



**REGULAR MEETING OF THE  
LA PUENTE COMMUNITY FOUNDATION  
CITY HALL COUNCIL CHAMBERS  
15900 EAST MAIN STREET, LA PUENTE  
MARCH 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 March 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: Deirmenjian, Paz, Sanchez, and Xie

**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 28, 2020, MARCH 17, 2021, JULY 21, 2021, AUGUST 25, 2021, MARCH 23, 2022, OCTOBER 21, 2022, AND FEBRUARY 15, 2023.

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 October 28, 2020, March 17, 2021, July 21, 2021, August 25, 2021, March 23, 2022, October 21, 2022, and February 15, 2023.

**B. UNFINISHED BUSINESS OF THE COMMUNITY FOUNDATION**

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

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

**C. CONSENT CALENDAR -None**

*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.*

## **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 PRESENTATION OF FOUNDATION EXPENSES**

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

### **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 10<sup>th</sup> day of March, 2023.

*Kimberly Cardona*

Kimberly Cardona, Community Engagement Supervisor

MINUTES  
SPECIAL MEETING OF THE  
LA PUENTE COMMUNITY FOUNDATION  
OCTOBER 28, 2020

Per *Robert's Rules of Order Newly Revised 11<sup>th</sup> 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.lapuate.org](http://www.lapuate.org)

A Special 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 October 28, 2020, at 10:00 a.m.

CALL TO ORDER

Management Analyst Hector Hernandez called the meeting to order at 10:02 a.m.

ROLL CALL

Members present: Deirmenjjan, Duarte, Marquez, Parikh, Xie.

Members absent: None

Staff present: City Manager Bob Lindsey, City Attorney Jamie Casso (via teleconference), Director of Administrative Services Troy Grunklee, Director of Community Services Roxanne Lerma, City Clerk Sheryl Garcia, Communication/Information Technology Analyst Steve Overstreet, Management Analyst Hector Hernandez, and Management Assistant Cece Dunlap.

PLEDGE OF ALLEGIANCE

Management Analyst Hernandez led the Pledge of Allegiance.

SWEARING IN OF BOARD MEMBERS

Management Analyst Hernandez provided the ceremonial swearing-in of all five Board Members

ORAL COMMUNICATIONS – None.

OVERVIEW OF LA PUENTE COMMUNITY FOUNDATION

Management Analyst Hernandez provided an overview about how the City envisions the Foundation functioning. Hernandez mentioned the Foundation's purpose and mission to enhance the quality of life for the La Puente community through the funding of community-based programming.

## ADOPTION OF BYLAWS FOR THE LA PUENTE COMMUNITY FOUNDATION

Management Analyst Hernandez provided a staff report regarding the adoption of the Bylaws for the Community Foundation. A motion was made by Director Duarte, seconded by Director Deirmenjjan to adopt the Bylaws for the La Puente Community Foundation. The motion carried by the following roll call vote:

AYES: Deirmenjjan, Duarte, Marquez, Parikh, Xie  
NOES: None  
ABSTAIN: None  
ABSENT: None

## SELECTION OF CHAIRPERSON

Director of Administrative Services Grunklee provided a description for each position. He described the duties of the Chairperson, Vice Chairperson, Treasurer, and Secretary. Mr. Grunklee then opened nominations for the Chairperson.

Director Duarte nominated Director Marquez for Chairperson. With no other nominations, the nominations were closed and a roll call vote was taken.

AYES: Deirmenjjan, Duarte, Marquez, Parikh, Xie  
NOES: None  
ABSTAIN: None  
ABSENT: None

## SELECTION OF VICE CHAIRPERSON

Director Duarte nominated Director Deirmenjjan for Vice Chairperson. With no other nominations, the nominations were closed and a roll call vote was taken.

AYES: Deirmenjjan, Duarte, Marquez, Parikh, Xie  
NOES: None  
ABSTAIN: None  
ABSENT: None

## SELECTION OF TREASURER

Director Duarte nominated Director Parikh for Treasurer. With no other nominations, the nominations were closed and a roll call vote was taken.

AYES: Deirmenjjan, Duarte, Marquez, Parikh, Xie  
NOES: None  
ABSTAIN: None  
ABSENT: None

## SELECTION OF SECRETARY

Treasurer Parikh nominated Director Duarte for Secretary. With no other nominations, the nominations were closed and a roll call vote was taken.

AYES: Deirmenjian, Duarte, Marquez, Parikh, Xie  
NOES: None  
ABSTAIN: None  
ABSENT: None

Chairperson Marquez facilitated introductions of the Board. Each Director provided an introduction and background of themselves.

## BROWN ACT OVERVIEW

City Attorney Casso provided the Board with an overview of the Ralph M. Brown Act.

NEW BUSINESS TO BE CONSIDERED BY THE FOUNDATION – None

## ORAL COMMENTS FROM BOARD MEMBERS

Chairperson Marquez asked for clarification regarding the Foundation's next meeting.

City Manager Lindsey responded that City Staff will coordinate with each Board member to see what time and date works best with everyone's schedule.

Chairperson Marquez requested a staff report for the next meeting on the position of Community Engagement Supervisor and their duties related to the Foundation in addition to being dedicated to the La Puente Community Foundation to serve as the liaison between the Foundation and the City. She also asked if the Board will have any input on who is selected to the position.

City Manager Lindsey confirmed the request for a staff report for the next meeting of the La Puente Community Foundation and will provide a copy of the Job Description for the position as soon as the Job Description is reviewed by the City Attorney. A copy will be provided to the Board prior to the next meeting.

## ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked the Board for their time and effort in committing to the La Puente Community Foundation. He expressed his excitement for the newly formed Foundation and working with the five Directors.

Director of Community Services Lerma shared events that are happening soon in the City. She mentioned the Dia De Los Muertos Drive-Thru event taking place on November 1, 2020 at 4:00 p.m. Another event that was highlighted by Director of Community Services Lerma was the Veterans Day Drive-Thru Ceremony taking place on November 11, 2020 at 9:00 a.m. She expressed her excitement in working with the Foundation.

ADJOURNMENT

There being no further business to come before the Foundation, Chairperson Marquez adjourned the meeting at 11:03 a.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Kimberly Cardona  
Community Engagement Supervisor

\_\_\_\_\_  
Barouir Deirmenjian  
Chairperson

MINUTES  
SPECIAL MEETING OF THE  
LA PUENTE COMMUNITY FOUNDATION  
MARCH 17, 2021

Per *Robert's Rules of Order Newly Revised 11<sup>th</sup> 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.lapuate.org](http://www.lapuate.org)

A Special 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 March 17, 2021, at 10:00 a.m.

CALL TO ORDER

Management Analyst Hector Hernandez called the meeting to order at 10:07 a.m.

ROLL CALL

Members present: Duarte (via teleconference), Marquez (via teleconference), Xie (via teleconference).

Members absent: Deirmenjian, Parikh.

Staff present: City Manager Bob Lindsey, Associate City Attorney Blanca Pacheco (via teleconference), Principal Accountant Alex Merkel-Medina, City Clerk Sheryl Garcia, Communication/Information Technology Analyst Steve Overstreet, and Management Analyst Hector Hernandez.

PLEDGE OF ALLEGIANCE

Management Analyst Hernandez led the Pledge of Allegiance.

ORAL COMMUNICATIONS – None.

1. MINUTES OF PREVIOUS LA PUENTE COMMUNITY FOUNDATION MEETING

1-A READ AND APPROVE THE MINUTES OF THE LA PUENTE COMMUNITY FOUNDATION MEETING OF OCTOBER 28, 2020.

A motion was made by Director Duarte, seconded by Chairperson Marquez, to waive the reading and approve the Minutes of the La Puente Community Foundation meeting of October 28, 2020. The motion carried by the following roll call vote:

AYES: Marquez, Duarte, Xie  
NOES: None  
ABSTAIN: None  
ABSENT: Deirmenjian, Parikh

## 2. SELECTION OF TERMS FOR THE BOARD MEMBERS

Management Analyst Hernandez explained how the City will choose the terms for the Directors. Two Directors were chosen randomly to serve two-year terms, commencing on October 28, 2020. The three remaining Directors will serve four-year terms, commencing on October 28, 2020. The first Director selected randomly for the two-year term was Vice Chairperson Deirmenjian. The second Director selected randomly for the two-year term was Director Duarte. Chairperson Marquez, Director Parikh, and Director Xie will serve a four-year term.

City Manager Lindsey sought clarification from City Clerk Garcia on the process to re-apply for a second term. City Clerk Garcia stated that a flyer will be posted to recruit for the vacancies. If interested, the former Directors may apply to serve another term.

Director Duarte asked if the terms that the Directors are serving will commence when the City Council appointed the Directors or the date of the first meeting. Management Analyst Hernandez confirmed that the terms will commence from the date of the first meeting, October 28, 2020.

## 3. PRESENTATION ON THE POSITION OF COMMUNITY ENGAGEMENT SUPERVISOR

Principal Accountant Merkel-Medina provided the Board an overview of the Community Engagement Supervisor position and the position's job duties.

Council Member Argudo asked if any rules have been set between the Foundation and the City to ensure the Foundation is at an arm's length from the City.

Associate City Attorney Pacheco stated that she will research and review to ensure there is no conflict of interest and will bring this item back at the next Foundation meeting. Clarified to Council Member Argudo that the position will work for the City and will work as a liaison between the City and the Foundation.

Director Duarte shared his previous experiences working for the SGV Chamber of Commerce and the Hacienda La Puente Unified School District Board of Education. Director Duarte also shared his experience working with the Diamond Bar Community Foundation.

Chairperson Marquez stated that it is important to keep the Foundation and the City separate in the future for transparency and ease of operation.

## 4. UPDATE ON THE LA PUENTE COMMUNITY FOUNDATION

Principal Accountant Merkel-Medina provided an update on the exemption status for the Foundation. As of March 17, 2021, the Internal Revenue Service (IRS) has not granted the Foundation tax-exemption status.

City Manager Lindsey stated that the Foundation has an EIN (Federal Tax Identification Number) meaning that it is in fact an operating entity. As of March 17, 2021, if a donation were made to the Foundation, that donation would not be tax deductible since the Foundation does not currently



have tax-exemption status. City Manager Lindsey provided the Foundation with an update on the newly renovated La Puente City Park. City Manager Lindsey shared with the Foundation his vision on how the Foundation could potentially operate in the park. The City Manager provided the example of sponsorships such as advertisements at the park and how this is one way the Foundation could raise funds.

Council Member Argudo noted it is important for the Foundation to standardize the processes at the Park.

Director Duarte asked City Manager Lindsey if the City Council will adopt an ordinance restricting youth sports for soliciting their own banners along with dimensions of the banners.

City Manager Lindsey stated that he believes the dimensions of banners/sign in the park can be dictated by the Foundation in the park.

Council Member Argudo clarified that the City is not going to preclude the leagues from fundraising their own money.

Director Duarte shared concern regarding the Foundation and the youth sports leagues potentially competing for sponsorship ultimately pitting the Foundation against the youth sports leagues.

Council Member Argudo stated that he will take the topics discussed at this meeting to the Policies and Rules Committee. Noted that the City must create rules and regulations for the park that coincide with the goals of the Foundation.

Chairperson Marquez shared the same concern as Director Duarte and stated that she does not want the Foundation to be a competing interest with the youth sports league and their ability to generate revenue from their sponsorships.

City Manager Lindsey stated that the City and Foundation will work to educate the youth sports leagues of the Foundation and its purpose.

## 5. DISCUSSION AND DIRECTION REGARDING FUTURE FUNDRAISING EVENTS

City Manager Lindsey asked the board if they have ideas for future fundraising events.

Director Duarte stated that one way the Foundation could generate revenue is to sell the old street signs since they are being replaced. Director Duarte asked Council Member Argudo if he could ask the City Council to consider donating the signs to the Foundation for the Foundation's first fundraising event. Director Duarte also shared other fundraising ideas such as virtual wine tasting.

Council Member Argudo stated that he is in favor of the City Council donating the street signs; however, that decision must be made by the Council as a whole.

Chairperson Marquez requested a calendar with all the planned community events the City has lined up. Shared that this is a great opportunity for the Foundation to partner with the City to generate revenue for the Foundation.

Director Xie stated the Foundation should focus on larger corporations for donations since large corporations have a budgeted amount to donate back into the community.

Chairperson Marquez stated it is important for the Foundation to set a goal in terms of revenue generated from fundraising activities.

NEW BUSINESS TO BE CONSIDERED BY THE FOUNDATION – None

#### ORAL COMMENTS FROM BOARD MEMBERS

Director Duarte thanked Council Member Argudo for joining the meeting. Also thanked staff for coordinating the meeting.

Director Xie thanked everyone for joining.

Chairperson Marquez thanked Council Member Argudo for joining the meeting. Also thanked staff for coordinating the meeting.

#### ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked the Board for volunteering for the Foundation. He expressed his excitement for the future of the La Puente Community Foundation.

#### ADJOURNMENT

There being no further business to come before the Foundation, Chairperson Marquez adjourned the meeting at 11:51 a.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Kimberly Cardona  
Community Engagement Supervisor

\_\_\_\_\_  
Barouir Deirmenjian  
Chairperson

MINUTES  
SPECIAL MEETING OF THE  
LA PUENTE COMMUNITY FOUNDATION  
JULY 21, 2021

Per *Robert's Rules of Order Newly Revised 11<sup>th</sup> 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](http://www.lapuente.org)

A Special 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 July 21, 2021, at 10:00 a.m.

CALL TO ORDER

Chairperson Marquez called the meeting to order at 10:13 a.m.

ROLL CALL

Members present: Marquez, Deirmenjjan, Duarte, Xie.

Members absent: Parikh

Staff present: Associate City Attorney Blanca Pacheco, Director of Administrative Services Troy Grunklee, Director of Development Services John Di Mario, Director of Community Services Roxanne Lerma, Communication/Information Technology Analyst Steve Overstreet, and Community Engagement Supervisor Hector Hernandez.

PLEDGE OF ALLEGIANCE

Chairperson Marquez led the Pledge of Allegiance.

ORAL COMMUNICATIONS – None.

1. MINUTES OF PREVIOUS LA PUENTE COMMUNITY FOUNDATION MEETING

1-A READ AND APPROVE THE MINUTES OF THE LA PUENTE COMMUNITY FOUNDATION MEETING OF MARCH, 17 2021.

A motion was made by Director Duarte, seconded by Vice Chairperson Deirmenjjan, to waive the reading and approve the Minutes of the La Puente Community Foundation meeting of March 17, 2021. The motion carried by the following roll call vote:

AYES: Marquez, Deirmenjjan, Duarte, Xie

NOES: None

ABSTAIN: None

ABSENT: Parikh

## 2. UPDATE ON THE LA PUENTE COMMUNITY FOUNDATION

Director of Administrative Services Grunklee provided the Board an update of the status of the La Puente Community Foundation.

Action Taken: The Board of the La Puente Community Foundation received and filed the report.

## 3. PRESENTATION ON THE COMMUNITY ENGAGEMENT SUPERVISOR

Director of Community Services Lerma introduced the Community Engagement Supervisor to the Board.

Community Engagement Supervisor Hernandez expressed his excitement for the new position and the opportunity to work with City staff and the La Puente Community Foundation.

Chairperson Marquez congratulated Community Engagement Supervisor Hernandez on his new position.

## 4. COMMUNITY SERVICES DEPARTMENT OVERVIEW AND PROGRAM UPDATES

Director of Community Services Lerma provided a presentation regarding upcoming events that the Community Services department is putting on. The upcoming events include: La Puente Live, Summer Lunch Program, Tiny Tots Program, Veteran's Day, Dia De Los Muertos, Holiday Parade and Tree Lighting.

Director of Development Services Di Mario shared different ideas for the Foundation to raise funds.

Direction was given to staff to create different sponsorship packages specifically for the Dia De Los Muertos Event.

## 5. PARK MASTER PLAN UPDATE

Director of Community Services Lerma provided a presentation regarding the Park Master Plan Update.

## 6. DISCUSSION AND DIRECTION REGARDING FUTURE FUNDRAISING EVENTS

Director Duarte asked if the City is allowing indoor events such as an indoor fundraiser. Director of Administrative Services Grunklee answered that the City will follow the orders of the Los Angeles County Department of Public Health.

Associate City Attorney Pacheco stated that her understanding is only a mask mandate for indoor events.

Director of Community Services Lerma mentioned that staff will do research to ensure any future event is compliant with the Los Angeles County Department of Public Health Officer Order. Chairperson Marquez provided direction to staff to research website ideas and opportunities for people to donate online through the Foundation website.

Chairperson Marquez provided direction to staff to create a Foundation logo and bring it back at a later meeting for approval.

Director Xie asked if the City has an IT/Social Media Analyst. He also asked if the City is active on social media platforms. Director of Community Services Lerma stated that the City is working on enhancing the community engagement opportunity on social media platforms.

Communication/Information Technology Analyst Overstreet provided a summary of the Public, Educational, and Government channel that was recently approved to restart.

Director Duarte provided direction to staff to create social media accounts for that Foundation that are separate from the City's social media accounts. He also mentioned that he likes the idea of the Foundation having its' own website with the ability for people to donate directly to the Foundation.

Director Duarte mentioned that he has communicated with Mayor Klinakis and City Manager Lindsey regarding the old City street signs that have been recently replaced. He mentioned that he would like staff to research how the Foundation could auction off the street signs to generate revenue. Director of Community Services Lerma stated that staff will research different methods to sell/auction off the street signs and bring this item back at a future meeting.

Director Duarte mentioned an opportunity for the Foundation to raise funds at the Dia De Los Muertos event. He stated that the Foundation could have local artists donate artwork related to the Dia De Los Muertos for the Foundation to sell/auction off at the Foundation booth at the event.

#### ORAL COMMENTS FROM BOARD MEMBERS

Director Duarte congratulated Community Engagement Supervisor Hernandez on his new position. He also thanked staff for all the updates.

Director Xie thanked everyone for joining.

Vice Chairperson Deirmenjian mentioned that he has history serving the public in the past in a similar role and would like to work closely with Director of Community Services Roxanne.

Chairperson Marquez thanked staff for coordinating the meeting. Also congratulated Community Engagement Supervisor Hernandez on his new position. Chairperson Marquez provided direction to staff to agendize a potential mission statement for the Foundation.

Director Duarte provided direction to staff to start working on a logo for the Foundation.

## ORAL COMMENTS FROM STAFF

Community Engagement Supervisor Hernandez thank everyone for being present at the first in-person meeting for the Foundation. He also expressed his excitement to work closely with the Foundation in his new role. Director Duarte requested for staff to set up meetings in the future with all non-profits in the area so they can be introduced to the mission of the Foundation.

Director of Community Services Lerma mentioned that a formal introduction to the La Puente City Council will also be a good idea.

Associate City Attorney Pacheco provided a follow-up from the Foundation meeting of March 17, 2021. She stated that there was a question regarding a possible conflict between the Foundation and the City. She confirmed there is no conflict.

## ADJOURNMENT

There being no further business to come before the Foundation, Chairperson Marquez adjourned the meeting at 11:29 A.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Kimberly Cardona  
Community Engagement Supervisor

\_\_\_\_\_  
Barouir Deirmenjian  
Chairperson

MINUTES  
SPECIAL MEETING OF THE  
LA PUENTE COMMUNITY FOUNDATION  
AUGUST 25, 2021

Per *Robert's Rules of Order Newly Revised 11<sup>th</sup> 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](http://www.lapuente.org)

A Special 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 August 25, 2021, at 10:00 a.m.

CALL TO ORDER

Chairperson Marquez called the meeting to order at 10:03 a.m.

ROLL CALL

Members present: Marquez, Duarte, Xie.

Members absent: Deirmenjjan, Parikh

Staff present: Associate City Attorney Blanca Pacheco, Director of Administrative Services Troy Grunklee, Director of Community Services Roxanne Lerma, and Community Engagement Supervisor Hector Hernandez.

PLEDGE OF ALLEGIANCE

Chairperson Marquez led the Pledge of Allegiance.

ORAL COMMUNICATIONS – None.

1. MINUTES OF PREVIOUS LA PUENTE COMMUNITY FOUNDATION MEETING

1-A READ AND APPROVE THE MINUTES OF THE LA PUENTE COMMUNITY FOUNDATION MEETING OF JULY 21, 2021.

A motion was made by Director Duarte, seconded by Chairperson Marquez, to waive the reading and approve the Minutes of the La Puente Community Foundation meeting of July 21, 2021. The motion carried by the following roll call vote:

AYES: Marquez, Duarte, Xie

NOES: None

ABSTAIN: None

ABSENT: Deirmenjjan, Parikh

## 2. DISCUSSION AND DIRECTION REGARDING THE SALE OF CITY STREET SIGNS

Staff received direction to move forward with an online auction of the street signs.

## 3. DISCUSSION AND DIRECTION REGARDING THE MISSION STATEMENT FOR THE LA PUENTE COMMUNITY FOUNDATION

A motion was made by Chairperson Marquez, seconded by Director Duarte, to approve the La Puente Community Foundation Mission Statement. The motion carried by the following roll call vote:

AYES: Marquez, Duarte, Xie  
NOES: None  
ABSTAIN: None  
ABSENT: Deirmenjian, Parikh

## 4. DISCUSSION AND DIRECTION REGARDING FUTURE EVENTS

Director of Community Services Lerma provided a presentation regarding future events going on in the City.

Community Engagement Supervisor Hernandez provided a Foundation update to the Board.

City Manager Lindsey provided an update on the east side of the La Puente Park.

Chairperson Marquez mentioned possibly forming a food truck festival in the summer months.

## 5. ORAL COMMENTS FROM BOARD MEMBERS

Director Duarte thanked staff for the work that has been accomplished.

Chairperson Marquez thanked staff and expressed excitement about seeing the first donations going to the La Puente Community Foundation.

## 6. ORAL COMMENTS FROM STAFF

City Manager Lindsey stated that a sponsorship program will be on the agenda for the next meeting.



ADJOURNMENT

There being no further business to come before the Foundation, Chairperson Marquez adjourned the meeting at 11:03 A.M.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023

---

Kimberly Cardona  
Community Engagement Supervisor

---

Barouir Deirmenjian  
Chairperson

MINUTES  
SPECIAL MEETING OF THE  
LA PUENTE COMMUNITY FOUNDATION  
MARCH 23, 2022

Per *Robert's Rules of Order Newly Revised 11<sup>th</sup> 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.lapuate.org](http://www.lapuate.org)

A Special 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 March 23, 2022, at 11:30 a.m.

CALL TO ORDER

Chairperson Marquez called the meeting to order at 11:37 A.M.

ROLL CALL

Members present: Marquez, Deirmenjjan, Duarte, Xie.

Members absent: Parikh.

Staff present: City Manager Bob Lindsey and Community Engagement Supervisor Hector Hernandez.

PLEDGE OF ALLEGIANCE

Chairperson Marquez led the Pledge of Allegiance.

ORAL COMMUNICATIONS – None.

1. MINUTES OF PREVIOUS LA PUENTE COMMUNITY FOUNDATION MEETING

2. READ AND APPROVE THE MINUTES OF THE LA PUENTE COMMUNITY FOUNDATION MEETING OF AUGUST 25, 2021.

A motion was made by Director Duarte, seconded by Director Deirmenjjan, to waive the reading and approve the Minutes of the La Puente Community Foundation meeting of August 25, 2021. The motion carried by the following roll call vote:

AYES: Marquez, Deirmenjjan, Duarte, Xie

NOES: None

ABSTAIN: None

ABSENT: Parikh

## 2. ADOPTION OF LOGO FOR THE LA PUENTE COMMUNITY FOUNDATION

A motion was made by Director Xie, seconded by Director Duarte to adopt a logo for the La Puente Community Foundation.

AYES: Marquez, Deirmenjjan, Duarte, Xie  
NOES: None  
ABSTAIN: None  
ABSENT: Parikh

## 3. DISCUSSION AND DIRECTION REGARDING A TIERED SPONSORSHIP PROGRAM FOR THE LA PUENTE SPORTS COMPLEX

Chairperson Marquez and Director Duarte instructed staff to edit the proposed sponsorship program. Staff received direction and will be the sponsorship program back at the next meeting.

## 4. CONSIDERATION OF AUTHORIZATION TO HOST VARIOUS SPORTS CLINICS AT THE LA PUENTE SPORTS COMPLEX

Community Engagement Supervisor Hernandez provided a brief staff report regarding the \$20,000 allocation that the La Puente City Council made to the La Puente Community Foundation. City Manager Lindsey also informed the Board that the allocation was earmarked for sports clinics.

Chairperson Marquez stated that she would like to see the sports clinics available to boys and girls.

A motion was made by Chairperson Marquez, seconded by Director Duarte for the authorization to budget the \$20,000 to host sports clinics at the La Puente Sports Complex.

AYES: Marquez, Duarte, Xie  
NOES: None  
ABSTAIN: None  
ABSENT: Deirmenjjan, Parikh

## 5. UPDATE ON THE LA PUENTE COMMUNITY FOUNDATION

Community Engagement Supervisor Hernandez provided an update on fundraising efforts and thoughts and ideas for future efforts.

## 6. DISCUSSION AND DIRECTION REGARDING FUTURE MEETING DATES

Community Engagement Supervisor Hernandez requested that the Foundation pick a date that will be designated for future Foundation Meetings.

The Foundation agreed to attempt to meet every third Wednesday of every month.

## 7. DISCUSSION AND DIRECTION REGARDING FUTURE EVENTS

Community Engagement Supervisor Hernandez provided a presentation regarding future events going on in the City.

City Manager Lindsey provided an update on La Puente Park.

## 8. ORAL COMMENTS FROM BOARD MEMBERS

Director Xie thanked staff for putting the meeting together.

Director Duarte thanked staff for the work and the progress that has been made.

Chairperson Marquez thanked City Manager Lindsey and Community Engagement Supervisor for putting all of the items together for the meeting.

## 9. ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked the board for taking the time to serve the La Puente Community Foundation.

Community Engagement Supervisor Hernandez thanked the board members for their responsiveness and willingness to serve the community.

## ADJOURNMENT

There being no further business to come before the Foundation, Chairperson Marquez adjourned the meeting at 12:43 p.m.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023

---

Kimberly Cardona  
Community Engagement Supervisor

---

Barouir Deirmenjian  
Chairperson

MINUTES  
SPECIAL MEETING OF THE  
LA PUENTE COMMUNITY FOUNDATION  
OCTOBER 21, 2022

Per *Robert's Rules of Order Newly Revised 11<sup>th</sup> 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.lapuate.org](http://www.lapuate.org)

A Special Meeting of the La Puente Community Foundation was held in the La Puente Community Center, 501 Glendora Ave, La Puente, CA 91744 on October 21, 2022, at 10:00 a.m.

CALL TO ORDER

Vice Chairperson Deirmenjien called the meeting to order at 10:11 a.m..

ROLL CALL

Members present: Deirmenjian, Parkih, Duarte.

Members absent: Xie.

Staff present: Community Engagement Supervisor Hector Hernandez, and Office Specialist Grace Buckwell.

PLEDGE OF ALLEGIANCE

Vice Chairperson Deirmenjian led the Pledge of Allegiance.

ORAL COMMUNICATIONS – None.

1. MINUTES OF PREVIOUS LA PUENTE COMMUNITY FOUNDATION MEETING

READ AND APPROVE THE MINUTES OF THE LA PUENTE COMMUNITY FOUNDATION MEETING OF MARCH 23, 2022.

A motion was made by Director Duarte, seconded by Vice Chairperson Deirmenjian, to waive the reading and approve the Minutes of the La Puente Community Foundation meeting of March 23, 2022. The motion carried by the following roll call vote:

AYES: Deirmenjian, Parikh, Duarte.

NOES: None.

ABSTAIN: None

ABSENT: Xie.

2. DISCUSSION AND DIRECTION REGARDING A TIERED SPONSORSHIP PROGRAM FOR THE LA PUENTE SPORTS COMPLEX

Community Engagement Supervisor Hector Hernandez provided updates on the tiered sponsorship program for the La Puente Sports Complex.

Director Parikh inquired about the anticipated start date for the tiered sponsorship program. Community Engagement Supervisor Hernandez responded that it is expected to begin at the same time as the Little League Baseball Season in late January.

A motion was made by Director Parikh, seconded by Vice Chairperson Deirmenjian, to approve and adopt the tiered sponsorship program for the La Puente Sports Complex. The motion carried by the following roll call vote:

AYES: Deirmenjian, Parikh, Duarte.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Xie.

3. CONSIDERATION OF AUTHORIZATION TO HOST AN EVENT IN PARTNERSHIP WITH THE CITY OF LA PUENTE FOCUSING ON THE SENIOR CITIZEN POPULATION

Community Engagement Supervisor Hernandez provided an update on the event in partnership with the City of La Puente focusing on the senior citizen population.

Director Parikh inquired about the low attendance rates of the senior citizen lunches. Community Engagement Supervisor Hernandez replied that the City posts announcements for seniors in City Hall and on the City website. He also stated that staff will continue to expand their outreach efforts.

Director Duarte suggested that staff work to establish a shuttle stop for La Puente Link in front of the Arboleda Apartments, so senior citizens can easily travel to various City events. Community Engagement Supervisor Hernandez responded that he would reach out to staff at Development Services to work on establishing the shuttle stop.

Director Duarte inquired about the date of the senior event. Community Engagement Supervisor Hernandez stated that the senior event will potentially take place in November 2022 or December 2022.

A motion was made by Vice Chairperson Deirmenjian, seconded by Director Duarte, to authorize staff to host a senior citizen event. The motion carried by the following roll call vote:

AYES: Deirmenjian, Parikh, Duarte.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Xie.

4. CONSIDERATION OF AUTHORIZATION TO PURCHASE A WEBSITE BUILDER

Office Specialist Grace Buckwell gave a presentation on the La Puente Community Foundation's proposal to create a website for the foundation.

Director Parikh inquired about the cost of the donation section on their website. Office Specialist Buckwell responded that the donation box section would take a percentage of the donations.

A motion was made by Director Duarte seconded by Director Parikh, to authorize Staff to purchase the website builder service. The motion carried by the following roll call vote:

AYES: Deirmenjian, Parikh, Duarte.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Xie.

5. CONSIDERATION OF AUTHORIZATION TO BECOME A SPONSOR FOR THE CITY OF LA PUENTE'S TRUNK OR TREAT EVENT

Director Parikh inquired about the La Puente Community Foundation's donations that have been received. Community Engagement Supervisor Hernandez provided an update on the donations that have been received.

A motion was made by Vice Chairperson Deirmenjian, seconded by Director Parikh, to authorize Staff to become a sponsor for the City of La Puente's Trunk or Treat. The motion carried by the following roll call vote:

AYES: Deirmenjian, Parikh, Duarte.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Xie.

6. CONSIDERATION OF AUTHORIZATION TO APPROVE PARTNERSHIP AGREEMENT FOR THE SNACK BAR AT THE LA PUENTE SPORTS COMPLEX

Community Engagement Supervisor Hernandez provided an update on the partnership agreement for the snack bar at the La Puente Sports Complex.

Discussion ensued regarding the feasibility of allocating 10% of the daily profits to volunteers.

Board Members directed staff to meet with the League Presidents to inquire about their preference of either a flat fee of \$300 per day or 10% of the daily profits, for their volunteers.

A motion was made by Vice Chairperson Parikh, seconded by Director Duarte, to authorize Staff to propose a flat fee of \$300 a day or 10%, whichever is greater, to the League presidents. Additionally, the agreement is to be reevaluated after the first month. The motion carried by the following roll call vote:

AYES: Deirmenjjan, Parikh, Duarte.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Xie.

ORAL COMMENTS FROM BOARD MEMBERS

Director Parikh wished Community Engagement Supervisor Hector Hernandez good luck with his new position with the Sheriff's Department.

ORAL COMMENTS FROM STAFF

Community Engagement Supervisor stated that two board member positions in the foundation would expire soon. He thanked the Board Members for their hard work, time, and service to the La Puente Community Foundation.

ADJOURNMENT

There being no further business to come before the Foundation, Community Engagement Supervisor Hernandez adjourned the meeting at 11:48 a.m..

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023

---

Kimberly Cardona  
Community Engagement Supervisor

---

Barouir Deirmenjjan  
Chairperson



MINUTES  
LA PUENTE COMMUNITY FOUNDATION BOARD MEETING  
SPECIAL MEETING OF  
FEBRUARY 15, 2023

Per *Robert's Rules of Order Newly Revised 11<sup>th</sup> 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.lapuate.org](http://www.lapuate.org).

A Special 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 February 15, 2023, at 10:00 a.m.

CALL TO ORDER

City Clerk Garcia called the meeting to order at 10:01 a.m.

ROLL CALL

Members present: Deirmenjjan, Paz, Sanchez, Xie.

Members absent: None.

Staff members present: City Manager Bob Lindsey, Assistant City Attorney Susie Altamirano, City Clerk Sheryl Garcia, Director of Administrative Services Troy Grunklee, Director of Development Services John Di Mario, Director of Community Services Alexander Bauman, Community Engagement Supervisor Kimberly Cardona, Finance Manager Alexander Merkel-Medina, Associate Planner Juan Galvan, and Office Specialist Natalie Romo.

PLEDGE OF ALLEGIANCE

City Manager Bob Lindsey led the Pledge of Allegiance.

ORAL COMMUNICATIONS – None.

SWEARING IN OF BOARD MEMBERS

City Clerk Garcia administered the oath of office to incoming Board Member Deirmenjjan, Board Member Paz, and Board Member Sanchez.

PRESENTATION AND OVERVIEW OF THE LA PUENTE COMMUNITY FOUNDATION

Community Engagement Supervisor Kimberly Cardona and City Manager Lindsey gave a presentation and overview of the La Puente Community Foundation.

## BROWN ACT AND ETHICS TRAINING

Assistant City Attorney Susie Altamirano provided the La Puente Community Foundation Board with a general overview of the Brown Act and Ethics training.

## ADOPTION OF AMENDED BYLAWS OF THE LA PUENTE COMMUNITY FOUNDATION

Director of Administrative Services Troy Grunklee provided a report of the amended bylaws of the La Puente Community Foundation.

A motion was made by Board Member Sanchez, seconded by Board Member Paz, to adopt the amended bylaws of the La Puente Community Foundation. The motion carried by the following roll call vote:

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

## SELECTION OF CHAIRPERSON

City Clerk Garcia opened the floor for nominations for Chairperson.

A motion was made by Board Member Sanchez, seconded by Board Member Paz, to nominate Board Member Deirmenjian for Chairperson. The motion carried by the following roll call vote:

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

## SELECTION OF VICE CHAIRPERSON

City Clerk Garcia opened the floor for nominations for Vice Chairperson.

A motion was made by Board Member Paz, seconded by Chairperson Deirmenjian, to nominate Board Member Sanchez for Vice Chairperson. The motion carried by the following roll call vote:

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

A. READ AND APPROVE THE MINUTES OF THE LA PUENTE COMMUNITY FOUNDATION MEETING – None

B. UNFINISHED BUSINESS OF THE COMMUNITY FOUNDATION – None

C. CONSENT CALENDAR

C-1 PRESENTATION OF FOUNDATION EXPENSES

Director of Administrative Services Grunklee gave a report of the foundation's expenses.

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

D. NEW BUSINESS TO BE CONSIDERED BY THE COMMUNITY FOUNDATION

D-1 PRESENTATION OF BUDGET REPORT FOR FISCAL YEAR 2021-2022 AND YEAR-TO-DATE 2022-2023

Director of Administrative Services Grunklee provided a budget report for fiscal year 2021-2022 and year-to-date 2022-2023.

The La Puente Community Foundation received and filed this report.

D-2 CONSIDERATION OF APPROVAL FOR CITY MANAGER SPENDING LIMITS FOR THE LA PUENTE PARK SNACK BAR, LA PUENTE PARK COFFEE SHOP, AND LA PUENTE COMMUNITY FOUNDATION

City Manager Lindsey introduced the item and provided background on the recommendation from Staff to authorize the City Manager with certain spending limits as it relates to the La Puente Community Foundation.

Chairperson Deirmenjjan inquired regarding the profit margin from the snack bar and coffee shop, as well as the pricing for the snack bar's food menu. In response to his inquiry, City Manager Lindsey noted that the profit margin percentage was originally set at 150 and that it had been updated since then. He added that the food menu pricing was established based on the cost of goods need to prepare the menu items.

Vice Chairperson Sanchez requested a list of the food menu pricing. He further inquired about the process for increasing the City Manager's spending limit if more funds are needed than the predetermined \$10,000 a month.

City Manager Lindsey stated that the spending limit should be sufficient for daily operations and mentioned that the board could increase the spending limit for special events such as the Fortunato Jimenez Independence Day event.

Chairperson Deirmenjjan recommended increasing City Manager Lindsey's spending limit twice a year for special events.

Discussion ensued regarding the spending limit increase amount that would be allowed twice a year for special events.

A motion was made by Vice Chairperson Sanchez, seconded by Board Member Paz, to: (1) approve spending limits for the City Manager of \$10,000 per month for the La Puente Park Snack Bar and La Puente Park Coffee Shop, respectively so long as the sales are \$5,000 for the same time period and a spending limit of \$5,000 for general spending and events on a monthly basis; and (2) approve spending limits for the City Manager of \$20,000 per month twice a year for special events, so long as the sales are \$10,000 for the same time period and that a special meeting is called if the additional funds are required. The motion carried by the following roll call vote:

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

**D-3 CONSIDERATION OF APPROVAL OF THE LA PUENTE COMMUNITY FOUNDATION FOR CONSULTING CONTRACTS RELATED TO THE SNACK BAR OPERATIONS AT LA PUENTE PARK**

Director Grunklee and City Manager Lindsey gave a report regarding the consulting contracts for the cooking staff of the snack bar at La Puente Park.

A motion was made by Board Member Paz, seconded by Vice Chairperson Sanchez, to approve the consulting contracts for the La Puente Park Snack Bar for Saturnino De Horta Garcia and Armando Gaona. The motion carried by the following roll call vote:

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

**D-4 CONSIDERATION OF AN ACCOUNT WITH SQUARE SYSTEM FOR SNACK BAR ORDERING SYSTEM IN A RECURRING AMOUNT OF \$100.00 PER MONTH AND ADDITIONAL NECESSARY ORDER SYSTEM EQUIPMENT IN THE AMOUNT OF \$2,052.99**

Community Engagement Supervisor Cardona gave a report regarding the Square System equipment being considered for purchase.

Vice Chairperson Sanchez inquired regarding the selection process for the Square System and if alternate systems could be considered that are more cost efficient.

Director Grunklee noted that the Square System terminal was purchased by the previous Community Engagement Supervisor and stated that Staff could research alternate systems.

City Manager stated that Staff would research alternate systems that are compatible with the ordering screens and present their findings at a future board meeting.

A motion was made by Vice Chairperson Sanchez, seconded by Chairperson Deirmenjian, to approve the purchase of: (1) the Restaurant Plus account for a recurring amount of \$100.00 per month; and (2) additional necessary order equipment in the amount of \$2,052.99, with the understanding that if a system with a better rate is presented to the La Puente Community Foundation Board, the board will select the most efficient system. The motion carried by the following roll call vote:

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

**D-5 CONSIDERATION OF THE COMMUNITY FOUNDATION STAFF UNIFORM IN THE AMOUNT NOT TO EXCEED \$2,000.00**

Community Engagement Supervisor Cardona restated Staff's recommendation to purchase the staff uniforms.

A motion as made by Vice Chairperson Sanchez, seconded by Chairperson Deirmenjian, to approve the purchase of: (1) uniform hats and uniform shirts for the Snack Bar Staff; and (2) uniform shirts for office staff in the amount not to exceed \$2,000.00. The motion carried by the following roll call vote:

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

**D-6 CONSIDERATION TO REVISE THE DONATION OF \$10.00 PER HOUR FOR LEAGUE VOLUNTEERS WORKING AT THE SNACK BAR TO A FAIR AND EQUITABLE DONATION**

Assistant City Attorney Altamirano clarified that the item's approval is not evident of an employer-employee relationship between volunteers and the La Puente Community Foundation or volunteers and the City of La Puente.

Discussion ensued regarding where the donation would come from, the number of hours volunteers would be allowed, and the age requirement for volunteers.

Chairperson Deirmenjian inquired if workers compensation would be provided to volunteers. In response to his inquiry, Assistant City Attorney Altamirano clarified that the agreement would include an indemnification clause and that the City Attorney would

research into insurances and liability if there is an injury. City Manager Lindsey noted that the program would not be activated until the proper forms are obtained and presented to the La Puente Community Foundation Board for approval.

A motion was made by Board Member Paz, seconded by Vice Chairperson Sanchez, to give the City Manager and Community Engagement Supervisor the authority to make a donation commensurate with minimum wage to any volunteer that are brought within the snack bar to work on a particular set shift, providing that the league has signed a waiver from the City Attorney. The motion carried by the following roll call vote:

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

#### ORAL COMMENTS FROM BOARD MEMBERS

Board Member Xie suggested amending item D-6, to offer volunteers a donation for voluntarily working a shift at the snack bar. City Manager Lindsey responded that the City would need to check with the City Attorney about the feasibility of doing so.

#### ORAL COMMENTS FROM STAFF

City Manager Lindsey thanked the Board Members of the La Puente Community Foundation for their membership and service to the community.

#### ADJOURNMENT

There being no further business before the La Puente Community Foundation Board, Chairperson Deirmenjian adjourned the meeting at 11:33 a.m.

Approved this 15<sup>th</sup> day of March, 2023.

---

Kimberly Cardona  
Community Engagement Supervisor

---

Barouir Deirmenjian  
Chairperson



# LA PUENTE COMMUNITY FOUNDATION

## AGENDA REPORT

To: Community Foundation Board For meeting of: March 15, 2023  
From: Bob Lindsey, City Manager  
By: Kimberly Cardona, Community Engagement Supervisor  
SUBJECT: UPDATE AND DISCUSSION REGARDING SNACK BAR PRICES

### BACKGROUND/DISCUSSION

During the last Board meeting on February 15, 2023, Vice Chair Sanchez requested a list of the snack bar prices. City Staff will provide an update on snack bar prices.

### FISCAL IMPACT

None.

### RECOMMENDATION

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

### ATTACHMENTS

Attachment "A": Snack Bar Prices

Snack Bar					
Current Items	Current Prices	<i>extra notes</i>	Missing Costs	Cost To Buy	Profit in Dollars
<b>Burritos</b>					
Breakfast Burrito	\$7.00	<i>tortilla, hasbrowns,cheese,chorizo,</i>	\$0.90	\$1.45	\$5.55
Bean and cheese burrito	\$4.00	<i>bean and cheese</i>	\$0.80	\$1.21	\$2.79
Supreme Burrito	\$9.00	<i>extra plus burrito</i>	\$1.00	\$2.45	\$6.55
<b>Seafood</b>					
Fish burrito	\$7.00	<i>additional toppings(fish,tortilla)</i>	\$1.00	\$3.16	\$3.84
Fish Taco	\$3.50	<i>toppings</i>	\$0.60	\$2.47	\$1.03
Shrimp Burrito	\$10.00	<i>toppings</i>	\$1.00	\$3.54	\$6.46
Shrimp Taco	\$4.00	<i>toppings</i>	\$0.60	\$2.84	\$1.16
Ceviche de Camaron	\$7.00	<i>shrimp,tomato,extra</i>	\$1.00	\$3.21	\$3.79
Ceviche de Pescado	\$7.00	<i>fish,tomato,extra</i>	\$1.00	\$2.83	\$4.17
<b>Chicken</b>					
Chicken Quesadilla	\$7.00	<i>chicken, tortilla plus cheese</i>	\$0.40	\$1.59	\$5.41
Chicken Tender	\$6.00	<i>only tenders and fries</i>		\$1.39	\$4.61
Chicken Tender Combo	\$9.00	<i>tenders, drink,fries</i>		\$2.16	\$6.84
<b>Burger and Dogs</b>					
Hamburger	\$5.00	<i>Burger w/ bun, patty,lettuce,tomato, spread</i>		\$1.26	\$3.74
Hamburger Combo	\$8.00	<i>burger with fries and drink</i>		\$2.64	\$5.36
Cheeseburger	\$6.00	<i>add cheese to hamburger</i>	\$0.20	\$1.46	\$4.54
Cheeseburger Combo	\$8.50	<i>cheese burger plus fries and drink</i>		\$2.84	\$5.66
Hot Dog	\$3.50	<i>Hot dog bun</i>	\$0.20	\$0.67	\$2.83
Hot dog Combo	\$6.50	<i>Ht dog plus drink</i>		\$1.44	\$5.06
<b>Kids</b>					
Grilled Cheese	\$3.00	<i>cheese</i>	\$0.20	\$0.46	\$2.54
Popcorn Srimp and Fries	\$4.00	<i>popcornshrimp</i>	\$0.40	\$1.00	\$3.00
Chicken Nuggets and Fries	\$4.00			\$1.39	\$2.61
<b>Sides</b>					
Fries	\$3.00			\$0.60	\$2.40
Fries with cheese	\$4.00			\$0.92	\$3.08
Nachos	\$4.00	<i>nacho chips</i>	\$0.30	\$0.52	\$3.48
Nachos with chili	\$5.00	<i>chips + chili</i>	\$0.70	\$0.92	\$4.08



Chips	\$1.00	\$0.74	\$0.26
Sweet Bread	\$2.00	\$2.37	-\$0.37
Avocado	\$1.00	\$0.63	\$0.38
Drinks			
Bottled Water	\$1.00	\$0.14	\$0.86
Hot Coffee	\$2.00	\$0.07	\$1.93
Hot Cocoa	\$1.00	\$0.19	\$0.81
Fountain Drinks	\$2.00	\$0.77	\$1.23
Orange Juice	\$3.00	\$6.25	-\$3.25
Bottled Gatorade	\$3.00	\$0.80	\$2.20
Candy			
Snickers	\$2.00	\$1.71	\$0.29
Sour patch kids	\$2.00	\$0.94	\$1.06
sour punch straws	\$2.00	\$0.75	\$1.25
starburst	\$2.00	\$0.95	\$1.05
airheads	\$2.00	\$0.94	\$1.06
Kit Kat	\$2.00	\$0.95	\$1.05
red vines	\$2.00	\$0.95	\$1.05
Reese's	\$2.00	\$0.95	\$1.05
Skittles	\$2.00	\$0.95	\$1.05
New			
Uncrustables	\$2.00	\$0.93	\$1.07
Nesquick Chocolate	\$3.00	\$1.61	\$1.39
Nesquick Strawberry	\$3.00	\$1.61	\$1.39
Hot Cheetos with Cheese	\$3.00	\$1.11	\$1.89
Danish	\$3.00	\$0.82	\$2.18
Sums			\$121.46

Prep times	Labor	Profit - Labor
one employee/ per min	\$0.33	-\$0.33
10 min prep	3.3	\$2.25
10 min prep	3.3	-\$0.51
10 min prep	3.3	\$3.25
		\$0.00
15 min prep	4.95	-\$1.11
15 min prep	4.95	-\$3.92
15 min prep	4.95	\$1.51
15 min prep	4.95	-\$3.79
20 min prep	6.6	-\$2.81
20 min prep	6.6	-\$2.43
		\$0.00
10 min prep	3.3	\$2.11
10 min prep	3.3	\$1.31
10 min prep	3.3	\$3.54
		\$0.00
10 min prep	3.3	\$0.44
10 min prep	3.3	\$2.06
10 min prep	3.3	\$1.24
10 min prep	3.3	\$2.36
10 min prep	3.3	-\$0.47
10 min prep	3.3	\$1.76
		\$0.00
10 min prep	3.3	-\$0.76
10 min prep	3.3	-\$0.30
10 min prep	3.3	-\$0.69
		\$0.00
10 min prep	3.3	-\$0.90
10 min prep	3.3	-\$0.22
10 min prep	3.3	\$0.18
10 min prep	3.3	\$0.78

5 min prep	1.65	-\$1.39
5 min prep	1.65	-\$2.02
5 min prep	1.65	-\$1.28
		\$0.00
5 min prep	1.65	-\$0.79
5 min prep	1.65	\$0.28
5 min prep	1.65	-\$0.84
5 min prep	1.65	-\$0.42
5 min prep	1.65	-\$4.90
5 min prep	1.65	\$0.55
		\$0.00
5 min prep	1.65	-\$1.36
5 min prep	1.65	-\$0.59
5 min prep	1.65	-\$0.40
5 min prep	1.65	-\$0.60
5 min prep	1.65	-\$0.59
5 min prep	1.65	-\$0.60
5 min prep	1.65	-\$0.60
5 min prep	1.65	-\$0.60
		\$0.00
5 min prep	1.65	-\$0.58
5 min prep	1.65	-\$0.26
5 min prep	1.65	-\$0.26
5 min prep	1.65	\$0.24
5 min prep	1.65	\$0.53
	133.65	-\$12.19



# LA PUENTE COMMUNITY FOUNDATION

## AGENDA REPORT

To: Members of the Foundation For meeting of: March 15, 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 a year-to-date look through February 2023 of the activity of the Foundation.

In February 2023, the Foundation received \$17,787.08 in revenue primarily consisting of snack bar sales of \$12,768.11 and field use fees of \$4,632.00. The remaining amount of \$386.97 consisted of snack bar vending donation, park vendor revenue sharing, and interest. To date in the current fiscal year, the Foundation revenues total \$73,228.15.

On the expenses side in February 2023, the total is \$4,761.65 of which \$4,642.74 is related to snack bar expenses. The remainder is bank fees and the purchase of replenishment check stock.

The year-to-date revenue is \$73,228.15 and expenses are \$26,181.05.

### FISCAL IMPACT

The year-to-date net income for fiscal year 2022-2023 is \$47,047.10.

### 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: March 15, 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: 02/01/2023-02/28/2023

For meeting of: 03/15/2023

Check No.	Date	Payable To	Amount
1050		VOID	
1051	2/3/2023	New Asia FSE	\$ 260.92
1052		VOID	
1053	2/8/2023	Azteca Farms	\$ 248.50
1054	2/3/2023	Seafood Central	\$ 739.20
1055	2/6/2023	Armando Gaona	\$ 230.00
1056	2/3/2023	Santurino De Horta	\$ 1,145.68
1057	2/21/2023	Lewis Engraving Inc.	\$ 110.25
1058	2/23/2023	Azteca Farms	\$ 215.10
1059	2/21/2023	Seafood Central	\$ 201.80
1060	2/17/2023	Santurino De Horta	\$ 1,010.04
1061	2/21/2023	Kimberly Cardona	\$ 470.27
1062	2/21/2023	Alex Merkel Medina	\$ 10.98
			<hr/>
			\$ 4,642.74

**Other Disbursements:**

EFT	2/14/2023	US Bank	\$ 33.52
EFT	2/21/2023	Deluxe Business Systems	\$ 85.39
			<hr/>
			\$ 118.91

**Total 02/01/2023-02/28/2023** \$ 4,761.65

↓

Description
-------------

Snack Bar Supplies

Snack Bar Supplies

Snack Bar Supplies

Consultant Fees

Consultant Fees

Name Plates-Board Members

Snack Bar Supplies

Snack Bar Supplies

Consultant Fees

Reimbursement-Snack Bar Supplies

Reimbursement-Board Meeting Supplies

Bank Service Fees

Check stock



# LA PUENTE COMMUNITY FOUNDATION

## AGENDA REPORT

To: Community Foundation Board For meeting of: March 15, 2023  
From: Bob Lindsey, City Manager  
By: Kimberly Cardona, Community Engagement Supervisor  
SUBJECT: UPDATE AND DISCUSSION REGARDING COMMUNITY FOUNDATION PROGRAMMING

### BACKGROUND/DISCUSSION

City Staff will provide an update on programming within the La Puente Community Foundation in partnership with the City of La Puente Community Services in the upcoming children and youth events, Breakfast with The Bunny, Skate Jam and Mother's Day.

### 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.