



**REGULAR MEETING OF THE
LA PUENTE COMMUNITY FOUNDATION
CITY HALL COUNCIL CHAMBERS
15900 EAST MAIN STREET, LA PUENTE
NOVEMBER 15, 2023, 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 November 15, 2023, 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 OCTOBER 18, 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 October 18, 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 CONSIDERATION OF AUTHORIZATION FOR THE LA PUENTE COMMUNITY FOUNDATION TO HIRE PART-TIME CONCESSION AND EVENT SPECIALIST

Staff Recommendation: Consideration of authorization for the La Puente Community Foundation to hire two part-time Concession and Event Specialist with the option of hiring four more part-time concession and event specialists in the future if the La Puente Community Foundation's finances are stable.

D-3 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](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 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 12th day of November 2023.

Kimberly Cardona

Kimberly Cardona, Community Engagement Supervisor

MINUTES
LA PUENTE CITY COMMUNITY FOUNDATION BOARD MEETING
REGULAR MEETING OF
OCTOBER 18, 2023

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

A Regular Meeting of the La Puente Community Foundation was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on Wednesday, October 18, 2023, at 10:00 a.m.

CALL TO ORDER

Chairperson Deirmenjian called the meeting to order at 10:08 a.m.

ROLL CALL

Members present: Deirmenjian, Sanchez, Xie, Paz.

Members absent: Solis.

Staff members present: Assistant City Attorney Susie Altamirano, Community Engagement Supervisor Kimberly Cardona, Director of Administrative Services Troy Grunklee,

PLEDGE OF ALLEGIANCE

Chairperson Deirmenjian led the Pledge of Allegiance.

PRESENTATIONS – None

ORAL COMMUNICATIONS – None

BOARDS/COMMISSION/COMMITTEE REPORTS – None

A. MINUTES OF PREVIOUS LA PUENTE COMMUNITY FOUNDATION MEETINGS

A-1 READ AND APPROVE THE MINUTES OF THE LA PUENTE COMMUNITY FOUNDATION MEETINGS OF SEPTEMBER 20, 2023

A motion was made by, Vice Chairperson Sanchez, seconded by Board Member Paz to waive the reading and approve the Minutes of the La Puente Community Foundation meetings of September 20, 2023. The motion carried by the following roll call vote:

AYES: Deirmenjian, Sanchez, Paz, Xie,

NOES: None
ABSTAIN: None
ABSENT: Solis

B. UNFINISHED BUSINESS OF THE COMMUNITY FOUNDATION – None

C. CONSENT CALENDAR

C-1 PRESENTATION OF FOUNDATION EXPENSES

A motion was made by Vice Chairperson Sanchez, seconded by Board Member Paz, to approve Consent Calendar Items C-1. The motion carried by the following roll call vote:

AYES: Deirmenjjan, Sanchez, Xie, Paz
NOES: None
ABSTAIN: None
ABSENT: Solis

D. NEW BUSINESS TO BE CONSIDERED BY THE LA PUENTE COMMUNITY FOUNDATION

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

Director of Administrative Services Grunklee provided a presentation regarding fiscal year 23-24.

Action Taken: The La Puente Community Foundation received and filed this report.

D-2 PRESENTATION FOR FISCAL YEAR 2023-2024 YEAR-TO-DATE

Director of Administrative Services Grunklee provided a presentation regarding fiscal year 23-24.

Action Taken: The La Puente Community Foundation received and filed this report.

D-3 CONSIDERATION OF AUTHORIZATION FOR THE LA PUENTE COMMUNITY FOUNDATION TO HOST A NEW YEAR’S EVE FUNDRAISING EVENT AT CASA DE SANCHEZ BANQUET HALL.

Community Engagement Supervisor Cardona provided information about the fundraising opportunity that Vice Chair Sanchez presented to donate Casa De Sanchez Banquet Hall to the Foundation for a New Year’s Eve Fundraising event consisting of selling five-hundred tickets for one-hundred dollars each ticket. To potentially fundraise a total of thirty-five thousand dollars. After

deducting food and entertainment. Followed by event details, December 31, 2023, 7 p.m.-1 p.m. at Casa De Sanchez Banquet Hall.

Vice Chair Sanchez noted that: the tickets include food and beverages, and entertainment includes two DJ's playing different genres in each hall. In addition, having silent actions and sponsors would cover some of the event cost.

Discussion ensued regarding approval of ad hoc committee and the event.

Vice Chair Sanchez and Board Director Paz volunteered for the ad hoc committee.

A motioned was made by Chairperson Deirmenjian, seconded by Vice Chair Sanchez, to approve the New Year's Eve Fundraising Event and two volunteers, Vice Chair Sanchez, and Board Director Paz for the ad hoc committee to assist with the logistics of the New Year's Eve Fundraising Event. The motion carried by the following roll call vote:

AYES: Deirmenjian, Sanchez, Paz, Xie,

NOES: None

ABSTAIN:None

ABSENT: Solis

D-4 UPDATE AND DISCUSSION REGARDING COMMUNITY FOUNDATION PROGRAMMING

Community Engagement Supervisor Cardona provided updates on Trunk or Treat at La Puente Park, Dia De Los Muertos After Dark at La Puente Park, Toy Give Away, and update of Coffee Shop Hours and the expanded menu.

Chairperson Deirmenjian noted that he has a contact that works closely with the owners of TNT for the future firework fundraising opportunities. In response to the direction to staff, Chairperson Deirmenjian added that the La Puente Foundation Staff is doing an amazing job.

The motion carried by the following roll call vote:

AYES: Deirmenjian, Sanchez, Paz, Xie

NOES: None

ABSTAIN: None

ABSENT: Solis

ORAL COMMENTS FROM BOARD MEMBERS

Board Director Paz thanked Community Engagement Supervisor Cardona for all the hard work since the organization started. Chairperson Deirmenjian and Vice Chair Sanchez seconded.

Board Director Xie suggested that since the balance of the La Puente Community Foundation is increasing and there are high interest rates offers for large balances to look into bank promotions.

Director of Administration Services, Troy Grunklee responded that City and La Puente Community Foundation banks with US Bank and he would further ask for US Bank for their current promotions.

Chairperson Deirmenjian noted that; Director of Administration Services, Troy Grunklee knows what to do to get the best benefit for the city and La Puente Community Foundation.

Vice Chairperson Sanchez thanked Board member Xie for commenting on the banking rates.

ORAL COMMENTS FROM STAFF

Community Engagement Supervisor Cardona thanked the board of directors, city manager Lindsey, and city staff for their commitment.

ADJOURNMENT

The La Puente Community Foundation meeting adjourned by the following roll call vote:

AYES: Deirmenjian, Sanchez, Paz, Xie

NOES: None

ABSTAIN: None

ABSENT: Solis

There being no further business before the La Puente Community Foundation, Chairperson Deirmenjian adjourned the meeting at 10:39 a.m.

Approved this 15th day of November 2023.

Kimberly Cardona
Community Engagement Supervisor

Barouir Deirmenjian
Chairperson



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: November 15, 2023

From: Bob Lindsey, City Manager

By: Troy Grunklee, CPA, Director of Administrative Services

SUBJECT: PRESENTATION OF FOUNDATION EXPENSES – OCTOBER 2023

BACKGROUND/DISCUSSION

Staff will provide an update on Foundation expenses.

FISCAL IMPACT

None.

RECOMMENDATION

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

ATTACHMENTS

Attachment: "A" – Foundation Expenses 100123-103123



La Puente Community Foundation Expenses

By Fund

Payment Dates 10/1/2023 - 10/31/2023

| Payment Number | Vendor Name | Post Date | Description (Item)Account | Number | Amount |
|---|-----------------------------------|------------|-------------------------------|----------------|----------|
| Fund: 700 - LA PUENTE COMMUNITY FOUNDATION | | | | | |
| 1182 | AMAZON CAPITAL SERVICES I... | 10/05/2023 | MONEY COUNTER MACHINE | 700-4150-53011 | 539.00 |
| 1181 | AG DISTRIBUTOR | 10/05/2023 | LPCF - SNACK BAR SUPPLIES | 700-4150-53019 | 2,759.06 |
| 1184 | PLANET COFFEE ROASTERS, IN... | 10/05/2023 | LP PERK - COFFEE SUPPLIES | 700-4150-53020 | 149.25 |
| 1183 | KIMBERLY CARDONA | 10/05/2023 | LPCF SUPPLIES | 700-4150-53019 | 68.58 |
| 1183 | KIMBERLY CARDONA | 10/05/2023 | LPCF - SUPPLIES | 700-4150-53019 | 108.84 |
| 1183 | KIMBERLY CARDONA | 10/05/2023 | LPCF SUPPLIES | 700-4150-53019 | 138.88 |
| 1183 | KIMBERLY CARDONA | 10/05/2023 | LPCF SUPPLIES | 700-4150-53019 | 169.23 |
| 1183 | KIMBERLY CARDONA | 10/05/2023 | RESTAURANT DEPOT | 700-4150-53019 | 275.08 |
| 1183 | KIMBERLY CARDONA | 10/05/2023 | LPCF - SNACK BAR SUPPLIES | 700-4150-53019 | 360.73 |
| 1183 | KIMBERLY CARDONA | 10/05/2023 | RESTAURANT DEPOT | 700-4150-53019 | 2,128.11 |
| 1183 | KIMBERLY CARDONA | 10/05/2023 | LPCF - SUPPLIES | 700-4150-53019 | 99.90 |
| 1183 | KIMBERLY CARDONA | 10/05/2023 | LPCF SUPPLIES | 700-4150-53019 | 381.85 |
| 1183 | KIMBERLY CARDONA | 10/05/2023 | LPCF - SUPPLIES | 700-4150-53019 | 8.02 |
| 1185 | CINTAS CORPORATION #693 | 10/12/2023 | 09/23 - OPERATING SUPPLIES | 700-4150-53011 | 118.10 |
| 1185 | CINTAS CORPORATION #69310/12/2023 | 10/23 | 1023 - OPERATING SUPPLIES | 700-4150-53011 | 118.10 |
| 1189 | NEW ASIA FSE, INC. | 10/12/2023 | ICEPRO REPLACEMENT - LP G... | 700-4150-53011 | 770.62 |
| 1189 | NEW ASIA FSE, INC. | 10/12/2023 | GRIDDLE SCRAPER BLADE - LP... | 700-4150-53011 | 224.35 |
| 1186 | CITY OF LA PUENTE | 10/12/2023 | 08/23 US BANK CREDIT CARD ... | 700-4150-53019 | 259.63 |
| 1190 | US Bank CalCard | 10/12/2023 | COSTCO SUPPLIES | 700-4150-53019 | 175.89 |
| 1190 | US Bank CalCard | 10/12/2023 | RESTAURANT DEPOT - LP SNA... | 700-4150-53019 | 489.03 |
| 1190 | US Bank CalCard | 10/12/2023 | STATEMENT OF INFORMATIO... | 700-4150-53976 | 20.00 |
| 1190 | US Bank CalCard | 10/12/2023 | AMAZON MARKETPLACE | 700-4150-53979 | 111.34 |
| 1190 | US Bank CalCard | 10/12/2023 | AMAZON SUPPLIES | 700-4150-53979 | 93.47 |
| 1190 | US Bank CalCard | 10/12/2023 | CONCERTS IN THE PARK -ME.. | 700-4150-53979 | 49.44 |
| 1190 | US Bank CalCard | 10/12/2023 | GIANT LIGHT UP BEACH BALLS | 700-4150-53979 | 43.95 |
| 1190 | US Bank CalCard | 10/12/2023 | NORTHGATE - GOLF TOURNAM... | 700-4150-53979 | 14.85 |
| 1190 | US Bank CalCard | 10/12/2023 | FIVE BELOW - SUPPLIES | 700-4150-53979 | 6.12 |
| 1190 | US Bank CalCard | 10/12/2023 | CONCERTS IN THE PARK -ME.. | 700-4150-53979 | 287.37 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | VISTA PAINT | 700-4150-53011 | 100.08 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | RESTAURANT DEPOT | 700-4150-53019 | 208.14 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | RESTAURANT DEPOT | 700-4150-53019 | 186.43 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | WEBSTaurant STORE | 700-4150-53019 | 138.88 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | ACEGAS | 700-4150-53019 | 136.90 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | WEBSTaurant STORE | 700-4150-53019 | 108.90 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | NORTHGATE MARKET | 700-4150-53019 | 59.82 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | NORTHGATE MARKET | 700-4150-53019 | 37.35 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | SMART & FINAL | 700-4150-53019 | 25.29 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | SMART & FINAL | 700-4150-53019 | 241.43 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | SMART & FINAL | 700-4150-53019 | 107.31 |
| 1187 | KIMBERLY CARDONA | 10/12/2023 | RESTAURANT DEPOT | 700-4150-53019 | 702.23 |
| 1186 | CITY OF LA PUENTE | 10/12/2023 | Q1 FY 23/24 - J.VIDAL REIM | 700-4150-53112 | 9,645.60 |
| 1188 | MISTY REYES | 10/12/2023 | LPCF REIM - REYES | 700-4150-53019 | 203.25 |
| 1199 | CINTAS CORPORATION #693 | 10/19/2023 | SNACK BAR SUPPLIES | 700-4150-53011 | 128.48 |
| 1197 | AG DISTRIBUTOR | 10/19/2023 | SNACK BAR SUPPLIES | 700-4150-53019 | 4,443.98 |
| 1197 | AG DISTRIBUTOR | 10/19/2023 | SNACK BAR SUPPLIES | 700-4150-53019 | 3,838.56 |
| 1202 | PLANET COFFEE ROASTERS, IN... | 10/19/2023 | LP PERK - SUPPLIES | 700-4150-53020 | 87.00 |
| 1200 | KIMBERLY CARDONA | 10/19/2023 | NORTHGATE MARKET | 700-4150-53019 | 240.60 |
| 1200 | KIMBERLY CARDONA | 10/19/2023 | RESTAURANT DEPOT | 700-4150-53019 | 282.26 |
| 1200 | KIMBERLY CARDONA | 10/19/2023 | WEBSTaurant STORE | 700-4150-53019 | 310.94 |
| 1200 | KIMBERLY CARDONA | 10/19/2023 | SMART & FINAL | 700-4150-53019 | 471.88 |
| 1200 | KIMBERLY CARDONA | 10/19/2023 | WEBSTaurant STORE | 700-4150-53019 | 70.44 |
| 1198 | CALIFORNIA DEPARTMENT OF... | 10/19/2023 | Q3 TAX PAYMENT | 700-4150-53967 | 4,976.00 |
| 1201 | PEPSI BEVERAGES COMPANY | 10/19/2023 | SNACK BAR - SUPPLIES | 700-4150-53019 | 982.97 |

La Puente Community Foundation Expenses

Payment Dates: 10/1/2023 - 10/31/2023

| Payment Number | Vendor Name | Post Date | Description (Item)Account | Number | Amount |
|---|------------------------------|------------|-------------------------------|----------------|------------------|
| 1209 | AMAZON CAPITAL SERVICES I... | 10/26/2023 | TIME CLOCK | 700-4150-53011 | 128.38 |
| 1209 | AMAZON CAPITAL SERVICES I... | 10/26/2023 | DEPOSIT BANK BAGS | 700-4150-53011 | 152.40 |
| 1211 | HARBOR DISTRIBUTING LLC | 10/26/2023 | 3RD OF JULY EVENT - BEER G... | 700-4150-53979 | 153.22 |
| 1210 | CINTAS CORPORATION #693 | 10/26/2023 | OPERATING SUPPLIES | 700-4150-53011 | 128.48 |
| 1208 | AG DISTRIBUTOR | 10/26/2023 | SNACK BAR PERISHABLES | 700-4150-53019 | 3,939.17 |
| 1207 | KIMBERLY CARDONA | 10/26/2023 | SMART & FINAL SUPPLIES | 700-4150-53019 | 418.54 |
| 1207 | KIMBERLY CARDONA | 10/26/2023 | RESTAURANT DEPOT | 700-4150-53019 | 134.02 |
| 1207 | KIMBERLY CARDONA | 10/26/2023 | SMART & FINAL SUPPLIES | 700-4150-53019 | 54.72 |
| 1207 | KIMBERLY CARDONA | 10/26/2023 | SMART & FINAL SUPPLIES | 700-4150-53019 | 14.98 |
| 1207 | KIMBERLY CARDONA | 10/26/2023 | NORTHGATE MARKET | 700-4150-53019 | 240.60 |
| 1207 | KIMBERLY CARDONA | 10/26/2023 | RESTAURANT DEPOT | 700-4150-53019 | 551.23 |
| 1207 | KIMBERLY CARDONA | 10/26/2023 | SMART & FINAL | 700-4150-53020 | 71.81 |
| 1207 | KIMBERLY CARDONA | 10/26/2023 | SMART & FINAL | 700-4150-53020 | 21.54 |
| 1207 | KIMBERLY CARDONA | 10/26/2023 | CASHIERS CHECK FOR ABC | 700-4150-53979 | 50.00 |
| Fund 700 - LA PUENTE COMMUNITY FOUNDATION Total: | | | | | 43,762.60 |
| Grand Total: | | | | | 43,762.60 |

Report Summary

Fund Summary

| Fund | Expense Amount | Payment Amount |
|--------------------------------------|------------------|------------------|
| 700 - LA PUENTE COMMUNITY FOUNDATION | 43,762.60 | 43,762.60 |
| Grand Total: | 43,762.60 | 43,762.60 |

Account Summary

| Account Number | Account Name | Expense Amount | Payment Amount |
|----------------|----------------------------|------------------|------------------|
| 700-4150-53011 | Operating Supplies | 2,407.99 | 2,407.99 |
| 700-4150-53019 | Snack Bar Perishables | 25,573.65 | 25,573.65 |
| 700-4150-53020 | Coffee Shop | 329.60 | 329.60 |
| 700-4150-53112 | Contract Services - Public | 9,645.60 | 9,645.60 |
| 700-4150-53967 | Sales Tax | 4,976.00 | 4,976.00 |
| 700-4150-53976 | Special Departmental | 20.00 | 20.00 |
| 700-4150-53979 | Special Events | 809.76 | 809.76 |
| | Grand Total: | 43,762.60 | 43,762.60 |

Project Account Summary

| Project Account Key | Expense Amount | Payment Amount |
|---------------------|---------------------|------------------|
| **None** | 43,762.60 | 43,762.60 |
| | Grand Total: | 43,762.60 |



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: November 15, 2023

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 OCTOBER 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 October 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.

In October 2023, the Foundation received \$75,193.15 in revenue primarily consisting of snack bar and coffee shop sales of a combined \$65,230.68 and field use fees of \$5,338. Furthermore, donations of \$4,624.47. Year-to-date revenues total \$240,024.82.

On the expenses side in October 2023, the total is \$43,762.60 of which \$25,903.25 is related to snack bar and coffee shop expenses. \$4,976.00 is attributable to sales tax due for the quarter of July-September. \$9,645.60 was paid to City of La Puente for the same quarter as reimbursement of fifty (50) percent of salary and benefits for the Concession and Event Supervisor. Year-to-date total expenditures are \$131,626.74.

FISCAL IMPACT

The net income for the fiscal year 2023-2024 is \$108,398.08.

RECOMMENDATION

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

ATTACHMENTS

Attachment “A” - Income Statement 10-2023



Income Statement Account Summary

For Fiscal: 07/2023-06/2024 Period Ending: 10/31/2023

| | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|--|-----------------------|----------------------|----------------------|-------------------|---------------------|
| Fund: 700 - LA PUENTE COMMUNITY FOUNDATION | | | | | |
| Revenue | | | | | |
| 700-44100 Interest on Investments | 0.00 | 0.00 | 0.00 | 2.64 | (2.64) |
| 700-48130 Donations - General | 0.00 | 0.00 | 4,624.47 | 36,074.73 | (36,074.73) |
| 700-48132 Field Use Fees | 0.00 | 0.00 | 5,338.00 | 18,942.00 | (18,942.00) |
| 700-48133 Snack Bar Sales | 0.00 | 0.00 | 43,437.03 | 133,389.87 | (133,389.87) |
| 700-48135 Revenue Share | 0.00 | 0.00 | 0.00 | 2,299.78 | (2,299.78) |
| 700-48136 LP Perk Sales | 0.00 | 0.00 | 21,793.65 | 49,315.80 | (49,315.80) |
| Revenue Total: | 0.00 | 0.00 | 75,193.15 | 240,024.82 | (240,024.82) |
| Expense | | | | | |
| 700-4150-53011 Operating Supplies | 0.00 | 0.00 | 2,407.99 | 9,666.96 | (9,666.96) |
| 700-4150-53019 Snack Bar Perishables | 0.00 | 0.00 | 25,573.65 | 63,794.96 | (63,794.96) |
| 700-4150-53020 Coffee Shop Perishables | 0.00 | 0.00 | 329.60 | 444.60 | (444.60) |
| 700-4150-53112 Contract Services - Public | 0.00 | 0.00 | 9,645.60 | 9,645.60 | (9,645.60) |
| 700-4150-53967 Sales Tax | 0.00 | 0.00 | 4,976.00 | 10,866.00 | (10,866.00) |
| 700-4150-53976 Special Departmental | 0.00 | 0.00 | 20.00 | 78.00 | (78.00) |
| 700-4150-53979 Special Events | 0.00 | 0.00 | 809.76 | 36,909.63 | (36,909.63) |
| 700-5100-53965 Financial Service Fees | 0.00 | 0.00 | 0.00 | 220.99 | (220.99) |
| Expense Total: | 0.00 | 0.00 | 43,762.60 | 131,626.74 | (131,626.74) |
| Fund: 700 - LA PUENTE COMMUNITY FOUNDATION Surplus (Deficit): | 0.00 | | 0.0031,430.55 | 108,398.08 | |
| Total Surplus (Deficit): | 0.00 | 0.00 | 31,430.55 | 108,398.08 | |

Income Statement

For Fiscal: 07/2023-06/2024 Period Ending: 10/31/2023

Group Summary

| Account Type | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|--|--------------------------|-------------------------|----------------------|-------------------|---------------------|
| Fund: 700 - LA PUENTE COMMUNITY FOUNDATION | | | | | |
| Revenue | 0.00 | 0.00 | 75,193.15 | 240,024.82 | (240,024.82) |
| Expense | 0.00 | 0.00 | 43,762.60 | 131,626.74 | (131,626.74) |
| Fund: 700 - LA PUENTE COMMUNITY FOUNDATION Surplus (Deficit): | 0.00 | | 0.0031,430.55 | 108,398.08 | (108,398.08) |
| Total Surplus (Deficit): | 0.00 | 0.00 | 31,430.55 | 108,398.08 | |

Fund Summary

| Fund | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|---------------------------------|--------------------------|-------------------------|----------------------|-------------------|---------------------|
| 700 - LA PUENTE COMMUNI... | 0.00 | | 0.0031,430.55 | 108,398.08 | (108,398.08) |
| Total Surplus (Deficit): | 0.00 | | 0.0031,430.55 | 108,398.08 | |



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation

For meeting of: October 18, 2023

From: Bob Lindsey, City Manager

By: Kimberly Cardona, Community Engagement Supervisor

SUBJECT: CONSIDERATION OF AUTHORIZATION FOR THE LA PUENTE COMMUNITY FOUNDATION TO HIRE PART-TIME CONCESSION AND EVENT SPECIALIST

BACKGROUND/DISCUSSION

On May 28, 2019, the City Council approved the addition of a Community Engagement Supervisor to be responsible for the La Puente Community Foundation (LPCF) engagement efforts and raising funds for the purpose of providing community-based programming to benefit the residents of the City. On May 23, 2023, the City Council added the position of Concession and Event Supervisor to assist with daily operations and supervision of concession and event service staff, as well as provide the Community Engagement Supervisor with administration, operational, and supervisory support of the LPCF programming, concessions, and events.

In November 2022, the LPCF began operating the La Puente Park Snack Bar to raise funds, and since then the snack bar has continued to grow in popularity. On August 1, 2023, the LPCF opened the La Puente Park Coffee Shop, "LP Perk Café" to significant commercial success amongst parkgoers. Activity levels within the two establishments have remained strong since inception, and additional assistance in the form of personnel is required to maintain operating effectiveness.

To operate the La Puente Park Snack Bar and Coffee Shop effectively, staff recommends that the La Puente Community Foundation Board authorizes the hiring of two PT Concession and Event Specialist to assist the Community Engagement Supervisor and Concession and Event Supervisor with daily operations, support, training, direction of concession and event service staff. The Concession and Event Specialist will be responsible for all aspects of concession operations with the LPCF, including but not limited to training and support of crew members, inspecting facilities for safety and cleanliness, assisting with ordering and deliveries, inventory management and product movement, food preparation, coffee and drink preparation, and assisting with last-minute schedule changes. Additionally, the Concession and Event Specialist will ensure that a consistent level of quality service at the La Puente Park Snack Bar and Coffee Shop is maintained.

AGENDA ITEM NO. D-2

FISCAL IMPACT

This position is proposed with an estimated cost of \$20,442 annually. At this time, staff are projecting an annual cost of \$40,900 to be reimbursed by the La Puente Community Foundation. With city council approval, the La Puente Community Foundation board will be able to review and approve the newly created position for funding.

RECOMMENDATION

Consideration of authorization for the La Puente Community Foundation to hire two part-time Concession and Event Specialist with the option of hiring four more part-time concession and event specialists in the future if the La Puente Community Foundation's finances are stable.

ATTACHMENTS

None.



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: October 18, 2023
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.