



**REGULAR MEETING OF THE
LA PUENTE COMMUNITY FOUNDATION
CITY HALL COUNCIL CHAMBERS
15900 EAST MAIN STREET, LA PUENTE
JANUARY 17, 2024, 10:00 A.M.**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the La Puente Community Foundation is hereby called to be held on Wednesday January 17, 2024, commencing at 10:00 a.m., in City Council Chambers, 15900 E. Main Street, La Puente, CA 91744. The public will be provided an opportunity to provide public comment on the items listed on the agenda. The business to be discussed is as follows:

CALL TO ORDER

ROLL CALL

MEMBERS: Deirmenjjan, Sanchez, Paz, Xie, and Solis

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

If you wish to address the Foundation Board on an item, complete the Request for Oral Presentation form and submit it to the Board Clerk no later than prior to the conclusion of the first speaker's remarks.

A. READ AND APPROVE THE MINUTES OF THE LA PUENTE COMMUNITY FOUNDATION MEETING

A-1 READ AND APPROVE THE MINUTES OF THE LA PUENTE COMMUNITY FOUNDATION MEETING OF NOVEMBER 15, 2023.

Staff Recommendation: It is recommended that the Foundation Board waive the reading and approve the Minutes of the La Puente Community Foundation meeting of November 15, 2023.

B. UNFINISHED BUSINESS OF THE COMMUNITY FOUNDATION- None

C. 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 Board.

C-1 PRESENTATION OF FOUNDATION EXPENSES

Staff Recommendation: It is recommended that the La Puente Community Foundation receive and file this report.

D. NEW BUSINESS TO BE CONSIDERED BY THE COMMUNITY FOUNDATION

D-1 PRESENTATION FOR FISCAL 2023-2024 YEAR-TO-DATE

Staff Recommendation: It is recommended that the La Puente Community Foundation receive and file this report.

D-2 UPDATE AND DISCUSSION REGARDING COMMUNITY FOUNDATION PROGRAMMING

Staff Recommendation: It is recommended that the La Puente Community Foundation discuss this item and provide any necessary direction to Staff.

ORAL COMMENTS FROM BOARD MEMBERS

ORAL COMMENTS FROM STAFF

ADJOURNMENT

AVAILABILITY

Any writings or documents provided to a majority of the Community Foundation regarding any item on this agenda will be made available for public inspection at City Hall located at 15900 E Main Street. In addition, such writings and documents will be posted on the Community Foundation's website at 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 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.

MEETINGS OF THE BOARD

Meetings of the Board shall be held at the principal office of the corporation or at such other place as has been designated by the Board. In the absence of any such designation, meetings shall be held at the principal office of the corporation. Meetings shall be conducted in compliance with the Ralph M. Brown Act, California Government Code Section 54950 et seq.

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 14th day of January 2024.

Kimberly Cardona

Kimberly Cardona, Community Engagement Supervisor

MINUTES
LA PUENTE COMMUNITY FOUNDATION BOARD MEETING REGULAR MEETING OF
NOVEMBER 15, 2023

Per *Robert's Rules of Order Newly Revised 11th Edition*, minutes are a record of the actions taken by the body. These minutes do not include a summary of the discussion but only reflect the action taken by the body.

A Meeting of the La Puente Community Foundation was held in the City Council Conference Room at City Hall, 15900 East Main Street, La Puente, California, on November 15th, 2023, at 10:00 a.m.

CALL TO ORDER

Director Solis called the meeting to order at 10:06 a.m.

ROLL CALL

Members present: Xie, Paz and Solis.
Members absent: Deirmenjian, Sanchez
Staff present: City Manager Bob Lindsey, Director of Administrative Services Troy Grunklee, Assistant Attorney Adrian De Leon and Community Engagement Supervisor Kimberly Cardona.

PLEDGE OF ALLEGIANCE

Kimberly Cardona led the Pledge of Allegiance.

ORAL COMMUNICATIONS

None

A. READ AND APPROVE THE MINUTES OF THE LA PUENTE COMMUNITY FOUNDATION MEETING OF OCTOBER 18TH, 2023.

A motion was made by Solis, seconded by Director Paz, to waive the reading and approve the Minutes of the La Puente Community Foundation meeting of October 18th, 2023. The motion carried by the following roll call vote:

AYES: Xie, Paz and Solis.
NOES: _____

ABSTAIN: _____

ABSENT: _____

. UNFINISHED BUSINESS OF THE COMMUNITY FOUNDATION

None

MINUTES
LA PUENTE COMMUNITY FOUNDATION BOARD MEETING REGULAR MEETING OF
NOVEMBER 15, 2023

A. CONSENT CALENDAR

C-1. PRESENTATION OF FOUNDATION EXPENSES

Community Engagement Supervisor Kimberly Cardona recommended that the Community Foundation receive and file this report.

Director of Administrative Services Troy Grunklee asked the Board if they have any questions.

He then expressed that he would elaborate on Foundation expenses during the budget update.

Cardona requested a motion to receive and file C-1.

Action Taken: A motion was made by Director Solis, seconded by Director Paz to receive and file item C-1. (TIMESTAMP 3:30)

AYES: Xie, Paz and Solis.

NOES: _____

ABSTAIN: _____

ABSENT: _____

B. NEW BUSINESS TO BE CONSIDERED BY THE COMMUNITY FOUNDATION

D-1. PRESENTATION FOR FISCAL 2022-2023 YEAR-TO-DATE

Grunklee presents the year-to-date through October 2023. In October 2023, the Foundation received \$75,193.15 primarily consisting of Coffee Shop and Snack Bar (LP Grub) sales for \$64,000 and field use fees consisting of \$5,338, Year-to-date revenue totals \$240,024.82. On the expense side, \$43,762 was spent, matching the expenses presented in C-1. \$24,903 are related to Snack Bar and Coffee Shop expenses. Total year-to-date expenditure is \$131,000, leaving a net income of \$108,398.08. Grunklee informs the Board that all taxes for Federal and State were submitted. Additionally, all the reporting to the State would be sent out that day.

Grunklee, following up on requests the prior meeting from the Board that staff open a high-yield money market account to make additional interest income on idle cash, stated that he has set up a US Bank money market account allowing the Foundation to transfer money to and from to cover expenses. The interest rate is 4.25%. Grunklee thanked Board member Xie for the suggestion in the previous meeting.

Solis mentioned that TD Ameritrade with Schwab Bank have rates of 5.4% and requests more information on how the choice of Bank was made. Grunklee explained that the US Bank was chosen due to the preestablished relationship between the City, Foundation and the US Bank allowing for a smoother transition to the US Bank money market account. He elaborates that the rate is not a fixed 4.25% and may adjust based on the market.

MINUTES

LA PUENTE COMMUNITY FOUNDATION BOARD MEETING REGULAR MEETING OF
NOVEMBER 15, 2023

Action Taken: A motion was made by Director Solis, seconded by Director Paz to receive and file D-1.

AYES: Xie, Paz and Solis.

NOES: -----

ABSTAIN: -----

ABSENT: -----

D-2. CONSIDERATION OF AUTHORIZATION FOR THE LA PUENTE COMMUNITY FOUNDATION TO HIRE PART-TIME CONCESSION AND EVENT SPECIALIST

Lindsey explained that in the previous City Council meeting a motion was passed to create two part-time positions at the Foundation that are to be funded through the City.

The Foundation currently reimburses the City for the positions of Foundation employees. On occasion, the City has positioned City employees to work concession positions on a need-be basis. For this reason, these positions are to be created to fill these shortages.

These two new positions are categorized as concession positions with the specific responsibilities of serving and working in the Snack Bar and Coffee Shop, allowing the job classifications and duties of the position to be more specific to the work performed.

Lindsey asked that the Foundation approve staff to be hired under those positions providing they have the funding to do so.

Cardona noted that the Snack Bar and Coffee Shop are currently staffed with Workforce Development participants, a program for which funds are anticipated to be exhausted by March 2024. Despite the current search for a replacement program, Cardona noted it would be in the Foundation’s best interest to have staff secured to fulfil those positions.

Grunklee mentioned that the City would invoice the Foundation quarterly regarding the costs of the concession and event supervisor as well as these two positions.

Paz asked how many hours the part-time employees would be receiving. Grunklee responded that part-time employees work 29 hours a week. They are occasionally allowed to work up to 40 hours under certain circumstances. They may not work 40 hours a week for more than 90 days and may not exceed 999 hours in a fiscal year.

Action Taken: A motion was made by Director Paz, seconded by Director Solis to approve D-2.

AYES: Xie, Paz and Solis.

NOES: -----

ABSTAIN: -----

ABSENT: -----

MINUTES

LA PUENTE COMMUNITY FOUNDATION BOARD MEETING REGULAR MEETING OF
NOVEMBER 15, 2023

D-3. UPDATE AND DISCUSSION REGARDING COMMUNITY FOUNDATION
PROGRAMMING

Cardona provided updates on recent events as well as upcoming events.

For the November 4th Dia De Los Muertos: After Dark event, the Foundation partnered with Community Services to provide a second extension of Dia De Los Muertos event that happens during the day. There was a haunted maze, a paint-and-sip, and a kids’ dance party. There was a great turn-out and positive feedback, particularly regarding the family-friendly nature of the event.

The Swap In The Park event began the week prior, and there are swap meets scheduled every Sunday at the Community Center until December 31st from 8 a.m. to 2 p.m. There was a good turn-out at the first swap meet with positive feedback regarding the event’s effect on community engagement and connectedness. Regarding vendors, the previous week’s vendor spots had sold out, but the Foundation is continuously looking for new vendors for future swap meets. Additionally, hosting the swap meet at the Community Center boosted sales at the LP Perk Coffee Shop, doubling profits due to the event’s crowd.

The Foundation is partnering with Community Services for a Toy Giveaway event on December 20th at 10 a.m. The Foundation has received several donations from its partners with the travel teams and is currently seeking out additional donations.

The New Years Eve Gala is scheduled for December 31st.

The Foundation held its first ADHOC meeting with the two ADHOC members, Director Paz and Direction Sanchez. The Foundation is currently seeking sponsorships.

Cardona presented the 2024 Event Calendar. She expressed that the calendar is not limiting and that any opportunities that may arise will be pursued in addition to the planned events for the year.

Lindsey expressed the importance of having a monthly calculated income for the Foundation. He also mentioned that there are many opportunities for advertising in the park that have yet to be utilized.

Action Taken: None

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ORAL COMMENTS FROM BOARD MEMBERS

Director Paz thanked everyone present for the hard work they are doing.

MINUTES

LA PUENTE COMMUNITY FOUNDATION BOARD MEETING REGULAR MEETING OF
NOVEMBER 15, 2023

Director Solis thanked everyone as well and congratulated the Foundation on the money they've raised. He mentioned that he is looking forward to the Swap Meet and expressed that it will be a good thing for the community.

Lindsey thanked Solis on behalf of the City for the work that he has done.

ORAL COMMENTS FROM STAFF

Cardona thanked all the Board members for their support and time. Additionally, she gave a special thanks to Eli who runs LP Live, expressing that he has been incredibly supportive of the Foundation, recently donating \$4000 to the Foundation. She also thanked the Maintenance Department and Community Services Director Alex Bauman She thanked Lindsey for his ideas and support.

Cardona mentioned that just as the swap meet event provides additional revenue to the LP Perk Coffee Shop, field reservations for sports organizations create additional revenue for the LP Grub Snack Bar. She extended a special thanks to the USSSA, an organization which recently held a toy drive and donated their yield to the Foundation for its upcoming toy drive in December.

ADJOURNMENT

Chairperson Solis adjourned the meeting at 10:46 a.m.

Approved this ____ day of _____, 2024

Community Engagement Supervisor

La Puente Community Foundation
Chairperson



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: January 17, 2024

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: PRESENTATION OF FOUNDATION EXPENSES – NOVEMBER &
DECEMBER 2023

BACKGROUND/DISCUSSION

Staff will provide an update on Foundation expenses for the two-month period of November and December 2023.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the Board receive and file this report.

ATTACHMENTS

Attachment: “A” – Foundation Expenses 100123-103123



Payment Number	Vendor Name	Post Date
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION		
1212	CINTAS CORPORATION #693	11/02/2023
1213	KIMBERLY CARDONA	11/02/2023
1213	KIMBERLY CARDONA	11/02/2023
1213	KIMBERLY CARDONA	11/02/2023
1213	KIMBERLY CARDONA	11/02/2023
1213	KIMBERLY CARDONA	11/02/2023
1213	KIMBERLY CARDONA	11/02/2023
1217	MERRITTS HARDWARE	11/08/2023
1215	CINTAS CORPORATION #693	11/08/2023
1214	AG DISTRIBUTOR	11/08/2023
1216	KIMBERLY CARDONA	11/08/2023
1216	KIMBERLY CARDONA	11/08/2023
1216	KIMBERLY CARDONA	11/08/2023
1216	KIMBERLY CARDONA	11/08/2023
1216	KIMBERLY CARDONA	11/08/2023
1216	KIMBERLY CARDONA	11/08/2023
1216	KIMBERLY CARDONA	11/08/2023
1216	KIMBERLY CARDONA	11/08/2023
1222	CINTAS CORPORATION #693	11/15/2023
1222	CINTAS CORPORATION #693	11/15/2023
1220	PLANET COFFEE ROASTERS, IN...	11/15/2023
1220	PLANET COFFEE ROASTERS, IN...	11/15/2023
1220	PLANET COFFEE ROASTERS, IN...	11/15/2023
1220	PLANET COFFEE ROASTERS, IN...	11/15/2023
1220	PLANET COFFEE ROASTERS, IN...	11/15/2023
1220	PLANET COFFEE ROASTERS, IN...	11/15/2023
1221	REGISTRY OF CHARITABLE TR...	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
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1223	KIMBERLY CARDONA	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
1223	KIMBERLY CARDONA	11/15/2023
1226	ERICA LUJAN	11/21/2023
1225	CINTAS CORPORATION #693	11/21/2023
1224	AG DISTRIBUTOR	11/21/2023
1230	PLANET COFFEE ROASTERS, IN...	11/21/2023
1227	JOSEPH VIDAL	11/21/2023
1229	MISTY REYES	11/21/2023
1229	MISTY REYES	11/21/2023
1228	KIMBERLY CARDONA	11/21/2023

Description (Item)Account	Number	Amount
OPERATING SUPPLIES	700-4150-53011	128.48
SMART & FINAL	700-4150-53019	431.16
SMART & FINAL	700-4150-53020	97.80
AMAZON	700-4150-53020	650.48
NORTHGATE MARKET	700-4150-53020	8.45
NORTHGATE MARKET	700-4150-53020	191.10
WEBRESTAURANT STORE	700-4150-53020	206.40
GOLF TOURNAMENT EVENT IT...	700-4150-53979	142.93
OPERATING SUPPLIES	700-4150-53011	128.48
LP GRUB PERISHABLES	700-4150-53019	736.18
SMART AND FINAL	700-4150-53019	13.01
SMART & FINAL	700-4150-53019	76.30
SMART & FINAL	700-4150-53019	129.92
NORTHGATE MARKET	700-4150-53019	191.10
SMART & FINAL	700-4150-53019	197.82
RESTAURANT DEPOT	700-4150-53019	384.87
SMART & FINAL	700-4150-53019	43.08
LOWES	700-4150-53979	397.92
OPERATING SUPPLIES	700-4150-53011	106.53
OPERATING SUPPLIES	700-4150-53011	128.48
LP PERK SUPPLIES	700-4150-53019	-85.55
LP PERK SUPPLIES	700-4150-53019	115.00
LP PERK SUPPLIES	700-4150-53019	115.00
LP PERK SUPPLIES	700-4150-53019	115.00
LP PERK SUPPLIES	700-4150-53019	149.25
LP PERK SUPPLIES	700-4150-53019	115.00
LP PERK SUPPLIES	700-4150-53019	114.25
ANNUAL REGISTRATION FEE	700-4150-53976	50.00
WEBSTAUANT STORE	700-4150-53011	108.90
WEBSTAUANT STORE	700-4150-53011	206.40
WEBSTAUANT STORE	700-4150-53011	41.56
SMART & FINAL	700-4150-53019	25.40
SMART & FINAL	700-4150-53019	77.80
SMART & FINAL	700-4150-53019	99.30
SMART & FINAL	700-4150-53019	43.08
RESTAURANT STORE	700-4150-53019	581.67
AMAZON	700-4150-53019	235.90
NORTHGATE MARKET	700-4150-53019	191.10
AMAZON	700-4150-53019	139.58
SMART & FINAL	700-4150-53019	116.97
RESTAURANT DEPOT	700-4150-53019	732.99
.99 STORE	700-4150-53979	6.60
TARGET	700-4150-53979	90.54
HOBBY LOBBY	700-4150-53979	54.68
FIVE BELOW	700-4150-53979	37.23
SPECIAL EVENT - PAINT & SIP	700-4150-53979	360.00
LP GRUB - CLEANING SUPPLIES	700-4150-53011	128.48
LP GRUB - PERISHABLES	700-4150-53019	4,021.51
LP PERK - PERISHABLES	700-4150-53020	85.50
LPCF REIM - VIDAL	700-4150-53019	241.67
LPCF REIM - REYES	700-4150-53011	2.19
LPCF REIM - REYES	700-4150-53011	36.54
SMART & FINAL	700-4150-53019	432.98

La Puente Community Foundation Expenses

Payment Dates: 11/1/2023 - 12/31/2023

Payment Number	Vendor Name	Post Date	Description (Item)Account	Number	Amount
1228	KIMBERLY CARDONA	11/21/2023	RESTAURANT DEPOT	700-4150-53019	215.84
1228	KIMBERLY CARDONA	11/21/2023	SMART & FINAL	700-4150-53019	199.17
1228	KIMBERLY CARDONA	11/21/2023	NORTHGATE	700-4150-53019	173.67
1228	KIMBERLY CARDONA	11/21/2023	ACEGAS	700-4150-53019	137.80
1228	KIMBERLY CARDONA	11/21/2023	SMART & FINAL	700-4150-53019	107.11
1228	KIMBERLY CARDONA	11/21/2023	SMART & FINAL	700-4150-53019	55.35
1228	KIMBERLY CARDONA	11/21/2023	AMAZON	700-4150-53019	235.90
1232	CINTAS CORPORATION #693	11/30/2023	OPERATING SUPPLIES	700-4150-53011	128.48
1231	AG DISTRIBUTOR	11/30/2023	LP GRUB- PERISHABLES	700-4150-53019	1,938.50
1231	AG DISTRIBUTOR	11/30/2023	LP GRUB - PERISHABLES	700-4150-53019	3,021.07
1234	NEW ASIA FSE, INC.	11/30/2023	OPERATING SUPPLIES	700-4150-53011	374.88
1235	PLANET COFFEE ROASTERS, IN...	11/30/2023	LP PERK PERISHABLES	700-4150-53020	143.75
1236	US Bank CalCard	11/30/2023	SUPPLIES	700-4150-53011	216.80
1236	US Bank CalCard	11/30/2023	SUPPLIES	700-4150-53011	8.35
1236	US Bank CalCard	11/30/2023	OFFICE SUPPLIES	700-4150-53011	2.19
1236	US Bank CalCard	11/30/2023	NEON SIGN	700-4150-53011	752.70
1236	US Bank CalCard	11/30/2023	SNACK BAR SUPPLIES	700-4150-53019	193.35
1236	US Bank CalCard	11/30/2023	SNACK BAR SUPPLIES	700-4150-53019	37.35
1236	US Bank CalCard	11/30/2023	LP PERK SUPPLIES	700-4150-53020	142.29
1236	US Bank CalCard	11/30/2023	TILT UMBRELLA	700-4150-53979	217.91
1236	US Bank CalCard	11/30/2023	SPECIAL EVENT SUPPLIES	700-4150-53979	5.33
1236	US Bank CalCard	11/30/2023	SUPPLIES FOR EVENT	700-4150-53979	1.38
1236	US Bank CalCard	11/30/2023	SUPPLIES	700-4150-53979	8.73
1236	US Bank CalCard	11/30/2023	HALLOWEEN SUPPLIES	700-4150-53979	20.70
1236	US Bank CalCard	11/30/2023	HALLOWEEN SUPPLIES	700-4150-53979	10.94
1236	US Bank CalCard	11/30/2023	CHRISTMAS FESTIVAL DECOR	700-4150-53979	12.53
1236	US Bank CalCard	11/30/2023	SPECIAL EVENT SUPPLIES	700-4150-53979	16.09
1236	US Bank CalCard	11/30/2023	SUPPLIES FOR EVENT	700-4150-53979	39.82
1236	US Bank CalCard	11/30/2023	HALLOWEEN SUPPLIES	700-4150-53979	185.75
1236	US Bank CalCard	11/30/2023	HALLOWEEN ITEMS	700-4150-53979	107.09
1233	KIMBERLY CARDONA	11/30/2023	E- CARD SYSTEM	700-4150-53011	128.03
1233	KIMBERLY CARDONA	11/30/2023	NORTHGATE MARKET	700-4150-53019	10.51
1233	KIMBERLY CARDONA	11/30/2023	RESTAURANT DEPOT	700-4150-53019	70.84
1233	KIMBERLY CARDONA	11/30/2023	SMART & FINAL	700-4150-53019	5.78
1233	KIMBERLY CARDONA	11/30/2023	SMART & FINAL	700-4150-53019	77.80
1233	KIMBERLY CARDONA	11/30/2023	AMAZON	700-4150-53019	240.15
1233	KIMBERLY CARDONA	11/30/2023	NORTHGATE MARKET	700-4150-53019	191.10
1233	KIMBERLY CARDONA	11/30/2023	SMART & FINAL	700-4150-53019	113.43
1233	KIMBERLY CARDONA	11/30/2023	RESTAURANT DEPOT	700-4150-53019	110.97
1233	KIMBERLY CARDONA	11/30/2023	WEBSTAUANT STORE	700-4150-53019	509.21
1233	KIMBERLY CARDONA	11/30/2023	AMAZON	700-4150-53979	196.01
1233	KIMBERLY CARDONA	11/30/2023	KHOLS - GALA PRIZES	700-4150-53979	128.41
1233	KIMBERLY CARDONA	11/30/2023	COACH - GALA PRIZES	700-4150-53979	55.06
1239	MERRITTS HARDWARE	12/07/2023	LATCH STORAGE BOX	700-4150-53011	56.07
1239	MERRITTS HARDWARE	12/07/2023	STORAGE BOX/UTILITY BOX	700-4150-53011	80.26
1239	MERRITTS HARDWARE	12/07/2023	STORAGE BOX	700-4150-53011	87.96
1239	MERRITTS HARDWARE	12/07/2023	STORAGE TOTE	700-4150-53011	83.56
1239	MERRITTS HARDWARE	12/07/2023	STORAGE	700-4150-53011	52.77
1237	CINTAS CORPORATION #693	12/07/2023	OPERATING SUPPLIES	700-4150-53011	128.48
1242	PLANET COFFEE ROASTERS, IN...	12/07/2023	LP PERK - PERISHABLES	700-4150-53020	88.00
1241	NEW ASIA FSE, INC.	12/07/2023	OPERATING SUPPLIES	700-4150-53011	459.80
1240	MISTY REYES	12/07/2023	COACH OUTLET - RAFFLE PRIZE...	700-4150-53979	27.56
1240	MISTY REYES	12/07/2023	COACH OUTLET RAFFLE PRIZE ...	700-4150-53979	27.56
1238	KIMBERLY CARDONA	12/07/2023	NORTHGATE MARKET	700-4150-53019	341.91
1238	KIMBERLY CARDONA	12/07/2023	RESTAURANT DEPOT	700-4150-53019	318.22
1238	KIMBERLY CARDONA	12/07/2023	SMART & FINAL	700-4150-53019	287.48
1238	KIMBERLY CARDONA	12/07/2023	RESTAURANT DEPOT	700-4150-53019	253.80
1238	KIMBERLY CARDONA	12/07/2023	SMART & FINAL	700-4150-53019	92.64
1238	KIMBERLY CARDONA	12/07/2023	SMART & FINAL	700-4150-53019	88.23
1238	KIMBERLY CARDONA	12/07/2023	COSTCO	700-4150-53019	43.96

La Puente Community Foundation Expenses

Payment Dates: 11/1/2023 - 12/31/2023

Payment Number	Vendor Name	Post Date	Description (Item)	Account Number	Amount
1238	KIMBERLY CARDONA	12/07/2023	SMART & FINAL	700-4150-53019	13.57
1238	KIMBERLY CARDONA	12/07/2023	SMART & FINAL	700-4150-53019	5.99
1238	KIMBERLY CARDONA	12/07/2023	SMART & FINAL	700-4150-53019	44.28
1243	AG DISTRIBUTOR	12/14/2023	SNACKBAR PERISHABLES	700-4150-53019	3,423.64
1247	PLANET COFFEE ROASTERS, IN...	12/14/2023	LP PERK - PERISHABLES	700-4150-53020	142.25
1250	PEPSI BEVERAGES COMPANY	12/14/2023	SNACK BAR - SUPPLIES	700-4150-53019	654.62
1244	AZ DESIGNS	12/14/2023	LPCF UNIFORMS - SHIRTS/SW...	700-4150-53011	587.00
1245	KIMBERLY CARDONA	12/14/2023	WEBSTAUANT STORE	700-4150-53011	108.90
1245	KIMBERLY CARDONA	12/14/2023	THE HOME DEPOT	700-4150-53011	437.98
1245	KIMBERLY CARDONA	12/14/2023	SMART & FINAL	700-4150-53019	197.82
1245	KIMBERLY CARDONA	12/14/2023	SMART & FINAL	700-4150-53019	29.41
1245	KIMBERLY CARDONA	12/14/2023	SMART & FINAL	700-4150-53019	36.90
1245	KIMBERLY CARDONA	12/14/2023	NORTHGATE MARKET	700-4150-53019	44.85
1245	KIMBERLY CARDONA	12/14/2023	SMART & FINAL	700-4150-53019	130.78
1245	KIMBERLY CARDONA	12/14/2023	RESTAURANT DEPOT	700-4150-53019	204.94
1245	KIMBERLY CARDONA	12/14/2023	WEBSTAUANT STORE	700-4150-53019	120.32
1245	KIMBERLY CARDONA	12/14/2023	NORTHGATE MARKET	700-4150-53019	305.55
1245	KIMBERLY CARDONA	12/14/2023	SMART & FINAL	700-4150-53019	355.72
1245	KIMBERLY CARDONA	12/14/2023	RESTAURANT DEPOT	700-4150-53019	503.82
1245	KIMBERLY CARDONA	12/14/2023	AMAZON	700-4150-53019	267.68
1245	KIMBERLY CARDONA	12/14/2023	AMAZON	700-4150-53020	42.97
1248	CINTAS CORPORATION #693	12/20/2023	OPERATING SUPPLIES	700-4150-53011	128.48
1248	CINTAS CORPORATION #693	12/20/2023	OPERATING SUPPLIES	700-4150-53011	128.48
1251	PLANET COFFEE ROASTERS, IN...	12/20/2023	LP PERK PERISHABLES	700-4150-53020	399.50
1249	KIMBERLY CARDONA	12/20/2023	RESTAURANT DEPOT	700-4150-53019	67.79
1249	KIMBERLY CARDONA	12/20/2023	SMART & FINAL	700-4150-53019	73.15
1249	KIMBERLY CARDONA	12/20/2023	RESTAURANT DEPOT	700-4150-53019	167.40
1249	KIMBERLY CARDONA	12/20/2023	SMART & FINAL	700-4150-53019	200.70
1249	KIMBERLY CARDONA	12/20/2023	NORTHGATE MARKET	700-4150-53019	261.90
Fund 700 - LA PUENTE COMMUNITY FOUNDATION Total:					35,329.78
Grand Total:					35,329.78

Report Summary

Fund Summary

Fund	Payment Amount
700 - LA PUENTE COMMUNITY FOUNDATION	<u>35,329.78</u>
Grand Total:	35,329.78

Account Summary

Account Number	Account Name	Payment Amount
700-4150-53011	Operating Supplies	4,967.21
700-4150-53019	Snack Bar Perishables	25,963.31
700-4150-53020	Coffee Shop Perishables	2,198.49
700-4150-53976	Special Departmental	50.00
700-4150-53979	Special Events	<u>2,150.77</u>
	Grand Total:	35,329.78

Project Account Summary

Project Account Key	Payment Amount
None	35,186.85
79524E	<u>142.93</u>
Grand Total:	35,329.78



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: January 17, 2024

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: PRESENTATION OF BUDGET REPORT FOR FISCAL 2023-2024 YEAR-TO-DATE FOR NOVEMBER AND DECEMBER 2023

BACKGROUND/DISCUSSION

The La Puente Community Foundation (“the Foundation”) received 501(C)(3) exemption status from the Internal Revenue Service on April 2, 2021. This report provides the Board of Directors with a year-to-date look through December 2023 of the activity of the Foundation. Beginning July 1, 2023, City staff incorporated foundation activity into the City’s accounting system to make record keeping more streamlined and easier to control. This report will cover both the months of November and December 2023, covering all financial activity that took place subsequent to the last Board Meeting.

In November 2023, the Foundation received \$52,626.47 in revenue primarily consisting of snack bar sales of \$20,095.03 and coffee shop sales of \$17,992.36. Field use fees also were a significant contributor at \$12,151.

On the expenses side in November 2023, the total is \$23,75.13 of which \$18,952.01 is related to snack bar and coffee shop expenses. The remainder was spent on operating supplies and special event items purchased in anticipation of the now cancelled New Years Gala. For the month of November, net income totaled \$28,901.34.

In December 2023, \$35,727.16 was collected. The majority of this consisted of snack bar and LP Perk sales revenue, for a combined total of \$29,671.44. Field use fees once again played an important role, providing \$4,555.

December expenses were \$11,604, with the largest share going towards snack bar [perishables](#). Net income for the month was \$24,122.51.

FISCAL IMPACT

The net income for the fiscal year 2023-2024 is \$161,326.70.

RECOMMENDATION

It is recommended that the La Puente Community Foundation receive and file this report. ATTACHMENTS

Attachment "A" - Income Statement 11-2023

Attachment "B" - Income Statement 12-2023



Income Statement Account Summary

For Fiscal: 07/2023-06/2024 Period Ending: 11/30/2023

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION					
Revenue					
<u>700-44100</u> Interest on Investments	0.00	0.00	838.08	841.82	(841.82)
<u>700-48130</u> Donations - General	0.00	0.00	1,550.00	37,624.73	(37,624.73)
<u>700-48132</u> Field Use Fees	0.00	0.00	12,151.00	31,093.00	(31,093.00)
<u>700-48133</u> Snack Bar Sales	0.00	0.00	20,095.03	153,484.90	(153,484.90)
<u>700-48135</u> Revenue Share	0.00	0.00	0.00	2,299.78	(2,299.78)
<u>700-48136</u> LP Perk Sales	0.00	0.00	17,992.36	67,308.16	(67,308.16)
Revenue Total:	0.00	0.00	52,626.47	292,652.39	(292,652.39)
Expense					
<u>700-4150-53011</u> Operating Supplies	0.00	0.00	2,627.47	12,294.43	(12,294.43)
<u>700-4150-53019</u> Snack Bar Perishables	0.00	0.00	17,426.24	81,221.20	(81,221.20)
<u>700-4150-53020</u> Coffee Shop Perishables	0.00	0.00	1,525.77	1,970.37	(1,970.37)
<u>700-4150-53112</u> Contract Services - Public	0.00	0.00	0.00	9,645.60	(9,645.60)
<u>700-4150-53967</u> Sales Tax	0.00	0.00	0.00	10,866.00	(10,866.00)
<u>700-4150-53976</u> Special Departmental	0.00	0.00	50.00	128.00	(128.00)
<u>700-4150-53979</u> Special Events	0.00	0.00	2,095.65	39,005.28	(39,005.28)
<u>700-5100-53965</u> Financial Service Fees	0.00	0.00	0.00	317.32	(317.32)
Expense Total:	0.00	0.00	23,725.13	155,448.20	(155,448.20)
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION Surplus (Deficit):	0.00		0.0028,901.34	137,204.19	
Total Surplus (Deficit):	0.00	0.00	28,901.34	137,204.19	

Income Statement

For Fiscal: 07/2023-06/2024 Period Ending: 11/30/2023

Group Summary

Account Type	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION					
Revenue	0.00	0.00	52,626.47	292,652.39	(292,652.39)
Expense	0.00	0.00	23,725.13	155,448.20	(155,448.20)
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION Surplus (Deficit):	0.00		0.0028,901.34	137,204.19	(137,204.19)
Total Surplus (Deficit):	0.00	0.00	28,901.34	137,204.19	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
700 - LA PUENTE COMMUNI...	0.00		0.0028,901.34	137,204.19	(137,204.19)
Total Surplus (Deficit):	0.00		0.0028,901.34	137,204.19	



Income Statement Account Summary

For Fiscal: 07/2023-06/2024 Period Ending: 12/31/2023

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION					
Revenue					
<u>700-44100</u> Interest on Investments	0.00	0.00	1,107.04	1,948.86	(1,948.86)
<u>700-48130</u> Donations - General	0.00	0.00	393.68	38,018.41	(38,018.41)
<u>700-48132</u> Field Use Fees	0.00	0.00	4,555.00	35,648.00	(35,648.00)
<u>700-48133</u> Snack Bar Sales	0.00	0.00	16,470.50	169,955.40	(169,955.40)
<u>700-48135</u> Revenue Share	0.00	0.00	0.00	2,299.78	(2,299.78)
<u>700-48136</u> LP Perk Sales	0.00	0.00	13,200.94	80,509.10	(80,509.10)
Revenue Total:	0.00	0.00	35,727.16	328,379.55	(328,379.55)
Expense					
<u>700-4150-53011</u> Operating Supplies	0.00	0.00	2,339.74	14,634.17	(14,634.17)
<u>700-4150-53019</u> Snack Bar Perishables	0.00	0.00	8,537.07	89,758.27	(89,758.27)
<u>700-4150-53020</u> Coffee Shop Perishables	0.00	0.00	672.72	2,643.09	(2,643.09)
<u>700-4150-53112</u> Contract Services - Public	0.00	0.00	0.00	9,645.60	(9,645.60)
<u>700-4150-53967</u> Sales Tax	0.00	0.00	0.00	10,866.00	(10,866.00)
<u>700-4150-53976</u> Special Departmental	0.00	0.00	0.00	128.00	(128.00)
<u>700-4150-53979</u> Special Events	0.00	0.00	55.12	39,060.40	(39,060.40)
<u>700-5100-53965</u> Financial Service Fees	0.00	0.00	0.00	317.32	(317.32)
Expense Total:	0.00	0.00	11,604.65	167,052.85	(167,052.85)
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION Surplus (Deficit):	0.00		0.0024,122.51	161,326.70	
Total Surplus (Deficit):	0.00	0.00	24,122.51	161,326.70	

Income Statement

For Fiscal: 07/2023-06/2024 Period Ending: 12/31/2023

Group Summary

Account Type	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION					
Revenue	0.00	0.00	35,727.16	328,379.55	(328,379.55)
Expense	0.00	0.00	11,604.65	167,052.85	(167,052.85)
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION Surplus (Deficit):	0.00		0.00	161,326.70	(161,326.70)
Total Surplus (Deficit):	0.00	0.00	24,122.51	161,326.70	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
700 - LA PUENTE COMMUNI...	0.00		0.0024,122.51	161,326.70	(161,326.70)
Total Surplus (Deficit):	0.00		0.0024,122.51	161,326.70	



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: January 17, 2024
From: Bob Lindsey, City Manager
By: Kimberly Cardona, Community Engagement Supervisor

SUBJECT: UPDATE AND DISCUSSION REGARDING THE COMMUNITY FOUNDATION PROGRAMING

BACKGROUND/DISCUSSION

Staff will provide an update on programming within the La Puente Community Foundation.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the La Puente Community Foundation discuss this item and provide any necessary direction to Staff.

ATTACHMENTS None.