



**REGULAR MEETING OF THE
LA PUENTE COMMUNITY FOUNDATION
CITY HALL COUNCIL CHAMBERS
15900 EAST MAIN STREET, LA PUENTE
AUGUST 16, 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 August 16, 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 JULY 19, 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 July 19, 2023.

B. UNFINISHED BUSINESS OF THE COMMUNITY FOUNDATION

B-1 UPDATE AND DISCUSSION REGARDING STAFF HOURS WORKED AT THE FIREWORK STAND

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

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 13th day of August, 2023.

Kimberly Cardona

Kimberly Cardona, Community Engagement Supervisor

MINUTES
LA PUENTE CITY COMMUNITY FOUNDATION BOARD MEETING
REGULAR MEETING OF
JULY 19, 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, July 19, 2023, at 10:00 a.m.

CALL TO ORDER

Vice Chairperson Sanchez called the meeting to order at 10:01 a.m.

ROLL CALL

Members present: Sanchez, Xie, Paz.

Members absent: Deirmenjjan, Solis.

Staff members present: Assistant City Attorney Susie Altamirano, Community Engagement Supervisor Kimberly Cardona, Director of Administrative Services Grunklee, Finance Manager Alexander Merkel Medina, Office Specialist Adriana Jaimez.

PLEDGE OF ALLEGIANCE

Vice Chairperson Sanchez 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 JUNE 21, 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 meetings of June 21, 2023. The motion carried by the following roll call vote:

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

B. UNFINISHED BUSINESS OF THE COMMUNITY FOUNDATION – None

C. CONSENT CALENDAR

C-1 PRESENTATION OF FOUNDATION EXPENSES

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

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

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

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

Director of Administrative Services Grunklee provided a presentation regarding fiscal year 22-23.

In response to Vice Chairperson Sanchez’s inquiry regarding when the fiscal year ends, Director Grunklee responded that the fiscal year ended on June 30th, 2023.

Vice Chairperson Sanchez also inquired regarding the revenue made at the July 3rd Fortunato Jimenez Independence Day event. Director of Administrative Services Grunklee and Community Engagement Supervisor Cardona replied that the Firework Stand made \$3,634 in sales from June 28th, 2023 to June 30th, 2023.

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

D-2 UPDATE AND DISCUSSION REGARDING COMMUNITY FOUNDATION PROGRAMMING

Community Engagement Supervisor Cardona provided updates on the Firework Stand, Beer Garden, Coffee Shop, Golf Tournament and the Triple Crown Softball Tournament at La Puente Park.

In response to Vice Chairperson Sanchez’s inquiries regarding the net income of the firework stand, employee hours worked at the Firework Stand, and the Triple Crown

Softball Tournament, Community Engagement Supervisor Cardona responded that the net income for the Firework Stand was \$12,500, volunteers signed in on a sign in sheet when they worked at the Firework Stand, and vendors would be allowed to attend the Triple Crown Softball Tournament.

Vice Chairperson Sanchez inquired regarding potential financial compensation for people that volunteered at the Firework Stand. Community Engagement Supervisor Cardona replied that the volunteers will be provided a booth to fundraise at the Golf Tournament.

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

ORAL COMMENTS FROM BOARD MEMBERS – None

ORAL COMMENTS FROM STAFF – None

ADJOURNMENT

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

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

There being no further business before the La Puente Community Foundation, Vice Chairperson Sanchez adjourned the meeting at 10:17 a.m.

Approved this 16th day of August, 2023.

Kimberly Cardona
Community Engagement Supervisor

Barouir Deirmenjian
Chairperson



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: August 16, 2023
From: Bob Lindsey, City Manager
By: Kimberly Cardona, Community Engagement Supervisor

SUBJECT: UPDATE AND DISCUSSION REGARDING STAFF HOURS WORKED AT THE FIREWORK STAND

BACKGROUND/DISCUSSION

During the last board meeting on July 19, 2023, Board Director Sanchez requested a list of the staff hours worked at the firework stand.

Staff compiled a list of the hours worked at the firework stand.

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" - List of staff hours.

DATE	STAFF 1	SATFF 2
28-Jun	8	8
29-Jun	8	8
30-Jun	8	8
1-Jul	8	8
2-Jul	8	8
3-Jul	8	8
4-Jul	4	6
TOTAL	52	54

TOTAL HOURS 106



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: August 16, 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" – Foundation Expenses 070123-073123



La Puente Community Foundation Expenses

By Fund

Payment Dates 7/1/2023 - 7/31/2023

Payment Number	Vendor Name	Post Date	Description (Item)	Account Number	Amount
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION					
1126	AMAZON CAPITAL SERVICES I...	07/14/2023	TIME CLOCK FOR LP FOUNDAT...	700-4150-53011	130.90
1130	AG DISTRIBUTOR	07/14/2023	LP SNACK BAR SUPPLIES	700-4150-53019	900.15
1130	AG DISTRIBUTOR	07/14/2023	LP SNACK BAR SUPPLIES	700-4150-53019	9,431.52
1128	KIMBERLY CARDONA	07/14/2023	REIM CARDONA - LP SNACK B...	700-4150-53019	2,485.46
1127	JOSEPH VIDAL	07/14/2023	REIM - VIDALE LP SNACK BAR ...	700-4150-53019	39.77
1127	JOSEPH VIDAL	07/14/2023	REIM VIDAL - LP SNACK BAR ...	700-4150-53019	216.57
1129	REGISTRY OF CHARITABLE TR...	07/14/2023	ANNUAL REGISTRATION FEE	700-4150-53976	25.00
1128	KIMBERLY CARDONA	07/14/2023	REIM CARDONA- RESTAURAN...	700-4150-53019	731.14
1136	ERNIE BALTIERRA	07/21/2023	GOLF TOURNAMENT GIFT VO...	700-4150-53979	500.00
1132	AMAZON CAPITAL SERVICES I...	07/21/2023	3RD OF JULY LIGHT UP GLASS...	700-4150-53011	422.34
1132	AMAZON CAPITAL SERVICES I...	07/21/2023	WRISTBANDS FOR THE 3RD OF..	700-4150-53011	280.35
1131	AG DISTRIBUTOR	07/21/2023	LP SNACK BAR SUPPLIES	700-4150-53019	347.88
1133	AMERICAN PROMOTIONAL EV...	07/21/2023	FIREWORKS PRODUCT	700-4150-53979	21,323.16
1137	NEW ASIA FSE, INC.	07/21/2023	BEVERAGE CARRIER	700-4150-53011	207.90
1138	SAFEGUARD BUSINESS SYSTE...	07/21/2023	CHECK STOCK	700-4150-53011	90.18
1134	CALIFORNIA DEPARTMENT OF...	07/21/2023	Q2 TAX PAYMENT	700-4150-53967	5,890.00
1139	KIMBERLY CARDONA	07/27/2023	REIM - SNACK BAR SUPPLIES	700-4150-53019	644.86
Fund 700 - LA PUENTE COMMUNITY FOUNDATION Total:					43,667.18
Grand Total:					43,667.18

Report Summary

Fund Summary

Fund	Payment Amount
700 - LA PUENTE COMMUNITY FOUNDATION	<u>43,667.18</u>
Grand Total:	43,667.18

Account Summary

Account Number	Account Name	Payment Amount
700-4150-53011	Operating Supplies	1,131.67
700-4150-53019	Snack Bar Perishables	14,797.35
700-4150-53967	Sales Tax	5,890.00
700-4150-53976	Special Departmental	25.00
700-4150-53979	Special Events	<u>21,823.16</u>
Grand Total:		43,667.18

Project Account Summary

Project Account Key	Payment Amount
None	<u>43,667.18</u>
Grand Total:	43,667.18



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: August 16, 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

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 July 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 July 2023, the Foundation received \$71,412.87 in revenue primarily consisting of snack bar sales of \$63,571.03, donations of \$2,904.84, and field use fees of \$4,102.00. The remaining amount of \$835.00 consisted of snack bar vending donation, park vendor revenue sharing, and interest. Since this is the first month of fiscal year 2023-2024, the Foundation revenues equal the total received for the month or \$71,412.87.

On the expenses side in July 2023, the total is \$44,464.68 of which \$14,797.35 is related to snack bar expenses. \$21,32.16 of the 23,128.16 in the special events account relate to cost of supplies on the firework stand. The remainder of that account and the other account related to various operating supplies and costs related to the 3rd of July event.

The 2023-2024 fiscal year revenue is \$71,412.87 and expenses are \$44,464.68.

FISCAL IMPACT

The net income for fiscal year 2023-2024 is \$26,948.19.

RECOMMENDATION

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

ATTACHMENTS

Attachment “A” - Income Statement 07-2023



Income Statement Account Summary

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

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION						
Revenue						
700-48130	Donations - General	0.00	0.00	2,904.84	2,904.84	(2,904.84)
700-48132	Field Use Fees	0.00	0.00	4,102.00	4,102.00	(4,102.00)
700-48133	Snack Bar Sales	0.00	0.00	63,571.03	63,571.03	(63,571.03)
700-48135	Revenue Share	0.00	0.00	835.00	835.00	(835.00)
	Revenue Total:	0.00	0.00	71,412.87	71,412.87	(71,412.87)
Expense						
700-4150-53011	Operating Supplies	0.00	0.00	624.17	624.17	(624.17)
700-4150-53019	Snack Bar Perishables	0.00	0.00	14,797.35	14,797.35	(14,797.35)
700-4150-53967	Sales Tax	0.00	0.00	5,890.00	5,890.00	(5,890.00)
700-4150-53976	Special Departmental	0.00	0.00	25.00	25.00	(25.00)
700-4150-53979	Special Events	0.00	0.00	23,128.16	23,128.16	(23,128.16)
	Expense Total:	0.00	0.00	44,464.68	44,464.68	(44,464.68)
	Fund: 700 - LA PUENTE COMMUNITY FOUNDATION Surplus (Deficit):	0.00	0.00	26,948.19	26,948.19	
	Total Surplus (Deficit):	0.00	0.00	26,948.19	26,948.19	

Income Statement

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

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	71,412.87	71,412.87	(71,412.87)
Expense	0.00	0.00	44,464.68	44,464.68	(44,464.68)
Fund: 700 - LA PUENTE COMMUNITY FOUNDATION Surplus (Deficit):	0.00	0.00	26,948.19	26,948.19	(26,948.19)
Total Surplus (Deficit):	0.00	0.00	26,948.19	26,948.19	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
700 - LA PUENTE COMMUNI...	0.00	0.00	26,948.19	26,948.19	(26,948.19)
Total Surplus (Deficit):	0.00	0.00	26,948.19	26,948.19	



LA PUENTE COMMUNITY FOUNDATION

AGENDA REPORT

To: Members of the Foundation For meeting of: August 16, 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.