



PARKS AND RECREATION COMMISSION
MEETING AGENDA

THURSDAY, AUGUST 19, 2021 AT 5:30 P.M.

VIA ZOOM

PARK AND RECREATION COMMISSION MEMBERS

Henry Fimbres, Commissioner

James Santana, Commissioner

Ulysses Urquizo, Commissioner

Delia Lopez, Commissioner

CITY STAFF

David Sosnowski, Director of Recreation and Community Services

Laurie Aguilar, Management Analyst

NOTICES

COVID-19 NOTICE: Pursuant to the Executive Order N-29-20 and No. N-35-20 from the Executive Department of the State of California and the County of Los Angeles Department of Public Health Safer at Home Order, Commissioner/Committee members may attend Commission/Committee meetings via teleconferencing and make public meetings accessible telephonically or electronically to all members of the public seeking to observe and address the Commission/Committee. To ensure the health and safety of the public during the local, state, and federally declared COVID-19 Emergency, City Hall Council Chambers will not be open for this meeting, and all public participation must occur telephonically. Consistent with the Executive Order, the Commission meeting will be live streamed and can be watched on the City's website at: www.cityofmontebello.com under the "GOVERNMENT" tab and clicking "Live Stream" tab and viewed on Channel 3.

AMERICANS WITH DISABILITIES ACT: In compliance with the Americans with Disabilities Act (ADA) any person with a disability who requires special accommodations in order to participate in a meeting should contact Laurie Aguilar at (323) 887-1200 ext. 374 Monday-Thursday from 7:30 a.m.-5:30 p.m. Please call 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II 1203). If you require translation services, please contact us 24 hours before this meeting.

STATEMENT OF PUBLIC COMMENTS AND PARTICIPATION: Members of the public may address the Commission/Committee on any items listed on the Agenda. Anyone wishing to address the Commission/Committee on an item not listed on the Agenda (Non-Agenda Items) that is within subject matter jurisdiction may do so during the "Public Comments" period. State Law prohibits the Commission/Committee from taking action or entertaining extended discussion on a topic not listed on the agenda. In order to conduct a timely meeting, the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per person. "Public Comments" may be limited to 30-minutes. Please show courtesy to others and direct all of your comments to the Commission/Committee.

For those interested in making public comments, you may call the day of the meeting, **Thursday, August 19, 2021 between 7:30 a.m. – 3:30 p.m. at (323) 887-1200 ext. 374.** Staff will complete the speaker cards and the public will be called during the Commission/Committee meeting. The City has also provided an email address, laguilar@cityofmontebello.com, where the public can submit public comments up until the day of the meeting, **Thursday, August 19 between 7:30 a.m. – 3:30 p.m.** A summary of the comments will be read out loud and submitted for the record. As part of the City's security measures, those members of the public wishing to merely observe the meeting will not have an opportunity to speak unless they have contacted City staff, as indicated above, stating they wish to comment during the meeting.

AGENDA MATERIALS: The agenda and agenda packet related to items on this agenda are available for public inspection at City's website at: <https://www.cityofmontebello.com/government/commission.html>. The agenda cover sheets may also be emailed upon request.

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

OPENING CEREMONIES

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CORRECTIONS TO THE AGENDA

PRESENTATIONS

PUBLIC COMMENTS (30 MINUTES)

At this time, the general public may address the Commission/Committee on any items listed on the Agenda, including items not listed on the Agenda (Non-Agenda Items) that are within subject matter jurisdiction. Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per person. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Commission/Committee.

STAFF COMMUNICATIONS

MINUTES

1. APPROVAL OF MINUTES FOR 6/24/21 AND 7/15/21

RECOMMENDATION: Approve said minutes as written.

CONSENT ITEM

1. UTILITY BOX BEAUTIFICATION PROGRAM RECOMMENDATIONS

RECOMMENDATION: It is recommended that the Park and Recreation Commission make recommendations or artist selections for the Utility Box Beautification Program to City Council.

PARKS AND RECREATION COMMISSION ORALS

- A. Commissioner James Santana
- B. Commissioner Henry Fimbres
 - a. Dog Waste Station Sponsorship Opportunities
 - b. Barnyard Zoo
- C. Commissioner Ulysses Urquizo
- D. Commissioner Delia Lopez

STAFF ORALS

- A. Volunteer Program
- B. Downtown Street Fest
- C. Farmer's Market
- D. Parks Master Plan Recap

ADJOURNMENT

The City of Montebello Park and Recreation Commission will adjourn to the next Regular Meeting on September 16, 2021 at 5:30 p.m. which will be held at the City Council Chambers.

I, Laurie Aguilar, Management Analyst for the City of Montebello, hereby certify that a copy of this agenda has been posted on or before Monday, August 16, 2021 5:30 p.m.



Laurie Aguilar, Management Analyst



PARKS AND RECREATION COMMISSION
MEETING AGENDA

MINUTES

THURSDAY, JUNE 24, 2021 AT 5:00 P.M.

VIA ZOOM

OPENING CEREMONIES

CALL TO ORDER – Director David Sosnowski called the meeting to order at 5:09 p.m.

ROLL CALL – Members present were Commissioner Henry Fimbres, Commissioner James Santana, and Commissioner Ulysses Urquizo, and Commissioner Delia Lopez

STAFF PRESENT – Director of Recreation and Community Services David Sosnowski, Administrative Secretary Briannon Padilla, and Management Analyst Laurie Aguilar.

PLEDGE OF ALLEGIANCE – Commissioner Henry Fimbres

CORRECTIONS TO THE AGENDA – RECREATION DIRECTOR – None

STATEMENT OF PUBLIC ORAL COMMUNICATIONS

As authorized by the Governor's Executive Order No. N-29-20, members of the public wishing to speak or provide public comments during today's Parks and Recreation Commission meeting were allowed to submit a public comment card via telephone and/or email per the instructions provided in the agenda and notification packages for tonight's meeting. The City has also established a dial-in number to accommodate members of the public who are interested in observing the Parks and Recreation Commission meeting via a live stream. The dial-in information was provided in the Agenda that was posted on the City's website for today's meeting.

CONSENT ITEM

1. PARK FACILITIES MASTER PLAN AND FACILITIES NEEDS ASSESSMENT

The Parks Master Plan is intended to serve as a planning and asset management tool for the City of Montebello's parks and open spaces to improve quality of life for current and future residents by compiling strategies to sustain and enhance the current park system. The Parks

Master Plan was presented and reviewed by the Commission. The Commission voted to receive and file.

MOTIONED: Commissioner Santana

SECONDED: Commissioner Lopez

APPROVED: 4-0-0-0

AYES: Commissioner Fimbres, Commissioner Santana, Commissioner Urquizo, Commissioner Lopez

NOES: None

ABSTAIN: None

ABSENT: None

COMMISSION/COMMITTEE ORALS - None

STAFF ORALS

Director Sosnowski discussed the process for selecting Sub-Committees at the next regularly scheduled Commission meeting.

Director Sosnowski discussed the City's reopening plan for parks and facilities.

Director Sosnowski shared the summer programs and activities available through the Recreation and Community Services Department.

ADJOURNMENT

Commissioner Fimbres motioned to adjourn the meeting, seconded by Councilmember Lopez. Motion carried unanimously and the meeting was adjourned at 6:45 p.m.

THE MINUTES OF JUNE 24, 2021 ARE HEREBY APPROVED AND ADOPTED ON THIS 19TH DAY OF AUGUST 2021.

David Sosnowski, Director of Recreation and Community Services



PARKS AND RECREATION COMMISSION
MEETING AGENDA

MINUTES

THURSDAY, JULY 15, 2021 AT 5:30 P.M.

VIA ZOOM

OPENING CEREMONIES

CALL TO ORDER – Director David Sosnowski called the meeting to order at 5:36 p.m.

ROLL CALL – Members present were Commissioner Henry Fimbres, Commissioner James Santana, and Commissioner Ulysses Urquizo. Absent: Commissioner Delia Lopez

STAFF PRESENT – Director of Recreation and Community Services David Sosnowski and Management Analyst Laurie Aguilar.

PLEDGE OF ALLEGIANCE – Commissioner Henry Fimbres

CORRECTIONS TO THE AGENDA – RECREATION DIRECTOR – None

STATEMENT OF PUBLIC ORAL COMMUNICATIONS

As authorized by the Governor's Executive Order No. N-29-20, members of the public wishing to speak or provide public comments during today's Parks and Recreation Commission meeting were allowed to submit a public comment card via telephone and/or email per the instructions provided in the agenda and notification packages for tonight's meeting. The City has also established a dial-in number to accommodate members of the public who are interested in observing the Parks and Recreation Commission meeting via a live stream. The dial-in information was provided in the Agenda that was posted on the City's website for today's meeting.

NEW BUSINESS

1. SELECTION OF COMMITTEE MEMBERS

The Commission recommended and voted for members for various Sub-Committees. Director Sosnowski explained the roles and duties of each Committee.

1. Arts and Culture Committee

MOTION: Commissioner Santana nominates Commissioner Lopez

Commissioner Urquizo nominates himself.

APPROVED: 3-0-0-1

AYES: Commissioner Fimbres, Commissioner Santana, Commissioner Urquizo

NOES: None

ABSTAIN: None

ABSENT: Commissioner Lopez

2. Golf Committee

MOTION: Commissioner Fimbres nominates himself.

Second nomination will be made when the Commission is fully filled.

APPROVED: 3-0-0-1

AYES: Commissioner Fimbres, Commissioner Santana, Commissioner Urquizo

NOES: None

ABSTAIN: None

ABSENT: Commissioner Lopez

3. Programs Committee

MOTION: Commissioner Santana nominates himself.

Commissioner Fimbres nominates himself.

APPROVED: 3-0-0-1

AYES: Commissioner Fimbres, Commissioner Santana, Commissioner Urquizo

NOES: None

ABSTAIN: None

ABSENT: Commissioner Lopez

4. Special Events Committee

MOTION: Commissioner Santana nominates himself.

Commissioner Urquizo nominates himself.

APPROVED: 3-0-0-1

AYES: Commissioner Fimbres, Commissioner Santana, Commissioner Urquizo

NOES: None

ABSTAIN: None

ABSENT: Commissioner Lopez

5. Sports Committee

MOTION: Commissioner Fimbres nominates himself.

Second nomination will be made when the Commission is fully filled.

APPROVED: 3-0-0-1

AYES: Commissioner Fimbres, Commissioner Santana, Commissioner Urquizo

NOES: None
ABSTAIN: None
ABSENT: Commissioner Lopez

CONSENT ITEM

1. PARK FACILITIES MASTER PLAN AND FACILITIES NEEDS ASSESSMENT

The Parks Master Plan is intended to serve as a planning and asset management tool for the City of Montebello's parks and open spaces to improve quality of life for current and future residents by compiling strategies to sustain and enhance the current park system. The Parks Master Plan was presented and reviewed by the Commission for a second time. This presentation highlighted the public outreach efforts and site specific plans. It was shared with the Commission that the Planning Commission approved a resolution to recommend the Parks Master Plan to City Council and ensured alignment with the General Plan.

MOTIONED: Commissioner Santana
SECONDED: Commissioner Fimbres
APPROVED: 3-0-0-1
AYES: Commissioner Fimbres, Commissioner Santana, Commissioner Urquizo
NOES: None
ABSTAIN: None
ABSENT: Commissioner Lopez

COMMISSION/COMMITTEE ORALS

- A. Commissioner Santana
 - 1. Lion's Club Back to School Shopping Spree
- B. Commissioner Fimbres
 - 2. Lion's Club Back to School Shopping Spree
- C. Commissioner Urquizo
 - 3. None

STAFF ORALS

Director Sosnowski shared details of the Utility Box Beautification Program.

Director Sosnowski shared details of the Volunteer Program and City Service Saturday.

Director Sosnowski announced the Downtown Street Fest would take place on Saturday, August 21, 2021.

Director Sosnowski announced the City will be hosting a seasonal Farmer's Market beginning Thursday, August 26, 2021 from 5:00 p.m. to 9:00 p.m. Farmer's Market will take place every Thursday through October 28, 2021.

ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

THE MINUTES OF JULY 15, 2021 ARE HEREBY APPROVED AND ADOPTED ON THIS 19TH DAY OF AUGUST 2021.

David Sosnowski, Director of Recreation and Community Services



CITY OF MONTEBELLO

PARK AND RECREATION COMMISSION STAFF REPORT

TO: Honorable Members of the Park and Recreation Commission

FROM: David Sosnowski, Director of Recreation and Community Services

BY: Laurie Aguilar, Management Analyst

SUBJECT: Utility Box Beautification Program Recommendations

DATE: August 19, 2021

RECOMMENDATION

It is recommended that the Park and Recreation Commission:

- (1) Approve artwork recommendations made by the Arts and Culture Sub-Committee for the Utility Box Beautification Program; and
- (2) Recommend the approved artwork to City Council; and
- (3) Take such additional, related, action that may be desirable.

BACKGROUND

The proposed Utility Box Beautification Program is a public art program designed to transform common traffic signal control boxes in the City into new distinctive works of art, creating a more vibrant, attractive cityscape. The Utility Box Beautification Program also aims to celebrate local artists and their artwork, act as a deterrent to graffiti, involve the community in the beautification of the City and create a sense of place and identity.

ANALYSIS

The City released a Call for Artists on June 17, 2021 for those who attend Montebello Unified School District in 4th through 8th grades. Interested artists were able to drop off their submissions at the Recreation office and submissions were due by August 9, 2021. On August 12, 2021, the Parks and Recreation Commission's Arts and Culture Sub-Committee reviewed the received artwork submissions and selected those that are to be

PARK AND RECREATION COMMISSION AGENDA REPORT – MEETING OF AUGUST 19, 2021

Utility Box Beautification Program Recommendations

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recommended to City Council for final approval. Once approved by City Council, the artists will have their artwork placed on utility boxes throughout the City as a vinyl wrap.

The current Call for Artists for the Utility Box Beautification Program aims to coincide with the City's 100-year anniversary celebration. The Call for Artists included suggested artwork categories for submissions that aim to highlight Montebello and its community. The three suggested categories were favorite Montebello memories, family fun time at the park, and Montebello through the years. These categories were taken into consideration when selecting artwork and entries were additionally scored based on the following equally weighted criteria: creativity and innovation of design, originality, artistry, visual impact, and community appropriateness and content.

The Arts and Culture Sub-Committee has selected eight submissions for recommendation to City Council. The selected artwork followed all requirements and best demonstrated the above categories and criteria. The City plans continue the program and release a second Call for Artists open to all ages.

FISCAL IMPACT

The cost estimate for each utility box ranges from Six Hundred Dollars (\$600) to Eight Hundred Dollars (\$800), depending upon the size of the utility boxes for a full vinyl wrap. At the September 8, 2021 City Council meeting, staff will recommend City Council to appropriate necessary funds for the selected artwork.

SUMMARY

The Park and Recreation Commission will consider approving artwork recommendations made by the Arts and Culture Sub-Committee for the Utility Box Beautification Program and consider recommending the approved artwork to City Council

ATTACHMENTS

- A. Attachment A – Utility Box Beautification Program Application
- B. Attachment B – Selected Artwork Submissions



CITY OF MONTEBELLO

Utility Box Beautification Program

Call for Artists

Release Date:	June 17, 2021
Due By Date:	August 9, 2021
Announcement:	September 8, 2021



CITY OF MONTEBELLO UTILITY BOX BEAUTIFICATION PROGRAM

The City of Montebello is issuing a Call for all School-Aged Artists in the 4th – 8th grades to participate in the Utility Box Beautification Program. Interested artists will need to complete an application to be reviewed and selected by the City of Montebello's Parks and Recreation Commission for consideration by the City Council. Up to twenty-five (25) participants will be selected and approved art work will be placed on one of seventy-nine (79) available utility boxes throughout the City of Montebello as a wrap.

I. BACKGROUND:

The Utility Box Beautification Program is a public art effort designed to transform common traffic control utility boxes in the City, into distinctive works of art, creating a more vibrant, attractive cityscape. The program also celebrates local artists and their artwork, acts as a deterrent to graffiti, and involves the City residents in contributing to the beautification of the city.

II. ARTIST GUIDELINES AND REQUIREMENTS:

A. Eligibility

1. All artists must attend a Montebello Unified School District school and be in grades 4th – 8th.
2. Entries must be the original design of the submitting artist.
3. Artwork must be suitable for viewing by all ages.
4. Art work should cover all exposed sides of the utility box using the attached template
5. Members of the Parks and Recreation Commission, Montebello City Council and their families are ineligible.

B. Artist Responsibilities

1. Artists must submit original copy/copies of art work wished to be considered to the Recreation and Community Services Department.
2. Artists may provide up 2 designs for consideration.

C. City Responsibilities

1. Provide approved templates of the utility boxes to all applicants.



**CITY OF MONTEBELLO
UTILITY BOX BEAUTIFICATION PROGRAM**

2. The City will contract with a third party vendor to convert artwork into a wrap and install on one of the utility boxes selected by the Parks and Recreation Commission.

3. The Parks and Recreation Commission shall review, approve and select artwork submitted by artists.

D. Materials

1. 8 ½ x17 in. template sheet provided by the Recreation & Community Services Department.

E. Suggested Artwork Categories:

1. Favorite Montebello memories
2. Family time fun at the Park
3. Montebello through the years

F. Criteria Used to Select Artwork

The Parks & Recreation Commission's Arts & Culture Sub-Committee will score entries based on the following equally weighted criteria:

1. Creativity and innovation of design
2. Originality
3. Artistry
4. Visual Impact
5. Community Appropriateness and Content

G. Artwork must not contain:

1. Written materials (words/sentences)
2. Political statements or persons
3. Religious references, symbols or numbers
4. Copyrighted or trademarked material
5. Corporate or organizational branding

H. Application Requirements

1. Print, complete and sign an application form, and:



**CITY OF MONTEBELLO
UTILITY BOX BEAUTIFICATION PROGRAM**

- a. Include a detailed description describing your design theme. Indicate if your theme has specific relevance to the City of Montebello's history, culture and heritage or to a specific location. **This must be attached with your application.** Please limit description to one page or utilize the form field on the application.
- b. Create full color, detailed concept drawings using the template provided.
- c. Designs are accepted as a single sided full color drawing on 8.5 x 17 sheets using the template provided. Print identification at the bottom of each sheet as follows: **Artist Last Name, Artist 1st Initial**

I. Read and sign:

1. The Utility Box Program Participant Release of Liability form.
2. The Artist's Application Form.

J. Submission of Entry

1. Mail or deliver the signed application with the full color designs to the City of Montebello Recreation and Community Services Department. – 1700 West Victoria Ave.
2. Artist can submit up to 2 designs. Only 1 design per artist will be chosen at a time.
3. Entries must be postmarked, emailed or hand delivered no later than Monday, August 9, 2021 at 5:00 p.m. to be considered for approval at the August 19, 2021 Parks and Recreation Commission Meeting.

K. Selection Process and Criteria

1. Designs will be reviewed, approved and selected by the City of Montebello's Parks and Recreation Commission.

L. Questions

Contact: Nadine Hernandez by email only at nhernandez@cityofmontebello.com

ATTACHMENTS:

1. 8 ½ x 17 Design Template
2. Artist Application Form (Application and Diagram Template)
3. Art in Public Places- Utility Box Program Participant Release of Liability Form



CITY OF MONTEBELLO UTILITY BOX BEAUTIFICATION PROGRAM APPLICATION

Instructions: This application must be filled out completely and submitted to the Recreation & Community Services Department along with artwork template and waiver, Attn: **Utility Box Beautification Program**.

Please write legibly in black or blue ink only. Do not use pencil or other ink colors. All blanks must be completed or have N/A written.

1. APPLICANT INFORMATION

Applicant Name _____

Applicant's Address _____

Phone Number _____

Email _____

School _____

Current Grade _____

2. SUBMITTAL DESCRIPTION

Indicate if your theme has specific relevance to the City of Montebello's history, culture, heritage, geography or to a specific location

For Office Use Only:

Date Submitted: _____

Date of Approval: _____

CITY OF MONTEBELLO, CALIFORNIA

UTILITY BOX BEAUTIFICATION PROGRAM PARTICIPANT RELEASE OF LIABILITY FORM

PLEASE PRINT OR TYPE

NAME: _____ DATE: _____
ADDRESS: _____ CITY/STATE/ZIP _____
TELEPHONE#: _____ AGE () DOB ____/____/____

Participant does hereby release the City of Montebello, California, ("City") its City Council, representatives, employees, volunteers, agents and/or assigns, as well as all other participants, from any and all claims, obligations, causes of action, and liability of any kind, arising from the Participant's involvement in any events conducted as part of the Utility Box Art Beautification Program, or in connection with any work, labor, or services performed by the undersigned for and on behalf of any of the participants in events conducted and sponsored by the Utility Box Art Beautification Program, City, or otherwise.

This release is intended as a full and complete release covering any possible claims, contingent or otherwise, involving personal injury or property damage which may arise in connection with the Utility Box Art Beautification Program. This release includes, although it is not specifically limited to, any claim for any injuries or damages which the undersigned may suffer in connection with the Utility Box Art Beautification Program related actions in connection with any work, labor, or services performed by the undersigned for or on behalf of City or the Utility Box Art Beautification Program, regardless of whether the undersigned is actually participating in said activities, any injury to the person or damage to property which may be suffered by the undersigned as the result of or arising out of the Utility Box Art Beautification Program.

The consideration for this release is the undersigned's participation in the Utility Box Art Beautification Program, the permission granted by City to the undersigned to enter onto City property or to participate in events and activities sponsored by the Utility Box Art Beautification Program, and the permission granted by City to the undersigned to engage in any City sanctioned or sponsored events. To the extent permitted by law, Participant agrees to protect, defend, hold harmless, and indemnify City, its Council, officers, employees, volunteers and agents, from and against all claims, injury, liability, loss, cost, and expense, arising out of, occurring by reason of, or in any way connected with Participant's participation in the Utility Box Art Program, except for acts arising out of the sole negligence of City.

Signature: _____

Print Name: _____ Date: _____

SMALL UTILITY BOX



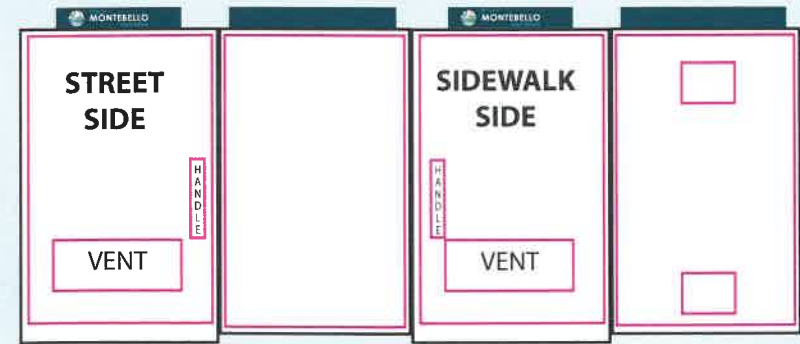
STREET SIDE		SIDEWALK SIDE	
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Please keep important artwork away from edges.
Be aware of handles and vent on template map.

Digital Media export at 300dpi print ready pdf or jpeg



SMALL UTILITY BOX

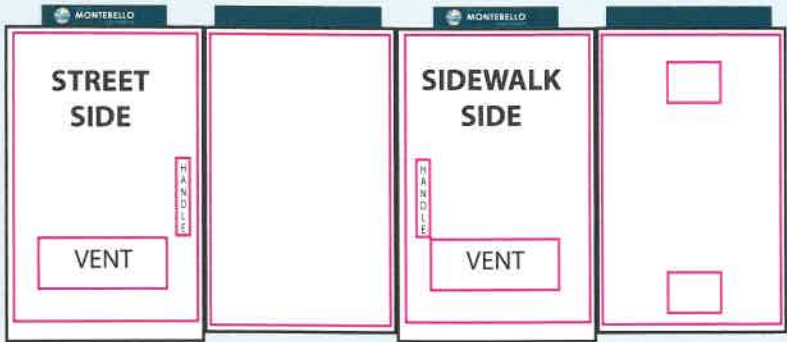
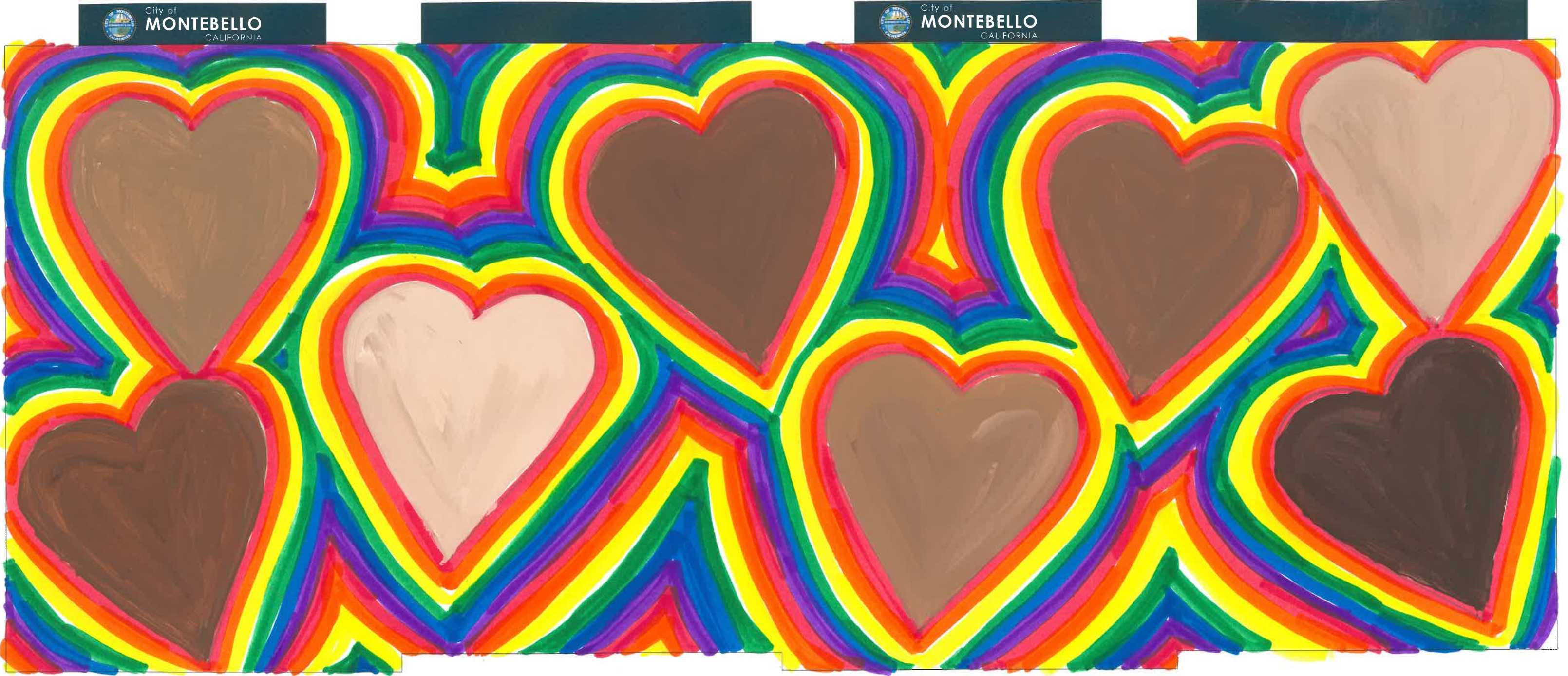


**Please keep important artwork away from edges.
Be aware of handles and vent on template map.**

Digital Media export at 300dpi print ready pdf or jpeg



SMALL UTILITY BOX

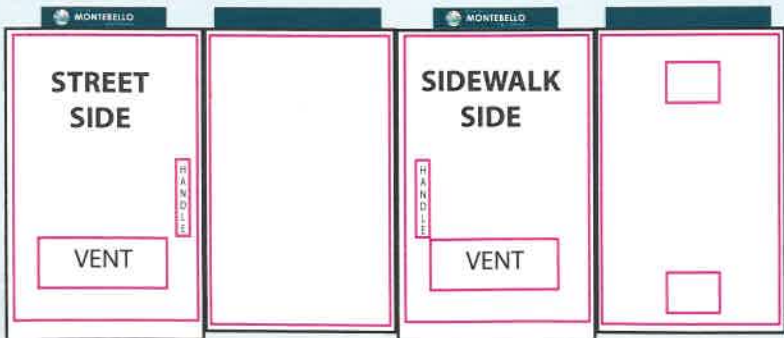


**Please keep important artwork away from edges.
Be aware of handles and vent on template map.**

Digital Media export at 300dpi print ready pdf or jpeg



SMALL UTILITY BOX

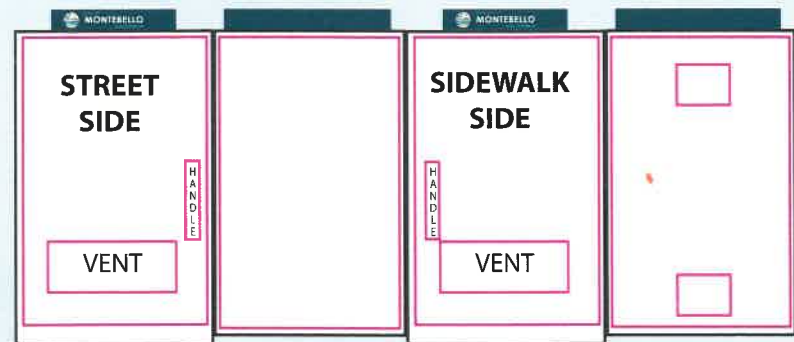
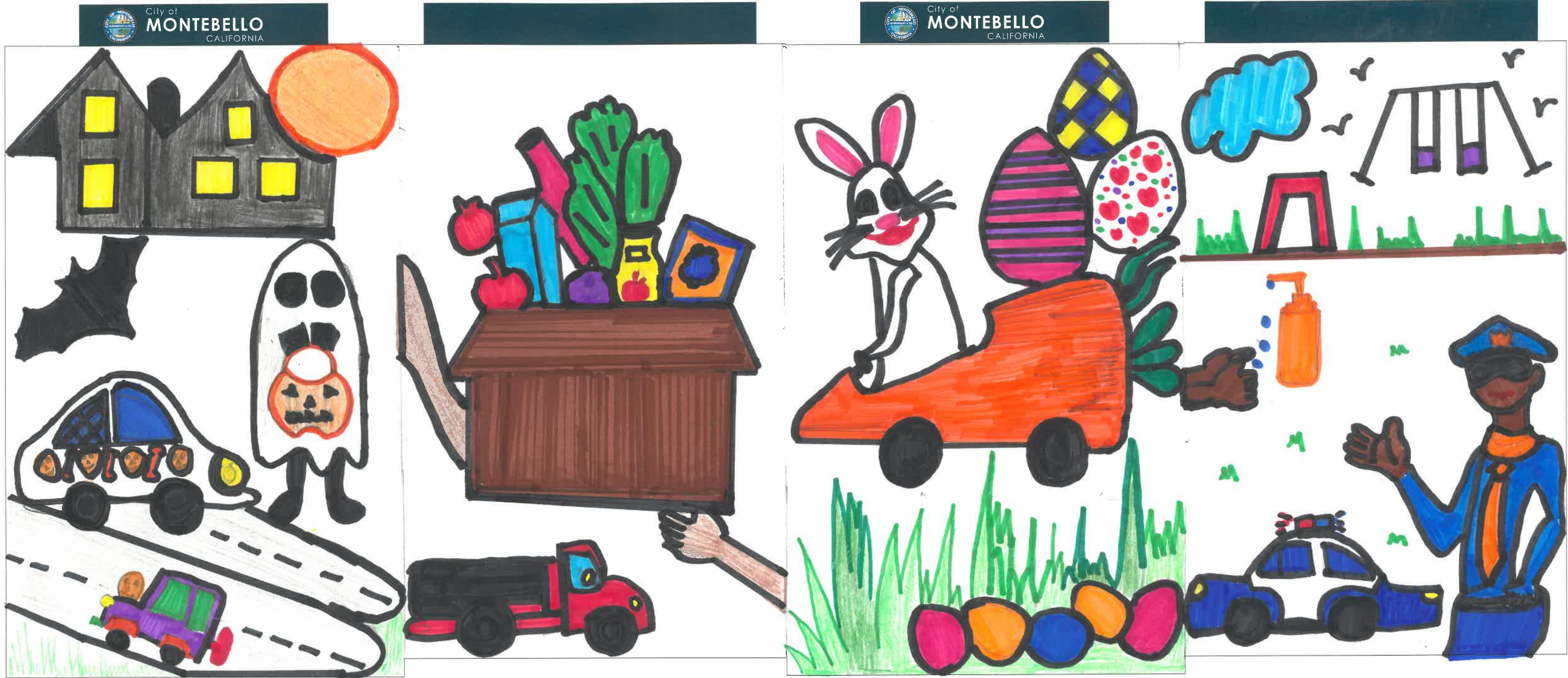


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Digital Media export at 300dpi print ready pdf or jpeg



SMALL UTILITY BOX



Please keep important artwork away from edges.
Be aware of handles and vent on template map.

Digital Media export at 300dpi print ready pdf or jpeg



SMALL UTILITY BOX



STREET SIDE	SIDEWALK SIDE
VENT	VENT

Please keep important artwork away from edges.
Be aware of handles and vent on template map.

Digital Media export at 300dpi print ready pdf or jpeg



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MONTEBELLO
CALIFORNIA



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SIDE

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**Please keep important artwork away from edges.
Be aware of handles and vent on template map.**

Digital Media export at 300dpi print ready pdf or jpeg



SMALL UTILITY BOX



Talyor Ranch Park

STREET SIDE		SIDEWALK SIDE	☐
HANDLE		HANDLE	
VENT		VENT	☐

Please keep important artwork away from edges.
Be aware of handles and vent on template map.

Digital Media export at 300dpi print ready pdf or jpeg

