PART-TIME POSITIONS, AND APPROVAL OF A JOB DESCRIPTION FOR THE PART-TIME COMMUNITY RESOURCE SPECIALIST POSITION

BACKGROUND

On May 6, 2024, the City of La Puente entered into a grant agreement with the State of California - Governor's Office of Planning and Research. This is the second award the City has received under the framework of the *Californians for All* youth workforce development initiative. The purpose of this funding is to provide meaningful part-time work experience to individuals ages 18-30 in the local area, engage participants with support services, and place them on a path towards gainful employment.

DISCUSSION

In order to ensure the successful deployment of resources within the community, and better monitor the progress of those assigned to various worksites, staff has shifted the youth workforce program to an in-house hiring model for the second phase of the grant funding. Instead of providing subawards to non-profit agencies, as was done previously, the City will directly hire the participants as part-time temporary employees.

The attached job description for the Part-Time Community Resources Specialist is specifically designated for the youth workforce program participants, to incorporate their position into the personnel structure. It is sufficiently broad to encompass all possible assignment areas within the scope of the program. Examples include, but are not limited to, recreation, parks, public works/maintenance, custodial, snack bar/coffee shop operations, and city administration. It is noteworthy that this is a temporary program, with a performance period ending December 31, 2025. Once participants have attained 960 hours with the City, they have completed the program and are not eligible for continued employment.

FISCAL IMPACT

This position is entirely funded by a state grant in the total amount of $2,000,000, with no impact to the General Fund. It is proposed for placement within Grade H10, with an estimated cost of $20,442 annually per participant. Approximately sixty-five (65) individuals are expected to be hired throughout the life of the grant program.

RECOMMENDATION

It is recommended that the City Council: (1) adopt Resolution No. 24-5871 rescinding resolution No. 23-5836 amending the comprehensive personnel system; and (2) approve the job description for the part-time Community Resources Specialist position.

ATTACHMENTS

Attachment "A"	Resolution No. 24-5871
Attachment "B"	Part-Time Community Resource Specialist Job Description

RESOLUTION NO. 24-5871

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, RESCINDING RESOLUTION NO. 23-5836, 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 May 28, 2024.

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 May 28, 2024, Resolution 23-5836 is hereby rescinded.

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

Classified Positions (Part-Time) Non-Exempt	Hourly Rates Steps A - E
Management Intern	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
Concession & Event Specialist	20.17 – 24.51
Community Resource 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 28th day of May, 2024, by the following vote:

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

____
Gabriel Quiñones, Mayor

ATTEST:

____
Martha Torres, MPA, City Clerk

Community Resource Specialist

Department/Division:	Applicable Department Supervisors and Directors based on assignment
Reports To:	Applicable Department Supervisors and Directors based on assignment
Provides Direction To:	Not Applicable
Exemption Status/Pay Structure:	Non-Exempt; Hourly
Date Prepared:	May 21, 2024

GENERAL PURPOSE

Under general supervision, the Community Resource Specialist assists the following departments and/ or department divisions in performing a variety of support functions and related duties: City Manager's Office; City Clerk's Office; Department of Administrative Services; Department of Development Services; Department of Community Services; or any other associated City departments or entities.

CLASS CHARACTERISTICS

The Community Resource Specialist performs a range of duties that are based on the department and/or division to which they are assigned. This position is distinguished from the Office Specialist, Maintenance Assistant, and Concession and Event Specialist positions as those positions are not part of the temporary job grant program.

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.

City Clerk's Office:

1. Assists with preparation and posting of agenda packets for City Council meetings.

2. Assists with the reproduction and distribution of City Council and Commission agenda packets and records.

3. Attends and prepares meeting minutes.

ESSENTIAL FUNCTIONS (continued)

4. Assists with public records requests.

5. Assists City Clerk’s office with general filing and records management.

6. Prepares basic correspondence and follow-up notes.

7. Performs other related duties as assigned.

Food and Beverage Services:

1. Operates concession stand and coffee shop as assigned; prepares and sells menu items to be served to guests including food and beverages; adheres to standard recipes, menus, and methods of food and beverage preparation, portions, cost and waste control; opens and closes facilities.

2. Operates food preparation equipment and appliances safely; sets up and closes out a variety of equipment and tools, including clean-up of this equipment.

3. Sets up and takes down equipment and ensures all equipment and supplies are properly stored and secured at all times.

4. Processes payments and utilizes a computerized cashiering system; maintains accurate accounting of sales and receipts.

5. Follows cash handling procedures, ensuring policies are enforced and maintained.

6. Maintains the highest standards of customer service and handles a variety of situations using tact and diplomacy.

7. Attends, and participates in staff meetings and trainings.

8. Completes appropriate reports and forms as necessary.

9. Required to work varied shifts, including evenings, weekends, and holidays.

10. Performs other related duties as assigned.

Department of Administrative Services:

1. Assists public with questions related to services and programs; receives, refers, and directs callers and visitors to appropriate departments and personnel.

2. Processes payments for parking citations, building permits, and bus pass sales.

3. Receives and records business license renewal payments; organizes new files and mails business license applications.

ESSENTIAL FUNCTIONS (continued)

4. Organizes, copies, and archives documents.
5. Scans parking citations and other records.
6. Prepares basic correspondence and follow-up notes.
7. Performs other related duties as assigned.

Department of Development Services/ Street Maintenance:

1. Assists in repaving, patching, overlaying, pothole, and crack sealing repair of asphalt.
2. Removes damaged improvements and set concrete forms.
3. Repairs curbs, gutters, and sidewalks.
4. Responsible for the upkeep of bus shelters.
5. Pressure washes as needed.
6. Removes debris as needed.
7. Weed abatement.
8. Maintenance Yard upkeep.
9. Performs other related duties as assigned.

Department of Development Services/ Landscape Maintenance:

1. Assists in landscape turf mowing and edging.
2. Weed abatement; Hedge/shrub trimming; tree planting.
3. Performs daily litter and debris control.
4. Cleans and maintains City facilities and park shelters.
5. Performs daily janitorial services.
6. Assists Park Maintenance Workers by polishing fencing, light poles, and shade structures.
7. Disinfects playgrounds and workout equipment/stations with mild cleaning solutions.
8. Cleans and deodorizes trash enclosures.

ESSENTIAL FUNCTIONS (continued)

9. Assists with pressure washing benches and walkways.
10. Reports and assists with removing graffiti on various surfaces and finishes.
11. Rakes and replenishes mulch beds.
12. Repairs damaged D.G. walking paths.
13. Assists sports field crews.
14. Performs other related duties as assigned.

Department of Development Services/ Sports Fields:

1. Assists sports field crews with game day preparation.
2. Game day maintenance between contests or practices.
3. Relocates pitching mounds and bases.
4. Rakes and chalks fields.
5. Waters infield skin.
6. Maintains cleanliness of carts and equipment.
7. Performs other related duties as assigned.

Department of Development Services / Planning Division:

1. Conducts municipal research and analytical work using various research techniques and methods.
2. Project filing and organization of existing planning files.
3. Updates planning applications.
4. Creates educational and informational handouts.
5. Assists in managing projects and conducting project intakes, project/plan reviews, and preparing staff reports.
6. Prepares basic correspondence, notices, reports, and follow-up notes.
7. Assists at the public counter and responds to inquiries from the public.
8. Performs other related duties as assigned.

ESSENTIAL FUNCTIONS (continued)

Department of Community Services/Recreation and Youth Learning Activity Center Division:

1. Assists patrons with questions and concerns; answers phone calls and provides information to customers as needed; assists with purchasing supplies.

2. Registers Patron for recreation programs; collects fees.

3. Assists with lesson plans and craft activities for Tiny Tots Program; assists in creating monthly calendars and flyers; provides information to parents about program and child activities; assists with cleanups given toilet training accidents.

4. Supervises children involved in activities and maintains a safe environment; prepares snacks; assists with homework.

5. Supervises and administers Summer Lunch Program; sets up and organizes meal; keeps records of attendance.

6. Assists with special events by supervising children and other program participants in an assigned area and provides direction.

7. Leads program participants in recreational activities.

8. Prepares and maintains accurate written reports and participant records for programs.

9. Assists with furniture arrangement, equipment set-up, and room set-ups.

10. Assists with the care and maintenance of department equipment and supplies; inspects and cleans recreation facilities including kitchen area, lobby, and restrooms.

11. Observes safety and City rules and regulations; ensures park and facility users are aware of rules and regulations.

12. Performs other related duties as assigned.

13. Required to work varied shifts, including evenings, weekends, and holidays.

QUALIFICATIONS GUIDELINES FOR ASSIGNMENTS TO: CITY CLERK'S OFFICE/ DEPARTMENT OF ADMINISTRATIVE SERVICES/ PLANNING DIVISION

Knowledge of:

Office practices and procedures, including the use of standard office equipment, basic record keeping practices, basic math, cashiering procedures; records administration practices; customer service techniques.

Ability to:

Operate a computer using word processing and spreadsheet software; type accurately at a speed necessary to meet the requirements of the position; organize and maintain office records and specialized files; compose routine correspondence from brief instructions; communicate clearly and effectively orally and in writing; understand and follow written and oral instructions; prepare clear, accurate and concise records and reports; use tact and discretion in dealing with sensitive situations and concerned people and customers; establish and maintain effective working relationships with staff, management, and others encountered in the course of work.

Education/Training/Experience:

Must have high school diploma or G.E.D. equivalent.

Licenses, Certificates; Special Requirements:

Depending upon position assignment, a valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Must be able to provide a valid work permit.

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 FOR ASSIGNMENTS TO: CITY CLERK'S OFFICE/ DEPARTMENT OF ADMINISTRATIVE SERVICES/ PLANNING DIVISION

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, the employee is constantly 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, frequently weighing less than 20 pounds. Occasionally, the employee may move file boxes weighing up to 50 pounds.

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

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work on multiple, concurrent tasks while meeting deadlines; and interact with management, staff, contractors, vendors, and the general public.

WORK ENVIRONMENT FOR ASSIGNMENTS TO: CITY CLERK'S OFFICE/ DEPARTMENT OF ADMINISTRATIVE SERVICES/ PLANNING DIVISION

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

QUALIFICATIONS GUIDELINES FOR ASSIGNMENTS TO: STREET MAINTENANCE/ LANDSCAPE MAINTENANCE/ SPORTS FIELDS

Knowledge of:

General maintenance, cleaning, and repair methods and preventative maintenance techniques; proper use of hand and power tools; learn and apply learned maintenance and repair procedures involving streets, storm drains, parks, facilities, medians and landscape work; basic record keeping techniques.

Ability to:

Operate hand tools and power equipment and perform assigned maintenance tasks following established procedures and safety techniques; establish and maintain effective working relationships with others; understand and carry out oral or written instructions.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is high school graduation or G.E.D. equivalent.

Licenses, Certificates; Special Requirements:

Depending upon position assignment, a valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Must be able to provide a valid work permit.

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 FOR ASSIGNMENTS TO: STREET MAINTENANCE/LANDSCAPE MAINTENANCE/ SPORTS FIELDS

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

The employee frequently stands and walks within work areas and sits in driving to maintenance work sites and City facilities. Firm and light grasping is required to move heavier materials and operate equipment controls and the employee reaches above and below shoulder level to perform tasks. The employee is expected to bend, stoop, squat, kneel, climb, and crawl at times to access work areas. The employee occasionally lifts and moves supplies, power and hand tools, barricades, delineators, and cones frequently weighing up to or exceeding 50 pounds. Heavier supplies, signs, and apparatus are moved with equipment or the assistance of others.

Specific demands required by this job include the ability to see within normal range, talk, and hear, and occasionally use smell to detect potential gas or sewer leaks.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; follow instructions and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with interruptions and changing service priorities; and interact with City staff, management, contractors, and the general public.

WORK ENVIRONMENT FOR ASSIGNMENTS TO: STREET MAINTENANCE/ LANDSCAPE MAINTENANCE/ SPORTS FIELDS

The employee drives in traffic to job sites. The position constantly works outdoors in field settings and is subject to variable weather conditions, including heat, dust, moisture and wetness. The employee occasionally wears personal protective equipment including helmet, ear protection, and gloves, when working in construction areas or when exposed to power tools and compressors, unless restricted by contract or material reasons. Employees are exposed to oils, greases, paint removers, and cleaning agents.

QUALIFICATIONS GUIDELINES FOR ASSIGNMENTS TO: FOOD AND BEVERAGE SERVICES

Knowledge of:

Commercial food and beverage service operations and practices, including the capacity to maintain equipment; 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 to communicate with staff, generate reports, and gather data; prepare food and beverages in a high volume commercial food and beverage service environment; monitor and maintain inventory; clean and sanitize 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.

Licenses, Certificates; Special Requirements:

Ability to complete Food Handlers certification training within thirty (30) days 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 FOR ASSIGNMENTS TO: FOOD AND BEVERAGE SERVICES

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 typically 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 FOR ASSIGNMENTS TO: FOOD AND BEVERAGE SERVICES

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

QUALIFICATIONS GUIDELINES FOR ASSIGNMENTS TO: DEPARTMENT OF COMMUNITY SERVICES/ RECREATION AND YOUTH LEARNING ACTIVITY CENTER

Knowledge of:

Basic principles and techniques of CPR and certified first aid methods; applicable safety precautions related to the program areas and facilities assigned; standard office practices and procedures, including the use of standard office equipment, basic record keeping, arithmetic and computer applications; customer service methods; techniques for dealing with individuals of various ages.

Ability to:

Learn, understand and apply facility use policies and procedures; provide and administer basic first aid; prepare clear and concise reports; understand and carry out oral and written instructions; maintain facilities and equipment in a clean and safe manner; effectively work and communicate with facility patrons and program participants; use tact and independent judgment within general policy and procedural guidelines; operate modern office equipment, including computer equipment, software applications, and audio visual equipment.

Education/Training/Experience:

Previous leadership, volunteer work, or recreation experience is desirable.

Licenses, Certificates; Special Requirements:

American Red Cross or equivalent CPR, AED, and First Aid Certification. Tuberculosis (TB) certification from the California Department of Public Health.

Depending upon position assignment, a valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Must be 16 years of age or older and be able to provide a valid work permit.

May be required to work a varied schedule of hours that may include early mornings, evenings, weekends, and holidays.

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 FOR ASSIGNMENTS TO: DEPARTMENT OF COMMUNITY SERVICES/ RECREATION AND YOUTH LEARNING ACTIVITY CENTER

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, the employee is regularly required to stand, sit, or walk; talk or hear, in person and by telephone. Lifting, straightening, and moving tables and chairs and/or equipment to arrange facilities for special events and/or meetings. Depending upon the position assignment, the employee is expected to demonstrate skills and participate in or lead sports and events. The employee may occasionally lift, move, and carry objects typically weighing up to 40 pounds. The employee must be able to physically lift, push, pull, and/or carry materials and equipment used for special events weighing up to 50 pounds.

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

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work with frequent interruptions; and interact with staff, management, contract instructors, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT FOR ASSIGNMENTS TO: DEPARTMENT OF COMMUNITY SERVICES/ RECREATION AND YOUTH LEARNING ACTIVITY CENTER

The employee works in both office and field settings, and occasional travel is required to different community centers, events, as well as user group and public meeting sites. In the office setting, the noise level is frequently moderate, and typically below 70 decibels.

In field settings, the employee is occasionally exposed to loud noise during sporting and recreational activities which exceeds 80 decibels. The employee works under variable weather conditions at different sites and events.

City of La Puente
AGENDA REPORT

To: Mayor and City Council   For meeting of: May 28, 2024

From: Bob Lindsey, City Manager

SUBJECT: DISCUSSION REGARDING DISCRETIONARY FUNDS (MAYOR PRO TEM KLINAKIS/COUNCIL MEMBER MUNOZ)

BACKGROUND/DISCUSSION

Mayor Pro Tem Klinakis and Council Member Munoz have requested a discussion regarding the use of discretionary funds.

FISCAL IMPACT

None.

RECOMMENDATION

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

ATTACHMENTS

None.