



**PARKS & RECREATION COMMISSION
MEETING AGENDA**

THURSDAY, SEPTEMBER 21, 2023 AT 5:30 PM

**CITY HALL COUNCIL CHAMBERS
1600 WEST BEVERLY BOULEVARD
MONTEBELLO, CALIFORNIA**

COMMISSION MEMBERS

**JAMES SANTANA, CHAIRPERSON
RICHARD CARLIN, COMMISSIONER
SYLVIA TAKEYAMA, COMMISSIONER
OLIVER JIMENEZ, COMMISSIONER
OLAF LUEVANO, COMMISSIONER**

CITY STAFF

**DAVID SOSNOWSKI, DIRECTOR
KAILI TORRES, RECREATION MANAGER
LAURIE AGUILAR, MANAGEMENT ANALYST**

NOTICES

This Commission/Committee Meeting will be held in person and will meet at **City Hall – City Council Chambers, 1600 West Beverly Boulevard, Montebello, California**. The meeting will be live streamed and can be watched on the City's website and YouTube Channel via the following link: <https://www.montebelloca.gov>, and may also be viewed on Spectrum Public Access Channel 3 for all Spectrum cable subscribers.

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.

PUBLIC COMMENTS:

In-Person: For those interested in participating during the Public Comment period(s), you may address the Committee/Commission ***in person only the day of the meeting***. Speakers will be required to fill out a speaker card provided at the door and submit it to staff prior to each Public Comment announcement period. Staff will number and call each speaker card in the order received.

RULES OF DECORUM:

Pursuant to Section 54957.95 of the Government Code, the presiding member of the legislative body conducting a meeting, or their designee, is authorized to remove, or cause the removal of, an individual for disrupting the meeting. Any such removal will be preceded by a warning to the disruptive individual by the presiding member of the legislative body or their designee that the individual's behavior is disrupting the meeting and that the individual's failure to promptly cease their disruptive behavior may result in their removal.

AGENDA MATERIALS: The agenda and agenda packet related to items on this agenda are available for public inspection at City's website at: [Agendas, Minutes, and Videos](#).

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

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 Commission/ Committee 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 Chairperson.

MINUTES

REGULAR BUSINESS

1. SELECTION OF VICE CHAIRPERSON

RECOMMENDATION: It is recommended that the Parks and Recreation Commission nominate and vote for Vice Chairperson.

CONSENT ITEM(S)

2. SENIOR CENTER RENOVATION PROJECT

RECOMMENDATION: It is recommended that the Parks and Recreation Commission:

1. Receive and file the proposed Senior Center Renovation Project; and
2. Take such additional, related, action that may be desirable.

STAFF COMMUNICATIONS

COMMISSION/COMMITTEE ORALS

Member announcements; requests for future agenda items; conference/meetings reports.

- James Santana, Chairperson
- Richard Carlin, Commissioner
- Sylvia Takeyama, Commissioner
- Oliver Jimenez, Commissioner
- Olaf Luevano, Commissioner

ADJOURNMENT

The City of Montebello Parks and Recreation Commission will adjourn to the next Regular Meeting on October 19, 2023

at 5:30 p.m. at City Hall Council Chambers located at 1600 W. Beverly Boulevard, Montebello, CA 90640.

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, September 18, 2023 at 5:30 p.m.

Laurie Aguilar

Laurie Aguilar, Management Analyst



ITEM # 1

**CITY OF MONTEBELLO
PARKS & RECREATION COMMISSION AGENDA STAFF REPORT**

TO: Members of the Parks and Recreation Commission

FROM: David Sosnowski, Director of Recreation & Community Services

BY: Laurie Aguilar, Management Analyst

SUBJECT: SELECTION OF VICE CHAIRPERSON

DATE: September 21, 2023

RECOMMENDATION(S):

It is recommended that the Parks and Recreation Commission nominate and vote for Vice Chairperson.

FISCAL IMPACT:

There is no fiscal impact to the selection of Vice Chairperson.

BACKGROUND/DISCUSSION:

The Vice Chairperson will assist the Commission Chairperson and staff with facilitation, coordination, and communication off the Parks and Recreation Commission. The Vice Chairperson should seek to develop an understanding of the overall goals of the Commission and prepare to serve in the Commission Chairperson role as needed.

ANALYSIS:

N/A

SUMMARY:

The Parks and Recreation Commission will nominate and vote for Vice Chairperson.

ATTACHMENT(S)

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None



ITEM # 2

**CITY OF MONTEBELLO
PARKS & RECREATION COMMISSION AGENDA STAFF REPORT**

TO: Members of the Parks and Recreation Commission

FROM: David Sosnowski, Director of Recreation & Community Services

BY: Laurie Aguilar, Management Analyst

SUBJECT: SENIOR CENTER RENOVATION PROJECT

DATE: September 21, 2023

RECOMMENDATION(S):

It is recommended that the Parks and Recreation Commission:

1. Receive and file the proposed Senior Center Renovation Project; and
2. Take such additional, related, action that may be desirable.

FISCAL IMPACT:

The project is grant funded and will be utilizing two grant funding sources: federal Community Development Block Grant (CDBG) funds and local Los Angeles County Regional Park and Open Space District Measure A Annual Allocation funds. The total project cost is expected to be approximately \$673,000 with no impact to the General Fund.

BACKGROUND/DISCUSSION:

The Senior Center Renovation Project aims to rehabilitate the functional space of the downstairs area of the Montebello Senior Center located at City Park to provide greater recreation opportunities and services to the community. Renovation will allow for the City to better serve those who utilize the Senior Center by creating a multi-functional space. The City currently hosts a variety of recreational programs including art classes,

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fitness programs, and a senior lunch program. The project allows for the City to continue providing high quality programming and facilities to the community.

The proposed project makes improvements to lighting, flooring, storage, and restrooms. The project scope also includes the addition of a fitness area and a computer room that will be available for use by seniors. Additionally, the proposed design includes multi-functional space that can be utilized for recreational classes, community group meetings, and facility rentals.

In November 2016, Measure A (The Safe, Clean Neighborhood Parks, Open Space, Beaches, River Protection, and Water Conservation Measure) was approved by voters in Los Angeles County, and replaces the expiring Proposition A to ensure parks, open spaces, beaches, and waterways are built and protected for future generations. Measure A is distributed into seven funding categories, one of them being the Annual Allocations program. Annual allocations are distributed using set formulas to local municipalities on an annual basis. However, municipalities must submit an application for proposed funding and also have the option to allow funds to accrue.

The City plans to utilize some of the Measure A Annual Allocations to partially fund the Senior Center Renovation Project.

The remainder of the project cost will utilize CDBG funds. The Department of Housing and Urban Development's CDBG Program aims to support community development activities to build stronger and more resilient communities. CDBG funds are distributed to local jurisdictions for projects that align with their goals. A portion of CDBG funds distributed to the City will be used for the Senior Center Renovation Project.

ANALYSIS:

The Senior Center Renovation Project was selected based upon CDBG requirements and recommendations from the City's Parks Master Plan. The Parks Master Plan was developed utilizing feedback from the community and user groups. The City conducted outreach in the form of workshops, surveys, and interviews.

The City's Parks Master Plan makes several recommendations that align with the Senior Center Renovation Project. The first recommendation is to explore adding indoor facilities such as recreation, teen, and senior centers. Although the project does not expand the current Senior Center facility, the project renovates an underutilized area of the facility and allows the City to expand programming and use. This also aligns with the Parks Master Plan's recommendation to expand overall programs and services.

Lastly, the Parks Master Plan makes a recommendation to expand indoor programming at existing community centers, specifically for seniors and teens. The project will introduce new fitness opportunities to the senior community and will create a space where seniors will have access to computers and technology classes. The project will also benefit those who are not a part of the senior community by providing a multi-use room that can be rented by community groups and can host recreational classes for all

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ages outside of the normal operating hours of the Senior Center.

Overall, the project aligns with the goals of the CDBG program, the Measure A Annual Allocation Program and the City's Parks Master Plan.

Maintenance and operation of the new construction will be the responsibility of the Recreation and Community Services Department. Since the project is partially funded with Measure A Annual Allocation funds, the City will be eligible to utilize Measure A Maintenance and Servicing funds in perpetuity. These funds can be used for any new maintenance costs that were a result of the project after construction is completed. For example, this project will include replacement of flooring and therefore all new flooring maintenance, repair, or future replacement of the flooring will now be eligible for reimbursement through Measure A Maintenance and Servicing Funds. This will help to offset costs to the General Fund.

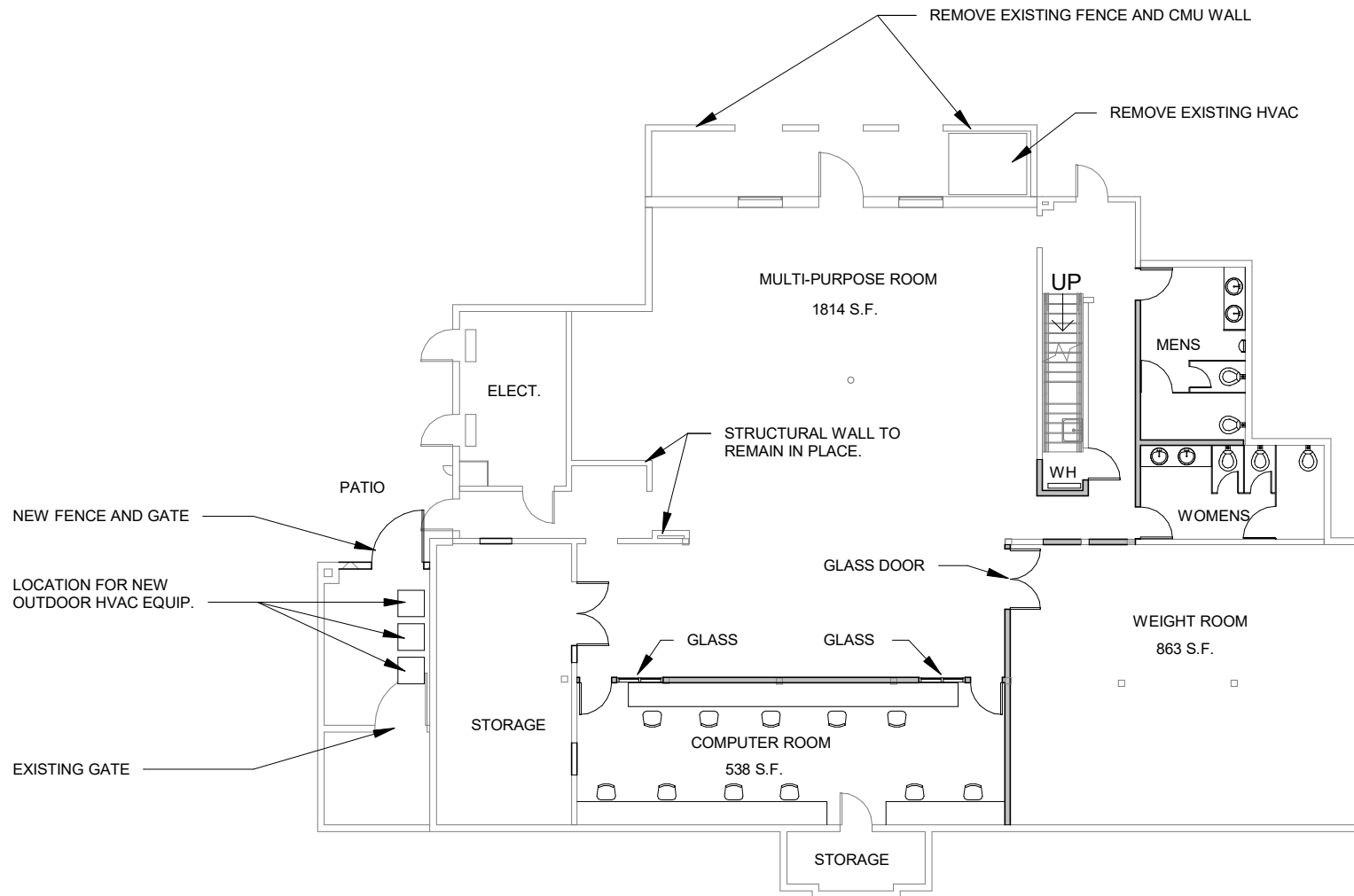
The new fitness and computer area will be staffed by the current Senior Center staff members who are present during normal operating hours. Staff members will assist with opening/closing, programming, and general assistance of the new constructed areas. The Recreation and Community Services Department will also work along with the IT Department for computer set-up, internet access, and ongoing IT support.

SUMMARY:

The Parks and Recreation Commission will review the proposed Senior Center Renovation Project.

ATTACHMENT(S)

1. Attachment A - Senior Center Renovation Project Design



MONTEBELLO SENIOR CENTER RENOVATION

OPTION A UPDATED 12.9.22