



**REGULAR MEETING OF THE
LA PUENTE COMMUNITY FOUNDATION
CITY HALL COUNCIL CHAMBERS
15900 EAST MAIN STREET, LA PUENTE
JULY 19, 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 July 19, 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: Deirmenjian, 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 JUNE 21, 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 June 21, 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 2022-2023 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 15th day of July, 2023.

Kimberly Cardona

Kimberly Cardona, Community Engagement Supervisor

MINUTES
LA PUENTE COMMUNITY FOUNDATION BOARD MEETING
REGULAR MEETING OF
JUNE 21, 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, June 21, 2023, at 10:00 a.m.

CALL TO ORDER

Chairperson Deirmenjian called the meeting to order at 10:18 a.m.

ROLL CALL

Members present: Deirmenjian, Sanchez, Xie, Paz.

Members absent: Solis.

Staff members present: City Manager Bob Lindsey, Assistant City Attorney Susie Altamirano, Community Engagement Supervisor Kimberly Cardona, Finance Manager Alexander Merkel Medina, Office Specialist Adriana Jaimez.

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 MEETING OF APRIL 19, 2023

A motion was made by Board Member Paz, seconded by Vice Chairperson Sanchez, to waive the reading and approve the Minutes of the La Puente Community Foundation meeting of April 19, 2023. The motion carried by the following roll call vote:

AYES: Deirmenjian, Sanchez, Xie, Paz.
NOES: None.
ABSTAIN: None.
ABSENT: Solis.

B. UNFINISHED BUSINESS OF THE COMMUNITY FOUNDATION

B-1 UPDATE AND DISCUSSION REGARDING FOOD PRICING FOR THE SNACK BAR

Community Engagement Supervisor Cardona provided a staff report regarding food pricing for the snack bar.

In response to Chairperson Deirmenjian's inquiry regarding the popularity of seafood items, Community Engagement Supervisor Cardona replied that the seafood menu items sold out last weekend.

City Manager Lindsey noted that the snack bar has weekend food specials that are popular.

In response to Chairperson Deirmenjian's inquiry, Community Engagement Supervisor Cardona responded that the snack bar does sell tacos.

Chairperson Deirmenjian thanked Community Engagement Supervisor for her hard work.

In response to Chairperson Deirmenjian's inquiry, Community Engagement Supervisor Cardona replied that the Apply Pay option is working well and it has been well received by customers.

Vice Chairperson Sanchez suggested offering tomatoes and lettuce to customers that order Smash Burgers. Community Engagement Supervisor Cardona replied that the lettuce and tomatoes option will be offered to customers again.

In response to Vice Chairperson Sanchez's inquiry regarding food team prices, Community Engagement Supervisor Cardona responded that team prices are offered.

Chairperson Deirmenjian inquired regarding discounts that are offered to City employees. City Manager Lindsey responded that City employees receive a ten percent discount at the Snack Bar.

City Manager Lindsey further noted that Community Engagement Supervisor Cardona has been working with sports tournaments to establish pre-order deals. Community Engagement Supervisor Cardona stated that she has been working with Triple Crown Fastpitch to establish a tab at the snack bar, to provide food for their staff.

Vice Chairperson Sanchez inquired about the cost of a Snickers bar. Community Engagement Supervisor Cardona responded that they purchased a box of Snickers for between forty and forty-five dollars. Discussion ensued regarding the price of Snickers bars and water bottles at the Snack Bar.

Chairperson Deirmenjjan thanked Community Engagement Supervisor Cardona for her hard work and effort.

Action Taken: The La Puente Community Foundation discussed this item and provided direction to staff.

C. CONSENT CALENDAR

C-1 PRESENTATION OF FOUNDATION EXPENSES

Finance Manager Merkel Medina provided a presentation regarding La Puente Community Foundation expenses.

In response to Chairperson Deirmenjjan's inquiry about the income of the La Puente Community Foundation and one-time costs, Finance Manager Merkel Medina responded that the income was in agenda Item No. D-1 and the La Puente Community Foundation purchased items that were cooking supplies that only had to be purchased once.

Chairperson Deirmenjjan further suggested that the presentation of La Puente Foundation expenses be labeled as one-time expenses or recurring expenses in the future.

In response to Vice Chairperson Sanchez's inquiry regarding why the La Puente Community Foundation was subject to state taxes, Finance Manager Merkel Medina responded that certain items that are sold in the Snack Bar are subject to state taxes.

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

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

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

Finance Manager Merkel Medina provided a presentation regarding La Puente Community Foundation's Fiscal Year 2022-2023 Year to Date.

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

D-2 CONSIDERATION OF APPROVAL OF THE LA PUENTE COMMUNITY FOUNDATION OF AUTHORIZATION TO HOST A BEER GARDEN AT THE FORTUNATO JIMENEZ INDEPENDENCE DAY CELEBRATION

City Manager Lindsey noted that the Beer Garden would be the second annual Beer Garden event and there would be additional programming this year.

Community Engagement Supervisor stated that the Beer Garden will have additional activities such as jumpers, a paint and sip activity, and games.

Chairperson Deirmenjian inquired regarding: who will run the event, prices of the beer, security, non-alcoholic drinks, food that will be offered, and alcoholic drink limits. Community Engagement Supervisor responded that the La Puente Community Foundation will host the event, each twelve-ounce beer will cost five dollars, the Los Angeles County Sheriff's Department will be security. She also replied that sodas, water, ceviche, and cocktails will be sold, and each person will be limited to three beers.

Community Engagement Supervisor Cardona thanked Finance Manager Alex Merkel Medina for volunteering to help at the Beer Garden.

Vice Chairperson Sanchez inquired about the beer brands that will be sold. Community Engagement Supervisor Cardona replied that Modelo and Pacifico beers will be sold.

Vice Chairperson Sanchez and Chairperson Deirmenjian suggested selling a light beer as well.

Vice Chairperson Sanchez further inquired about the profit made at the previous year's Beer Garden. City Manager Lindsey responded that at the previous year's Beer Garden there was low attendance because families were not allowed to bring their children, as an effort to maintain safety and caution. City Manager Lindsey further stated that this year's Beer Garden will have a separate section for children that is separate from the adult's section in the Beer Garden. He further stated that wristbands will be provided as a safety measure.

Vice Chairperson Sanchez suggested selling chips at the Beer Garden. Community Engagement Supervisor Cardona noted that tortilla chips will be included with ceviche.

In response to Board Member Xie's and Chairperson Deirmenjian's inquiries regarding live music at the Beer Garden, Community Engagement Supervisor Cardona replied that there would be multiple local bands performing at the event.

Discussion ensued regarding the Beer Garden that will take place on July 3rd and La Puente Park updates.

A motion was bypassed to host a Beer Garden at the Fortunato Jimenez Independence Day Celebration on July 3, 2023. The roll call carried by the following roll call vote:

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

D-3 CONSIDERATION OF APPROVAL OF THE LA PUENTE COMMUNITY FOUNDATION FOR THE COMMUNITY ENGAGEMENT SUPERVISOR TO HOLD EVENTS THAT WOULD RESULT IN FUNDS RAISED FOR THE LA PUENTE COMMUNITY FOUNDATION

Community Engagement Supervisor Cardona provided a staff report regarding agenda Item No. 3. City Manager Lindsey provided additional explanation regarding agenda Item No. 3.

A motion was made by Vice Chairperson Sanchez, seconded by Board Member Paz to approve the Community Engagement Supervisor to hold events that would result in funds raised for the La Puente Community Foundation. The motion carried by the following roll call vote:

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

D-4 CONSIDERATION OF APPROVAL OF THE LA PUENTE COMMUNITY FOUNDATION TO AUTHORIZE THE COMMUNITY ENGAGEMENT SUPERVISOR TO CONTRACT, ENGAGE AND SERVE ALCOHOL PRODUCTS AT CONTROLLED PROGRAMMING AND EVENTS

City Manager Lindsey provided an additional explanation regarding agenda Item No. 4.

Assistant City Attorney Susie Altamirano noted that if the Community Engagement Supervisor were authorized to contract, engage, and serve alcohol products at controlled programming and events, it would comply with federal, state and Los Angeles County regulations.

A motion was made by Vice Chairperson Sanchez, seconded by Board Member Paz to approve the Community Engagement Supervisor to contract, engage and serve alcohol products at controlled programming and events. The motion carried by the following roll call vote:

AYES: Deirmenjjan, Sanchez, Xie, Paz.
NOES: None.
ABSTAIN: None.

ABSENT: Solis.

D-5 UPDATE AND DISCUSSION REGARDING COMMUNITY FOUNDATION PROGRAMMING

Community Engagement Supervisor Cardona provided a presentation on the La Puente Community Foundation's website.

City Manager Lindsey stated that Firecrackers Solis 16U trained and provided staffing for the La Puente Community Foundation firework stand.

Vice Chairperson Sanchez inquired regarding who would run the firework stand. City Manager Lindsey responded that 501c3 assistants and parents from Firecrackers Solis 16U Fastpitch will run the firework stand. Vice Chairperson Sanchez also inquired regarding whether the softball team would receive profits from the firework stand, City Manager Lindsey replied that the agreement is still being worked out based on staffing.

Assistant City Attorney Susie Altamirano stated that in terms of their agreement, it is a simple term that will be available and clear about what the income will be. She also stated that it will meet the Firecrackers Solis 16U and 501c3 requirements.

Vice Chairperson Sanchez inquired regarding Veterans of Foreign Wars for the United States (VFW) openings. City Manager Lindsey responded that each independent organization signs a contract with TNT.

Action Taken: The La Puente Community Foundation discussed this item and provided any necessary direction to Staff.

ORAL COMMENTS FROM BOARD MEMBERS

Board Member Paz inquired regarding the La Puente Community Foundation's upcoming Golf Tournament. Community Engagement Supervisor Cardona responded that the La Puente Community Foundation worked with people that had experience with putting together golf tournaments and the Dos Lagos Golf Course offered the best prices per golfer. Board Member Paz, Vice Chairperson Sanchez and Chairperson Deirmenjian thanked Community Engagement Supervisor Cardona and Staff for their hard work and efforts.

ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked the La Puente Community Foundation Board Members, Finance Manager Merkel Medina, Assistant City Attorney Susie Altamirano, and La Puente Live. City Manager Lindsey stated that the Coffee Shop will open soon, snacks will be sold at the July 3rd Fortunato Independence Day event, and Community Engagement Supervisor Cardona is working on a car show.

Community Engagement Supervisor Cardona stated that there was a Mother's Day event on May 10, 2023 and the Divas and the La Puente folklorico team performed at the event. She thanked Board Member Paz for attending the event.

ADJOURNMENT

There being no further business before the La Puente Community Foundation, Chairperson Deirmenjian adjourned the meeting at 11:37 a.m.

Approved this 19th day of July, 2023.

Kimberly Cardona
Community Engagement Supervisor

Barouir Deirmenjian
Chairperson



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: July 19, 2023
From: Bob Lindsey, City Manager
By: Troy Grunklee, CPA, Director of Administrative Services
SUBJECT: PRESENTATION OF FOUNDATION EXPENSES

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"

LA PUENTE COMMUNITY FOUNDATION

Foundation Expenses

Period: 06/01/2023-06/30/2023

For meeting of: 07/19/2023

Check No.	Date	Payable To	Amount	Description
1107	6/2/2023	Amazon Capital Services	\$ 346.49	Snack Bar Supplies
1112	6/7/2023	AG Distributor	\$ 4,537.56	Snack Bar Supplies
1113	6/12/2023	K. Cardona	\$ 1,143.97	Reimburse Snack Bar Supplies
1114	6/21/2023	AZ Designs	\$ 747.60	Snack Bar Uniforms
1115	6/26/2023	Amazon Capital Services	\$ 415.02	July 3rd Event Supplies
1116	6/26/2023	AG Distributor	\$ 7,212.06	Snack Bar Supplies
1117	6/22/2023	K. Cardona	\$ 3,320.74	Reimburse Snack Bar Supplies
1118	6/26/2023	J. Vidal	\$ 29.32	Reimburse Snack Bar Supplies
1119	6/27/2023	Pepsi	\$ 858.78	Snack Bar Supplies
1120	6/30/2023	Tania's Party Rentals	\$ 4,533.58	July 3rd Event Supplies
1121	6/30/2023	Costco	\$ 1,367.10	Snack Bar Supplies
1122	6/30/2023	New Asia FSE	\$ 6,906.31	Capital Investment-Ice Machine
			<u>\$ 31,418.53</u>	

Other Disbursements:

EFT	6/5/2023	US Bank	\$ 39.64	Bank Service Fees
EFT	6/14/2023	Square Inc.	\$ 40.00	POS Device Fee
			<u>\$ 79.64</u>	

Total 05/01/2023-05/31/2023

\$ 31,498.17



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: July 19, 2023
From: Bob Lindsey, City Manager
By: Troy Grunklee, CPA, Director of Administrative Services
SUBJECT: PRESENTATION OF BUDGET REPORT FOR FISCAL 2022-2023 YEAR-TO-DATE

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 April and May 2023 of the activity of the Foundation.

In June 2023, the Foundation received \$50,338.89 in revenue primarily consisting of snack bar sales of \$31,112.58, donations of \$8,003.84, field use fees of \$6,866.00, and firework sales of \$3,634.51. The remaining amount of \$721.96 consisted of snack bar vending donation, park vendor revenue sharing, and interest. In the fiscal year 2022-2023, the Foundation revenues total \$201,828.68.

On the expenses side in June 2023, the total is \$31,498.17 of which \$26,469.93 is related to snack bar expenses. \$4,948.60 is related to community program and events for the purchase of supplies for the 3rd of July event. The remainder is bank fees and the purchase of an additional POS device for upcoming events.

The 2022-2023 fiscal year revenue is \$201,828.68 and expenses are \$118,145.33.

FISCAL IMPACT

The net income for fiscal year 2022-2023 is \$83,683.35.

RECOMMENDATION

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

ATTACHMENTS

None.



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: July 19, 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.