

CITY COUNCIL
MEETING AGENDA

CITY OF MONTEBELLO CITY COUNCIL/SUCCESSOR AGENCY
CITY HALL COUNCIL CHAMBERS
1600 WEST BEVERLY BOULEVARD
MONTEBELLO, CALIFORNIA^{1 1[2]}
WEDNESDAY, SEPTEMBER 11, 2019
5:30 P.M.

MONTEBELLO CITY COUNCIL

JACK HADJINIAN
MAYOR

SALVADOR MELENDEZ
MAYOR PRO TEM

KIMBERLY A. COBOS-CAWTHORNE
COUNCILMEMBER

ANGIE M. JIMENEZ
COUNCILMEMBER

DAVID N. TORRES
COUNCILMEMBER

CITY CLERK
IRMA BARAJAS

CITY TREASURER
RAFAEL GUTIERREZ

CITY STAFF

CITY MANAGER
René Bobadilla

CITY ATTORNEY
Arnold M. Alvarez-Glasman

DEPARTMENT HEADS

Assistant City Manager
Fire Chief
Police Chief
Director of Finance
Director of Human Resources
Director of Planning/Community Development
Director of Public Works
Director of Recreation and Community Services
Director of Transportation

Arlene Salazar
Fernando Pelaez
Brad Keller
Robert Mescher
Bob Franco
Manuel Mancha
Danilo Batson
David Sosnowski
Tom Barrio

OPENING CEREMONIES

- 1. CALL MEETING TO ORDER: Mayor Hadjinian**
- 2. ROLL CALL: City Clerk I. Barajas**

¹ *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Building Official at 323/887-1497. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II(203)). If you require translation services, please contact the City Clerk's Office 24 hours before this meeting. Si necesita servicios de traducción, comuníquese con la Oficina del Secretario Municipal 24 horas antes de esta reunión.*

3. STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS:

Members of the public interested in addressing the City Council on Closed Session items must fill out a form provided at the door, and turn it in to the City Clerk prior to the announcement of Closed Session items.

Please be aware that the maximum time allotted for individuals to speak shall not exceed three (3) minutes per speaker. Please be aware that in accordance with State Law, the City Council may not take action or entertain extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor.

***IN CONSIDERATION OF OTHERS, PLEASE TURN OFF, OR MUTE,
ALL CELL PHONES AND PAGERS.
THANK YOU FOR YOUR COOPERATION.***

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

CLOSED SESSION - 5:30 P.M.

The City Attorney shall provide a briefing on the item listed for Closed Session as follows:

4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2)
One matter

5. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(4)
One matter

6. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code Section 54956.9(d)(1)
City of Montebello v. All Persons Interested, L.A.S.C. Case No. BC713533

7. CONFERENCE WITH LABOR NEGOTIATORS

Government Code section 54957.6
Agency designated representative: Rene Bobadilla, City Manager
Employee organization: Montebello Fire Management Association,
Montebello Firefighters Association

REGULAR SESSION – 6:30 P.M.

8. INVOCATION

PLEDGE OF ALLEGIANCE

9. PRESENTATIONS

A. OATH OF OFFICE – NEW CIVIL SERVICE COMMISSIONER RANDY BEAS

10. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

11. CORRECTIONS TO THE AGENDA – CITY MANAGER

- 12. STATEMENT OF PUBLIC ORAL COMMUNICATIONS:** Members of the public interested in addressing the City Council on any agenda item or topic must fill out a form provided at the door, and turn it in to the City Clerk prior to the beginning Oral communications. A form does not need to be submitted for public hearing items.

Speakers wishing to address the City Council on an item that is not on the agenda will be called upon in the order that their speaker card was received. Those persons not accommodated during this thirty (30) minute period will have an opportunity to speak under "Oral Communications – Continued" after all scheduled matters have been considered.

Please be aware that the maximum time allotted for individuals to speak shall not exceed three (3) minutes per speaker. Please be aware that in accordance with State Law, the City Council may not take action or entertain extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor.

13. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

- 14. APPROVAL OF AGENDA:** Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion with the exception of Item No. 15 and any item which a member of the public or City Council has requested to speak upon. Such approval will also waive the reading of any ordinance.

SCHEDULED MATTER

15. PUBLIC HEARING: AN ORDINANCE TO AMEND MONTEBELLO MUNICIPAL CODE, TITLE 17 FOR CHILDCARE FACILITIES; BODY ART ESTABLISHMENTS; OFF-STREET PARKING

RECOMMENDATION: It is recommended that the City Council:

- 1) Childcare Facilities to change the maximum children allowed by right from 12 to 15;
- 2) Body Art Establishments to change the distance requirement between body art establishments and sensitive uses from 1,000 feet to 500 feet; and
- 3) Off-Street Parking to reduce the off-street parking requirements for warehouse use from 1 parking space per 500 sq.ft. of floor area to 1 parking space per 1,000 sq.ft. of floor area and manufacturing use from 1 parking space per 500 sq.ft. of floor area to 1 parking space per 750 sq.ft. of floor area.

CONSENT MATTERS (16-22)

16. APPROVE PLANS AND SPECIFICATIONS FOR C.P. 866 – BEVERLY BOULEVARD STREET IMPROVEMENTS PROJECT FROM 21ST STREET TO HOWARD AVENUE (FY 2018/2019), A PREPARED BY INFRASTRUCTURE ENGINEERS, FIND THE PROJECT CATEGORICALLY EXEMPT PURSUANT TO THE STATE GUIDELINES FOR IMPLEMENTATION OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA), PER SECTION 15301, CLASS 1 (EXISTING FACILITIES), AUTHORIZE PUBLIC WORKS DEPARTMENT TO ADVERTISE FOR BIDS AND DESIGNATE OCTOBER 7, 2019, AT 11:10 AM, AS THE BID OPENING DATE

RECOMMENDATION: It is recommended that the City Council:

- 1) Approve Plans and Specifications for C.P. 866, Beverly Boulevard Street Improvements from 21st Street to Howard Avenue FY 2018/2019, as prepared by Infrastructure Engineers;
- 2) Find the project categorically exempt pursuant to the State Guidelines for Implementation of the California Environmental Quality Act (CEQA), per Section 15301, Class 1 (Existing Facilities);
- 3) Authorize the Public Works Department to advertise for bids and designate October 7, 2019, 11:10 AM as the bid opening date.

17. ADOPT A RESOLUTION RE-APPOINTING A MEMBER AND ALTERNATE(S) TO THE GOVERNING BOARD OF THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY

RECOMMENDATION: It is recommended that the City Council:

- 1) Approve a Resolution re-appointing one primary board member and one alternate board member representing the City of Montebello to the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority.

18. APPROVAL OF FINAL TRACT MAP NO. 74167 FOR PROPERTIES LOCATED AT 909 OAKWOOD STREET

RECOMMENDATION: It is recommended that the City Council:

- 1) Approve Final Tract Map No. 74167.
- 2) Authorize the City Clerk, City Treasurer, and the City Engineer to execute the certificate on the map showing the City's approval of Final Tract Map No. 74167.

19. APPROPRIATION OF CANNABIS PERMIT FEES FOR PARKS MASTER PLAN AND FACILITIES NEEDS ASSESSMENT

RECOMMENDATION: It is recommended that the City Council:

- 1) Authorize staff to begin the process of updating the City's Parks Master Plan (PMP) and conduct a Facilities Needs Assessment (FNA) by formulating and issuing a Request for Proposals seeking qualified firms to produce the Parks Master Plan and to conduct the Facilities Needs Assessment.
- 2) Authorize the expenditures for the Parks Master Plan and Facilities Needs Assessment for an amount not to exceed \$300,000;
- 3) Approve the attached Resolution appropriating General Fund unassigned balance to fund those expenditures.

20. APPROVAL AND ADOPTION OF THE TRANSPORTATION DEPARTMENT'S TITLE VI PROGRAM

RECOMMENDATION: It is recommended that the City Council:

- 1) Approve and adopt the Transportation Department's Title VI Program in compliance with new requirements.

21. AUTHORIZE CITY MANAGER TO RETAIN BOND AND DISCLOSURE COUNSEL FOR POTENTIAL BOND ISSUANCES

RECOMMENDATION: It is recommended that the City Council:

- 1) Authorize the City Manager to execute all documents required to retain Norton Rose Fulbright US LLP as the City's Bond Counsel, for an amount not to exceed \$205,000 and to be paid by bond proceeds;
- 2) Authorize the City Manager to execute all documents required to retain Quint & Thimmig LLP as the City's Disclosure Counsel, for an amount not to exceed \$95,000 and to be paid by bond proceeds.

22. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCY WARRANT REGISTER OF DEMANDS DATED SEPTEMBER 11, 2019

RECOMMENDED ACTION: It is recommended that the City Council:

- 1) Adopt the proposed resolution approving the Warrant Register dated September 11, 2019.

23. PUBLIC ORALS – IF NEEDED

COUNCIL ORALS

24. MAYOR PRO TEM MELENDEZ

None.

25. COUNCILMEMBER COBOS-CAWTHORNE

None.

26. COUNCILMEMBER JIMENEZ

- a. Landlord engagement event.
- b. Día de los Muertos community Altar

27. COUNCILMEMBER TORRES

- a. SB 2 Planning Grants Program funding
- b. Status of Disaster Council, plan update
- c. Reestablishing recognition program to celebrate city employee longevity
- d. Traffic concerns; radar trailer deployment

28. MAYOR HADJINIAN

None.

ADJOURNMENT

NOTES

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: René Bobadilla, City Manager

BY: Manuel Mancha, Director of Planning and Community Development

SUBJECT: An Ordinance to amend Montebello Municipal Code, Title 17 for Childcare Facilities; Body Art Establishments; Off-Street Parking

DATE: September 11, 2019

RECOMMENDATION:

It is recommended that the City Council approve and conduct the 1st Reading of the proposed Ordinance amending the text of the Montebello Municipal Code, Title 17 for the following:

- 1) Childcare Facilities to change the maximum children allowed by right from 12 to 15;
- 2) Body Art Establishments to change the distance requirement between body art establishments and sensitive uses from 1,000 feet to 500 feet; and
- 3) Off-Street Parking to reduce the off-street parking requirements for warehouse use from 1 parking space per 500 sq.ft. of floor area to 1 parking space per 1,000 sq.ft. of floor area and manufacturing use from 1 parking space per 500 sq.ft. of floor area to 1 parking space per 750 sq.ft. of floor area.

BACKGROUND

In response to the State of California regulations, specifically the California Child Day Care Facilities Act – Cal. Health & Safety Code, Div. 2, Chaps. 3.4-3.6, §§ 1596.70 – 1597.621, for daycare providers and services. Staff has reviewed the current Montebello Municipal Code that regulates Childcare Facilities and has found that the proposed zone code amendment is needed to be in compliance with State regulations.

In a recent court ruling in *Weaver v. City of Montebello*, the federal district court determined that the City is too restrictive with Body Art establishments. City staff has since reviewed the current Municipal Code that regulates Body Art Establishment use and has found that it must be amended to in accordance with the aforementioned court ruling.

Also, an applicant has requested to amend the Off-Street Parking requirements for warehouse and manufacturing, and distribution uses. Staff has reviewed the current

Municipal Code and conducted a survey of surrounding cities and has found that the zoning code is too restrictive compared to other cities.

On July 16, 2019, the Planning Commission held a public hearing for the three (3) zone code amendments and recommended that the City Council approve the zone code amendments.

ANALYSIS

CHILDCARE FACILITIES

Zone Code Amendment for Child Care Facilities is in response to the State of California regulations, specifically the California Child Day Care Facilities Act – Cal. Health & Safety Code, Div. 2, Chaps. 3.4-3.6, §§ 1596.70 – 1597.621, for daycare providers and services. The State of California regulations allow up to 15 children before any discretionary application can be required. The current Montebello Municipal Code has a maximum number of children of 12. The amended code will increase the maximum number to children allowed to 15 without the need for a Conditional Use Permit.

PROPOSED AMENDMENT FOR CHILDCARE FACILITIES

The Zone Code Amendment will increase the maximum number of children allowed to read as follows:

Current- Footnotes for Appendix A:

7. By right if under ~~thirteen~~ children in R-zones.

Proposed- Footnotes for Appendix A:

7. By right ~~with a maximum of fifteen~~ children in R-zones.

BODY ART ESTABLISHMENTS

The proposed Zone Code Amendment for Body Art Establishment is proposing to reduce the distance requirement in response to recent court decisions that have found Cities to be too restrictive. The proposed amendment will reduce the distance between body art establishments and sensitive uses from 1,000 feet to 500 feet. This will not affect any other regulations under the City's Municipal Code.

PROPOSED AMENDMENT BODY ART

The Zone Code Amendment will amend the Montebello Municipal Code, Title 17, Appendix A to read as follows

Current- Footnotes for Appendix A:

62. Body Art Establishment shall not be located within ~~one thousand~~ feet of another existing body art establishment, and shall not be located within ~~one thousand~~ feet of the following sensitive uses: a single-family detached dwelling; public or private elementary, intermediate, or high school; places religious assembly; libraries; public parks; or any city-owned facility.

Proposed- Footnotes for Appendix A:

62. Body Art Establishment shall not be located within **five-hundred** feet of another existing body art establishment, and shall not be located within **five-hundred** feet of the following sensitive uses: a single-family detached dwelling; public or private elementary, intermediate, or high school; places religious assembly; libraries; public parks; or any city-owned facility.

OFF-STREET PARKING FOR WAREHOUSE, MANUFACTURING, AND DISTRIBUTION USES

Zone Code Amendment for Off-Street Parking Requirements for warehouse use, manufacturing use, and distribution use from the current off-street parking requirement of 1 parking space per 500 sq.ft. of floor area to 1 parking space per 1,000 sq.ft. of floor area for warehouse use and 1 parking space per 750 sq.ft. of floor area for manufacturing use and distribution use. All other uses will be required to meet the current parking requirements.

The proposed Off-Street Parking requirements are appropriate for the proposed uses. Warehouse use is mostly storage and is partially or fully automated, which requires very few employees on-site. Manufacturing uses are mostly automated functions, which requires very few employees on-site. The majority of the warehouses and manufactures parking areas are un-used and empty. However, the demand for warehouse and manufacturing is very high and providing opportunities for property owners to expand warehouse or manufacturing space would allow for an increase in warehouse and manufacturing uses.

PROPOSED AMENDMENT TO OFF-STREET PARKING REQUIREMENTS

The Zone Code Amendment will amend the Montebello Municipal Code, Title 17, Section 17.52.050 Off-Street Parking requirements to read as follows:

Current - 17.52.050 - Parking space requirements.

Any Industrial Use **Including Warehousing**

- ~~a) 1 per 500 sq. ft.; or 1 per ½ the employees on the largest shift, whichever is greater; (existing building option: 1 per each employee upon written certification of employ roster submitted annually); plus~~
~~b) 1 for each vehicle kept in connection with the use~~

Proposed- 17.52.050 - Parking space requirements.

Any Industrial Use

- a) 1 per 750 sq.ft. of gross floor area for manufacturing uses
b) 1 for 1,000 sq.ft. of gross floor area for Warehouse and Distribution uses.

Survey of Surrounding Cities:

The surrounding municipalities have the following parking requirements for warehouse And manufacturing:

City	Warehouse/Distribution	Manufacturing
Montebello	1 per 500 sq. ft.	1 per 500 sq. ft.
Commerce	1 per 2,000 sq. ft.	1 per 1,000 sq. ft.
Pico Rivera	1 per 1,000 sq. ft.	1 per 1,000 sq. ft.
Bell Gardens	1 per 1,000 sq. ft.	1 per 750 sq. ft.

Monterey Park	1 per 1,000 sq. ft.	2.5 per 1,000 sq. ft.
Rosemead	1 per 1,000 sq. ft.	1 per 400 sq. ft.
South El Monte	1 per 1,000 sq. ft.	1 per 750 sq. ft.
Downey	1 per 800 sq. ft.	1 per 500 sq. ft.
Alhambra	1 per 500 (first 20,000 sq. ft.) 1 per 1,000	1 per 500 (first 20,000 sq. ft.) 1 per 1,000

ENVIRONMENTAL

The Zone Code Amendments that are (ZCA16-19) Childcare Facilities, (ZCA16-19) Body Art Establishment, and (ZCA03-19) Off-Street Parking are not considered a “project”, per the California Environmental Quality Act definition of a “project” and no further CEQA analysis is required.

FISCAL IMPACT

There is no immediate fiscal impact with the zone code amendments. However, the reduced Off-Street Parking for warehouse use, manufacturing use, and distribution use will more than likely promote these uses and have the potential to increase revenues to the City.

SUMMARY

It is recommended that the City Council conduct a Public Hearing and upon conclusion approve and conduct 1st Reading of the proposed Ordinance amending the text of the Montebello Municipal Code, Title 17 for the following:

- i. Childcare Facilities to change the maximum children allowed by right from 12 to 15;
- ii. Body Art Establishments to change the distance requirement between body art establishments and sensitive uses from 1,000 feet to 500 feet five-hundred feet of another existing body art establishment, and
- iii. Off-Street Parking to reduce the off-street parking requirements for warehouse use from 1 parking space per 500 sq. ft. of floor area to 1 parking space per 1,000 sq. ft. of floor area and manufacturing use from 1 parking space per 500 sq. ft. of floor area to 1 parking space per 750 sq. ft. of floor area.

ATTACHMENTS

- A. Public Hearing Notice
- B. Planning Commission Resolution
- C. Draft Ordinance

DATE:	
PRESENTED TO MONTEBELLO CITY COUNCIL	
☐	APPROVED
☐	DENIED
☐	PULLED
☐	RECEIVED AND FILED
☐	CONTINUED
☐	REFERRED TO
DEPUTY CITY CLERK	



NOTICE OF PUBLIC HEARING **CITY OF MONTEBELLO CITY COUNCIL**

Zone Code Amendment (ZCA06-19, ZCA05-19, and ZCA03-19) Citywide

Project Description: A Zone Code Amendment to amend Title 17 of the Montebello Municipal Code for Childcare Facilities (ZCA06-19); Body Art Establishments (ZCA05-19); and Off-Street Parking (ZCA03-19).

Environmental: The proposal is not considered a "Project" under the California Environmental Act (CEQA).

NOTICE IS HEREBY GIVEN that the City of Montebello City Council will hold a public hearing on the said application. The meeting is scheduled on:

Date: Wednesday, September 11, 2019
Time: 6:30 p.m.
Place: City Hall Council Chambers
1600 W. Beverly Blvd.
Montebello, CA 90640

Any party interested in speaking may appear at the public hearing and comment on the project. Written comments may also be mailed or delivered to the City of Montebello City Council at the City Clerk Office address identified below. If you challenge the matter in court, you may be limited to raising those issues you or someone else raised at the public hearing, or in written correspondence delivered to the City of Montebello at, or prior to, the public hearing.

Persons interested in addressing the City Council are invited to attend the public hearing, or submit written comments to the City Clerk's Office by mail: City Clerk's Office, 1600 W. Beverly Blvd., City of Montebello, CA 90640, or email at: lguzman@cityofmontebello.com.

Communications to the City Council are public records and will become part of the City's files and records.

Further information is available by contacting the City Clerk or Planning Manager Mathew Feske at mfeske@cityofmontebello.com.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF MONTEBELLO, CALIFORNIA, FOR A ZONE CODE AMENDMENT (ZCA16-19) TO AMEND TITLE 17 OF THE MONTEBELLO MUNICIPAL CODE FOR CHILDCARE FACILITIES TO CHANGE THE MAXIMUM CHILDREN ALLOWED BY RIGHT FROM 12 TO 15 AND FOR BODY ART ESTABLISHMENTS TO CHANGE THE DISTANCE BETWEEN BODY ART ESTABLISHMENTS AND SENSITIVE USE FROM 1,000 FEET TO 500 FEET AND TO REDUCE THE OFF-STREET PARKING REQUIREMENTS FOR WAREHOUSE USE FROM 1 PARKING SPACE PER 500 SQUARE FEET OF FLOOR AREA TO 1 PARKING SPACE PER 1,000 SQUARE FEET OF FLOOR AREA AND MANUFACTURING USE FROM 1 PARKING SPACE PER 500 SQUARE FEET OF FLOOR AREA TO 1 PARKING SPACE PER 750 SQUARE FEET OF FLOOR AREA.

WHEREAS, the City of Montebello ("City") is a general law city, incorporated under the laws of the State of California, and has the power to make and enforce with its jurisdictional limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws of the State;

WHEREAS, the City has initiated a Zone Code Amendment (ZCA16-19) to increase the maximum allowed children for a childcare facility from 12 children to 15 children;

WHEREAS, the Zone Code Amendment (ZCA16-19) will comply with the State of California laws regulating childcare facilities, specifically the California Child Day Care Facilities Act – Cal. Health & Safety Code, Div. 2, Chaps. 3.4-3.6, §§ 1596.70 – 1597.621;

WHEREAS, the City has initiated a Zone Code Amendment (ZCA05-19) to reduce the distance between body art establishments and sensitive uses from 1,000 feet to 500 feet;

WHEREAS, the City has initiated a Zone Code Amendment (ZCA03-19) to reduce the required off-street parking for warehouse use and manufacturing use from 1 parking space per 500 sq.ft. of floor area to 1 parking space per 1,000 sq.ft. of floor area for warehouse use and 1 parking space per 750 sq.ft. of floor area for manufacturing uses;

WHEREAS, on February 19, 2019, the Planning Commission conducted a duly noticed public hearing and adopted a Planning Commission Resolution to recommend that the City Council approve the Zone Code Amendments ZCA16-19, ZCA05-19, and ZCA03-19; and

WHEREAS, all other legal prerequisites to the adoption of this Ordinance have occurred.

NOW, THEREFORE, the City Council of the City of Montebello ordains as follows:

SECTION 1. The foregoing recitals are true and correct and are hereby incorporated as substantive findings in this Ordinance.

SECTION 2. The following Zone Code Amendments as follows:

- Zone Code Amendment to Montebello Municipal Code Title 17, Appendix A, Footnote 7 as follows:

Footnotes for Appendix A:

7. By right if under fifteen children in R-zones.

- Zone Code Amendment to Montebello Municipal Code Title 17, Appendix A, Footnote 7 as follows:

Footnotes for Appendix A:

62. Body Art Establishment shall not be located within five-hundred feet of another existing body art establishment, and shall not be located within five-hundred feet of the following sensitive uses: a single-family detached dwelling; public or private elementary, intermediate, or high school; places religious assembly; libraries; public parks; or any city-owned facility.

- Zone Code Amendment to Montebello Municipal Code Title 17, Section 17.52.050 off-street parking requirements as follows:

17.52.050 - Parking space requirements.

Any Industrial Use

a) 1 per 750 sq. ft. of gross floor area for manufacturing uses

b) 1 for 1,000 sq. ft. of gross floor area for Warehouse and Distribution uses

SECTION 3. CEQA. The Zoning Code Amendment is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines. Sections 15060(c)(2) and 15060(c)(3) pertain to activities that will not result in a direct or reasonably foreseeable indirect change to the environment and that are not defined as a project under Section 15378.

SECTION 4. SEVERABILITY. If any section, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Montebello hereby declares that it would have passed this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

SECTION 5. EFFECTIVE DATE. This Ordinance shall become effective thirty (30) days after approval by the City Council.

SECTION 6. PUBLICATION. The City Clerk shall certify to the adoption of this Ordinance causing it to be posted as required by law.

PASSED AND ADOPTED this ____ day of _____ 2019.

Jack Hadjinian, Mayor

APPROVED AS TO FORM:

ATTEST:

Arnold M. Alvarez-Glasman
City Attorney

Irma Barajas
City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MONTEBELLO)

I, Irma Barajas, City Clerk of the City of Montebello, do hereby certify that the foregoing Ordinance No. _____ was introduced on _____, 2019, and duly adopted by the City Council of the City of Montebello at their regular meeting on _____, 2019, and carried by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City on this ____ day of _____ 2019.

Irma Barajas, City Clerk

NOTICE INVITING SEALED BIDS
FOR
STREET IMPROVEMENTS PROJECT
BEVERLY BLVD FROM NORTH 21ST STREET TO HOWARD AVENUE
FY 2019/2020
PROJECT No. 100.404.10
C.P. No. 866
RFP # 19-25

IN THE CITY OF MONTEBELLO

PUBLIC NOTICE IS HEREBY GIVEN that the City of Montebello as AGENCY, invites sealed bids for the above stated project and will receive such bids in the offices of the City Clerk, 1600 West Beverly Boulevard, Montebello, California 90640, up to the hour of **11:00 a.m. on October 7, 2019**. They will be publicly opened in the City Council Chambers at **11:10 a.m.** on the above date.

Copies of the contract documents are available on the City's website. In order to be on the Planholder List for this project, each bidder must submit a Bidders Information Sheet to hvahid@cityofmontebello.com or rlacayo@cityofmontebello.com. Bids will not be accepted unless the bidder is on the Planholder List. All questions from plan holders, are to be posted on the website and copied to the above email address.

To comply with SB 854, beginning January 1, 2015 the following applies:

1. No contractor or subcontractor may be listed on a bid proposal for public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
2. No contractor or subcontractor may be awarded a contract for public works on a public works project awarded on or after April 1, 2015, unless registered with the DIR.
3. The project is subject to compliance monitoring and enforcement by the DIR.
4. Require the prime contractor to post job site notices prescribed by regulation (regulation not created yet) or the City must post the notices itself.

The Contractor shall fill in the Department of Industrial Relations (DIR) Contractor Registration Number Form provided in Appendix "B" and submit it with the sealed Bid.

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on

the basis of race, color, national origin, ancestry, sex, marital status or religion in any consideration leading to the award of contract.

In entering into a public works contract, or subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor, or the Subcontractors, offers and agrees to assign to the awarding body all rights, title and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public work contract or the subcontract. This assignment shall be made and become effective as the time the awarding body tenders final payment to the Contractor, without further acknowledgement by the parties.

Bids must be prepared on the approved Proposal forms in conformance with the "Instructions to Bidders" and submitted in a sealed envelope plainly marked on the outside. The bid must be accompanied by certified or cashier's check, or bidder's bond, made payable to the AGENCY for an amount no less than ten percent of the amount bid.

Bidders attention is called to this project document requesting a base bid for the project work to be performed partially at nighttime. Nighttime regular schedule is from 8:00 PM to 5:00 AM.

Bidders must hold a valid California Class A or C-12 Contractor's License.

No bid will be accepted from a Contractor who has not been licensed in accordance with provisions of the Business and Professions Code. The successful Contractor and his subcontractors will be required to possess business licenses from the City.

The AGENCY will deduct **five percent (5%)** retention from all progress payments as specified in Section 9-3.2 of these Specifications. The Contractor may substitute an escrow holder surety of equal value to the retention and the Contractor shall be beneficial owner of the surety and shall receive any interest thereon.

The AGENCY reserves the right to reject any or all bids, to waive any irregularity and to take all bids, under advisement for a period of sixty (60) days.

The contract period for this project is **thirty-five (35) working days** from the effective date of the Notice-to-Proceed to be issued by the City.

Proposed Award Date: October 23, 2019

BY ORDER OF: The City of Montebello, California

Irma Barajas, City Clerk

Publishing Dates:

September 19, 2019 & September 26, 2019

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, City Manager

BY: Danilo Batson, Director of Public Works

SUBJECT: Approve Plans and Specifications for C.P. 866 – Beverly Boulevard Street Improvements Project From 21st Street to Howard Avenue (FY 2018/2019), a prepared by Infrastructure Engineers, find the project categorically exempt pursuant to the State Guidelines for Implementation of the California Environmental Quality Act (CEQA), per Section 15301, Class 1 (Existing Facilities), authorize Public Works Department to advertise for bids and designate October 7, 2019, at 11:10 AM, as the Bid Opening Date

DATE: September 11, 2019

RECOMMENDATION:

It is recommended that the City Council:

- 1) Approve Plans and Specifications for C.P. 866, Beverly Boulevard Street Improvements from 21st Street to Howard Avenue FY 2018/2019, as prepared by Infrastructure Engineers;
- 2) Find the project categorically exempt pursuant to the State Guidelines for Implementation of the California Environmental Quality Act (CEQA), per Section 15301, Class 1 (Existing Facilities);
- 3) Authorize the Public Works Department to advertise for bids and designate October 7, 2019, 11:10 AM as the bid opening date; and

BACKGROUND

As part of FY 2018-2019 Capital Improvement Budget, a total of \$643,031 in Prop C Funds has been allocated for Beverly Boulevard Street Improvements from 21st Street to Howard Avenue Project including design, geotechnical investigation, topographic survey, project management, bidding process, construction management and inspection.

The Project will consist of removal and reconstruction of existing concrete sidewalks, curb and gutters, driveway approaches, curb ramps, cold milling existing AC pavement,

adjustment of sewer manholes frames and covers, raising water valve covers to finished grade, installation of pavement markings, curb painting, and installation of traffic loops. A full set of plans and specifications are available for review in the Office of the City Clerk.

ANALYSIS

The total amount allocated to this Project for construction and administrative costs is \$643,031.

The Notice Inviting Bids has been prepared and will be published in a local newspaper on September 19, 2019 and September 26, 2019, and for two weeks on the Green Sheets. The notice and the plans and specifications will be posted on Planet Bids.

FISCAL IMPACTS

There is no significant fiscal impact from the recommended actions.

As part of FY 2018-2019 Capital Improvement Budget, a total of \$643,031 in Prop C Funds has been allocated for this Project. There is no impact to the City's General Fund.

SUMMARY

The City Council will consider finding the project categorically exempt pursuant to the State Guidelines for Implementation of the California Environmental Quality Act (CEQA), per Section 15301, Class 1 (Existing Facilities), approve the Project Plans and Specifications as prepared by Infrastructure Engineers, authorizing the Public Works Department to advertise for bids and designate October 7, 2019 at 11:10 AM, as the bid opening date and time.

ATTACHMENTS

Notice Inviting Bids

DATE:	
PRESENTED TO MONTEBELLO CITY COUNCIL	
☐	APPROVED
☐	DENIED
☐	PULLED
☐	RECEIVED AND FILED
☐	CONTINUED
☐	REFERRED TO
DEPUTY CITY CLERK	

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: René Bobadilla, City Manager

BY: Danilo Batson, Director of Public Works

SUBJECT: **Adopt a Resolution Re-appointing a Member and Alternate(s) to the Governing Board of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority**

DATE: September 11, 2019

RECOMMENDATION:

It is recommended that the City Council:

- 1) Approve a Resolution re-appointing one primary board member and one alternate board member representing the City of Montebello to the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority.

BACKGROUND/ANALYSIS

The City of Montebello is a member of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (GWMA). As a member, it is now time to appoint one primary board member and up to three alternates to represent Montebello on the Board of the GWMA.

In accordance to GWMA's Bylaws adopted on October 12, 2015, all non-Legislative Body appointments to the GWMA Board must be done by Resolution. Legislative Body appointments may be done by minute order.

GWMA Board Members and alternate Board Members serve two-year terms beginning October 1st of each odd-numbered year and concluding on September 30th two years later. The attached draft resolution would designate a Board Member and alternate Board Member(s) to serve continuously across successive two-year terms such that the governing body need not re-appoint the same persons to the GWMA Board every two years, unless the governing body desires to changes its designated Board Member and/or alternate Board Member or must otherwise fill a vacancy.

ITEM #17

Currently, the Director of Public Works, Danilo Batson, is the primary board member, and Administrative Analyst Cecilia Amaya, is the alternate board member for Montebello.

FISCAL IMPACTS

There is no fiscal impact from the recommended action.

SUMMARY

The City of Montebello City Council will consider appointment, by Resolution, of one primary board member and one alternate board member to represent the City of Montebello on the (GWMA).

ATTACHMENTS

Resolution

DATE:
PRESENTED TO MONTEBELLO CITY COUNCIL
☐ APPROVED
☐ DENIED
☐ PULLED
☐ RECEIVED AND FILED
☐ CONTINUED
☐ REFERRED TO
DEPUTY CITY CLERK

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO,
CALIFORNIA APPOINTING A MEMBER AND AN ALTERNATE TO THE
LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER
MANAGEMENT JOINT POWERS AUTHORITY GOVERNING BOARD (GWMA)**

WHEREAS, the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (GWMA) was formed in 2007 in response to the passage of two voter approved water bonds; Proposition 50, passed in 2002 and Proposition 84, passed in 2006; and

WHEREAS, the City of Montebello is a member of the GWMA; and

WHEREAS, each member agency shall appoint one Member and up to three Alternate Members to the Governing Board in accordance with the GWMA Bylaws, and

WHEREAS, pursuant to the GWMA Joint Powers Agreement and GWMA Bylaws, the Member and Alternate Member shall serve two-year terms beginning October 1st of each odd-numbered year.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. Effective October 1, 2019, Director of Public Works Danilo Batson, is appointed to serve as the GWMA Board Member representing the City of Montebello.

SECTION 2. Effective October 1, 2019, Administrative Analyst Cecilia Amaya, is appointed to serve as the GWMA alternate Board Member representing the City of Montebello.

SECTION 3. The Board Member and alternate Board Member designated above shall continue in their respective positions as if re-appointed for each successive two-year term, unless the Board Member or alternate Board Member is replaced by subsequent action of this legislative body or he or she ceases to be employed by the agency.

SECTION 4. That the City Clerk shall certify to the adoption of this Resolution by the City Council, and it shall thereupon be in full force and effect upon its execution.

PASSED, APPROVED AND ADOPTED THIS 11th DAY OF SEPTEMBER, 2019.

Jack Hadjinian, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Barajas, City Clerk

Arnold Alvarez-Glasman, City Attorney

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: René Bobadilla, City Manager

BY: Danilo Batson, Director of Public Works

SUBJECT: **Approval of Final Tract Map No. 74167 for Properties Located at 909 Oakwood Street**

DATE: September 11, 2019

RECOMMENDATIONS

It is recommended that City Council:

- 1) Approve Final Tract Map No. 74167.
- 2) Authorize the City Clerk, City Treasurer, and the City Engineer to execute the certificate on the map showing the City's approval of Final Tract Map No. 74167

BACKGROUND

On June 14, 2017, the City Council adopted Resolution 17-04 approving Tentative Tract Map No. 74167 for 8 parcels for condominium purposes.

Under the State Subdivision Map Act, an approved tentative tract map is valid for two (2) years. There has been steady and uninterrupted progress by the Applicant in working with City Staff to completing requirements for the Final Map. The Final Tract Map No. 74167 has been checked for mathematical accuracy and survey analysis, title information and for compliance with the State Subdivision Map Act.

The Applicant has provided a construction bond to ensure the completion of onsite and offsite improvements as required for Tract Map No. 74167. Bond No. 4419868 in the amount of \$158,975.74 dated May 30, 2018 was posted in order to guarantee the construction of required improvements. Onsite and offsite improvements have been substantially completed as of now.

ANALYSIS

The Final Tract Map No. 74167 has been checked and found to be accurate and complete and in compliance with the State Subdivision Map Act and the City of Montebello Municipal Code. A Construction Bond has been posted. As per Government Code 66411 (State Map Act), a subdivision agreement is waived in consideration that the Applicant is bound to complete all conditions of the Tract Map No. 74167 and by permit requirements.

FISCAL IMPACT

There is no impact on the City's General Fund as all costs are being paid by the developer.

ATTACHMENTS

Resolution 17-04

Tract Map No. 74167 (on file in the City Clerk's Office)

Construction Bond No. 4419868

DATE:
PRESENTED TO MONTEBELLO CITY COUNCIL
☐ APPROVED
☐ DENIED
☐ PULLED
☐ RECEIVED AND FILED
☐ CONTINUED
☐ REFERRED TO
DEPUTY CITY CLERK

**CITY OF MONTEBELLO
PLANNING COMMISSION**

RESOLUTION NO. 04-17

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MONTEBELLO RECOMMENDING CITY COUNCIL APPROVAL OF PLANNED DEVELOPMENT (PD05-16), ZONE CHANGE (ZC01-16), GENERAL PLAN AMENDMENT (GPA01-16), DENSITY OVERLAY, VARIANCE FOR THE DEVELOPMENT OF EIGHT TOWNHOMES AND TENTATIVE TRACT MAP 74167 (TTM01-16) AND ADOPTION OF A CEQA MITIGATED NEGATIVE DECLARATION, FOR AN EIGHT RESIDENTIAL TOWNHOMES LOCATED AT 909 WEST OAKWOOD STREET.

WHEREAS, Planned Development (PD05-16), Zone Change (ZC01-16), General Plan Amendment (GPA01-16), Density Overlay, Variance (VAR01-16) and Tentative Tract Map 74167 (TTM01-16) applications have been received and accepted;

WHEREAS, the Variance would reduce the minimum site area requirement for a residential planned development;

WHEREAS, the Planned Development would allow eight residential townhome project;

WHEREAS, the Zone Change would change the zone from R-1 (Single Family Residential) to R-3-PD-D-27 (Multiple-Family Residential; Planned Development; Density Overlay 27 units per acre);

WHEREAS, the General Plan Amendment would change the land use designation from Low Density Residential to High Density Residential;

WHEREAS, the Density Overlay would allow for a density of up to 27 units per acre;

WHEREAS, the Tentative Tract Map 74167 would create eight air parcels for condominium purposes;

WHEREAS, pursuant to section 21067 of the Public Resources Code, and section 15367 of the State CEQA Guidelines (Cal. Code Regs., tit. 14, §15000 et seq.), the City of Montebello is the lead agency for the proposed Project;

WHEREAS, the said project is considered a "project", per the California Environmental Quality Act definition of a "project";

WHEREAS, in accordance with State CEQA Guidelines section 15063, the City prepared an Initial Study which analyzed the potential environmental impacts of the Project and found with mitigation the potential environmental impacts can be reduced to a significance thresholds of Less Than Significant;

WHEREAS, the mitigation measures necessary to reduce Project impacts to Less Than Significant are included as Exhibit A "Mitigation Monitoring and Reporting Program" (MMRP) as a part of this Resolution;

WHEREAS, a Notice of Intent was prepared and recorded at the Los Angeles County Clerk Office notifying the public of the public review period; and

WHEREAS, a duly notice public hearing has been held, at which the Planning Commission received and considered staff presentations, recommendations, public testimony, and all other matters presented at the public hearing and included in the record for this matter; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, the Planning Commission of the City of Montebello resolves that:

SECTION 1. The foregoing recitals are true and correct and are hereby incorporated as substantive findings in this Resolution.

SECTION 2. That the Planning Commission makes the findings set forth below, and recommends that the City Council make such findings and approve and adopt a CEQA Initial Study/Mitigated Negative Declaration with the MMRP:

1. An Initial Study was prepared which analyzed the potential environmental impacts and found with mitigation the potential environmental impacts can be reduced to a significance of Less Than Significant, as such a Mitigated Negative Declaration is appropriate.
2. The Mitigation Monitoring and Reporting Program (MMRP) lists the mitigation measures to bring the environment impacts to a significance level to LESS THAN SIGNIFICANT.

SECTION 3. That the Planning Commission hereby finds and declares as follows:

1. The proposed Variance, per the Montebello Municipal Code Section 17.72.060:
 - a. That there are special or unusual circumstances applicable to the property involved, such as size, shape, topography, location or surroundings, which do not generally apply to other properties in the vicinity included in the same zone as the subject property.

The property is surrounded by multiple family developments on properties that are in the R-1 zone. The minimum site area requirement restricts the ability of the property to develop a multiple family residential project. As such the property does not have the same benefits as the surrounding properties;

- b. That due to such special or unusual circumstances, the strict application of the provisions of the code would result in practical difficulties or unnecessary hardships, or would deprive such property of privileges enjoyed by other properties in the vicinity and under identical zoning classification

The property is surrounded by multiple family developments on properties that do not meet the minimum site area required for a Planned Development application, residential development type. The minimum site area requirement restricts the property from the same benefits as the surrounding properties;

- c. That the variance is necessary for the preservation of a substantial property right of the applicant to facilitate a reasonable use of the subject property which right is possessed by other property in the same vicinity and zoning as the subject property;

The property is surrounded by multiple family developments and the minimum site area requirement restricts the property from substantially the same property rights to develop multiple family residential as the surrounding properties;

- d. That the granting of the variance will not cause an adverse effect on the public welfare or surrounding properties; and

The granting of the variance will allow the development of a multiple family residential project that would provide housing opportunities. The surrounding properties are mostly multiple family residential developments. As such there would be minimal impact to the surrounding properties; and

- e. That the granting of such variance will be consistent with the general purpose and intent of this code and will not adversely affect the general plan.

The granting of the variance would be consistent with the intent of the code and would not adversely affect the General Plan.

- 2. The proposed residential project is in compliance with the provisions of the Planned Development Chapter of the Montebello Municipal Code. The proposed Planned Development application will allow the adoption of a Precise Plan of Development allowing eight residential condominium units. A Planned Development is a master planning mechanism for the development of larger parcels of land in residential, commercial and manufacturing zones where the existing underlying development standards do not functionally allow for reasonable development. Due to the surrounding uses, a Planned Development is the appropriate tool for development of the site. As proposed, the precise plan of development will allow for a more superior development

than what could be achieved under the current zoning and will be consistent with the Montebello Municipal Code.

3. The proposed Zone Change will change the zone from R-1 (Single Family Residential) to R-3-PD-D-27 (Multiple-Family Residential; Planned Development; Density Overlay 27 units per acre). The Zone Change would not be harmful to the public health, safety and general welfare of the surrounding area and community
4. Is consistent with the subdivision regulations, with the general intent of the zoning regulations, with the general plan, and with any applicable specific plan. The proposed Precise Plan of Development will allow the creation of eight air parcels/condominiums that will be in compliance with the subdivision regulations.
5. Is compatible with present and future development of the property within the immediate vicinity and is compatible with the development pattern in the vicinity.
6. Is consistent with the general peace, health, safety and general welfare. The proposed project is compatible with the surrounding uses and is consistent with purposes of the General Plan and Code ensuring the general peace, health, safety, and welfare in the area.
7. That the permitted uses and development standards adopted as part of the Planned Development will not be detrimental to present and potential surrounding uses. The proposed Precise Plan of Development allows for the subject site to be master planned in such a way so as to minimize impacts to the abutting residential uses is compatible to the surrounding uses. Although the project may not meet all the strict applications of the code as it relates to maximum density, building height, front yard setback and off-street parking, the Precise Plan of Development is a functional design that has been designed to accommodate the property to be developed in a way that has a beneficial effect and minimizes its impact to the surrounding area.
8. That the proposed on-site driveways and access points are adequate to accommodate the traffic volume generated by the proposed Planned Development, and increased densities will not generate traffic in such amounts as to overload the street network outside. A Focused Traffic Analysis was required. Based on the conclusion of the analysis, all of the surrounding streets will be able to handle the increase in traffic volume
9. That the exceptions, if any, from the development standards of the zoning code are warranted by the design and amenities, as incorporated, are in accord with adopted policies of the Planning Commission and the City Council. The proposed Precise Plan of Development allows for the master planning of the site. Although the

project may not meet all the strict application of the code as it relates to maximum density, building height, front yard setback and off-street parking, the Precise Plan is a functional design that minimizes its visual impact to the surrounding area.

10. That the existing or proposed utility services and facilities are adequate for the proposed population densities and residential uses. The utility providers in the community have indicated that they can accommodate the addition of eight residential condominium units.
11. That the proposed buildings and structures are situated in such a manner to minimize impacting the privacy of existing abutting residential uses and have minimal to no impacts in regards to privacy of existing abutting residential uses.

SECTION 4. The Planning Commission finds that the foregoing conditions of approval are necessary and appropriate.

Planning

1. The applicant shall defend, indemnify, and hold harmless the city, its elected and appointed officials, agents, officers, and employees from any claim, action, or proceeding brought against the city, its elected and appointed officials, agents, officers, or employees arising out of, or which are related to the applicant's project or application (collectively referred to as "proceedings"). The indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the city, if any, and cost of suit, attorney's fees, and other costs, liabilities, and expenses incurred or awarded in connection with the proceedings whether incurred by the applicant, the city and/or the parties initiating or bringing such proceedings. This indemnity provision shall include the applicant's obligation to indemnify the city for all the city's costs, fees, and damages that the city incurs in enforcing the indemnification provisions set forth herein. The city shall have the right to choose its own legal counsel to represent the city's interest in the proceedings.
2. The applicant shall sign, notarize, and return to the Planning Department an affidavit accepting all Conditions of Approval of Planned Development (PD05-16) within 30 days from the date of the approval in accordance with Montebello Municipal Code Section 17.70.090. The applicant acknowledges and understands that all conditions set forth in this Resolution are conditions precedent to the grant of approval and failure to comply with any condition contained herein shall render this approval non-binding as against the city and shall confer applicant no legal rights under the law.
3. The development and utilization of the subject site shall substantially conform to the approved precise plan and tentative tract map, for the use, except as provided for herein and by subsequent revisions found

by the Director of Planning and Community Development to be in substantial compliance with these provisions.

4. The development of the subject site shall be consistent with all of the provisions of the Montebello Municipal Code (MMC) and Planned Development (PD05-16).
5. The Director of Planning and Community Development, at any time, can call for a review of the approved precise plan associated with the Planned Development (PD05-16), Tract Map 74167 (TTM01-16), and/or conditions of approval at a duly noticed public hearing before the Planning Commission. Modifications or new condition(s) may be added to reduce any impacts of the use. The Planning Commission may revoke the Planned Development (PD05-16) if sufficient cause is given.
6. The applicant or successor in interest shall meet the applicable Code requirements and all other City Departments regulations.
7. The General Plan Amendment (GPA01-16) and Zone Change (ZC01-16) shall remain in full force and effect on the property, unless otherwise specifically noted in this Resolution.
8. The property owner will bear the full costs of all monitoring and inspection activities to be conducted by City staff, or its designated representative(s), as necessary to ensure compliance with the conditions of this Resolution.
9. Any change, expansion, intensification and/or modification to the approved precise plan, Tract Map, use, or mode of operation shall be subject to the review and approval by the Director of Planning and Community Development who may take action or call for review by the Planning Commission at a noticed public hearing.
10. The property owner shall have all graffiti on-site removed within 24 hours of its appearance.
11. The operation of the said use shall at all times be conducted in a manner not detrimental to surrounding properties or residents by reason of lights, noise, activities, parking or other actions.
12. The property owner or Homeowners Association shall take the necessary steps to assure the orderly conduct of residents and visitors on the premises.
13. The parking area shall be sufficiently lit and secured to discourage loitering and/or late night activity.
14. All outdoor utilities, machinery, and equipment, including roof-mounted equipment, shall be completely screened from the public right-of-way,

in a manner that is compatible with the structure. The method of screening shall be subject to the review and approval of the Director of Planning and Community Development and the Building Official prior to issuing building permits.

15. This approval shall not supersede the approval of any other responsible agencies. The applicant shall comply with all Federal, State and local laws.
16. The approval of this Planned Development (PD05-16) and Tract Map 74167 shall expire if the rights granted are not exercised within two (2) years from the effective date of this Resolution. Exercise of rights shall mean the issuance of a building permit or grading permit and continuous improvements or construction.
17. The approval of this Planned Development (PD05-16) and Tract Map 74167 can be extended up to and not to exceed an additional two (2) years with a written request by the property owner stating the reason and need for an extension and upon review and approval by the Director of Planning and Community Development.
18. In the event of a violation of the precise plan associated with Planned Development (PD05-16), Tract Map, or conditions of approval, no further permits, licenses, approvals or certificates of occupancy shall be issued until such violation has been fully remedied.
19. Any trash, debris, or overgrown vegetation shall be removed from the project site within 24 hours and the project site shall be properly fenced and kept clean to prevent any trash, debris, or overgrown vegetation onto neighboring properties or onto the public right-of-way.
20. If, at any time, a trash, debris, or overgrown vegetation problem arises, the Director of Planning and Community Development may require a clean-up plan to be submitted and reviewed. The clean-up plan shall include a schedule of time and frequency of clean-up activities. Upon approval of the plan by the Director of Planning and Community Development, the measures of the plan shall be implemented. This condition may require the property owner to post a bond to ensure clean-up compliance.
21. The development and utilization of the site shall comply with all the provisions of all of the current Building, Plumbing, Mechanical, Electrical Codes and City Ordinances, as well as additional requirements from the Montebello Building and Safety Division.
22. All signage is subject to final review and approval by the Director of Planning and Community Development.
23. All temporary signage is subject to the restrictions of the City's sign ordinance.

24. No pay telephone(s) on the exterior of the premises.

25. The Planning Commission, and the City Council on appeal, shall have the right to impose additional conditions for the protection of the public health, safety and welfare.

26. The following development standards per MMC Section 17.38.070, the required precise plan of development shall conform to the following design criteria:

- a. The plan shall be comprehensive, with respect to land, buildings, landscaping and their interrelationships;
- b. The plan shall provide for adequate open space, circulation, off-street parking and pertinent amenities. Buildings, structures and facilities in the project site shall be well integrated, oriented and related to the topographic and natural landscape features of the site, as well as the surrounding development patterns. In situations where multi-story structures are proposed to be developed abutting residentially developed properties, due consideration should be given to the privacy of the existing residential uses;
- c. The internal street system shall not be a dominant feature in the overall design; rather it should be designed for the efficient and safe flow of vehicles without creating a disruptive influence on the activity and function of any common areas and facilities in the project site;
- d. Common areas and recreational facilities (if provided) shall be readily accessible to the occupants of the dwelling units and shall be related to any common open space provided in the project site;
- e. Architectural harmony within the development and design compatibility with the surrounding existing and expected future development shall be obtained so far as feasible;
- f. The development characteristics such as lot area, frontage and width, coverage, density, yards/setbacks, building heights, landscaping and parking depicted in the plan shall be the standards of the underlying zoning designations. Exceptions to these standards may be allowed by the planning commission and city council when it can be demonstrated that such modified standards would result in more desirable development and are warranted in terms of the relationship of the total proposed development or units thereof to the general plan.

27. The following conditions for planned development district per MMC Section 17.38.100) shall be as follows:

- a. Compliance with Precise Plan of Development. All improvements within a planned development district shall substantially conform to the precise plan of development as adopted, amended or modified;
- b. Construction in Stages. A plan may provide for construction in phases provided that each phase includes a description of location, structures, infrastructure and the timing for completion of all phases does not exceed the time limit established in the plan; and
- c. Covenants, Conditions and Restrictions. Forms for covenants, conditions and restrictions, approved by the city attorney, may be established as a part of each precise plan of development, as the city council may direct, so as to insure compliance with the provisions of this title.

Public Works

28. The proposed development includes 8 condominium units with a private streets/alley-type drives.

29. As a condition of approval of the final tract map, the following requirements shall be satisfied:

- i. Payment of all fees for processing the final map.
- ii. Submittal of a final tract map for condominium purposes prepared in conformance with the Subdivision Map Act and approved by the City Engineer. A Title Report current within sixty (60) days of submittal of the final map.
- iii. A Traffic Impact Study was submitted and evaluated by the City. There are no foreseen impacts on traffic resulting from this project. Post project parking impacts will be evaluated by the City.
- iv. The final tract map should show a right of way dedication which provides a 30' radius property line at the corner of Oakwood Avenue and Spruce Street.
- v. Replacement of existing damaged curb & gutter and sidewalk is required. A landscaped parkway is required. New AC Pavement to half street (2" Grind and Overlay) is required along both street frontages.
- vi. Upgraded ADA ramps are required at all four corners in the intersection of Oakwood Street & Spruce Street.

- vii. Street trees will be required in the public parkways per Public Works standards.
- viii. Provide underground service to the project as required by local utility companies.
- ix. Improvement plans prepared by a Registered Civil Engineer for all offsite improvements shall be submitted to Public Works for review and approval.
- x. A Street Works Permit for all work within the City Right-of-Way shall be obtained from the Engineering Division.
- xi. In lieu of constructing the required public improvements prior to approval of the final map, the Developer may submit bonds to defer the improvements for one year.
- xii. Submittal of "Will Serve" letters from all utility companies who will be required to serve the new site, including but not limited to, South Montebello Irrigation District and telephone and cable Providers.

30. Prior to issuance of the Building Permit, all conditions indicated in Condition #29 and the following additional requirements shall be satisfied:

- i. Submittal of a Soils/Geology Report prepared by a registered Geotechnical Engineer/Geologist.
- ii. Submittal of a Grading Plan for review and approval to be prepared by a registered Civil Engineer in conformance with the City's LID.
- iii. Submittal of a Hydraulic/Hydrology Report prepared by a Registered Civil Engineer for review and approval by the City Engineer, which includes calculations for any drainage device and which confirms the capacity and condition of the existing drainage system to accept flow from proposed development.
- iv. Submittal of a Erosion Control Plan which conforms with the NPDES requirements prepared by a Registered Civil Engineer for review and approval by the City Engineer. The proposed development drains to a storm drain system which is owned and operated by the Los Angeles Department of Public Works.
- v. Submittal of an NPDES Project Evaluation Form and a Storm Water Pollution Prevention Plan (SWPPP). A sample SWPPP for all projects greater than one acre can be obtained from the following internet site:
[www.cabmphandbooks.com/Documents/Construction/Appendix B.pdf](http://www.cabmphandbooks.com/Documents/Construction/Appendix_B.pdf)).

- vi. Submit a Utility Plan for review and approval by Public Works for the construction of any proposed offsite or private onsite sanitary sewer and water systems. Show all proposed underground utilities that would serve the proposed development.
- vii. Obtain a Grading Permit from the Engineering Division of Public Works. Prior to issuance of the Grading Permit, all conditions indicated in Section 30 and 31 shall be satisfied.

Fire

31. The development and utilization of the site shall comply with all the provisions of all of the California Fire Code, International Fire Code, and National Fire Protection Association standards as well as additional requirements from the Montebello Fire Department.

SECTION 5. Based upon the findings set forth in Section 1 and Section 2 and Section 3 of this Resolution, the Planning Commission recommends that the City Council approve Planned Development (PD05-16), Zone Change (ZC01-16), General Plan Amendment (GPA01-16), Density Overlay, Variance for the development of eight townhomes and Tentative Tract Map 74167 (TTM01-16) to allow construction and operation of the Project, subject to the conditions of approval set forth in Section 4 of this Resolution, which the Planning Commission finds and declares are necessary and appropriate.

PASSED AND ADOPTED this 18th day of March, 20167

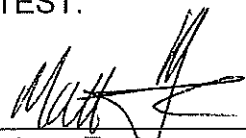
AYES: Gonzales, Sotelo, Calland, and Mooradian

NOES:

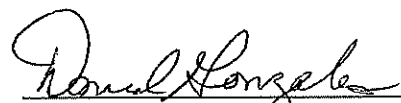
ABSENT: Zazueta

ABSTAIN:

ATTEST:



Matthew Feske
Secretary to the Planning Commission



Daniel Gonzales, Chair

Bond Number: 4419868
Premium: \$4,769.00

**CITY OF MONTEBELLO
ENGINEERING DIVISION**

FINE GRADING AND ONSITE IMPROVEMENT PERMIT BOND

Pertaining to Grading Permit No. G18-000-003

=====

KNOW ALL MEN BY THESE PRESENTS:

That we, Niteam Corporation

as principal, and SureTec Insurance Company

Corporation,
a Limited Liability

Company, as surety, are held and firmly bound unto the CITY OF MONTEBELLO,
a municipal corporation of the State of California, in the sum of One Hundred Fifty Eight

Thousand Nine Hundred Seventy Five 74/100 Dollars (words), \$ 158,975.74

lawful money of the United States, for the payment of which, well and truly to be made,
we hereby bind ourselves, jointly and severally, firmly by these presents, subject to the
following terms and conditions:

WHEREAS, an application by the above named principal has been made to the City
Engineer of the City of Montebello for the issuance to said principal of a grading permit
to perform excavation and/or fill work within the City of Montebello in accordance with
the provisions of Article VIII, Chapter 7, of the Montebello Municipal Code; and

WHEREAS, the City of Montebello Municipal code requires, as a condition precedent to
the issuance of said permit, that the principal shall furnish a bond in the above amount to
the City of Montebello, conditioned as hereinafter set forth:

NOW THEREFORE, if the principal shall well and truly comply with all of the provisions
of Article VIII, Chapter 7 of the Montebello Municipal Code and all other applicable laws
and ordinances; and

Comply with all of the terms and conditions of the permit for excavation and/or fill issued
pursuant to said application to the satisfaction of the City Engineer; and

Complete all of the work contemplated under the permit within the time limit specified in
the permit;

THEN, upon completion of all work and conditions set forth, this obligation shall become
void; otherwise it shall remain in full force and effect.

It is understood that the liability of the principal and surety upon this bond, shall be in effect from the date hereof, and remain in effect until the completion, to the satisfaction of the City Engineer of the City of Montebello, of all the terms and conditions of said City of Montebello

Fine Grading and Onsite Improvement Permit Bond

Grading Permit. Such completion shall be evidenced by the issuance of a Fine Grading Certificate.

It is further understood that the time limit specified in the permit above mentioned, may be extended for good and sufficient cause by the City Engineer of the City of Montebello. No such extension of time shall be valid unless the same be in writing, and no such extension of time shall release the principal or surety from the obligation of this bond.

IN WITNESS WHEREOF, the principal and surety caused this bond to be executed this 30th day of May, 2018.

(Seal) Principal

Niteam Corporation

830 N Wilcox Ave, Montebello, CA 90640

(Seal) Surety

SureTec Insurance Company

3131 Camino del Rio N, Suite 1450, San Diego, CA 92108

Andrew Sysyn

Attorney-in-fact

(This bond must be acknowledged both as to principal and surety before a Notary Public.)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

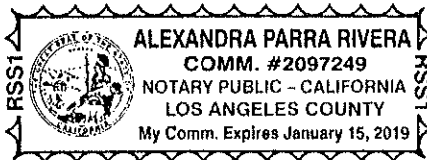
State of California)
County of Los Angeles)

On June 5, 2018 before me, Alexandra Parra Rivera notary public
Date Here Insert Name and Title of the Officer
personally appeared Arnulfo Ruiz
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Alexandra Parra Rivera
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: City of Montebello Engineering Division Document Date: May 30th 2018
Number of Pages: 2 Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Arnulfo Ruiz
☒ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

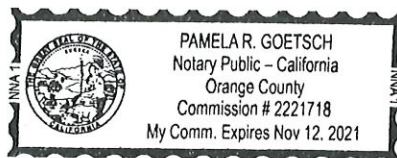
State of California)

County of Orange)

On May 30, 2018 before me, Pamela R. Goetsch, Notary Public,
Date Here Insert Name and Title of the Officer

personally appeared Andrew Sysyn
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Pamela R. Goetsch
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

☐ Corporate Officer — Title(s): _____

☐ Partner — ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

Signer Is Representing: _____

Signer's Name: _____

☐ Corporate Officer — Title(s): _____

☐ Partner — ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

Signer Is Representing: _____

SureTec Insurance Company

LIMITED POWER OF ATTORNEY

Know All Men by These Presents, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

Andrew Sysyn, Pamela Goetsch

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for, providing the bond penalty does not exceed

Five Million and 00/100 Dollars (\$5,000,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the CEO, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20th of April, 1999.)

In Witness Whereof, SURETEC INSURANCE COMPANY has caused these presents to be signed by its CEO, and its corporate seal to be hereto affixed this 14th day of May, A.D. 2018.

SURETEC INSURANCE COMPANY

By:

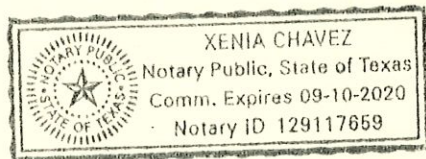
John Knox Jr., CEO

State of Texas
County of Harris

ss:



On this 14th day of May, A.D. 2018 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is CEO of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



Xenia Chavez, Notary Public

My commission expires September 10, 2020

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this 30th day of May, 2018, A.D.

M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity.
For verification of the authority of this power you may call (713) 812-0800 any business day between 8:30 am and 5:00 pm CST.

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: René Bobadilla, City Manager

BY: David Sosnowski, Director of Recreation & Community Services

SUBJECT: **Appropriation of Cannabis Permit Fees for Parks Master Plan and Facilities Needs Assessment**

DATE: September 11, 2019

RECOMMENDATION

It is recommended that the City Council:

- 1) Authorize staff to begin the process of updating the City's Parks Master Plan (PMP) and conduct a Facilities Needs Assessment (FNA) by formulating and issuing a Request for Proposals seeking qualified firms to produce the Parks Master Plan and to conduct the Facilities Needs Assessment.
 - 2) Authorize the expenditures for the Parks Master Plan and Facilities Needs Assessment for an amount not to exceed \$300,000;
 - 3) Approve the attached Resolution appropriating General Fund unassigned balance to fund those expenditures.
-

BACKGROUND

The purpose of a PMP is to serve as a planning and asset management tool for the City's open spaces and parks. Preparation of a PMP is done in efforts to improve quality of life for current and future residents by compiling strategies to sustain and enhance the current park system. Additionally, the PMP would aid in providing an understanding of the recreational and open space assets the City owns and operates and the financial investments it requires to maintain, repair and/or improve these assets.

The City of Montebello's current PMP was adopted in 1992. Since its adoption, the City's parks have been adapted and modified and the number of recreation facilities has increased. The specific needs and maintenance for these parks and facilities has changed over time. In 2016, the City of Montebello participated in the Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment which concluded that many of our parks and their amenities were in fair to poor condition.

Additionally, a Facilities Needs Assessment will provide a comprehensive report regarding current and future needs at other existing City owned facilities. The FNA is useful towards future planning of capital improvement projects and current and on-going maintenance considerations.

In FY18-19, the City's General Fund financial operations achieved a \$3.2 million surplus; \$1.4 million of that surplus was due to commercial cannabis applications.

FISCAL IMPACT

It is estimated that a comprehensive PMP will cost \$300,000 and an additional \$100,000 would be needed for a comprehensive FNA. It is recommended that funding for this project comes from the FY18-19 cannabis application fees already received that have not yet been allocated or programmed.

SUMMARY

The City collected \$1.4 million in commercial cannabis application fees in FY18-19 which is included in the City's General Fund unassigned balance.

It is recommended that the City Council approve the recommendation from staff to formulate and issue Request for Proposals seeking qualified firms to produce a comprehensive Parks Master Plan and Facilities Needs Assessment and adopt the attached resolution appropriating \$400,000 from General Fund unassigned balance to cover the estimated cost of developing both documents.

ATTACHMENT

1. Resolution to Appropriate Funds for the Parks Master Plan and Facilities Needs Assessment

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF COUNCIL OF THE CITY OF
MONTEBELLO AUTHORIZING THE APPROPRIATION OF
FUNDS FOR PARKS MASTER PLAN AND FACILITIES NEEDS
ASSESSMENT

THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES RESOLVE AS FOLLOWS:

SECTION 1. That the Director of Finance is hereby authorized to make the following appropriations:

FROM		TO	
<u>Account Number</u>	<u>Amount</u>	<u>Account Number</u>	<u>Amount</u>
100-2900	\$400,000	100-70-550-6040.10	\$400,000
(Unassigned Funds)		(CCA-Outside Contracts)	

SECTION 2. That the City Clerk shall certify to the adoption of the Resolution, which shall become effective immediately upon approval.

ADOPTED AND APPROVED this 11th day of September, 2019.

Jack Hadjinian, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Barajas
City Clerk

Arnold M Alvarez-Glasman
City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MONTEBELLO)

I, Irma Barajas, City Clerk of the City of Montebello, do hereby certify that the foregoing City Council Resolution No. _____ was duly and regularly approved and adopted by the City Council of the City of Montebello at their meeting held on the 8th day of March, 2019, as approved by law by the following vote:

AYES:
NOES:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City on the _____ day of _____, 2019.

IRMA BARAJAS, City Clerk

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

DATE: September 11, 2019

TO: Honorable Mayor and Members of City Council

FROM: Reñe Bobadilla, City Administrator

BY: Tom Barrio, Director of Transportation

SUBJECT: **Approval and Adoption of the Transportation Department's Title VI Program**

RECOMMENDATION

It is recommended that the City Council:

1. Approve and adopt the Transportation Department's Title VI Program in compliance with new requirements.

BACKGROUND

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. As a recipient of Federal Transit Administration (FTA) funding, the City of Montebello is required to be in compliance with the Department of Transportation's (DOT) Title VI Program that demonstrates that no transit program or service provided by the City creates discrimination toward any demographic of the population served by that program or service. The Title VI Program is required to be updated every three years and submitted to the FTA for review and approval. The City's current Title VI Program was adopted in June 2016.

ANALYSIS

Staff has prepared a new Title VI Program in accordance with FTA Circular 4702.1B, dated October 1, 2012. The Title VI Program provides the City's commitment to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color, or national origin. Specifically, the Title VI Program requires the following contents:

- Notice of Rights under Title VI

- How to file a complaint, copy of complaint form
- List of Title VI investigations, complaints or lawsuits
- Public Participation Plan
- Limited English Proficient (LEP) Plan
- Racial breakdown of non-elected Advisory Councils
- Narrative describing sub-recipient monitoring
- Governing body resolution or minutes demonstrating approval of the program;

FISCAL IMPACT

Approval of this item will ensure compliance with FTA and DOT mandated requirements and enable the City to continue receiving federal grants.

SUMMARY

Once approved by the City Council, this Title VI Program will be submitted to the FTA for review and final approval. Failure to provide, or update this document every three years could result in the loss of future FTA funds that the City needs to provide its transit service

ATTACHMENTS

Montebello Bus Lines Title VI Plan, June 2019

DATE:
PRESENTED TO MONTEBELLO CITY COUNCIL
☐ APPROVED
☐ DENIED
☐ PULLED
☐ RECEIVED AND FILED
☐ CONTINUED
☐ REFERRED TO
DEPUTY CITY CLERK

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO
APPROVING AND ADOPTING THE TRIENNIALLY UPDATED POLICY
REGARDING THE FEDERAL TRANSIT ADMINISTRATION (FTA) TITLE VI
PROGRAM**

WHEREAS, the City of Montebello Transportation Department is an eligible recipient of federal financial assistance for transportation services; and

WHEREAS, to receive federal funds, the City is required to adhere to Title VI of the Civil Rights Act of 1964 (49 CFR part 21) regulations that prohibit discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

WHEREAS, to ensure compliance with Title VI regulations, and receipt of federal financial assistance for transportation, the City integrates programs and activities considerations expressed in the U.S. Department of Transportation's (DOT) Policy Guidance Concerning Recipients' Responsibility to Limited English Proficient Persons (70 FR 74087, December 14, 2005) into its applicable policies and procedures; and

WHEREAS, the City is fully committed to ensure that no person is excluded from participation in, or denied the benefits of, its services on the basis of race, color or national origin as protected by Title VI of the Civil Rights Act of 1964 (49 CFR part 21), as amended; and

WHEREAS, on October 1, 2012, DOT's Federal Transit Administration (FTA) issued Circular 4702.1B, which sets out additional criteria for recipients of federal financial assistance; and

WHEREAS, to be in compliance, the City must submit an updated Title VI Program to the FTA every three years (triennially); and

WHEREAS, the triennially updated Title VI Program must be approved by an eligible recipient's governing body prior to submission; and

WHEREAS, the Title VI Program must contain the following eight elements:

- Notice of Rights under Title VI
- Instructions on how to file a Title VI complaint and a copy of complaint form
- List of the recipient's Title VI investigations, complaints and/or lawsuits
- Public Participation Plan
- Limited English Proficient (LEP) Plan
- Racial breakdown of non-elected Advisory Councils
- Narrative describing sub-recipient monitoring
- Governing body resolution or minutes demonstrating approval of the program;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montebello as follows:

SECTION 1. That the City Council hereby adopts the Title VI Program attached hereto as Exhibit A, and that said policy shall take effect immediately.

SECTION 2. That the City Administrator, or his/her designee, is hereby authorized to develop, implement, monitor and execute all required documents necessary to comply with Title VI Program requirements of 49 CFR part 21 and FTA Circular 4702.1B

SECTION 3. That the City Clerk shall attest and certify to the passage and adoption of this resolution and it shall become effective immediately upon its approval.

CERTIFICATION The undersigned duly qualified City Clerk, acting on behalf of the City of Montebello, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the City Council of Montebello held on September 11, 2019.

JACK HADJINIAN, MAYOR

ATTEST:

APPROVED AS TO FORM:

IRMA BARAJAS-CITY CLERK

ARNOLD M. ALVAREZ-GLASMAN,
CITY ATTORNEY

AYES:

NOES:

ABSENT:

ABSTAIN:

TITLE VI PROGRAM

JUNE 2019



Montebello
BUS LINES

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CHAPTER I: MONTEBELLO BUS LINES OVERVIEW**A. Purpose**

The Federal Transit Administration (FTA) within the U.S. Department of Transportation requires that federally funded transit agencies submit a triennial program to ensure compliance with Title VI of the Civil Rights Act of 1964. Title VI regulations were set forth to assure equal access to transit services regardless of race, ethnicity, gender, or income. To demonstrate compliance with these provisions, Montebello Bus Lines is submitting this program in accordance with FTA Circular 4702.1B.

B. Background of the City

The City of Montebello is located nine miles east of downtown Los Angeles. The City is surrounded by the cities of Monterey Park and Rosemead to the north, City of Commerce to the south, Los Angeles and East Los Angeles to the west, and the City of Pico Rivera to the east. The City covers an area of 8.2 square miles. The 2017 Census reports a population of 62,632, which gives the City a population density of 7,546 persons per square mile. The City is primarily Hispanic accounting for 77.6% of the population; followed by Anglo accounting for 59.4% of the population; and Asian who account for 13.2% of the population.

C. Montebello Bus Lines

Transportation service began in the City of Montebello in 1910 with one motorized coach. The City of Montebello was predominantly an agricultural community; however, World War I and the discovery of oil in the Montebello Hills quickly changed the community. By 1917, there were four private companies competing for passengers among the influx of workers drawn to the area.

In 1922, two years after the incorporation of the City of Montebello, the City officially began a municipal bus service. Six years later, the City sold the operation to Motor Transit Company, a division of the Southern Pacific Railroad. The Motor Transit Company later became Pacific Electric; operators of the famed "red cars". In 1931, the City established Montebello Bus Lines (MBL) with the acquisition of a bus terminal on Greenwood Avenue and the purchase of the lines from Pacific Electric.

Currently, MBL serves over five (5) million passengers a year throughout the communities of Alhambra, Bell Gardens, Boyle Heights, Commerce, Downtown Los Angeles, East Los Angeles, La Mirada, Montebello, Monterey Park, Pico Rivera, Rosemead, San Gabriel, San Marino, South Gate and Whittier. Moreover, during its peak period, MBL operates sixty-six (66) transit vehicles that provide service throughout several urbanized areas in Los Angeles County. Within this area, MBL provides connecting service to high demand rail stations such as the Montebello / Commerce Metrolink station, Metro Blue Line, Metro Red Line and four stations along the newly constructed Metro Gold Line; as well as connects with multiple transit providers in the heavily congested Downtown Los Angeles area. MBL also maintains 168 bus stops within

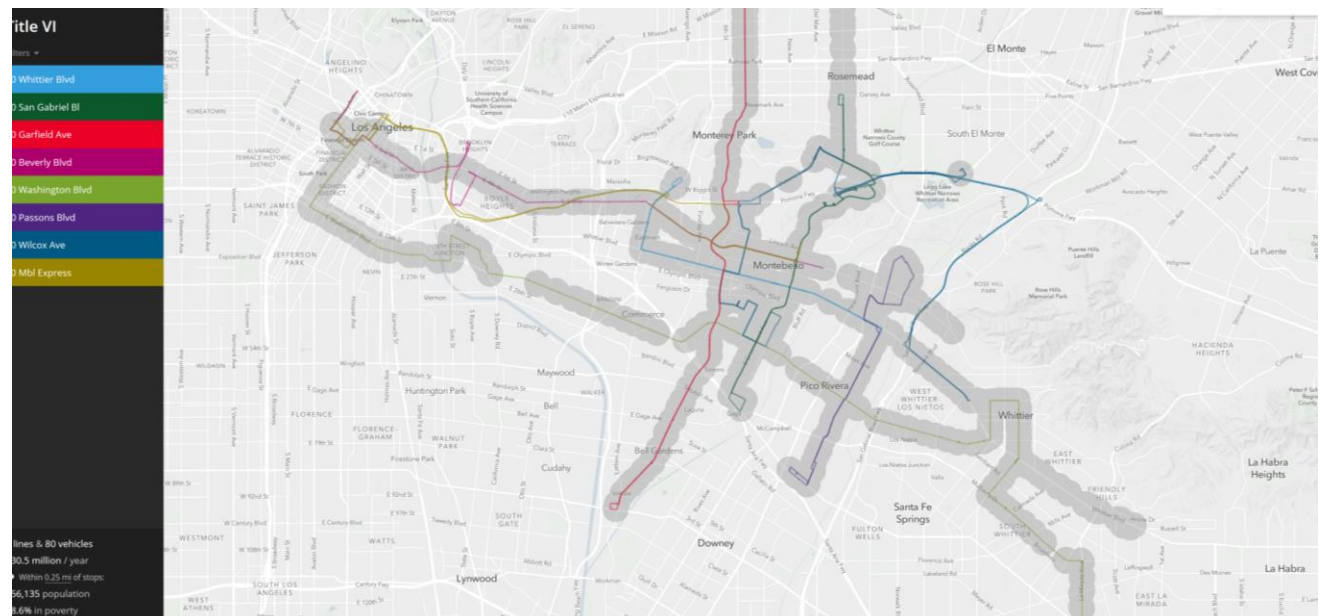
the City limits and services in excess of 600 additional bus stops beyond the City boundaries.

Montebello Bus Lines provides important regional connections within the eastern region of Los Angeles County. Figure 1 provides the peak frequencies by service day for the routes we operate.

Figure 1: Service Days and Operating Frequency By Route				
		Peak Frequency (in minutes)		
Route	Description	Weekday	Saturday	Sunday
10	Whittier Blvd. ELAC to Whittwood Mall	12-15	12-15	12-15
20	San Gabriel Blvd., Greenwood Ave.	10-20	20-25	30
30	Garfield Avenue	45	60	60
40	City of Whittier to Downtown L.A.	12-15	15-20	15-20
50	Downtown L.A. to La Mirada	30	60	
60	Passons Blvd.	35		
70	Metrolink Station to Shops at Montebello	30		
90	Whittier to Downtown L.A. Express	30		

In addition to bus service, Montebello Bus Lines also provides a demand-response taxi service for elderly and disabled residents 24 hours per day, seven days a week through taxi contractors and demand response service from the Montebello Metrolink Station using a subcontractor.

D. System Map



CHAPTER II: GENERAL REQUIREMENTS

The City of Montebello adheres to the Title VI regulations (49 CFR part 21) and ensures that the public is well advised of MBL's Title VI Policy and Complaint Procedure in this regard.

A. Notice of Rights under Title VI

The MBL *Title VI Notice of Rights* document is included in the Department of Transportation Operator's Manual, is reflected in the agency's website and displayed on interior bus cards (APPENDIX A), lobby of Transportation Center, Pico Terminal, ELAC, and Montebello Metrolink Station. The document states the following:

Montebello Bus Lines (together, hereinafter, referred to as "MBL"), is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended.

No person or group of persons will be discriminated against with regard to fares, routing, scheduling, or quality of transportation service that MBL furnishes, on the basis of race, color or national origin.

In addition, the frequency of service, age and quality of MBL vehicles assigned to routes, quality of MBL bus stops, and location of routes will not be determined on the basis of race, color or national origin.

MBL also maintains a brochure that details the *Title VI Notice of Rights* afforded under the Civil Rights Act of 1964; explains Title VI and the programs encompassed therein; identifies discriminatory actions; and describes the complaint process, as well as the role of the Department of Justice who coordinates the enforcement of Title VI.

B. Complaint Procedures

Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin may file a Title VI complaint with MBL. MBL employs a zero tolerance policy relative to alleged acts of discrimination and posts the process for filing a complaint on the Department of Transportation website. The Title VI Complaint Form (APPENDIX B) may be printed from the www.rideMBL.com website or may also be requested from MBL Customer Service who can be reached at (323) 558-1625. The Title VI Complaint Form is also available for pickup at the Department of Transportation, 400 S. Taylor Avenue, Montebello. The completed form must be returned to Montebello Bus Lines, Transit Operations Manager, 400 South Taylor Avenue, Montebello, CA 90640.

Complaints should be filed within one hundred and eighty (180) days of the date of the alleged discrimination and should include the following information:

1. Complainant's name, address, and contact information (i.e., telephone number, email address, etc.)
2. Description of how, when, where, and why complainant believes the discrimination occurred. In addition, the location, names, and contact information of any witnesses should also be included.

In addition to the MBL Title VI Complaint Process, a complainant may file a Title VI complaint directly with the:

Federal Transit Administration
Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Complainants may also file a Title VI complaint with an external entity such as the Department of Justice, other Federal or State agency, or a Federal or State court. However, should a complaint be filed with MBL and an external entity simultaneously, the external complaint will supersede the MBL complaint and MBL's complaint procedures will be suspended pending the external entity's findings.

All complaints alleging discrimination based on race, color or national origin relative to a service or benefit provided by MBL will be recorded. MBL staff will forward the Title VI complaint to the Director of Transportation and will provide appropriate assistance to complainant(s), including those persons with disabilities, or who are limited in their ability to communicate in English. MBL will make every effort to resolve such complaints in a quick and expeditious manner.

In instances where additional information is needed for assessment or investigation of the complaint, MBL will contact the complainant within 15 working days. Failure of the complainant(s) to provide the requested information within the specified timeframe may result in the administrative closure of the complaint.

MBL will investigate the complaint and prepare a response subject to review by MBL's Director of Transportation. If appropriate, MBL may administratively close the complaint and advise the complainant(s) of his / her right to file a complaint externally.

The complainant(s) will also be advised of his / her right to appeal the response to Federal and State authorities as appropriate. MBL will employ every effort to respond to a Title VI complaint within sixty (60) working days of its receipt of such a complaint, unless a complaint is filed with MBL and an external entity simultaneously as noted previously.

MBL will send a final written response to the complainant(s) and advise the complainant(s) of his or her right to file a complaint externally. MBL will make every effort to respond to Title VI complaints within sixty (60) working days of its receipt of such complaints.

C. Current Title VI Investigations, Complaints or Lawsuits

As previously stated, MBL is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color or national origin. Accordingly, MBL has not had any Title VI investigations, complaints or lawsuits that allege discrimination by the City of Montebello with respect to service or other transit benefits since the previously submitted Title VI Program in 2016. MBL regularly affirms its moral and legal obligation to uphold the requirements of Title VI and includes an assessment / report of such in the annual Short Range Transportation Plan.

D. Public Participation Plan

In accordance with the current guidelines relative to Title VI, MBL has prepared a Public Participation Plan to promote public involvement in transit planning decision-making activities. This proposed plan will establish formal procedures that allow for, encourage, and monitor public participation within the MBL service area including, but not limited to, minority individuals, persons with Limited English Proficiency (LEP), and low-income populations. The MBL Public Participation Plan (Appendix C) describes proactive public outreach strategies and procedures.

To that end, truly meaningful public involvement requires an informed public. Accordingly, it is MBL's policy to encourage the public to express their needs and concerns so that transportation decisions better reflect community values, interests and needs. Therefore, educating the public on transportation decisions relative to the MBL service area is at the forefront of public outreach activities.

In the past three years MBL has conducted numerous outreach events to publicize MBL service throughout the community. Recent events include National Night Out (August '19), Montebello and Pico Rivera Senior Health Fairs (February and July'19), Community Expo (May 4, 2019) and L.A. County Job Fair (April '19). MBL has not made any major service changes that would require public participation in the last three years.

Montebello Bus Lines proposed a fare increase in 2017 and started the public participation process. Council approval was received to a public hearing and start a ninety-day public comment period. After the first public hearing the fare increase proposal was dropped by the City.

E. Limited English Proficiency (LEP) Plan

Individuals who have a limited ability to read, write, speak, or understand English are limited English proficient, or "LEP." According to the 2017 U.S. Census data for Los Angeles County, 71.1 percent of the individuals over the age of five (5) years spoke a language other than English in the home. Among limited English speakers, Spanish is the language most frequently spoken.

Public transportation is often the primary means of achieving mobility for many LEP persons. As such, MBL strives to provide language assistance to such individuals in a competent and effective manner to ensure that transit services are safe, reliable, convenient, and accessible to those persons. Moreover, MBL makes an effort to improve mobility within its service area by providing transportation services in an equitable manner to all segments of society. MBL emphasizes the fair treatment of people of all races, cultures, and income levels, including minority and low income populations.

To that end, the addendum to the *Line-By-Line Analysis of Transit Services and Market Survey*, prepared July, 2015, analyzed the language groups and English language proficiency of residents in the MBL service area for purposes of public outreach. The document is also used to assist MBL in identifying the transportation needs of immigrant populations and ensuring that transit routes, hours and days of service, and other service parameters are responsive to the needs of these populations. The *Four Factor Analysis* to improve access for LEP persons and the *Implementation Plan for Language Assistance* (Appendix D) reflects identified needs.

In addition, MBL has implemented measures to ensure that information relative to the services provided is made available to customers who are Limited English Proficient as described below:

- Public Information – MBL’s Route Brochures, which provide scheduling, route and fare information; Rider Alerts; Surveys and Public Notices are published in a bi-lingual format (English/Spanish). Spanish and English newspapers are used to publish hearing notices, as well as to provide information relative to the operation of MBL.
- Customer Service Center – MBL’s Customer Service Center is well equipped to provide information to the community relative to the services that are provided. Bi-lingual staff are available to answer questions or accept comments related to MBL transportation services; bus fares and discounted fare information; lost and found; Montebello Link shuttle services, and Dial-A-Taxi services. Sales of TAP cards, Student Monthly Passes, and Dial-A-Taxi coupons are also offered. Customers are able to visit or call the customer service staff Monday through Friday, 8:00 am to 5:00 pm, except on legal holidays. The Customer Service Center may also assist with trip planning and logging complaints.
- Community Partners – MBL has established partnerships for purposes of purchasing MBL tokens and monthly passes with various community businesses both within city boundaries, as well as in the neighboring communities in which service is provided to promote ridership and facilitate ease of ticketing.
- Fare and Service Change Information – Notices regarding public outreach meetings and hearings on fare and / or service changes are published in English and Spanish newspapers; and all customer comments are welcomed by MBL.

APPENDIX D of this document is Montebello Bus Lines’ LEP Plan that was developed in 2016, updated in 2019

F. Racial Breakdown of Non-Elected Advisory Councils

At this time, MBL does not have a transit advisory group comprised of non-elected officials.

Rather, the Transportation Ad-Hoc Committee, comprised of two council members and the Department of Transportation Director, works collectively to maintain open channels of communication. In addition, the City has several commissions that occasionally discuss transit matters, including the *Traffic and Safety Commission*, the *Planning Commission*, and the *Culture and Recreation Commission*. All City of Montebello commissions consist of five members, the majority of whom are minorities. Commission vacancies are advertised in English and Spanish newspapers to allow for equal representation.

G. Sub-recipient Monitoring

MBL does not currently have any sub-recipients. However, if the situation were to change in the future, any sub-recipient would be held to the same standard as the City of Montebello relative to Title VI regulations (49 CFR part 21).

H. City of Montebello Resolution

A copy of the Resolution of the City Council of the City of Montebello approving and adopting the MBL Title VI Program is reflected in Appendix E.

I. Certification and Assurances

The Civil Rights Assurance and Title VI Assurance have been incorporated in the Annual Certification and Assurance submission to FTA; and the document has been uploaded into TEAM - the FTA database. A copy of the Annual Assurance can be found in Appendix F.

J. Construction Impact Analysis

MBL does not currently have any ongoing construction projects that impact transit operations or services. However, the maintenance shop was upgraded in 2012 to accommodate service and repair on MBL's new Compressed Natural Gas (CNG) buses consistent with Federal and local guidelines. Work on the facility was completed in late 2012.

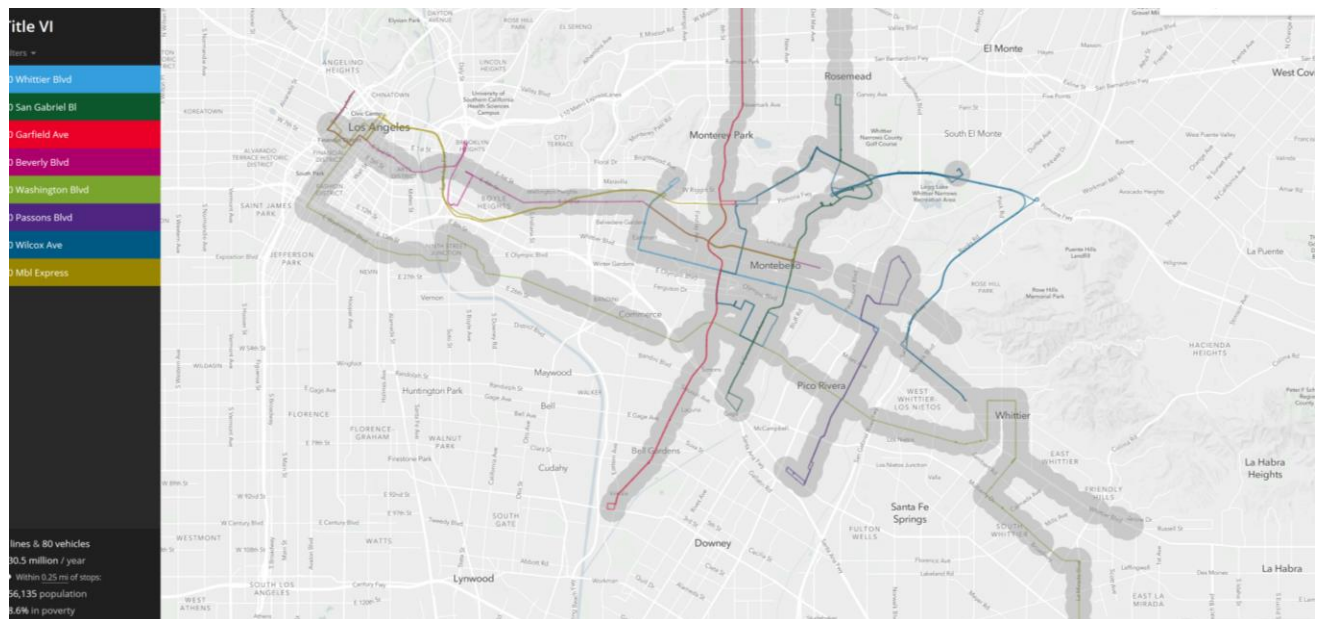
CHAPTER III: DEMOGRAPHIC AND SERVICE PROFILE

MBL services a relatively diverse population. The most prominent minority populations in MBL's service area are Hispanics and Asians. The following maps highlight the minority populations in MBL's service area.

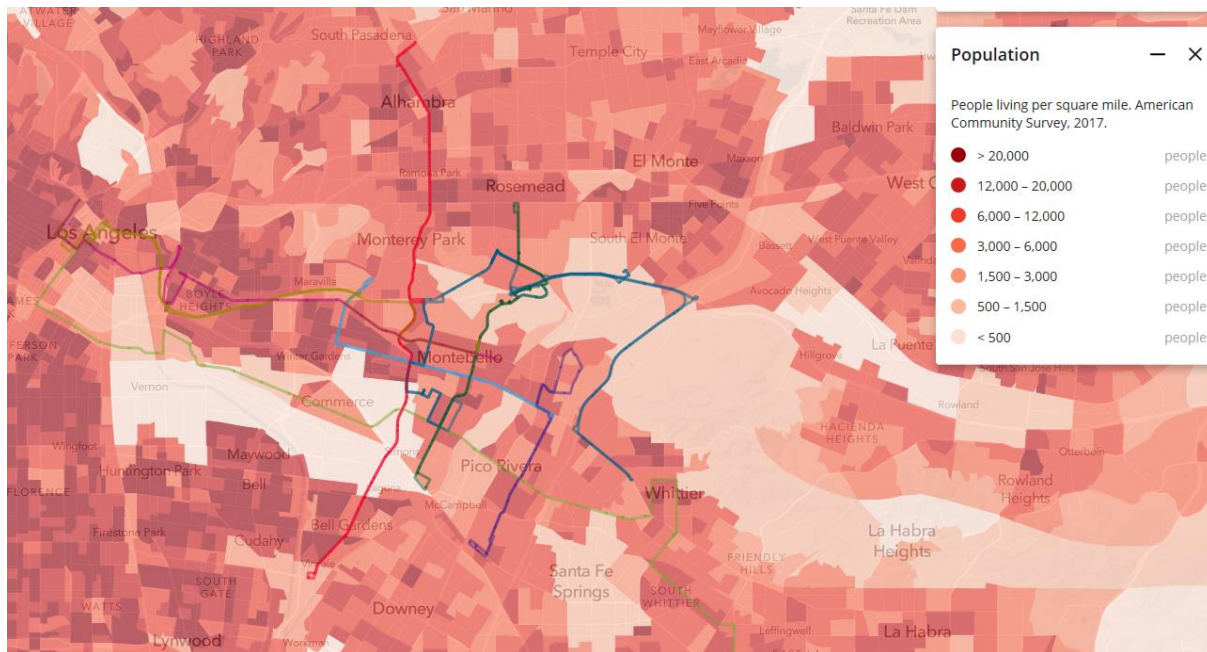
- A. System Map
- B. Population Density Map
- C. Poverty Density Map
- D. Minority Density Map

This data was generated by Remix transit planning software using data from the 2017 American Community Survey.

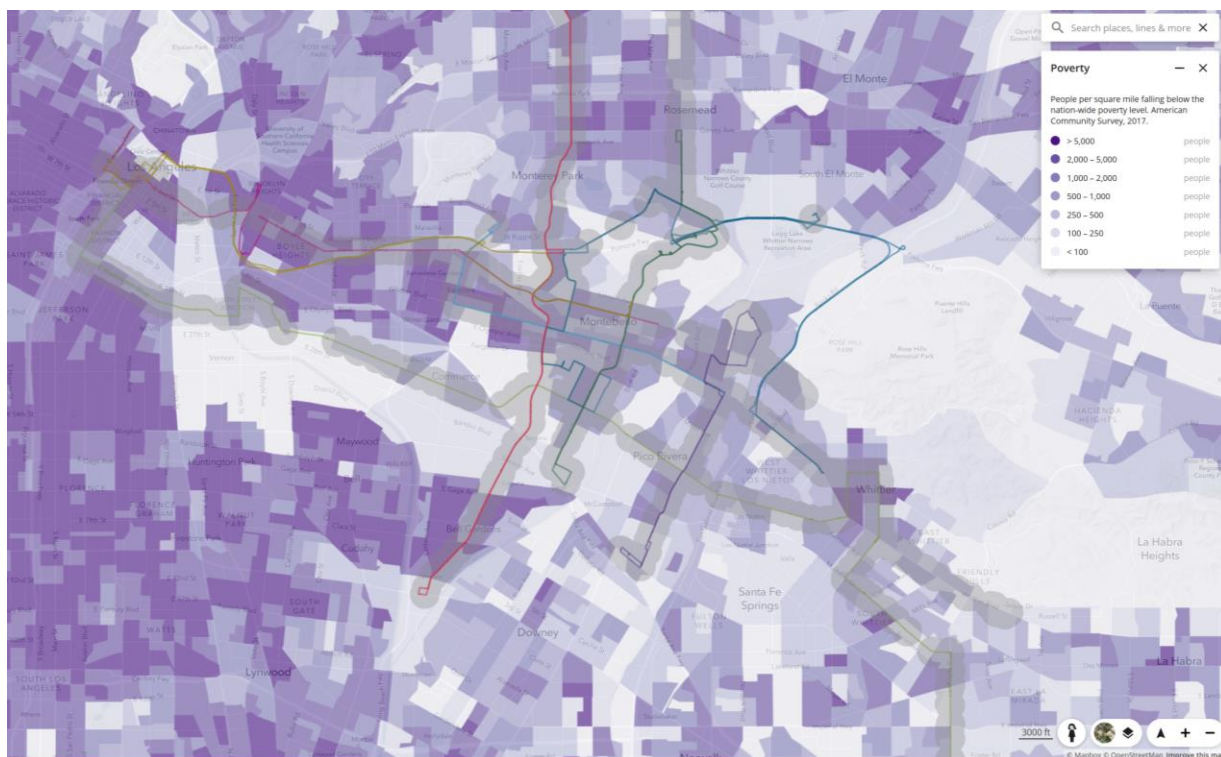
A. System Map



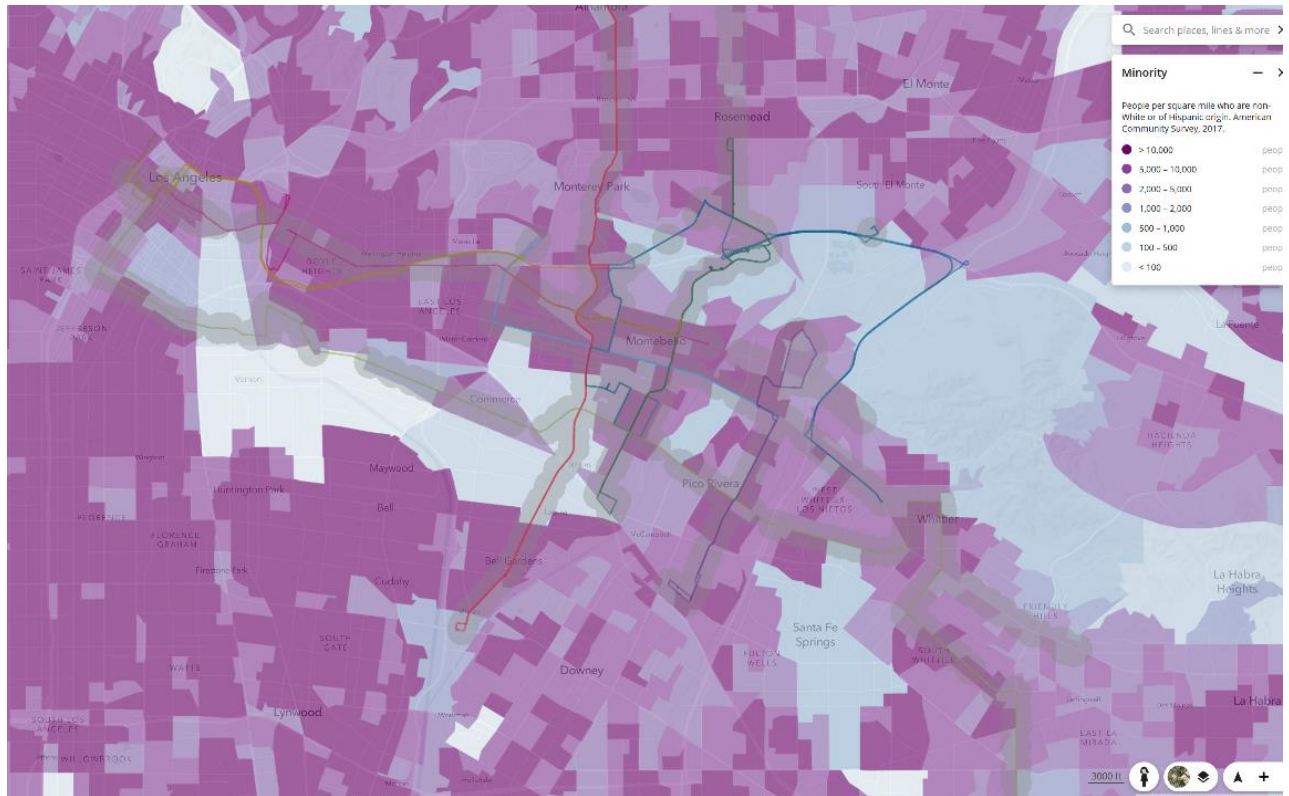
B. Population Density Map



C. Poverty Density Map



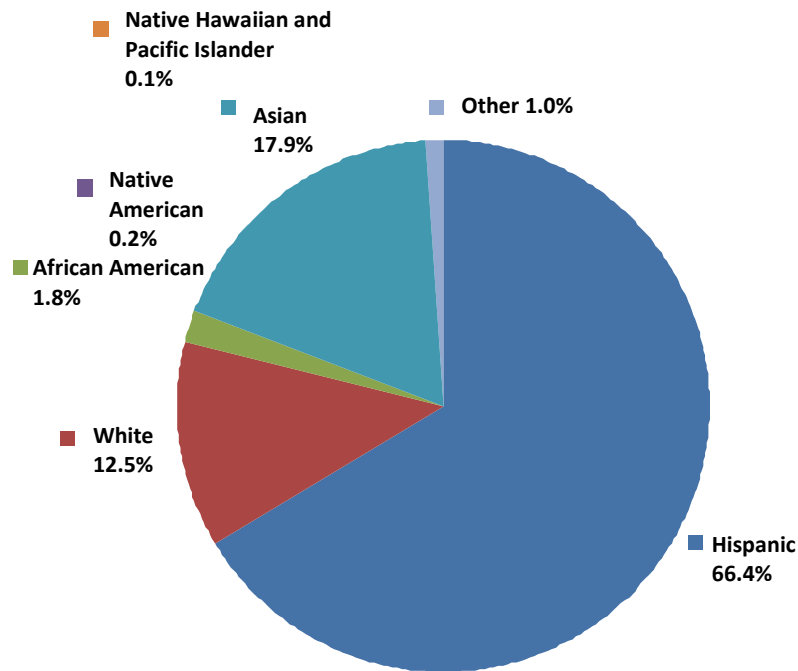
D. Minority Density Map



Racial Distribution

The majority of the population served by MBL is Hispanic, accounting for 66.4% of the population. Asians represent 17.9% and Caucasians account for 12.5% of the population. The remaining ethnicities are reflected in Figure 1, System Racial Distribution.

Figure 1: System Racial Distribution



Source: American Community Survey

The communities which comprise the MBL service area encompass the ethnicities as reflected in Table 1 below:

Table 1: Racial Distribution Chart

City/Ethnicity	White	African Am.	Hispanic	Asian	Native Am.	Other
Alhambra	8.6%	1.6%	37.6%	50.2%	0.4%	1.6%
Bell Gardens	3.1%	0.5%	95.3	0.8%	0.2%	0.1%
Commerce	1.3%	1.4%	94.8%	0.9%	0.8%	0.8%
La Mirada	33.5%	2.2%	41.4%	19.2%	0.3%	3.4%
Los Angeles	28.4%	8.6%	48.8%	11.5%	0.1%	2.6%
Montebello	7.4%	1.2%	77.6%	12.8%	0.6%	0.8%
Monterey Park	3.9%	0.3%	26.4%	66.8%	0.2%	2.4%
Pico Rivera	5.9%	0.7%	89.4%	3.0%	0.4%	0.6%
Rosemead	3.8%	0.2%	33.6%	61.3%	0.3%	0.8%
San Gabriel	12.0%	0.5%	25.4%	60.5%	0.1%	1.5%
Santa Fe Springs	9.6%	3.9%	79.4%	5.1%	0.4%	1.6%
South Gate	3.2%	0.6%	95.2%	0.6%	0.0%	0.4%
Vernon	9.2%	11.8%	72.4%	6.6%	0.0%	0.0%
Whittier	24.8%	1.3%	67.6%	4.3%	0.2%	1.8%

Source 2018 SCAG Local Profiles of SCAG Member Jurisdictions

CHAPTER IV: SERVICE STANDARDS

In accordance with FTA obligations, the MBL Title VI Program reports on a variety of information and analyses to demonstrate compliance with the Title VI requirements as contained in the Civil Rights Act of 1964; and with other regulations governing the topic. Based upon FTA Circular 4702.1, the following information provides documentation demonstrating that MBL has followed Title VI and is indicative of the agency's commitment to providing high-quality transportation services to all the communities within the MBL service area.

A. Short Range Transit Plan

The Short Range Transportation Plan (SRTP) is prepared primarily for purposes of detailing MBL's vision and goals; and to ensure that all Federal, State and local reporting requirements are achieved, data collection efforts are coordinated, and that MBL's budget is consistent with Los Angeles County Metropolitan Transportation Authority (Metro) planning policies and funding assumptions. The SRTP is presented to the City of Montebello Council at which time the community is afforded the opportunity to provide input; as well as to make inquiries. Upon approval by Council, the SRTP is posted on the City of Montebello website.

MBL operates in accordance with its mission statement; and is guided by a set of goals and objectives that serve as the blueprint for the future of the agency.

Mission Statement – *“To provide superior transportation services to Montebello and surrounding communities.”*

Goal 1 – Develop strategies and administrative processes that support the long-term vision.

Objectives:

- Enhance financial tracking by replacing the citywide automated financial system
- Enhance the employee recruitment process
- Streamline the payroll production process
 - Short-term: Improve the existing system
 - Long-term: Tie into the City's new payroll system
- Improve the purchasing process
- Implement a comprehensive database (Transtrack) for report generation including but not limited to ridership data, fleet maintenance and customer feedback reports
- Improve the risk management reporting system
- Assess and revise existing Procedure Manuals (Grant Administration/Procurement) and develop master calendar for timely reporting and revision of mandatory programs (DBE, EEOP and Title VI)

Goal 2 – Meet and exceed customer expectations by providing safe, clean and reliable service.

Objectives:

- Provide safe, clean and user-friendly bus stops
- Maintain and improve interior and exterior appearance of the fleet
- Develop and maintain a user-friendly fare system
- Expand access to customer information
- Improve system reliability
- Install perimeter security fencing and gates at the Transportation Facility
- Install a new security surveillance camera system at the Transportation Facility and Metrolink Transit Center for increased security
- Upgrade the lighting at the Metrolink Transit Center for increased visibility and security
- Install a new security access control system at the Transportation Facility
- Implement an undercover Transit Security law enforcement program

Goal 3 – Provide a network of services to Montebello and Southeastern Los Angeles County.

Objectives:

- Actively pursue options for increased transit connections
- Foster partnerships within Montebello and surrounding cities
- Ensure the continued free movement of buses and the people on them
- Assert MBL’s presence in mobility improvement for the region
- Conduct planning and development research
- Operate high quality Dial-A-Taxi service
- Operate the Montebello Link, a semi-fixed-route feeder service to and from the Montebello Metrolink Transit Center

Goal 4 – Use financial, technology, and human resources effectively and wisely.

Objectives:

- Implement a training program to enhance employee professional development
- Improve communication and teamwork throughout the Department of Transportation
- Create opportunities for employees to work together
- Ensure that financial and management standards meet desired results
- Implement an automated Vehicle Maintenance Management System
- Enhance the Facility Maintenance Program
- Update and refine the fleet replacement program/schedule (buses and vehicles)
- Implement an AVL/ CAD System
- Implement an Automatic Passenger Counter System
- Upgrade the bus and chassis wash to improve operational efficiency
- Develop a sustainable Transportation Facility Master Plan that addresses future growth and development
- Improve Departmental efficiency through automation

MBL continuously strives to attain established goals and objectives set forth in the annual SRTP while fulfilling community interests and needs. In particular, public outreach is at the forefront of

MBL activities which include but are not limited to:

Improved Customer Information Services and Amenities

- Upgraded website, social media sites and phone system to provide a more attractive, user-friendly and enhanced interface experience for patrons; while also providing an opportunity to provide feedback and make inquiries.
- Continued zero tolerance graffiti abatement program on fleet.
- Revitalized Metrolink Transit Center that consisted of sidewalk and pavement repairs, replacing grassy areas with sustainable landscaping, and removing diseased trees. Additionally, signage, railings and other metal structures were painted. This environmentally sustainable project is attractive, yet is based on sound horticultural practices. Phase II of the Metrolink Transit Center Revitalization Project will include upgrades to meet current Americans with Disabilities Act requirements.

Community Based Marketing

- Maintained a multi-year marketing plan designed to attract new riders, sustain existing ridership and promote public transportation as a viable transportation option.
- Redesigned printed materials, including electronic versions that display information in English and Spanish.
- Issued press releases to notify the community of various projects and accomplishments.
- Established new, and cultivated existing, public and private partnerships.

Community / Public Outreach

- Participated in several rideshares to promote MBL's services as a viable, convenient and cost effective mode of transportation.
- Launched new programs intended to create awareness and promote public transportation while enhancing the image of MBL. For example, MBL participated in the *LIFE (Low-Income Fare is Easy)* program led by Los Angeles County Metropolitan Transportation Authority which provides fare subsidy coupons that allow low-income patrons to redeem toward transit passes for eligible riders including adult regular fare, Senior / Disabled/Medicare, K-12, and college / vocational students who meet the criteria.
- Adopted a "Passenger Perspective" to view issues from the passenger's point of view; base decisions on increasing passenger ease and satisfaction to the extent feasible; and viewing the customer as the reason for being.

In late 2017, the City created a Transportation Ad-Hoc Committee comprised of two council members and the Director of Transportation to further facilitate community engagement, foster awareness and perfect the passenger experience.

B. Service Overview

As previously stated, MBL provides public transportation services within the City of Montebello and the surrounding communities of Alhambra, Bell Gardens, Boyle Heights, Commerce, Monterey Park, Pico Rivera, Rosemead, San Marino and the unincorporated area of East Los Angeles. Services are also provided from Montebello to the Cities of Whittier and La Mirada to the east; to downtown Los Angeles to the west; to San Gabriel to the north; and South Gate to the south. MBL operates nine fixed-route services; all lines operate Monday through Friday as a basic service pattern. Lines 10, 20, 30, 40, 50 and 60 provide service on Saturdays and Lines 10, 20, 30, and 40 also operate on Sundays.

Table 2 identifies the peak frequencies by service day for each of the respective MBL routes.

Table 2: MBL Service Frequency

Figure 1: Service Days and Operating Frequency By Route				
		Peak Frequency (in minutes)		
Route	Description	Weekday	Saturday	Sunday
10	Whittier Blvd. ELAC to Whittwood Mall	12-15	12-15	12-15
20	San Gabriel Blvd., Greenwood Ave.	10-20	20-25	30
30	Garfield Avenue	45	60	60
40	City of Whittier to Downtown L.A.	12-15	15-20	15-20
50	Downtown L.A. to La Mirada	30	60	
60	Passons Blvd.	35		
70	Metrolink Station to Shops at Montebello	30		
90	Whittier to Downtown L.A. Express	30		

MBL operates a fleet of sixty-six buses, including a contingency reserve fleet of eight buses, comprised of fifteen diesel powered buses, forty-four hybrid / gasoline and seven CNG buses. The older diesel buses will be phased out of operation in accordance with the MBL fleet replacement program / schedule to comply with the state's Air Quality Management District requirements. The entire fleet is equipped with wheelchair lifts, kneeling devices, radios, air conditioners, bike racks, security cameras and other standard operating equipment. Appendix G provides an inventory of the MBL fleet.

In addition to the fixed-route service, MBL provides demand response Dial-A-Taxi services for the elderly and disabled. Dial-A-Taxi services are available twenty-four hours a day, seven days a week, including holidays. MBL also participates in the mandated para-transit transportation program for Los Angeles County provided by ACCESS Services, a local public entity established to meet the Americans with Disabilities Act.

C. Vehicle Load

MBL's fixed-route service utilizes standard coaches that are thirty-five (35) and forty (40) foot long, with seating capacity for twenty-nine and thirty-eight passengers respectively; standing load capacity is forty-one and thirty-seven respectively, with two wheelchair tie-down positions on each vehicle.

To ensure that routes do not become overcrowded, upgraded frequencies are provided when the average route load exceeds the standard. **The vehicle load standard for local service is 125% peak/100% off peak and for Express Service 100% all day.** Vehicle load factors are monitored through daily ridership data and strategic line-by-line analysis studies conducted by independent consultants. MBL will conduct additional surveys if comments or complaints are received relative to overcrowding on a given route. Through diligent monitoring, MBL is able to maintain its vehicle load at acceptable standards. The latest line-by-line analysis study (July 2015) concluded that there is no significant overcrowding that warrants additional buses.

D. Vehicle Assignment

MBL coaches are assigned to each route based upon route-level capacity requirements. Higher seating capacity (38-seat) buses are assigned to the longest high volume lines with multiple peak-load points. The 29-seat buses are generally assigned to lines with lighter loads.

Aside from the length of the bus and the greater seating capacity of the larger buses, all vehicles are identical (including wheelchair lifts and air conditioning on all coaches), thereby providing the same amenities and accessibility features to all passengers in all serviced communities.

E. Vehicle Headway

Market demand, performance standards, and availability of resources generally determine the line-by-line headways. MBL has a very ambitious program to assess line-by-line load factors in order to determine whether higher frequencies are needed to meet the market demand. **Headway standards are Local Service, 30-45' peak, 60' weekday off-peak, weekends, and holidays. Express service headway standards are 60' peak.**

Currently, MBL has three service categories including, major local, minor local, and peak express. These categories are detailed as follows:

- ✓ Major Local Service (Lines 10, 20, & 40) – These lines run at high frequencies and cover a long service day, with service provided late into the evening and on weekends. They serve major travel corridors with intensive demand: Beverly Boulevard, Whittier Boulevard, and Montebello Boulevard. The frequent service permits easy transferring between routes.
- ✓ Minor Local Service (Lines 30, 50, 60, & 70) – These lines generally run at lower frequencies than the major lines. This service provides access to major trip generators

and serves corridors with less transit-supportive land use, compared to major local service corridors.

- ✓ Peak Express Service (Line 90) – This line provides weekday peak-hour express service from major activity centers and transit hubs in Montebello to downtown Los Angeles. The express service provides higher speed and limited stop service.

F. On-Time Performance

In addition to monitoring vehicle load, vehicle assignment, and vehicle headway, MBL has performance standards it relies upon to ensure that patrons receive quality services. Table 3 illustrates MBL's performance compared to the standard of key performance measures. **On-time performance standards are 85% on-time at time points, which is defined as 0-5 minutes from scheduled departure time. This applies to local and express service.**

Table 3: Fixed-Route Performance Measurements

Measure	Performance
Cost per Revenue Hour	\$98.74
Farebox Recovery Ratio	24.6%
Pay to Platform Hour Ratio	1.03 hrs
Overtime Ratio: Operations	9.8%
Overtime Ratio: Maintenance	1.6%
Passengers per Revenue Hour	37
On-Time Performance	85.8%
Buses on Hold	8
On-Time PM Inspections	99%

G. Transit Amenities

MBL currently has 168 bus stops within the City. Forty-six of these stops include shelters and the majority of the stops have solar lighting systems for safety and convenience. MBL is currently working on the second phase of the Bus Stop Improvement Project which will entail upgrading all bus stops and amenities within the City. Market demand will determine the location and type of bus stop amenities that will be installed.

All bus stops within the City meet the requirements set forth in the Americans with Disabilities Act relative to the clearance dimensions for the location of the bus stop amenities. In addition, MBL is committed to providing its patrons with clean and safe waiting areas. As such, MBL contracts out all maintenance and custodial services of the bus stops to ensure that the bus stops are clean and safe for its patrons in all communities served.

H. Transit Access

MBL is housed in its own federally funded facility at 400 South Taylor Avenue, Montebello CA 90640. The facility serves as MBL's headquarters, bus division / yard and maintenance facility. The location is perfectly situated in the center of MBL's service area and provides optimal access to manage its transit services; as such, the facility location does not result in a disparate impact.

MBL provides fixed-route service to its patrons who predominately reside within ¼ mile of MBL routes. In many areas, Los Angeles County Metropolitan Transportation Authority (Metro), the regional operator, provides service within a city block of MBL, as well as duplicates service on some routes. Accordingly, the passenger is assured of accessible transportation.

Moreover, MBL service has been implemented in response to identified needs regarding route alignment and headways. MBL has made every effort to provide access to all public transit users and shares this practice with the regional provider, Metro, who also ensures that there is an equal distribution of transit services throughout the region.

CHAPTER V: REQUIREMENT TO MONITOR TRANSIT SERVICE

In accordance with Title VI regulations, MBL monitors the performance of the system relative to system-wide service standards and policies.

A. Compliance Procedures

Every three years, a strategic line-by-line analysis is conducted on Montebello Bus Lines fixed-route transit services. **Diversified Transportation Solutions completed the most recent analysis in July 2015.** The *Line-By-Line Analysis of Transit Services and Market Survey* has the following objectives:

- ✓ Gather current service and patronage data to assist management and staff in evaluating current performance and planning future service.
- ✓ Assess system-wide operating ridership and performance.
- ✓ Conduct a detailed analysis at the route, route segment, time of day and day of week levels of current ridership and performance measures.
- ✓ Analyze intra and inter system transfer patterns.
- ✓ Assess the level of unmet mobility needs within the MBL service area.
- ✓ Present the findings of intercept surveys conducted at major bus stops and a random telephone survey of area residents.
- ✓ Develop a series of recommendations for improvements to MBL's fixed-route bus network.

The *Line-By-Line Analysis of Transit Services and Market Survey* prepared for MBL provides detailed information on service effectiveness, ridership, capacity issues, passenger loads, route performance, and schedule adherence by the route level. This information provides MBL with the necessary data to ensure that vehicle load, assignment, and headway standards are met. The *Line-By-Line Analysis of Transit Services and Market Survey* also captures passenger-boarding detail, which assists MBL with the determination and placement of transit amenities. Unmet transit needs in the City of Montebello are documented by the *Line-By-Line Analysis of Transit Services and Market Survey* as well as by field observations, customer complaints, and suggestions.

B. Service and Fare Changes

Periodic service changes are needed to address changing ridership trends, population distribution, land use patterns, unmet transportation needs, and availability of resources. The FTA requires that funding recipients prepare and submit service and fare equity analyses for public comment in consideration of proposed major service or fare changes. Accordingly, MBL has established a threshold that defines a “major service change” and the definition of an ensuing adverse impact that would be created by a “major service change”.

Specifically, a major service change is defined by MBL as meeting one of the following criteria:

1. All proposed fare changes excluding ride free promotional events, and temporary fare reductions that are mitigating measures for other actions.
2. All promotional fare reductions remaining in effect after six (6) months.
3. Proposed service expansions and reductions including all routing and timetable changes remaining in effect after 12 months that exceed 20 percent of their current configurations.

If a proposed major service change falls within one of the three categories above, MBL will conduct a Title VI service and fare equity analysis for review and consideration by the City of Montebello Council and the public prior to implementing such changes. Proposed system-wide changes are then prepared in staff reports for City Council consideration. Public comments and City Council input formulate the administrative policies that provide equal accessibility and distribution of services to all riders.

An adverse effect is defined as a major geographical or time-based reduction in service which may include, but is not limited to, span of service changes, frequency changes, route segment elimination, re-routing, or route elimination. MBL shall consider the degree of adverse effects in the form of an equity analysis when planning major service changes.

The following types of service changes are exempt:

- Minor route alignment, frequency, span, or time point adjustments;
- Routing or bus stop changes due to temporary road detours caused by construction, maintenance, closures, emergencies, labor disruptions or strikes, fuel shortages, or safety concerns;
- Any temporary service addition, change, or discontinuation of a route with less than twelve months of operation;
- Changes on special service routes serving sporting events, special events, or service contracted through other cities or agencies;
- Any service change that does not meet the definition of a major service change described above.

Notwithstanding the considerations specified above, there were no major service changes that occurred during the past three years. Moreover, MBL does not anticipate service changes over the next three years that will affect greater than 20% of service hours on any given route. However, if the situation were to change in the future, MBL would abide by all requirements relative to Title VI regulations (49 CFR part 21).

MBL management and planning staff hold monthly and weekly staff meetings to discuss service recommendations. Overall benefits, costs, and fair distribution of services are determined at the planning and programming stages. Proposed system-wide changes are then prepared in staff reports for City Council consideration. Public comments and City Council input formulate the administrative policies that provide equal accessibility and distribution of services to all riders.

MBL has not made any changes to its fare structure in the last three years.

C. Disparate Impact Policy

The purpose of this policy is to establish a threshold which identifies when adverse effects of a major service or fare change are borne disproportionately by minority populations. For the purpose of this policy, a minority population is defined as any readily identifiable group of minority persons who live in geographical proximity, and if circumstances warrant, geographically dispersed / transient populations (such as migrant workers or Native Americans) who will be similarly affected by a proposed program, policy, or activity.

MBL defines a “disparate impact” as occurring when an adverse effect of a major service or fare change on minority populations is at least 20 percent greater than the adverse effect on non-minority populations. In order to identify a potential impact, MBL will follow the process within the flow chart illustrated in Appendix H.

To that end, if a proposed major service change would result in a disparate impact, MBL will consider modifying the proposed change to avoid, minimize, or mitigate the disparate impact of the change. If MBL finds potential disparate impacts and then modifies the proposed changes in order to avoid, minimize, or mitigate potential disparate impacts, MBL will reanalyze the proposed changes in order to determine whether the modifications actually removed the potential disparate impacts of the changes. If MBL chooses not to alter the proposed changes, MBL may implement the service or fare change if there is substantial legitimate justification for the change and MBL can show that there are no alternatives that would have less impact on the minority population and would still accomplish program goals.

D. Disproportionate Burden Policy

The purpose of this policy is to establish a threshold which identifies when adverse effects of a major service or fare change are borne disproportionately by low-income populations.

Low-income population is defined as any readily identifiable group or households who are at or below 150 percent of the U.S. Department of Health and Human Services Poverty Guidelines in Figure 2 below.

**Figure 2:
2017 Poverty Guidelines for the 48 Contiguous States
and the District of Columbia**

Persons in Family/Households	Poverty Guideline
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$37,140
8	\$41,320
Add \$4,180 per person above eight in a household	

Source: U.S. Department of Health and Human Services, 2017 Poverty Guidelines

MBL defines a “disproportionate burden” as occurring when the low-income population adversely affected by a major service or fare change is 20 percent more than the average low-income population of MBL’s service area. Similar to the approach in identifying a potential disparate impact, should a proposed major service or fare change result in a disproportionate burden, MBL will consider modifying the proposed change to avoid, minimize, or mitigate the disproportionate burden of the change. If MBL finds potential disproportionate burdens and then modifies the proposed changes in order to avoid, minimize, or mitigate potential disproportionate burdens, MBL will reanalyze the proposed changes in order to determine whether the modifications actually removed the potential disproportionate burdens of the changes.

If MBL chooses not to alter the proposed changes, MBL may implement the service or fare change if there is substantial legitimate justification for the change and MBL can demonstrate that there are no alternatives that would have less impact on the low-income population and would still accomplish program goals.

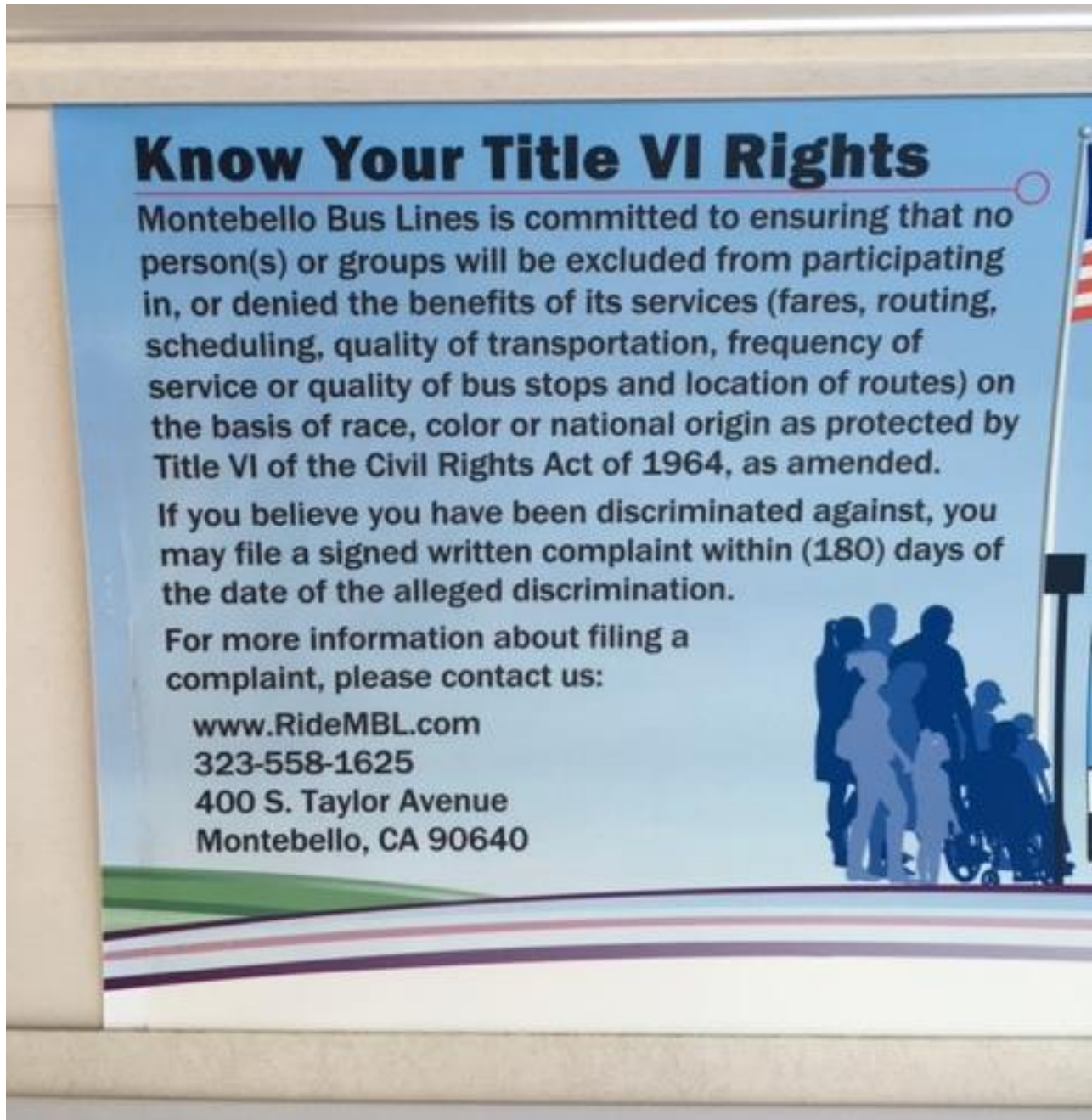
E. Information Dissemination

City staff disseminates bi-lingual information in advance of public meetings to allow for agendas to be prepared and made available for public review in community libraries and at Montebello City Hall. Public notices regarding public hearings are advertised in both English and Spanish newspapers, as well as posted at public facilities. Pamphlets are available on all buses, at Montebello City Hall, libraries and at several large retail centers (e.g., *The Shops at Montebello*). Outreach is also conducted with community groups at senior citizen centers, senior housing complexes, local school districts and other community venues; and notices are distributed to MBL patrons.

CONCLUSION

MBL is committed to its mission “*To provide superior transportation services to Montebello and surrounding communities.*” Further, the agency understands the need to align the mission with stated goals and objectives. In addition, MBL must accomplish said goals within the framework of established FTA regulations, in particular Title VI. MBL strives to promote fiscal responsibility and a culture of integrity, cultivates a work environment that fosters performance and high morale; and consistently works to enhance customer service. In doing so, MBL employees are focused and effective which leads to increased operational efficiency, higher revenues, sustained public trust and confidence while fulfilling community interests and needs; and accomplishing the mission of the organization.

APPENDIX A



Know Your Title VI Rights

Montebello Bus Lines is committed to ensuring that no person(s) or groups will be excluded from participating in, or denied the benefits of its services (fares, routing, scheduling, quality of transportation, frequency of service or quality of bus stops and location of routes) on the basis of race, color or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended.

If you believe you have been discriminated against, you may file a signed written complaint within (180) days of the date of the alleged discrimination.

For more information about filing a complaint, please contact us:

www.RideMBL.com
323-558-1625
400 S. Taylor Avenue
Montebello, CA 90640

Conozca sus derechos de acuerdo al Título VI

Estamos comprometidos a asegurar que ninguna persona (s) o grupo sean excluidos de participar o negarles los beneficios de nuestros servicios (tarifas, áreas, horarios, calidad del transporte, frecuencia del servicio o la calidad de las paradas de autobuses y la ubicación de las líneas) basado en la raza, color, u origen de nacionalidad bajo la protección del Título VI de la Ley de los Derechos Civiles del año 1964, enmendada.

Si usted cree que ha sido discriminado, puede presentar una queja firmada por escrito entre (180) días de la fecha de la supuesta discriminación.

Para obtener más información sobre como presentar alguna queja, por favor comuníquese con nosotros a:

www.RideMBL.com
323-558-1625
400 S. Taylor Ave.
Montebello, CA 90640

Montebello
BUS LINES

APPENDIX B

TITLE VI COMPLAINT FORM

Montebello Bus Lines is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended.

No person or group of persons will be discriminated against with regard to fares, routing, scheduling, or quality of transportation service that Montebello Bus Lines furnishes, on the basis of race, color, or national origin.

If you believe you have been discriminated against, you may file a signed written complaint within 180 days from the date of the alleged discrimination. The Title VI Complaint Form may be printed from the www.rideMBL.com website or may also be requested from MBL Customer Service who can be reached at (323) 558-1625. The Title VI Complaint Form is also available for pickup at the Department of Transportation, 400 S. Taylor Avenue, Montebello. The completed form must be returned to Montebello Bus Lines, Transit Operations Manager, 400 South Taylor Avenue, Montebello, CA 90640.

Your Name: _____

Street Address, City, State, Zip Code: _____

Telephone Number: _____

Name of person discriminated against (if someone other than complainant): _____

Street Address, City, State, Zip Code: _____

Date of Incident: _____

Please describe the alleged discrimination incident. Provide the names and titles of all Montebello Bus Lines employees involved if available. Explain what happened and whom you believe was responsible. If necessary use the back of this form.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Yes / No

Agency: _____

Contact Name: _____

Street Address, City, State, Zip Code: _____

Phone: _____

Complainant Signature:

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APPENDIX C**PUBLIC PARTICIPATION PLAN****INTRODUCTION AND PURPOSE**

As a recipient of Federal Transit Administration (FTA) funds, the City of Montebello is required to adhere to the Title VI regulation (49 CFR part 21) and to integrate into its Title VI Program considerations expressed in the U.S. Department of Transportation's Policy Guidance Concerning Recipients' Responsibility to Limited English Proficient Persons (70 FR 74087, December 14, 2005). The revised Circular states that transit providers which operate 50 or more fixed-route vehicles in peak service and are located in urbanized areas (UZA) of populations of 200,000 or greater must approve a Public Participation Plan.

Accordingly, Montebello Bus Line's (MBL) Public Participation Plan strives to promote public involvement in transit planning decision-making activities. This plan establishes formal procedures that allow for, encourage, and monitor public participation within the MBL service area including, but not limited to, minority individuals, persons with Limited English Proficiency (LEP), and low-income populations. This document describes proactive public outreach strategies and procedures.

GOALS AND OBJECTIVES

The goal of the MBL Public Participation Plan is to offer a variety of opportunities for the general public to engage in transit planning and decision-making activities in accordance with FTA Circular 4702.1B Chapter III-5 Promoting Inclusive Public Involvement. The objectives of the plan are as follows:

- To determine what non-English languages and / or other barriers may exist to public participation within the MBL service area.
- To provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the MBL service area.
- To hold meetings in locations that are accessible and reasonably welcoming to all area residents, including, but not limited to, minority, LEP, and low-income members of the public.
- To utilize a variety of communication methods to capture public input from populations that are typically not likely to attend or engage in public meetings.

IDENTIFICATION OF STAKEHOLDERS

Stakeholders are those individuals who are either directly or indirectly affected by a plan, project, or program based on decisions related to recommendations or implementation actions. Those individuals who may be adversely affected or who may be denied benefit of a plan's recommendation(s) are of particular interest in the identification of specific stakeholders.

General stakeholders within the MBL service area include, but are not limited to:

- All thirteen (13) cities and unincorporated communities
- Community Partners
- Major Employers
- Major Colleges, Universities, and School Districts
- Metrolink
- Montebello Bicycle Coalition
- Montebello City Commissions (Traffic and Safety, Planning, and Culture and Recreation)
- Montebello Chamber of Commerce
- Non-profit and private business community
- Other regional and municipal transit providers such as the City of Commerce Transit, Foothill Transit, Los Angeles Metropolitan Transportation Authority, and Norwalk Transit
- Public (including minority, LEP, and low-income populations)
- Southern California Association of Governments (SCAG)
- Transit Advocates (Los Angeles Marketing Exchange and Gateway Cities Transit Providers)

In the City of Montebello, MBL provides demand response Dial-A-Taxi Services for the elderly and disabled which complements MBL's fixed-route services. Additionally, MBL also participates in the mandated para-transit transportation program for Los Angeles County provided by ACCESS Services, a local public entity established to meet the Americans with Disabilities Act (ADA). MBL staff may also periodically meet with social service providers, transit advocates, public members, and other agencies as necessary.

DIRECT STAKEHOLDERS

According to the U.S. Census Bureau, 9,818,605 residents exist within Los Angeles County area as depicted in the Table 1 below:

Table 1: Demographic Profile for Los Angeles County

Category	Number	Percentage of
Total	10,283,729	100%
Hispanic / Latino	4,687,889	47.7%
White	4,936,999	50.3%
African American	856,874	8.7%
Native American / Alaskan Native	72,828	0.7%
Asian	1,346,865	13.7%
Native Hawaiian and Pacific Islander	26,094	0.3%

2% of the population identifies as two or more races.

Source: U.S. Census Bureau, 2017 Census

Techniques utilized to engage the general population includes public notices of meetings in the local newspapers, on the MBL website, social media, written and oral announcements at City of Montebello Council meetings, and community meetings. Further, with the imminent installation of an innovative intelligent transportation system, MBL will strive to proactively engage members of the public with other cost-effective approaches utilizing a broad range of electronic messaging techniques.

MINORITY POPULATIONS

As indicated in Table1 referenced above, minority populations comprise almost half of the percentage of the population in Los Angeles County. Hispanic / Latino individuals are the largest minority, with 47.7 percent of the total population. Asian and African American persons account for 13.7 percent and 8.7 percent of the population, respectively. A small number of Native American / Alaska Natives and Native Hawaiian and Pacific Islander individuals account for less than 1 percent each. Persons who consider themselves to be of more than one race account for 2.0 percent of the population.

LIMITED ENGLISH PROFICIENCY POPULATIONS

Consistent with MBL'S Limited English Proficiency (LEP) Policy and newly incorporated Language Assistance Plan, reasonable efforts will be made to engage LEP populations utilizing techniques such as the development of public notices in appropriate non-English languages that will provide contact information where individuals can be informed of the affected project or services to provide input or comments. Other efforts may include conducting focus groups in concentrations of LEP populated areas for the purpose of gaining input from a particular defined portion of the community. In addition, non-profit organizations and other advocacy groups can be utilized to disseminate information to LEP populations. Such non-profit organizations, advocacy groups, or other organizations can provide insight into the needs of LEP populations.

LOW-INCOME POPULATIONS

To ensure that low-income households are not under-served, MBL will identify populations within the service area with a per capita income of 80 percent or less of the national average in order to establish low income thresholds. Low-income populations in the MBL service area should be given every reasonable opportunity to provide input on transportation plans and programs to avoid disproportionate harm; or lack of benefit of transportation programs and projects.

In summary, methods of gaining input either directly or indirectly from minority, LEP, and low-income population groups include a wider range of notification techniques, focus group meetings or informal interviews, if required; and the use of agency or advocacy group contacts through non-profit or private organizations.

PUBLIC COMMENT PROCESS FOR MAJOR SERVICE AND FARE CHANGES

In addition to the outreach efforts identified earlier in this plan, MBL will utilize the City of

Montebello Council meetings to announce proposed major changes to services and fares. Accordingly, the public will be notified of proposed major service or fare changes resulting in increases or decreases as well as identified potential disparate or disproportionate burden impacts. In addition, public comments will be presented to the City of Montebello Council prior to approval of the proposed major service or fare change.

The following procedures, strategies, techniques, and media will be utilized to engage and notify the public in the public hearing process prior to the City of Montebello Council approval:

- Place printed materials on buses: interior cards, flyers, and / or comment cards describing the proposed changes.
- Information available on website.
- Social media outlets: email blasts, Facebook, Twitter.
- Press releases and meetings with local media representatives.
- Presentations to professional, citizen, and student organizations.
- User and non-user surveys.
- Use of various illustrative visualization techniques to convey the information, including, but not limited to, charts, graphs, photos, maps, and the Internet.

CONCLUSION

This document will serve as the *Public Participation Plan* for MBL. The plan is available for review on the MBL website, www.rideMBL.com, and at the Department of Transportation Facility. If materials are requested in LEP languages, large type, and / or Braille, staff will make a reasonable attempt to accommodate those needs.

Members of the public can also obtain information about the plan by contacting MBL Customer Service by phone at (323) 558-1625; or via U.S. Postal Service: Montebello Bus Lines, Transit Operations Manager, 400 South Taylor Avenue, Montebello, CA 90640.

LIMITED ENGLISH PROFICIENCY (LEP) POLICY AND IMPLEMENTATION PLAN

Updated June 2019

LIMITED ENGLISH PROFICIENCY (LEP) POLICY

Pursuant to Title VI of the Civil Rights Act of 1964 (Title VI), the U.S. Department of Transportation (DOT) implementing regulations, and Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency (65 FR 50121, Aug. 11, 2000)”, Montebello Bus Lines (MBL) is federally mandated to develop and implement a Language Assistance Plan by which Limited English Proficiency (LEP) persons are able to meaningfully access translations of written and oral information; and to ensure that no person shall be discriminated against relative to services that MBL furnishes on the basis of race, color, or national origin.

A LEP person is defined as an individual limited by the ability to speak English less than “very well” or “not at all” as reported by the U.S. Census Bureau (Census). As MBL is a Federal Transit Administration (FTA) recipient receiving Federal financial assistance, MBL must take reasonable steps to ensure meaningful access to the benefits, services, information, and other relevant aspects of its programs and activities for LEP persons.

Four Factor Analysis

MBL conducted an analysis to meet requirements pursuant to Title VI which seeks to improve access to services for LEP persons; more importantly, to gauge MBL’s effectiveness in communicating with LEP persons. In June of 2019, a linguistics analysis was conducted with Census Year 2017 tract level data using Remix transit planning software.

The total number of persons per language group was identified along with those individuals in each language group who stated they could speak English “less than very well.” To better identify those language groups with limited English proficiency that constituted a significant number of persons in the service area, a threshold of 1% of the total population of individuals five (5) years and older was established to reveal which languages should be the focus of any specific outreach.

The results identified five specific language groups with some limited English proficiency that crossed the established population threshold. These languages were Spanish; the Chinese dialects of Mandarin and Cantonese; Korean; and Vietnamese as highlighted in Table 1 below. Moreover, Table 1 indicates the number of persons in each language group, and the number of persons that speak English “less than very well”.

Table 1: Languages and English Proficiency in MBL Service Area

Montebello Bus Lines Service Area Languages				
Total Population 5 Years and Older – 715,816				
Language Group	Total in Language Group	Percent of Total Population	Speak English “less than very well” in Language Group	
			Number	Percent of Language Group
English	216,579	30%		
Spanish	374,141	52%	170,250	46%
Indo-European	10,931	2%	3,955	36%
Asian/Pacific Islander	112,340	16%	71,465	64%
• <i>Mandarin Chinese</i>	35,474		23,854	
• <i>Cantonese Chinese</i>	33,812		22,735	
• <i>Korean</i>	11,127		7,492	
• <i>Vietnamese</i>	11,811		7,845	
All Other Languages	1,825	Less Than 1%	611	34%

Source: U.S. Census Bureau, American Community Survey 2010

Given the total population in the Montebello Bus Lines service area that is five (5) years old and above (715,816 persons), and using the 1% population threshold of persons for any language group that had limited English proficiency, those languages that had more than 7,158 persons with limited English proficiency were Spanish (170,250 persons); Mandarin Chinese (23,854 persons); Cantonese Chinese (22,735 persons); Korean (7,492 persons) and Vietnamese (7,845 persons)¹.

With respect to the “Four-Factor Analysis” as specified in the DOT LEP Guidance Handbook, MBL initiated the following:

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.

Task 1, Step 1: Examine MBL’s prior experience with LEP individuals.

MBL serves a number of communities which are comprised of a diverse population; accordingly, the agency is very experienced with LEP individuals. Operations and customer service staff report daily interactions with LEP persons, particularly individuals speaking Spanish as their primary language, followed by Armenian. The majority of interactions with LEP persons are requests for information relative to the use of transit services, including route, schedule, fare, and transfers. MBL also frequently receives

¹ U.S. Census Bureau, American Fact Finder, Census 2010, American Community Survey:
<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

requests from LEP individuals regarding its Dial-A-Taxi services.

Task 2, Step 1: Become familiar with data from the U.S. Census for relevance to MBL LEP Policy and Implementation Plan.

The U.S. Census 2011 American Community Survey (ACS) describes the languages spoken in Los Angeles County and the respective number speaking each language as identified in Table 2 below:

Table 2: Language Spoken at Home for the Population Five (5) Years and Over in Los Angeles County

Language Spoken	Number of Speakers
English Only	9,240,851
Spanish	3,977,701
Chinese	355,907
Tagalog	224,629
Korean	183,117
Armenian	179,073
Vietnamese	76,387
Persian	75,700
Japanese	53,725
Russian	49,168
Arabic	38,866
Other	5,185

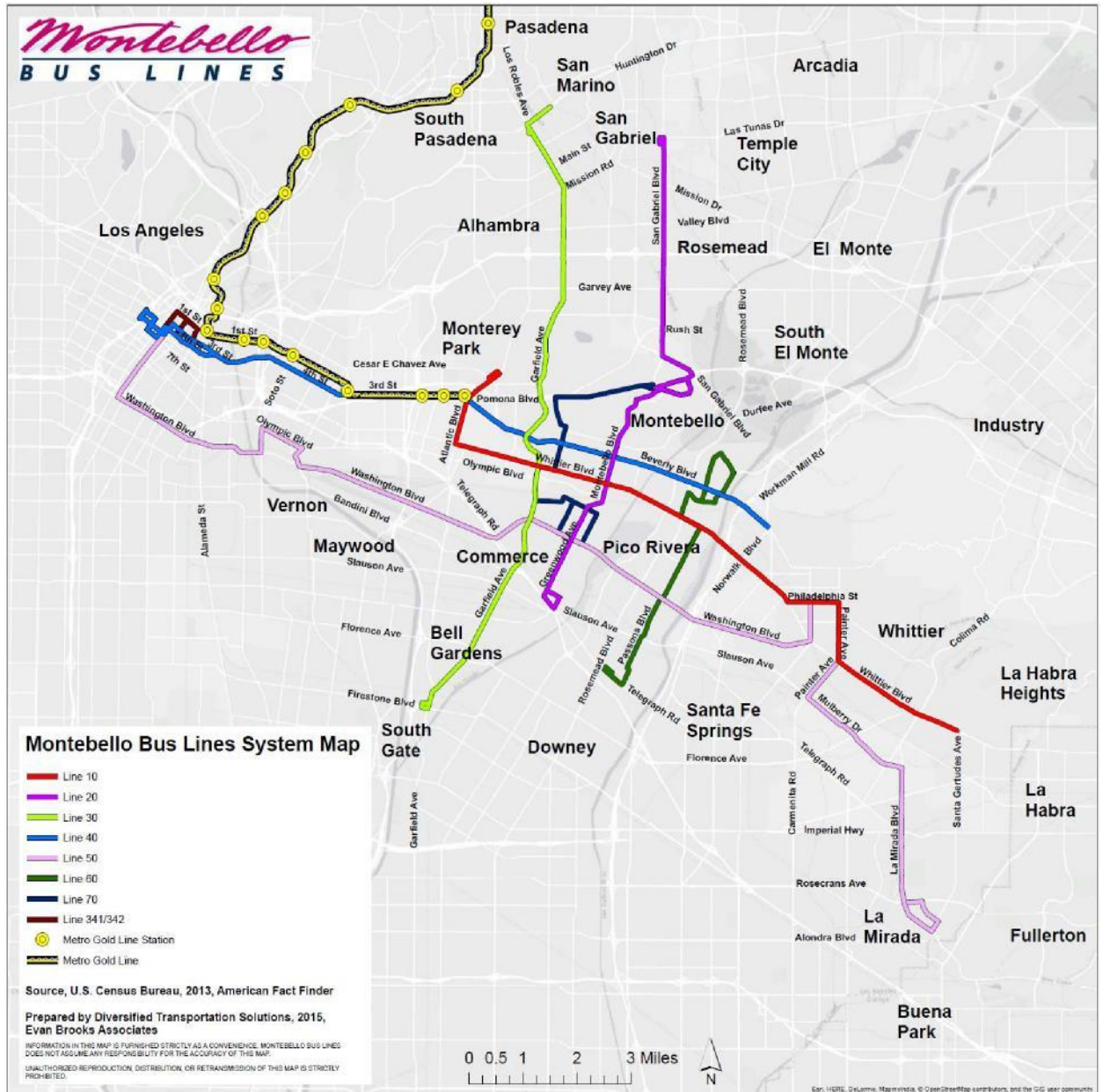
Source: U.S. Census Bureau, American Community Survey 2011

As indicated, the most significant non-English populations speak Spanish and English.

Task 2, Step 2: Identify the geographic boundaries of the area that the agency serves.

MBL services a relatively diverse population in several neighboring cities. Specifically, MBL currently serves over 5 million passengers a year throughout the communities of Alhambra, Bell Gardens, Boyle Heights, Commerce, Downtown Los Angeles, East Los Angeles, La Mirada, Montebello, Monterey Park, Pico Rivera, Rosemead, San Gabriel, San Marino, South Gate and Whittier. The most prominent minority populations in MBL's service area are Hispanics and Asians. The MBL System Map, Figure 1, reflects all MBL transit lines and service areas.

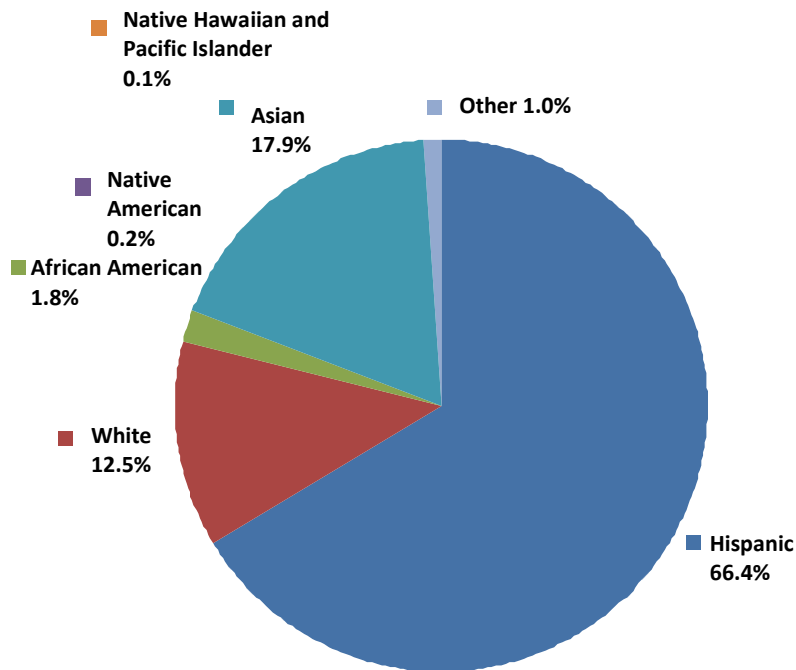
Figure 1: MBL System Map



Task 2, Step 3: Obtain census data on the LEP population in MBL's service area.

As previously stated, MBL services a relatively diverse population throughout several communities. The majority of the population served by MBL is Hispanic, accounting for 66.4% of the population. Asians represent 17.9% and Caucasians account for 12.5% of the population. The remaining ethnicities are reflected in Figure 2, System Racial Distribution.

Figure 2: System Racial Distribution



Source: 2010 American Community Survey

The communities which comprise the MBL service area encompass the ethnicities as reflected in Table 3 below:

Table 3: Racial Distribution Chart.

City/Ethnicity	White	African Am.	Hispanic	Asian	Native Am.	Other
Alhambra	8.6%	1.6%	37.6%	50.2%	0.4%	1.6%
Bell Gardens	3.1%	0.5%	95.3	0.8%	0.2%	0.1%
Commerce	1.3%	1.4%	94.8%	0.9%	0.8%	0.8%
La Mirada	33.5%	2.2%	41.4%	19.2%	0.3%	3.4%
Los Angeles	28.4%	8.6%	48.8%	11.5%	0.1%	2.6%
Montebello	7.4%	1.2%	77.6%	12.8%	0.6%	0.8%
Monterey Park	3.9%	0.3%	26.4%	66.8%	0.2%	2.4%
Pico Rivera	5.9%	0.7%	89.4%	3.0%	0.4%	0.6%
Rosemead	3.8%	0.2%	33.6%	61.3%	0.3%	0.8%
San Gabriel	12.0%	0.5%	25.4%	60.5%	0.1%	1.5%
Santa Fe Springs	9.6%	3.9%	79.4%	5.1%	0.4%	1.6%
South Gate	3.2%	0.6%	95.2%	0.6%	0.0%	0.4%
Vernon	9.2%	11.8%	72.4%	6.6%	0.0%	0.0%
Whittier	24.8%	1.3%	67.6%	4.3%	0.2%	1.8%

Source 2018 SCAG Local Profiles of SCAG Member Jurisdictions

Task 2, Step 4: Analyze the data that has been collected.

Based on the data reflected in Tables 1 and 2, a total of 4,892,965 persons (53%) are identified with limited English proficiency. Of these persons, 3,651,208 speak Spanish, 355,907 speak Chinese, 183,117 speak Korean and 179,073 speak Armenian.

Task 2, Step 5: Identify any concentrations of LEP within the MBL service area.

Again, MBL services a diverse population. The following census tracts (Figures 3 – 8) highlight those communities and census tracts in which most of the population of persons with limited English proficiency resides. Census tracts in which residents spoke Spanish with limited English proficiency are primarily located in the western portion of the Montebello Bus Lines service area from Pico Rivera and Bell Gardens to Downtown Los Angeles. Census tracts in which Mandarin and Cantonese dialects are spoken by persons with limited English proficiency are located in the northern portion of the service area in Montebello, Monterey Park, Rosemead and into the Pasadena area. Limited English speaking residents of the Montebello Bus Lines service area that speak Korean are concentrated around La Mirada, Downey, Rosemead, Monterey Park and into the Downtown Los Angeles area. Concentrations of Vietnamese speaking persons reside near the City of Santa Fe Springs and in the northern portion of the service area in the cities of Montebello, Alhambra and Rosemead.

Figure 3: English Language by Census Tract

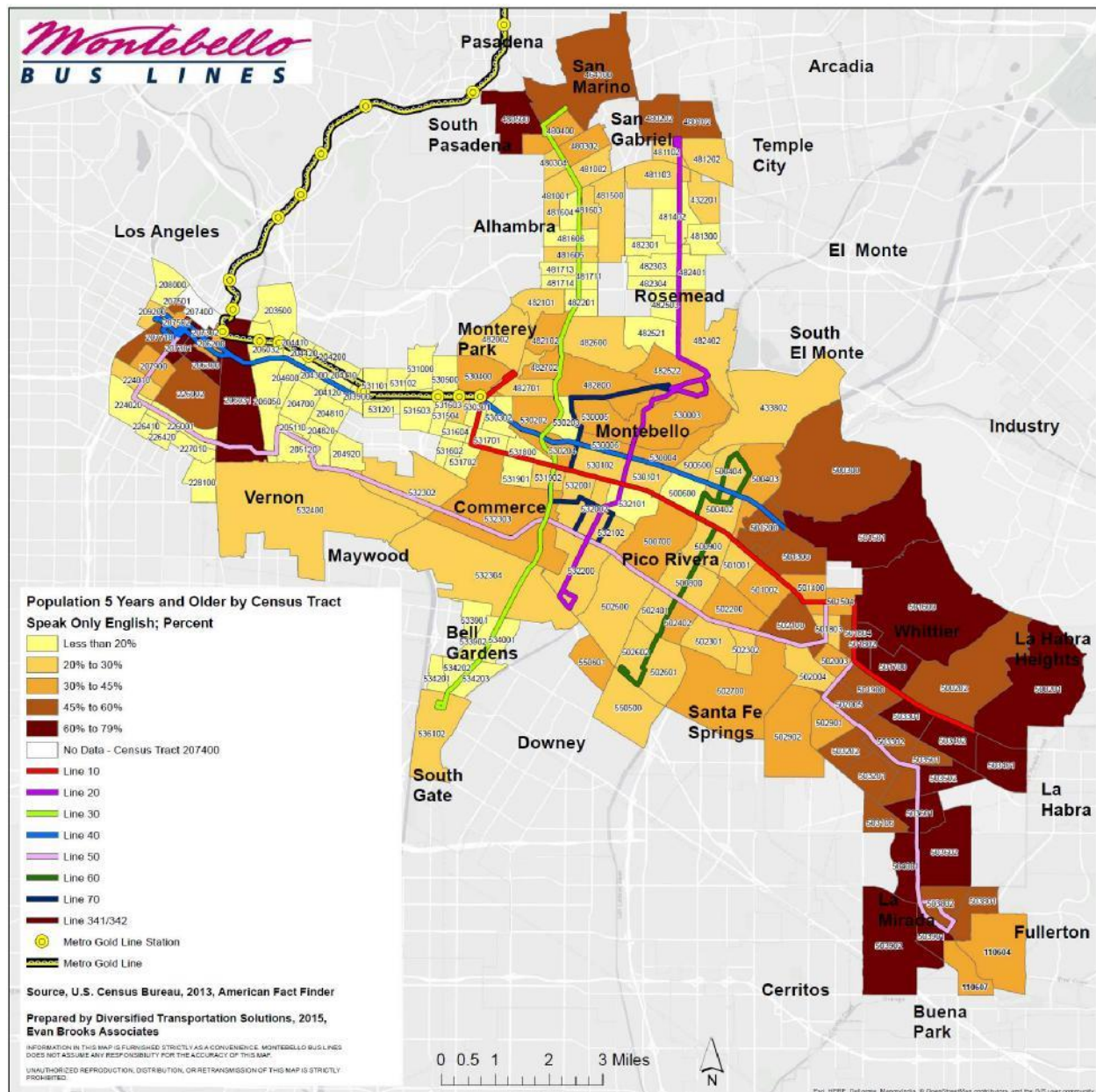


Figure 4: Spanish Language by Census Tract

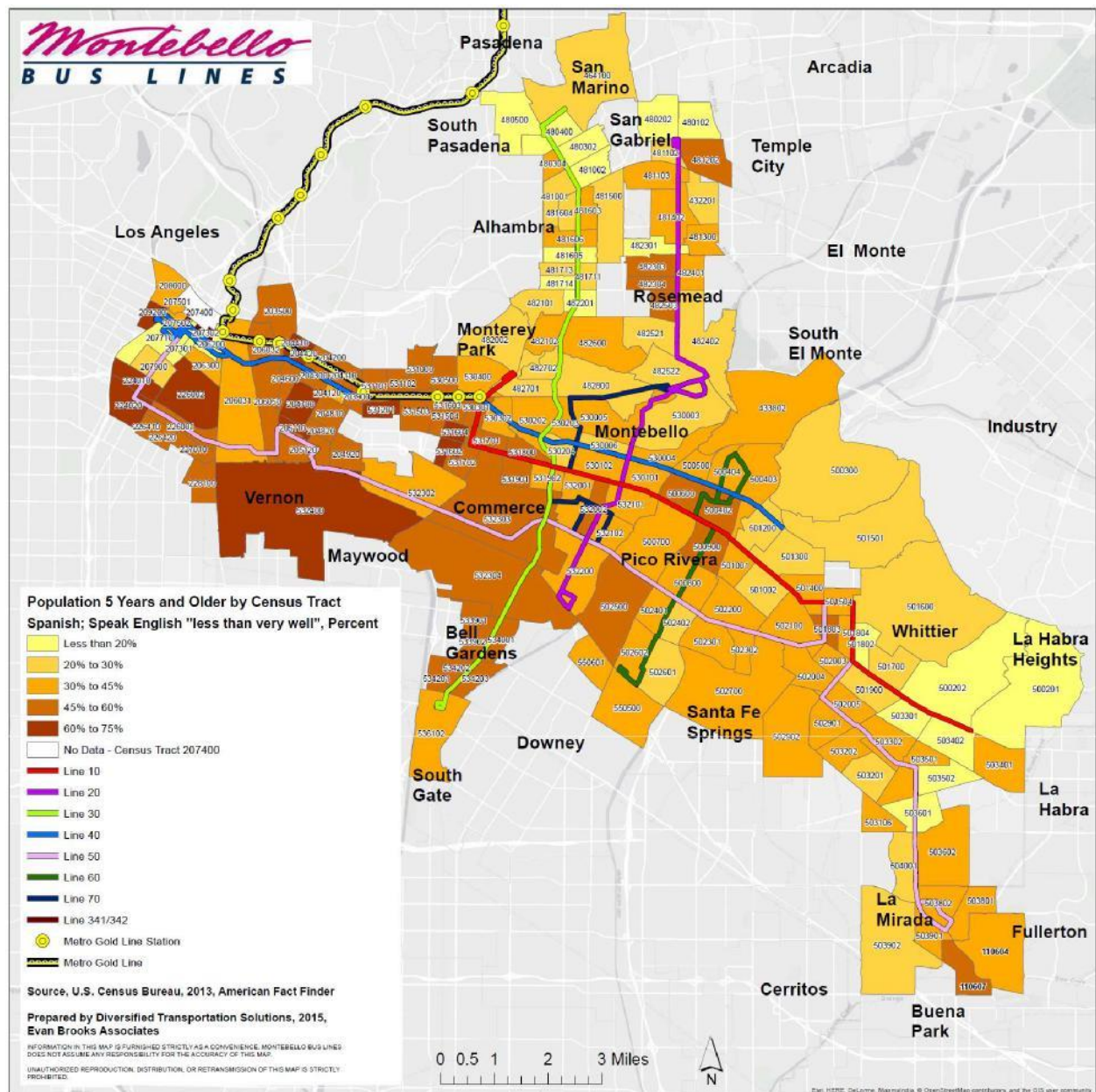


Figure 5: Mandarin Language by Census Tract

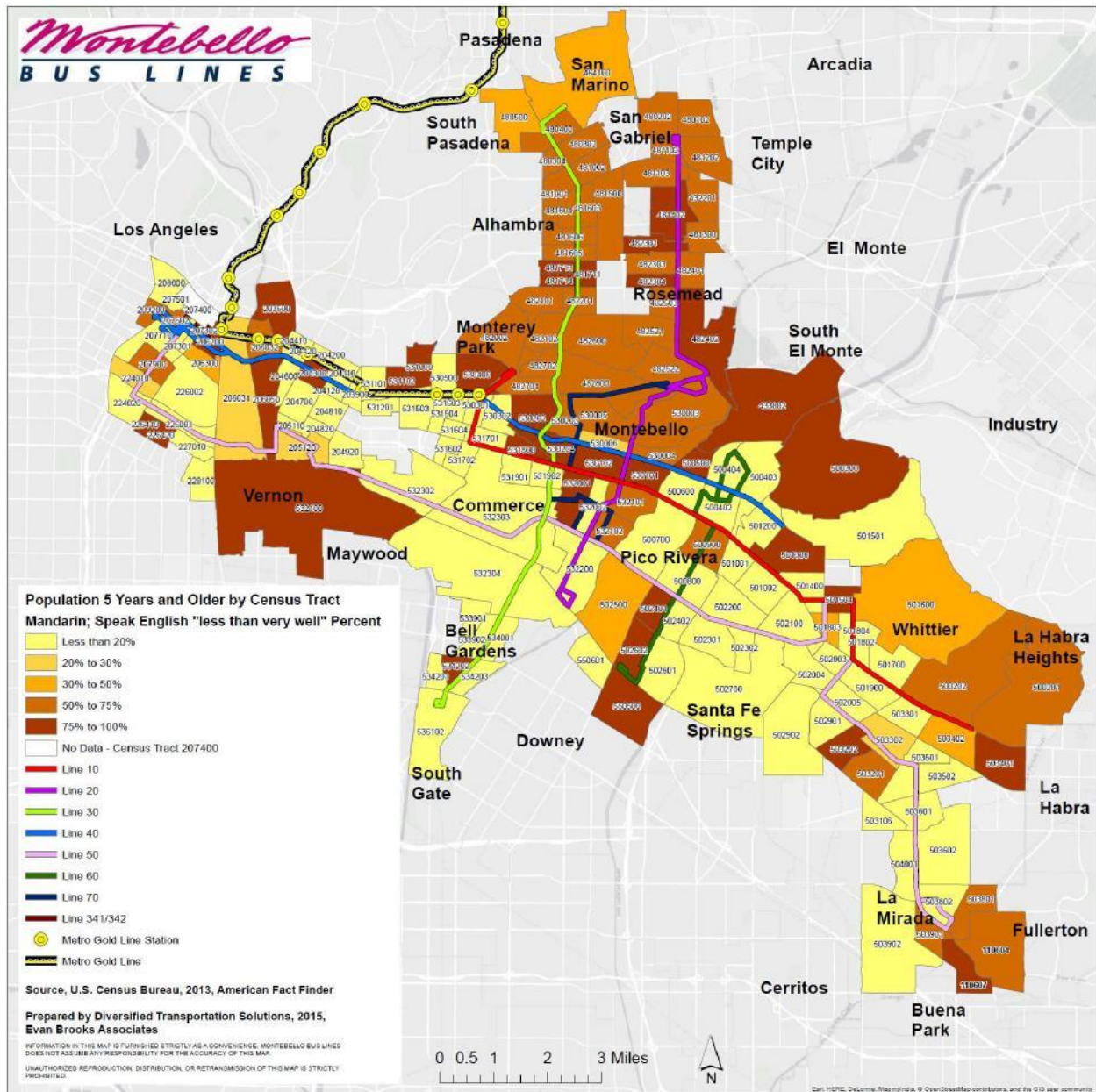


Figure 6: Cantonese Language by Census Tract

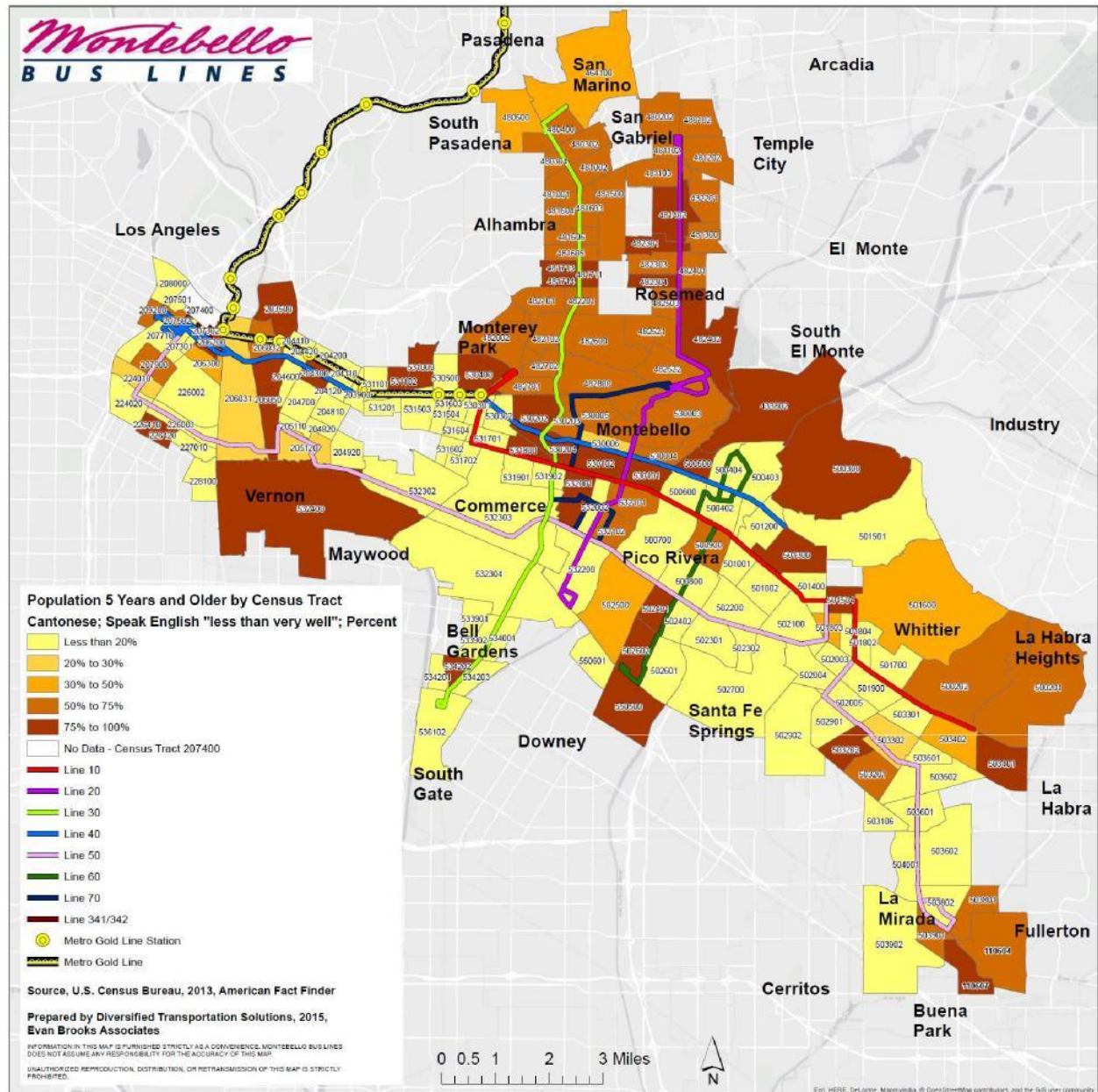


Figure 7: Korean Language by Census Tract

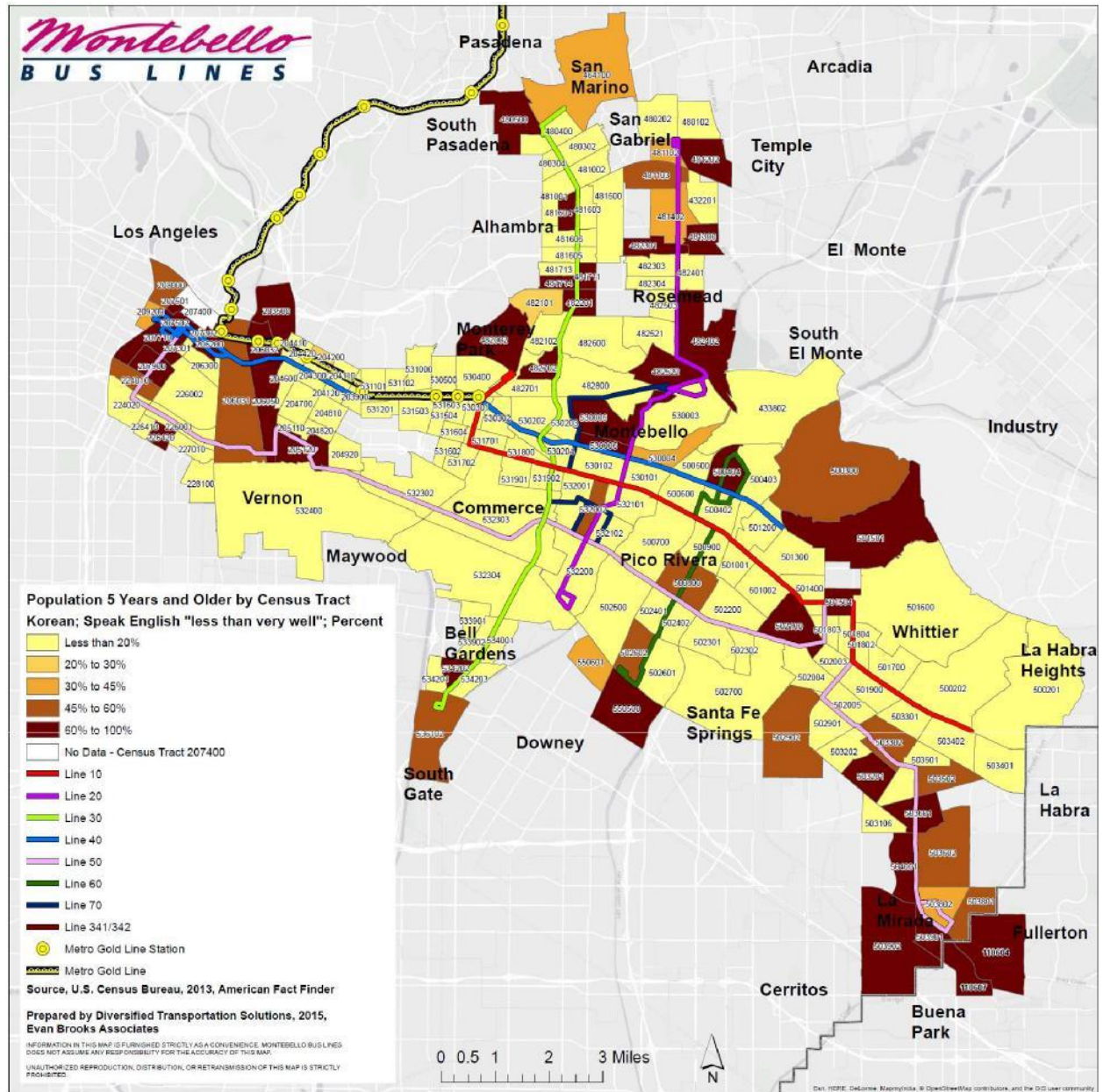
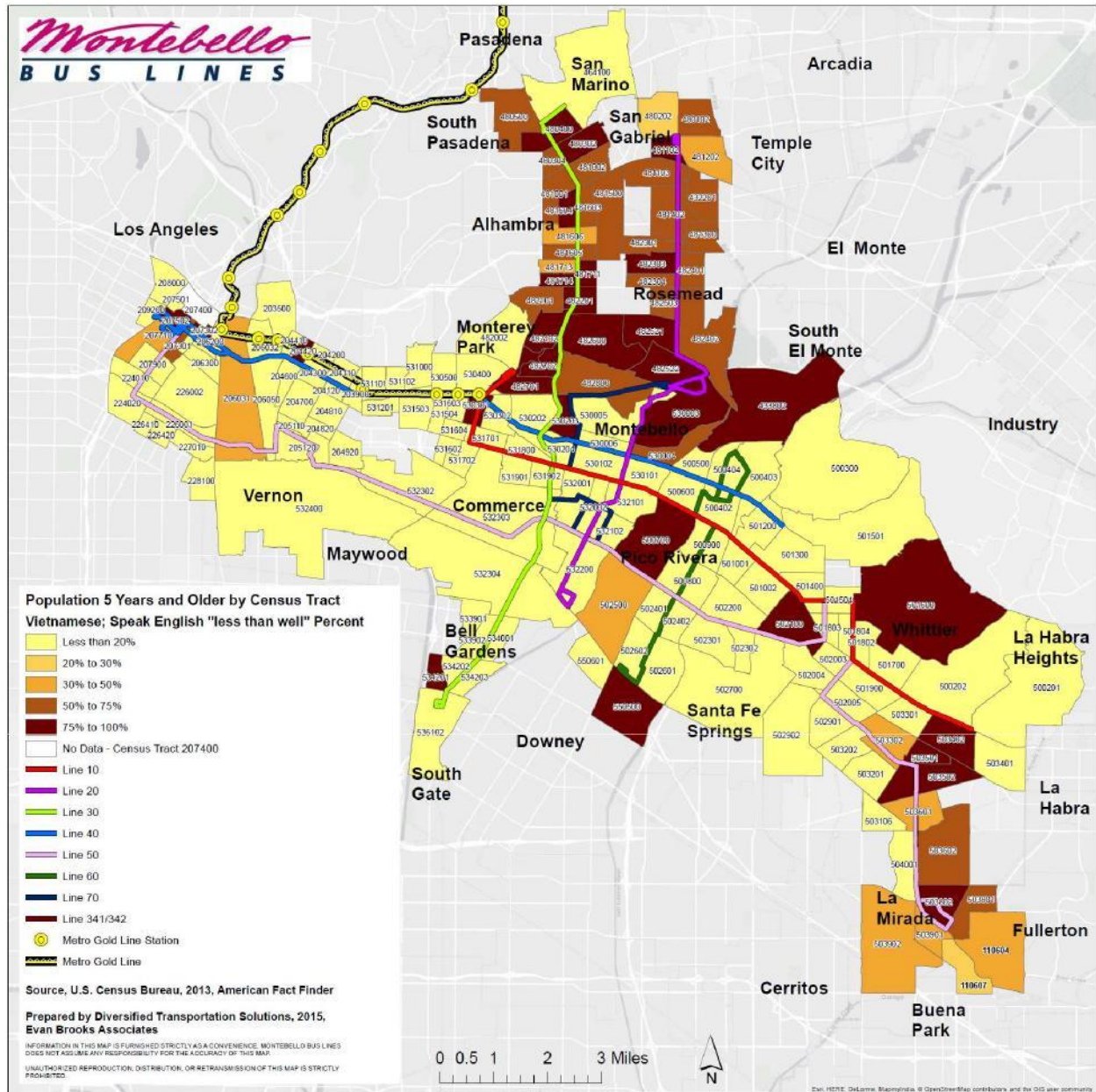


Figure 8: Vietnamese Language by Census Tract



Factor 2: The frequency with which LEP individuals come into contact with MBL's programs, activities, and services.

Task 1, Step 1: Review the relevant programs, activities, and services provided by MBL.

Operational services include fixed-route services, express bus services, Dial-A-Taxi program, and the Montebello Link shuttle service. LEP individuals inquire about these programs and services on a daily basis by telephoning MBL customer service staff, as well as the dispatch center.

To ensure that information relative to the services provided is made available to LEP customers, and that staff respond to inquiries, MBL has implemented the following measures:

- Public Information – MBL's Route Brochures, which provide scheduling, route and fare information; Rider Alerts; Surveys and Public Notices are published in a bi-lingual format (English/Spanish).
- Customer Service Center – Bi-lingual staff are available to answer questions or accept comments related to MBL transportation services; bus fares and discounted fare information; lost and found; Montebello Link shuttle services, and Dial-A-Taxi services. Sales of bus tokens, EZ Passes, Student Monthly Passes, and Dial-A-Taxi coupons are also offered. The Customer Service Center may also assist with trip planning and logging complaints.
- Community Partners – MBL has established partnerships for purposes of purchasing MBL tokens and monthly passes with various community businesses both within city boundaries, as well as in the neighboring communities to promote ridership and facilitate ease of ticketing.
- Fare and Service Change Information – Notices regarding public outreach meetings and hearings on fare and / or service changes are published in English and Spanish newspapers; and all customer comments are welcomed by MBL.

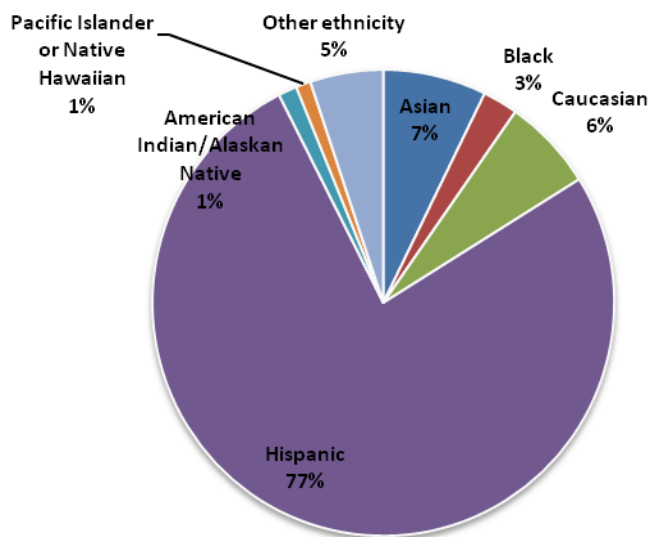
Task 2, Step 1: Review information obtained from community organizations.

LEP persons are served by many organizations in Montebello and surrounding communities, including various school districts, governmental agencies, churches and other community organizations. MBL works closely with said organizations to promote transit services; and also routinely has bi-lingual community outreach programs to facilitate this endeavor relative to LEP individuals. Other efforts may include conducting focus groups in concentrations of LEP populated areas for the purpose of gaining input from a particular defined portion of the community. In addition, non-profit organizations and other advocacy groups can be utilized to disseminate information to LEP populations. Such non-profit organizations, advocacy groups, or other organizations can provide insight into the needs of LEP populations.

Task 2, Step 2: Review information obtained from community organizations.

MBL conducted an on-board passenger survey in August and September of 2015 as part of its most recent line-by-line analysis. The results revealed that the MBL bus riders are largely of Hispanic ethnicity as indicated in Figure 2 below:

Figure 9: Ethnicity of Survey Respondents



In addition, MBL also conducted a telephone survey of residents in the service area. A total of 405 interviews were conducted in English and Spanish based on a random sampling of residents in the cities of Montebello, Pico Rivera, Monterey Park and Whittier. The majority of the respondents (71%), which were predominantly Hispanic, had heard of MBL as a local transit provider. MBL will continue to engage its patrons by employing a variety of techniques such as public notices of meetings in the local English and Spanish newspapers, on the MBL website, social media, written and oral announcements at City of Montebello Council meetings, and community meetings

Factor 3: The nature and importance of the program, activity, or service provided by MBL

Task 1, Step 1: Identify the most critical services.

MBL's most critical services include fixed-route transit, Dial-A-Taxi program, and the Montebello Link shuttle service. As previously indicated, LEP individuals inquire about these programs and services on a daily basis. MBL makes every effort to ensure that information relative to these services is made available to LEP customers and that staff respond accordingly to all inquiries.

Task 1, Step 2: Determine if additional services are needed to provide meaningful access.

MBL's is fully cognizant that public transportation is often the primary means of achieving mobility for many LEP persons. As such, MBL strives to provide language assistance to such individuals in a competent and effective manner to ensure that transit services are safe, reliable, convenient, and accessible to those persons. Moreover, MBL makes an effort to improve mobility within its service area by providing transportation services in an equitable manner to all segments of society. MBL emphasizes the fair treatment of people of all races, cultures, and income levels, including minority and low income populations; and works diligently to perfect the passenger experience.

Factor 4: The resources available to the recipient for LEP outreach, as well as the associated costs.

Task 1, Step 1: Inventory language assistance measures currently being provided, along with associated cost.

MBL has many authorized bi-lingual employee in Operations, including Customer Service, and Administration. Each employee is paid \$80 per month for the bi-lingual service. In addition, MBL publishes route brochures, which provide scheduling, route and fare information; Rider Alerts; Surveys and Public Notices in a bi-lingual format (English / Spanish). The employee costs, coupled with the printing / publication services, are approximately \$100,000 annually.

Task 1, Step 2: Determine what, if any, additional services are needed to provide meaningful access.

The recent addendum to the *Line-By-Line Analysis of Transit Services and Market Survey* indicated that consideration should be given to the addition of Korean and Vietnamese languages into the population threshold for language groups with limited English Proficiency. MBL is presently exploring options in this regard; however, the Hispanic population (Spanish speaking) remains the largest percentage of MBL riders and information relative to all services is presently published in Spanish as well as English.

Task 2, Step 1: Analyze budget and consider cost effective practices for providing language services.

Consistent with most public agencies, MBL's budget is constrained by several factors and staff resources are limited. However, as MBL has bi-lingual Operations and Administrative staff, costs associated with implementing further LEP measures are limited to staff time, marketing and advertising. MBL prides itself on being resourceful and optimizing efficiency of limited resources. Further, MBL has established partnerships which facilitate cost effective practices in providing translation assistance for LEP persons; channels for distribution of printed information; and educational and outreach opportunities to foster improved access for LEP persons.

LANGUAGE ASSISTANCE PLAN

Under the LEP Policy, the Language Assistance Plan is comprised of various implementation procedures and measures to provide meaningful access translation of written and oral information; and to ensure that no person shall be discriminated against relative to services that MBL furnishes on the basis of race, color, or national origin.

Procedures to Identify an LEP Person in Need of Language Assistance

MBL shall perform a language needs assessment to determine the language demographics of its service area using one or more of the following methods:

- Analyze updated census data to identify the percentage of LEP persons by census tract.
- Utilize ridership surveys from transit planning or marketing studies to identify the percentage of MBL riders that are LEP persons.
- Examine records to see if requests for language assistance have been received in the past and if so, for what language.
- Survey front-line staff such as drivers and customer service staff regarding their experiences concerning any contacts with LEP persons during the previous year.

Research among operations staff, customer service, and administrative staff reveal that the frequency of contact with LEP persons speaking Spanish occurs on a daily basis; contact with Chinese speaking patrons is occasionally. Moreover, MBL's Language Assistance Plan works in conjunction with the Public Participation Plan to engage LEP populations utilizing techniques such as the development of public notices in appropriate non-English languages that will provide contact information where individuals can be informed of the affected project or services to provide input or comments.

Language Assistance Measures

MBL shall perform a language needs assessment to determine the language demographics of its service area using one or more of the following methods:

- MBL Customer Service shall request the assistance of trained interpreters to provide translation for the LEP identified languages upon request.
- Public meeting announcements posted on the MBL website shall be available in English and LEP identified languages.

When written communication is received from a LEP customer, it is forwarded to the MBL Operations Manager who will designate an appropriate staff member to translate and provide a response in the LEP customer's native language. MBL has several authorized bi-lingual employees (Spanish, Armenian, Cantonese) who are well versed in providing translation services.

Outreach Techniques

If the percentage of LEP persons in a particular census tract is significant or if the ridership surveys reveal a significant percentage of MBL's riders are LEP persons, MBL will identify the primary language(s) of those individuals potentially impacted and implement the following steps:

- Instructional and informational rider materials and passenger notices shall be available in English and in the potentially impacted LEP identified languages within affected communities of the MBL service area.
- All public hearing notices shall be published in an English language newspaper and the LEP identified language newspaper, if available, while following all requirements set forth in the MBL Major Service and Fare Changes Policy.
- All public hearing notices shall contain the following verbiage in English and the LEP identified languages:

➤ Comments regarding the proposal may be submitted by phone at (323) 558-1625 or via standard mail to Montebello Bus Lines, Operations Manager, 400 South Taylor Avenue, Montebello, CA 90640.

- Pictographs shall be used on the buses whenever possible to instruct and depict necessary information and procedures.
- General notices stating that language translation assistance is available for LEP identified languages shall be posted on City of Montebello public meeting agendas.
- Information displays at community events where it is likely that significant numbers of LEP persons will attend shall be staffed by at least one person fluent in the LEP identified languages, upon request.
- MBL printed information at an event shall be available in English and the LEP identified languages.
- All customer surveys shall be available in English and in the potentially impacted LEP identified languages within specific communities of the MBL service area.
- All Title VI complaint forms shall be available in English and the LEP identified languages.

Staff Training

Training of MBL's responsibility relative to serving LEP persons is provided during orientation and initial training of new operators. Dispatchers, field supervisors, customer service personnel and management staff also receive ongoing training in this regard. Specifically, the following training shall be provided to MBL staff:

- Information regarding MBL's Title VI Program and LEP responsibilities.
- Information regarding the Title VI complaint forms and procedures; and how to handle a potential Title VI/LEP complaint.
- Description of language assistance services offered to the public.
- Documentation of language assistance requests.

- Use of interpretive services.

Monitoring and Updating the LEP Policy and Language Assistance Plan

The MBL LEP Policy and Language Assistance Plan are designed to be flexible to the needs of the public. On an annual basis, MBL staff shall evaluate the LEP Policy and Language Assistance Plan and, if applicable, propose revisions based on input from the following sources:

- Surveys and studies.
- Formal comments from the public.
- Feedback from customers, community members and MBL staff.
- Input and recommendations from local, State and Federal officials.
- Changes in regulations.

All proposed revisions to the LEP Policy and Language Assistance Plan will be presented to the City of Montebello Council and the public for consideration and approval.

CONCLUSION

This document will serve as the *Limited English Proficiency (LEP) Policy and the Language Assistance Plan*. The plan is available for review on the MBL website, www.rideMBL.com and at the Department of Transportation Facility. If materials are requested in LEP languages, large type, and/or Braille, staff will make a reasonable attempt to accommodate those needs.

Members of the public can also obtain information about the plan by contacting MBL Customer Service by phone at (323) 558-1625; or via U.S. Postal Service: Montebello Bus Lines, Transit Operations Manager, 400 South Taylor Avenue, Montebello, CA 90640.

APPENDIX E

CITY OF MONTEBELLO COUNCIL ACTION ADOPTING TITLE VI PROGRAM

CITY OF MONTEBELLO
1600 WEST BEVERLY BLVD.
MONTEBELLO, CALIFORNIA

JULY 13, 2016
WEDNESDAY
5:40 P.M.

THE CITY OF
COUNCIL MET AT THE
A REGULAR SESSION.

This will be updated with the
minutes from the September 10,
2019 Council Meeting.

MONTEBELLO CITY
ABOVE TIME AND PLACE IN

OPENING CEREMONIES

1. **CALL MEETING TO ORDER:** _____ Mayor A. Barajas called the meeting to order at the hour of 5:40 p.m.
2. **ROLL CALL:** City Clerk I. Barajas
MEMBERS PRESENT: Molinari, Hadjinian, Romero, Delgado, Barajas
MEMBERS ABSENT: None
STAFF PRESENT: City Manager Tucker-Schuyler, City Attorney Alvarez-Glasman
3. **STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS:**
City Attorney Alvarez-Glasman

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

None.

Mayor Barajas recessed the meeting into Closed Session at the hour of 5:41 p.m. to discuss the following item. At the hour of 6:17, Mayor Barajas reconvened the meeting.

CLOSED SESSION

The City Attorney provided a briefing on the items listed for Closed Session as follows:

4. **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**
(Government Code Section 54956.9(d)(1))
Name of Case: Bazua v. City of Montebello

All Councilmembers were present for Closed Session and received a briefing from Special Counsel. No final action. Direction was provided.

REGULAR SESSION

17. APPROVAL AND ADOPTION OF THE TRANSPORTATION DEPARTMENT'S TITLE VI PROGRAM

Councilmember Hadjinian moved, seconded by Mayor Pro Tern Romero to approve and adopt the Transportation Department's Title VI Program in compliance with new requirements. Motion carried unanimously.

ADJOURNMENT

Upon motion carried unanimously, Mayor Barajas adjourned the meeting at the hour of 10:30 p.m., in memory of those lives lost in recent Dallas, Texas shooting.

APPROVAL OF MINUTES: Upon motion carried unanimously, the minutes of July 13, 2016, were approved as written on October 12, 2106.

ATTEST:



IRMA BARAJAS, City Clerk



 ART BARAJAS, Mayor

FTA 2019 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

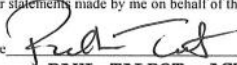
Name of the Applicant: THE CITY OF MONTEBELLO

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature: 
PAUL TALBOT, ACTING CITY MANAGER

Date: 3/26/19

Name: _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): City of Montebello Bus Lines

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: 

Date: 3-26-19

Name: Arnold M. Alvarez-Glasman Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

APPENDIX G

VEHICLE FLEET INVENTORY

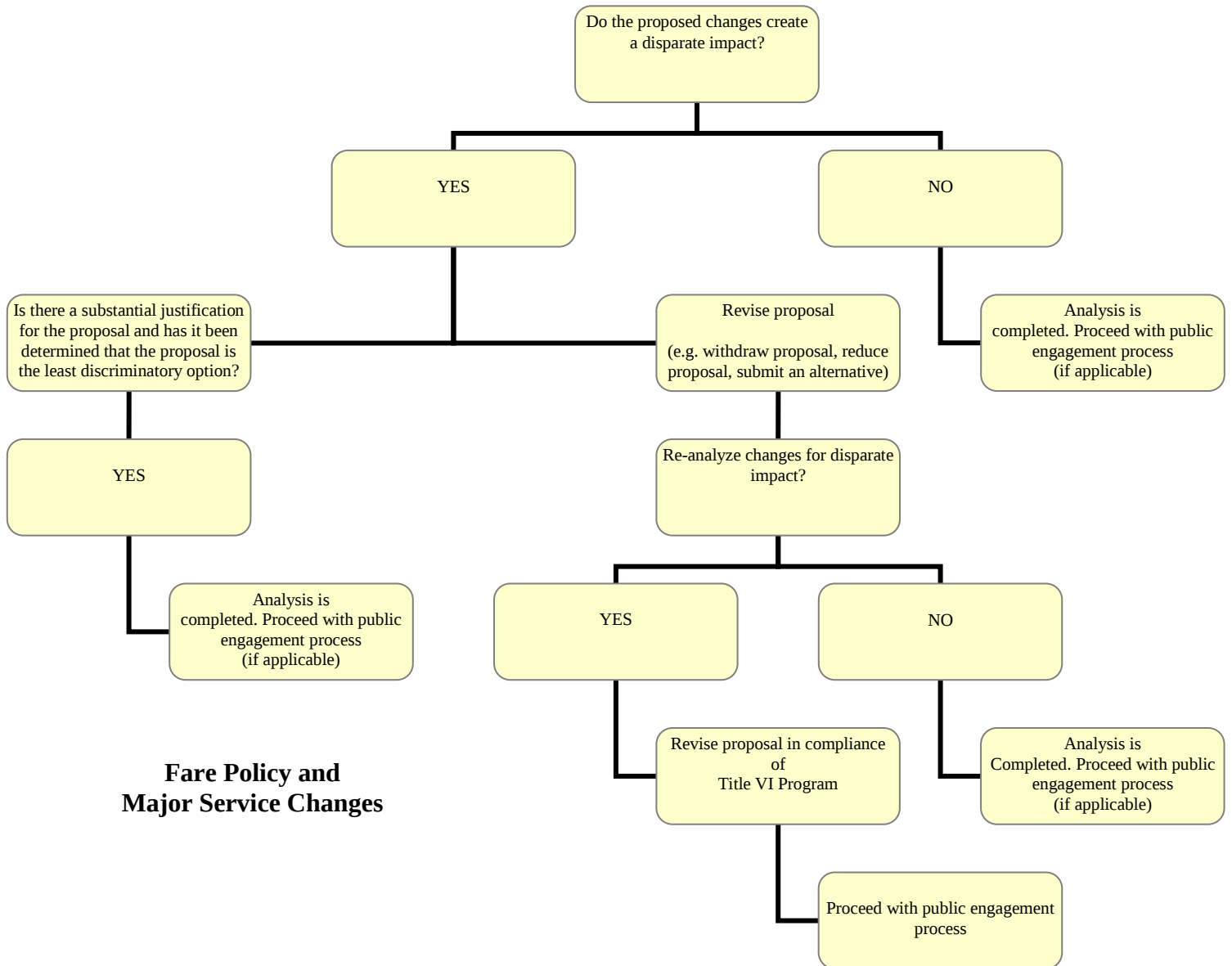
June 2019

Year Built	Vehicle Number	Manuf.	Model	Seats	Length	Width	Fuel	Total Owned	Fixed Route Service
2001	2101, 2, 4, 5, 6	Gillig	Low Floor	40	40	102	D	5	5
2001	2107, 8-12, 14	Gillig	Low Floor	40	40	102	D	7	7
2005	2501-2505	New Flyer	Low Floor	38	40	102	Unl	5	5
2008	2801-2815	New Flyer	Low Floor	38	40	102	Unl	15	15
2010	2901-2908	New Flyer	Low Floor	29	35	102	Unl	8	8
2010	2909-2910, 2912-2925	New Flyer	Low Floor	38	40	102	Unl	15	15
2011	21001-21003	New Flyer	Low Floor	38	40	102	CNG	3	3
2011	21101-21104	New Flyer	Low Floor	38	40	102	CNG	4	4
2013	1301-1308	New Flyer	Low Floor	38	40	102	CNG	8	8
2016	1601-1607	New Flyer	Low Floor	38	40	102	CNG	7	7
2017	1801-1805	New Flyer	Low Floor	38	40	102	CNG	5	5
TOTAL								71	71

Vehicles 2101, 2102, 2104, 2105, and 2106 are emergency contingency vehicles.

APPENDIX H

TITLE VI DISPARATE ANALYSIS CHART



APPENDIX G

Service Monitoring

Using U.S. Census 2015 data, minority and non-minority census tracts in the Montebello Bus Lines (MBL) service area were identified. For the purpose of the Title VI analysis, the MBL service area was defined as all those census tracts that were within ¼ mile of the current Montebello bus route network. Using this data, a “Level of Service Analysis” and a “Quality of Service Analysis” was performed to determine whether the performance of MBL transit service is consistent with FTA guidelines outlined in Circular 4702.1B Chapter IV.

For the Service Analysis, eighteen census tracts (10% of the 180 total census tracts in the service area) were chosen at random. Nine of the tracts were identified as “Minority” while another nine tracts were identified as “Non-Minority”. Minority census tracts included those tracts in which the minority population in the tract exceeded the percentage of the minority population in the MBL service area (87.3% of residents). Conversely, Non-Minority census tracts were those where the non-minority population in the tract exceeded the non-minority population in the MBL service area (12.5% of residents). Tables 1 and 2 depict all the sampled census tracts within the MBL service area and categorizes them as minority or non-minority, for purposes of conducting both a Level of Service Analysis and a Quality of Service Analysis.

Level of Service Analysis

Average Daily Stop Loads

The Average Weekday Passenger Load Per Stop was calculated for each census tract analyzed. Total weekday passenger loads for MBL buses serving bus stops located within the sampled census tracts were reviewed, with the results compared for Minority and Non-Minority census tracts. Minority census tracts showed average loads of 370.5 passengers per stop on weekdays, while the Non-Minority census tracts showed average loads of 256.9 passengers per stop. The review indicated that there is not a significant difference in the average passenger loads at sampled bus stops in Minority and Non-Minority census tracts. It should also be noted that several Non-Minority census tracts contained bus stops at the beginning or end-point of a MBL bus route (Tracts 4802.02, 4804.00 and 5038.02) which by their nature have smaller passenger loads than bus stops near the midpoint of the route. Excluding these 3 tracts, the average weekday passenger load in Non-Minority census tracts is 364.0 passengers per stop. Given the findings in the review of average weekday passenger loads between Minority and Non-Minority census tracts, the analysis shows no disparate impacts in service levels to minority populations in the service area.

Bus Stop Spacing

Another factor calculated was the average stop spacing with respect to each census tract. Montebello Bus Lines’ service standards indicate an average stop spacing of approximately 0.25 miles. Minority census tracts showed an average mileage between stops of 0.18 miles while

Non-Minority census tracts showed an average of 0.17 miles. As with passenger loads, given the similarity in bus stop spacing between Minority and Non-Minority census tracts, the analysis shows no disparate impacts in service levels to minority populations in the service area. Data for all the variables calculated and explained above is presented in Table 1.

Table 1: MBL Level of Service Analysis

Census Tract	Minority Tract?	Bus Stops in Tract	Total Daily Load at Bus Stop	Average Load per Stop	Route Miles in Tract	Bus Stops in Tract (within 1/4 mile)	Average Bus Stop Spacing
204120	Yes	8	9,183	1,147.9	1.5	8	0.19
226001	Yes	18	7,750	430.6	3.3	18	0.18
481713	Yes	6	1,641	273.5	0.9	6	0.15
482102	Yes	6	1,437	239.5	1.3	6	0.22
530005	Yes	10	679	67.9	2.3	10	0.23
532101	Yes	17	7,661	450.6	2.6	17	0.15
532303	Yes	30	13,067	435.6	6.3	30	0.21
532304	Yes	12	2,569	214.1	1.8	12	0.15
534203	Yes	9	670	74.4	1.2	9	0.13
206300	No	1	1,077	1,077.0	0.2	1	0.20
207900	No	10	1,423	142.3	1	10	0.10
480202	No	1	58	58.0	0.1	1	0.10
480400	No	13	395	30.4	1.5	13	0.12
500202	No	9	3,227	358.6	2.1	9	0.23
503601	No	6	809	134.8	1.1	6	0.18
503202	No	4	1,006	251.5	0.5	4	0.13
503302	No	8	1,760	220.0	2	8	0.25
503802	No	10	397	39.7	2.3	10	0.23

Quality of Service Analysis

Passenger Access

To assess the quality of service in the MBL transit system, in conjunction with Minority and Non-Minority census tracts, an assessment was made of passenger access from these census tracts to the top three traveled destinations in the transit system. These locations are the intersections of Whittier Blvd./Montebello Blvd.; Whittier Blvd./Atlantic Blvd; and Atlantic Blvd./Pomona Blvd. To analyze this data fairly, the main intersections that lie within each census tract were identified, and the travel time, fare paid, and routes taken from each intersection to the top destinations were calculated. Travel times were calculated using MBL schedules. While some destinations could be reached more efficiently using bus and rail routes operated by other transit providers, such as the regional transit operator Metro, only MBL buses

were used to analyze the quality of service MBL provides to minority and non-minority census tracts.

Table 2: Quality of Service Analysis

Intersection	Census Tract	Minority Tract?	Whittier Blvd./Montebello Blvd.			Whittier Blvd./Atlantic Blvd.			Atlantic Blvd./Pomona Blvd.		
			Travel Time (min.)	Fare Paid	Routes Traveled	Travel Time (min.)	Fare Paid	Routes Traveled	Travel Time (min.)	Fare Paid	Routes Traveled
4th St./Lorena St.	204120	Yes	42	\$2.20	10, 40	20	\$2.20	10, 40	15	\$1.10	40
Washington Blvd./San Pedro St.	226001	Yes	56	\$2.20	20, 50	61	\$3.00	10, 30, 50	64	\$3.00	10, 30, 50
Garfield Ave./Hellman Ave.	481713	Yes	28	\$2.20	10, 30	30	\$2.20	10, 30	33	\$2.20	10, 30
Garfield Ave./Graves Ave.	482102	Yes	23	\$2.20	10, 30	25	\$2.20	10, 30	28	\$2.20	10, 30
Wilcox Ave./Lincoln Ave.	530005	Yes	14	\$2.20	10, 70	20	\$2.20	10, 70	23	\$2.20	10, 70
Whittier Blvd./Greenwood Ave.	532101	Yes	1	\$1.10	10	23	\$1.10	10	26	\$1.10	10
Washington Blvd./Garfield Ave.	532303	Yes	17	\$2.20	10, 30	19	\$2.20	10, 30	22	\$2.20	10, 30
Garfield Ave./Gage Ave.	532304	Yes	21	\$2.20	10, 30	23	\$2.20	10, 30	26	\$2.20	10, 30
Garfield Ave./Clara St.	534203	Yes	26	\$2.20	10, 30	28	\$2.20	10, 30	31	\$2.20	10, 30
4th St./Alameda St.	206300	No	52	\$2.20	10, 40	30	\$2.20	10, 40	25	\$1.10	40
Olympic Blvd./Hill St.	207900	No	59	\$2.20	20, 50	64	\$3.00	10, 30, 50	67	\$3.00	10, 30, 50
Las Tunas Dr./San Gabriel Blvd.	480202	No	35	\$1.10	20	58	\$2.20	10, 30	61	\$2.20	10, 30
Garfield Ave./Huntington Dr.	480400	No	44	\$2.20	10, 30	46	\$2.20	10, 30	49	\$2.20	10, 30
Whittier Blvd./Santa Gertrudes Ave.	500202	No	47	\$1.10	10	70	\$1.10	10	73	\$1.10	10
La Mirada Blvd./Imperial Hwy.	503601	No	51	\$2.20	10, 50	74	\$2.20	10, 50	77	\$2.20	10, 50
Mulberry Dr./Mills Ave.	503202	No	46	\$2.20	10, 50	69	\$2.20	10, 50	72	\$2.20	10, 50
Mulberry Dr./Colima Rd.	503302	No	48	\$2.20	10, 50	71	\$2.20	10, 50	74	\$2.20	10, 50
Rosecrans Ave./La Mirada Blvd.	503802	No	61	\$2.20	10, 50	84	\$2.20	10, 50	87	\$2.20	10, 50

Note: Passengers using multiple MBL bus routes may purchase a Day Pass for \$3.00

The analysis reveals that all tracts are able to reach the top three destinations for MBL passengers within a 90-minute travel time (See Table 2). Because the top three destinations are located closer to Minority census tracts, the average travel times are relatively shorter from minority census tracts. The average fares paid by travelers from both Minority and Non-Minority census tracts to major destinations are fairly similar, particularly due to the fact that most destinations are accessible with either a direct trip or with one transfer. The exceptions to this are trips to Whittier Blvd./Atlantic Blvd and Atlantic Blvd./Pomona Blvd. from points in census tracts located in Downtown Los Angeles served by MBL Line 50. These trips require 2 transfers on MBL buses to reach these destinations; however, it is likely that most passengers would use Metro Rail services (The Metro Blue, Red and Gold Lines) for these trips based on the speed and cost advantage, and because the Metro Gold Line eastern terminal is within walking distance of both locations.

Passenger Loads

MBL policy is to achieve a passenger load to seat ratio of 1.25 for fixed-route services operating in local service, and 1.00 for fixed-route service operating express service on freeway segments. A review of passenger loads on all MBL lines indicate that MBL service is well within agency policy for the majority of service operated. A significantly low number of the 708 trips operated on weekdays, 434 Saturday bus trips and 391 bus trips operated on Sundays experience overcrowding. Where passenger overloads were observed, the duration of the overcrowding was usually very short.

Table 3 lists those bus trips that have passenger loads of 125% or more of seated capacity (49 passengers). The table also identifies the duration of the overcrowding based on the number of consecutive bus stops served in which passenger loads were at or above the 125% threshold.

As indicated in the table, Lines 10, 20, 40 and 50 experienced some overcrowding during the service day. The highest incidences of overcrowding during weekdays occur during peak periods on Line 10 in both directions. Line 40 eastbound in the P.M period experiences some passenger overloads on the 5:24 p.m. trip. On Line 50 there is some overcrowding in both directions on A.M. Peak trips.

Table 3: Montebello Bus Lines Bus Trips with Passenger Loads Exceeding 125%²

Route	Day	Direction	Terminal Departure Time	Max Load	Route Segment	Duration (No. of Stops)
10	Weekday	W	6:49 a.m.	50	Whittier/Myrtle-Whittier/4th	2
10	Weekday	W	6:49 a.m.	58	Whittier/Montebello-Whittier/Vail	5
10	Weekday	W	2:51 p.m.	58	Whittier/Maple-Whittier/Findley	8
10	Weekday	W	3:16 p.m.	56	Whittier/Maple-Whittier/Findley	8
10	Weekday	W	3:57 p.m.	56	Whittier/Maple-Whittier/Garfield	5
10	Weekday	E	1:04 p.m.	49	Whittier/21st	1
10	Weekday	E	1:38 p.m.	49	Whittier/Taylor- Whittier/Greenwood	2
10	Weekday	E	3:31 p.m.	53	Whittier/Gerhart- Whittier/Findlay	4
10	Weekday	E	6:11 p.m.	51	Whittier/4th-Whittier/2nd	2
10	Saturday	W	3:37 p.m.	64	Whittier/Garfield - Whittier/Goodrich	9
10	Saturday	E	1:00 p.m.	63	Whittier/Gerhart – Whittier/Greenwood	13
20	Weekday	N	7:08 a.m.	57	Greenwood/Date- Montebello/Madison	12
40	Weekday	E	5:24 p.m.	53	Beverly/Atlantic-Beverly/Hillview	2
40	Weekday	E	5:24 p.m.	50	Beverly/Garfield- Beverly/Concourse	3
40	Weekday	W	8:40 a.m.	56	4 th /Fresno-4 th /Soto	4
40	Saturday	E	12:55 p.m.	52	4 th /Lorena-3 rd /Gage	4
40	Saturday	E	12:55 p.m.	50	3 rd /Humphreys	1
50	Weekday	W	5:10 a.m.	58	Washington/Passons- Washington/Commerce	17
50	Weekday	E	5:45 a.m.	53	Washington/Atlantic- Washington/Telegraph	6
50	Weekday	E	6:19 a.m.	51	Washington/Bluff- Washington/Crossway	3
50	Weekday	E	6:19 a.m.	55	Washington/Norwalk- Washington/Lambert	7

As a result of both the Level of Service and Quality of Service Analyses, it would appear that Minority census tracts are receiving an equitable quality of service as Non-Minority census tracts in the Montebello Bus Lines system.

² 2015 MBL Line-by-Line Analysis

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Rene Bobadilla, City Manager

BY: Robert Mescher, Director of Finance

SUBJECT: **Authorize City Manager to Retain Bond and Disclosure Counsel for Potential Bond Issuances**

DATE: September 11, 2019

RECOMMENDATION

It is recommended that the City Council:

- 1) Authorize the City Manager to execute all documents required to retain Norton Rose Fulbright US LLP as the City's Bond Counsel, for an amount not to exceed \$205,000 and to be paid by bond proceeds;
- 2) Authorize the City Manager to execute all documents required to retain Quint & Thimmig LLP as the City's Disclosure Counsel, for an amount not to exceed \$95,000 and to be paid by bond proceeds;

BACKGROUND

On August 28, 2019, the City Council

1. Received and filed a report of on the implementation of a potential Street Improvement Bond that could accelerate road improvement citywide over the next three years;
2. Authorized the City Manager to negotiate amendments to Infrastructure Engineers and Hilltop Securities; and
3. Approved the hiring of Cabrera Capital Markets to work with the City to consider the issuance of bonds to fund a three-year street improvement project, payment of pension obligations, and refinancing hotel bonds.

ANALYSIS

Retaining bond and disclosure legal counsel is the next step of the process to ensure the City will be in compliance with all requirements of bond issuances. The City's financial advising firm, Hilltop Securities, received quotes from the following qualified firms for both bond and disclosure counsel services:

1. Nixon Peabody
2. Norton Rose Fulbright
3. Quint & Thimmig

After review of the fee quotes provided and discussions with Hilltop Securities and Cabrera Capita Markets, Staff is recommending the City to engage Norton Rose Fulbright as bond counsel and Quint & Thimmig as disclosure counsel.

Norton Rose Fulbright has provided bond counsel services on the City's previous bond transactions and is well versed in the potential upcoming transactions that the City is currently evaluating. Quint & Thimmig has extensive experience as disclosure counsel and with pension obligation bonds. Disclosures for the three potential bond issues contain many common elements and a single disclosure firm will provide the City with economies of scale.

Having separate firms as bond and disclosure counsel is likely to allow bonds to be issued on a shorter timeline, which is especially important in the current historically low interest rate environment.

FISCAL IMPACT

If approved by City Council, the cost of retaining the bond and disclosure counsel will not exceed \$300,000. It is the City's expectation that all bond and disclosure counsel fees in connection with bond issuance will be paid from bond proceeds with no fiscal impact on the City's General Fund.

SUMMARY

On August 28, 2019, City Council authorized the City Manager to work with Hilltop Securities and Cabrera Capital Markets to consider the issuance of bonds to fund a three-year street improvement project, payment of pension obligations, and refinancing hotel bonds. Staff recommends retaining the services of Norton Rose Fulbright, bond counsel and Quint & Thimmig, disclosure counsel, to ensure the City's bond documents are in compliance with all requirements.

ATTACHMENTS

None

DATE:	
PRESENTED TO MONTEBELLO CITY COUNCIL	
☐	APPROVED
☐	DENIED
☐	PULLED
☐	RECEIVED AND FILED
☐	CONTINUED
☐	REFERRED TO
DEPUTY CITY CLERK	

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEBELLO APPROVING AND ALLOWING CERTAIN CLAIMS AND
DEMANDS**

**THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES
HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1. That the reference is hereby made to that certain
Register of Audited Demand Nos. 1477, consisting of 6 pages, and
including**

**Warrant No. 584987 through 585110;
Warrant No. 1446**

**on file in the office of the City Clerk, the same having been audited and
approved by the Controller as required by law.**

**SECTION 2. That the said City Council having examined each such
demand does hereby approve and direct the payment of same, as set forth
in said Register, except the following Warrant No.**

**SECTION 3. That the City Clerk shall certify to the adoption of this
resolution and thence forth and thereafter the same shall be in full force
and effect.**

APPROVED AND ADOPTED THIS 11th DAY OF SEPTEMBER, 2019.

JACK HADJINIAN, Mayor

ATTEST:

IRMA BARAJAS, City Clerk



City of Montebello
Register of Demands No. 1477

From Payment Date: 8/22/19 - To Payment Date: 9/4/19

CHECK #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
4331 - General Account					
584987	08/27/2019	\$418.84	FUEL	2186	ACEGAS LLC
584988	08/27/2019	\$685.52	UTILITY SERVICES	2257	AIRESPRING INC.
584989	08/27/2019	\$363.06	UTILITY SERVICES	39550	AT&T
584990	08/27/2019	\$3.06	SUPPLIES	74990	AUTOZONE, INC
584991	08/27/2019	\$465.00	PERMITS AND FEES	5980	STATE OF CALIFORNIA
584992	08/27/2019	\$8,802.65	TRANSIT CNG SERVICES	52710	CLEAN ENERGY FUELS
584993	08/27/2019	\$1,906.80	ADVERTISING/PRINTING SERVICES	1354	DAILY JOURNAL CORPORATION
584994	08/27/2019	\$146.57	MAIL/ POSTAL EXPENSE	22400	FEDERAL EXPRESS CORPORATION
584995	08/27/2019	\$655.23	UTILITY SERVICES	2467	FUSION CLOUD SERVICES, LLC
584996	08/27/2019	\$996.82	UTILITY SERVICES	2467	FUSION CLOUD SERVICES, LLC
584997	08/27/2019	\$654.69	UTILITY SERVICES	2467	FUSION CLOUD SERVICES, LLC
584998	08/27/2019	\$446.85	UTILITY SERVICES	2467	FUSION CLOUD SERVICES, LLC
584999	08/27/2019	\$683.47	UTILITY SERVICES	2467	FUSION CLOUD SERVICES, LLC
585000	08/27/2019	\$50,000.00	ICIS SAFETY RADIOS FEES	13750	CITY OF GLENDALE
585001	08/27/2019	\$55.00	CONTRACT SERVICES	26370	NAVARRO'S TOWING SERVICE
585002	08/27/2019	\$520.00	TRAINING	76200	PUBLIC SAFETY ALLIANCE, LLC
585003	08/27/2019	\$456.82	SUPPLIES	1120	NESTLE WATERS NORTH AMERICA
585004	08/27/2019	\$523.37	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
585005	08/27/2019	\$168.52	CONTRACT SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
585006	08/27/2019	\$383.42	UTILITY SERVICES	14730	SAN GABRIEL VALLEY WATER CO.
585007	08/27/2019	\$22,915.32	FUEL INVENTORY	1059	AMBER RESOURCES LLC/SAWYER PETROLEUM
585008	08/27/2019	\$8,154.56	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
585009	08/27/2019	\$24,523.25	NATURAL GAS FUEL INVENTORY	40520	SOUTHERN CALIFORNIA GAS CO.



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585010	08/27/2019	\$375.00	CONTRACT SERVICES	445	ERIC SERRANO
585011	08/27/2019	\$4,295.13	CONTRACT SERVICES	20060	WATER REPLENISHMENT DISTRICT
585012	08/27/2019	\$195.00	CONTRACT SERVICES	983	ABBA TERMITE AND PEST CONTROL, INC.
585013	08/27/2019	\$70.00	REFUND	2568	RACHEL CARRANZA
585014	08/27/2019	\$1,100.17	NOTES PAYABLE	19120	CENTRAL BASIN MUNICIPAL WATER DISTRICT
585015	08/27/2019	\$325.00	CONTRACT SERVICES	34230	PHIL CULBERTSON/COLBY LAWN CARE
585016	08/27/2019	\$158,079.20	TRANSIT BUS RENOVATIONS	29460	COMPLETE COACH WORKS
585017	08/27/2019	\$140.00	REFUND	2566	WENDY CONTRERAS
585018	08/27/2019	\$20,774.75	EXTERIOR TRANSIT BUS GRAPHICS	70920	DECALS BY DESIGN, INC.
585019	08/27/2019	\$1,396.75	VEHICLE MAINTENANCE/EXPENSES	25660	E-Z GO DIVISION OF TEXTRON
585020	08/27/2019	\$2,182.95	VEHICLE MAINTENANCE/EXPENSES	270	HARBOR DIESEL AND EQUIPMENT, INC.
585021	08/27/2019	\$306.37	CONTRACT SERVICES	2012	ICE MACHINE SALES & SERVICE CO.
585022	08/27/2019	\$200.00	PERMITS AND FEES	1976	JULIAN LAO
585023	08/27/2019	\$1,961.95	JANITORIAL SERVICES	1886	LINCOLN TRAINING CENTER REHAB WORKSHOP
585024	08/27/2019	\$70.00	REFUND	2567	LAWRENCE MESA
585025	08/27/2019	\$345.08	CONTRACT SERVICES	74640	MISSION LINEN SUPPLY
585026	08/27/2019	\$20,129.21	CONTRACT SERVICES	1200	MOBILITY ADVANCEMENT GROUP
585027	08/27/2019	\$674.40	VEHICLE MAINTENANCE/EXPENSES	31790	MIGUEL ZAVALA/MZ AUTO GLASS
585028	08/27/2019	\$3,075.20	SUPPLIES	2480	SOCAL AUTO & TRUCK PARTS, INC.
585029	08/27/2019	\$737.48	VEHICLE MAINTENANCE/EXPENSES	60710	THE AFTERMARKET PARTS COMPANY, LLC
585030	08/27/2019	\$363.57	SUPPLIES	15620	OFFICE DEPOT
585031	08/27/2019	\$5,824.85	CONTRACT SERVICES	538	PCMG, INC.
585032	08/27/2019	\$17,460.66	FIRE TRUCK REPAIRS	2191	PERFORMANCE TRUCK REPAIR INC.



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585033	08/27/2019	\$250.00	REFUND	2571	MARIA RUIZ
585034	08/27/2019	\$1,435.00	CONTRACT SERVICES	2378	T & E ELECTRIC INC.
585035	08/27/2019	\$70.00	REFUND	2570	TERESA TAMAYO
585036	08/27/2019	\$70.00	REFUND	2569	LETICIA TAPIA
585037	08/27/2019	\$6,780.00	TRANSIT BUS CLEANING SERVICES	74850	UNIQUE GENERAL SERVICES
585038	08/27/2019	\$5,668.32	METROLINK SECURITY SERVICES	37	U.S. SECURITY ASSOCIATES, INC.
585039	08/27/2019	\$10,000.00	AUDIT SERVICES	75020	VASQUEZ & CO.,LLP
585040	08/27/2019	\$179,783.00	TREE TRIMMING SERVICES	40860	WEST COAST ARBORISTS, INC.
585041	08/27/2019	\$4,016.00	VEHICLE MAINTENANCE/EXPENSES	288	ZEMARC CORPORATION
585042	08/29/2019	\$1,325.00	CONTRACT SERVICES	1429	JEFF ANAYA
585043	08/29/2019	\$475.00	CONTRACT SERVICES	2484	JEWLIZA CANDIA
585044	08/29/2019	\$750.00	CONTRACT SERVICES	2485	ROSANNE MARIE TORRES
585045	08/29/2019	\$344.14	CONTRACT SERVICES	387	TRANSUNION RISK/ALTERNATIVE DATA SOLUTIONS,INC.
585046	09/03/2019	\$636.54	UTILITY SERVICES	1732	AT&T CORP.
585047	09/03/2019	\$646.09	UTILITY SERVICES	1732	AT&T CORP.
585048	09/03/2019	\$3,678.28	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
585049	09/03/2019	\$195.00	CONTRACT SERVICES	983	ABBA TERMITE AND PEST CONTROL, INC.
585050	09/03/2019	\$584.00	TRAINING	842	CA STATE UNIVERSITY OF LONG BEACH FOUNDATION
585051	09/03/2019	\$47.44	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
585052	09/03/2019	\$47,655.19	INSURANCE PREMIUMS	4110	DELTA DENTAL OF CALIFORNIA
585053	09/03/2019	\$470.38	CONTRACT SERVICES	40920	DIAMOND ENVIRONMENTAL SERVICES
585054	09/03/2019	\$6,880.00	RECREATION VEHICLES LEASE PAYMENT	74920	EXECUTIVE CAR LEASING COMPANY
585055	09/03/2019	\$4,167.00	CONTRACT SERVICES	21260	FLAIR DATA SERVICES, INC.
585056	09/03/2019	\$135.88	VEHICLE MAINTENANCE/EXPENSES	40150	GENUINE PARTS COMPANY



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585057	09/03/2019	\$642.59	REIMBURSEMENT - DUES	28400	LILLIAN GUZMAN
585058	09/03/2019	\$90.00	CONTRACT SERVICES	16760	LIEBERT CASSIDY WHITMORE
585059	09/03/2019	\$331.00	PERMITS AND FEES	56850	LOS ANGELES COUNTY FIRE DEPARTMENT
585060	09/03/2019	\$14,860.00	POLICE RELATED FEES	692	LOS ANGELES COUNTY SUPERIOR COURT
585061	09/03/2019	\$150.02	TRAINING	35650	MARC MARTY
585062	09/03/2019	\$11,133.89	LANDSCAPE SERVICES	2481	NORTH STAR LAND CARE
585063	09/03/2019	\$31.73	SUPPLIES	15620	OFFICE DEPOT
585064	09/03/2019	\$17,989.84	UTILITY SERVICES	14730	SAN GABRIEL VALLEY WATER CO.
585065	09/03/2019	\$3,061.46	UTILITY SERVICES	40520	SOUTHERN CALIFORNIA GAS CO.
585066	09/03/2019	\$711.61	INSURANCE PREMIUM	1990	STANDARD INSURANCE COMPANY
585067	09/03/2019	\$2,523.14	UTILITY SERVICES	526	T-MOBILE USA, INC.
585068	09/03/2019	\$17,923.75	CONTRACT SERVICES	65440	TIERRA WEST ADVISORS
585069	09/03/2019	\$3,696.36	UTILITY SERVICES	72570	U.S. TELEPACIFIC CORP
585070	09/03/2019	\$412.37	UTILITY SERVICES	23610	VERIZON WIRELESS
585071	09/03/2019	\$56.03	UTILITY SERVICES	23610	VERIZON WIRELESS
585072	09/03/2019	\$56.03	UTILITY SERVICES	23610	VERIZON WIRELESS
585073	09/03/2019	\$1,177.35	INSURANCE PREMIUMS	58990	VISION SERVICE PLAN
585074	09/04/2019	\$16.43	ADVERTISING/PRINTING SERVICES	24200	AAT, INC./ALL AMERICA TROPHY
585075	09/04/2019	\$406.25	CONTRACT SERVICES	38010	ADVANCED AVANT-GARDE CORPORATION
585076	09/04/2019	\$704.00	CONTRACT SERVICES	58240	STATE OF CALIFORNIA-DEPARTMENT OF JUSTICE
585077	09/04/2019	\$70.00	POLICE RELATED FEES	2576	MANUEL CARRILLO
585078	09/04/2019	\$7,801.87	CODE ENFORCEMENT DATABASE	1118	COMCATE SOFTWARE, INC.
585079	09/04/2019	\$734,733.48	TRANSIT BUS RENOVATIONS	29460	COMPLETE COACH WORKS



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585080	09/04/2019	\$1,518.80	CONTRACT SERVICES	18840	COOPERATIVE PERSONNEL SERVICES
585081	09/04/2019	\$719.91	SUPPLIES	3350	GARVEY EQUIPMENT COMPANY
585082	09/04/2019	\$40.00	REFUND	2581	GABRIELA HERRERA
585083	09/04/2019	\$1,200.00	CONTRACT SERVICES	2052	ISONAS, INC
585084	09/04/2019	\$140.00	REFUND	2575	JILLIAN MEDEIROS
585085	09/04/2019	\$220.00	REFUND	1542	MYRA MIRANDA
585086	09/04/2019	\$690.16	CONTRACT SERVICES	74640	MISSION LINEN SUPPLY
585087	09/04/2019	\$166.99	VEHICLE MAINTENANCE/EXPENSES	57780	MONARCH BEARING CO., INC.
585088	09/04/2019	\$40.00	REFUND	2578	GLORIA NEGRETE
585089	09/04/2019	\$11,226.97	VEHICLE MAINTENANCE/EXPENSES	60710	THE AFTERMARKET PARTS COMPANY, LLC
585090	09/04/2019	\$3,500.00	REFUND	2577	PARK VICTORIA APARTMENTS, LLC
585091	09/04/2019	\$511.48	INSURANCE REIMBURSEMENT	42490	LINDA PAYAN
585092	09/04/2019	\$1,733.67	INSURANCE REIMBURSEMENT	9340	GEORGE S. SIMONIAN
585093	09/04/2019	\$204.43	VEHICLE MAINTENANCE/EXPENSES	46490	SMOG PUMPS UNLIMITED INC.
585094	09/04/2019	\$280.00	DUES & SUBSCRIPTIONS	41430	THOMSON REUTERS - WEST
585095	09/04/2019	\$18,760.00	CONTRACT SERVICES	65440	TIERRA WEST ADVISORS
585096	09/04/2019	\$527.83	INSURANCE REIMBURSEMENT	27300	ROBERT C. TUFANO
585097	09/04/2019	\$160.00	REFUND	2579	VERONICA VALENZUELA
585098	09/04/2019	\$740.00	CONTRACT SERVICES	328	ANNE L. DONOFRIO
585099	09/04/2019	\$240.00	CONTRACT SERVICES	2442	JOSEPH ABRAMS
585100	09/04/2019	\$81,713.24	ENGINEERING SERVICES	37720	ADVANCED APPLIED ENGINEERING, INC.
585101	09/04/2019	\$22,402.90	CONTRACT SERVICES	52070	TOM CAMACHO
585102	09/04/2019	\$738.40	CONTRACT SERVICES	40850	MARIA E. CASAS
585103	09/04/2019	\$1,204.00	CONTRACT SERVICES	2015	LIGHTHOUSE SPORTS CENTER, LLC.



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585104	09/04/2019	\$1,156.32	DUES & SUBSCRIPTIONS	21420	MUNICIPAL CODE CORPORATION
585105	09/04/2019	\$399.00	CONTRACT SERVICES	41180	MANUEL NUNEZ
585106	09/04/2019	\$2,036.82	FUEL	19700	SYNCHRONY BANK/CONOCO 76
585107	09/04/2019	\$216.00	CONTRACT SERVICES	65000	JOAQUIN B. RENTERIA
585108	09/04/2019	\$77,265.73	FUEL INVENTORY	1059	AMBER RESOURCES LLC/SAWYER PETROLEUM
585109	09/04/2019	\$19,156.87	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
585110	09/04/2019	\$156.00	CONTRACT SERVICES	2365	LETICIA TORRES
Subtotal		\$1,707,718.52			
6093 - Successor Agency					
1446	09/04/2019	\$84,444.63	NOTES PAYABLE	20390	ARA SEVACHERIAN
Subtotal		\$84,444.63			
Total		<u>\$1,792,163.15</u>			