



**PARKS & RECREATION COMMISSION
MEETING AGENDA**

THURSDAY, JUNE 20, 2024 AT 5:30 PM

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

COMMISSION MEMBERS

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

CITY STAFF

**DAVID SOSNOWSKI, DIRECTOR
VERONICA RAMIREZ, 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. 1374 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.

NEW BUSINESS

1. **ACUNA PARK DOG PARK PRESENTATION**

RECOMMENDATION: N/A

CONSENT ITEM(S)

2. **UTILITY BOX BEAUTIFICATION PROGRAM ARTWORK RECOMMENDATIONS**

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

1. Approve artwork recommendations made by the Arts and Culture Ad Hoc Committee for the Utility Box Beautification Program; and
2. Take such additional, related, action that may be desirable.

MINUTES

3. **APPROVAL OF MINUTES: APRIL 18, 2024 PARKS AND RECREATION COMMISSION REGULAR MEETING**

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

1. Approve said minutes as is.

STAFF COMMUNICATIONS Independence Day Spectacular, Downtown Street Fest, Aquatics Programs, USDA Summer Lunch Program, Summer Camp, Measure A Annual Allocation Project Updates

COMMISSION/COMMITTEE ORALS

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

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

ADJOURNMENT

The City of Montebello Parks and Recreation Commission will adjourn to the next Regular Meeting on July 18, 2024 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, June 17, 2024 at 5:30 p.m.

Laurie Aguilar

Laurie Aguilar, Management Analyst



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 and Community Services

BY: Laurie Aguilar, Management Analyst

**SUBJECT: UTILITY BOX BEAUTIFICATION PROGRAM ARTWORK
RECOMMENDATIONS**

DATE: June 20, 2024

RECOMMENDATION(S):

It is recommended that the Parks and Recreation Commission:

1. Approve artwork recommendations made by the Arts and Culture Ad Hoc Committee for the Utility Box Beautification Program; and
2. Take such additional, related, action that may be desirable.

FISCAL IMPACT:

The cost estimate for each utility box ranges from \$600 to \$800, depending upon the size of the utility boxes for a full vinyl wrap. A total of nine (9) artworks are being recommended for approval. Staff estimates the total cost of installation to range from \$5,400 to \$7,200.

BACKGROUND/DISCUSSION:

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:

PARKS & RECREATION COMMISSION AGENDA REPORT - MEETING OF JUNE 20, 2024

Page 2 of 2

The City released a Call for Artists on September 27, 2023 to all Montebello residents. Interested artists were able to drop off their submissions at the Recreation office and submissions were due by December 4, 2023. The City received a total of 16 submissions. On June 6, 2024, the Parks and Recreation Commission's Arts and Culture Ad Hoc Committee reviewed the received artwork submissions and selected those that are being recommended for approval by the Commission. If approved by the Commission, 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 highlight the history of Montebello and celebrate California Clean Air Day. 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 Ad Hoc Committee has selected nine submissions for recommendation. The selected artwork followed all requirements and best demonstrated the above categories and criteria.

SUMMARY:

The Park and Recreation Commission will consider approving artwork recommendations made by the Arts and Culture Ad Hoc Committee for the Utility Box Beautification Program.

ATTACHMENT(S)

1. Attachment A - Utility Box Beautification Program Application
2. Attachment B - Artwork Recommendations



CITY OF MONTEBELLO

Utility Box Beautification Program

Call for Artists

Third Round

Release Date: September 27, 2023

Due By Date: December 4, 2023

CITY OF MONTEBELLO

UTILITY BOX BEAUTIFICATION PROGRAM

The City of Montebello is issuing a Call for all Artists, open to all ages, 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 ten (10) participants will be selected and approved art work will be placed on 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.

This round of Call for Artists will be in partnership with the City's Transit Department to celebrate the City's upcoming anniversary and California Clean Air Day which both take place in the month of October. To commemorate the City's anniversary, artists are encouraged to submit artwork that highlights the history of Montebello. Additionally, to celebrate California Clean Air Day, artists are encouraged to submit artwork that highlights ways the community can help to improve air quality and protect public health. These themes will be taken into consideration during artwork selection.

II. ARTIST GUIDELINES AND REQUIREMENTS:

A. Eligibility

1. All artists must be a resident of Montebello.
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 the artwork 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.
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.
4. Artwork will be displayed and maintained by the City for a minimum of one year.

D. Materials

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

E. Suggested Artwork Categories:

The City's Recreation and Community Services Department and Transit Department will be celebrating the City's upcoming anniversary and California Clean Air Day in October. The City highly encourages artists to submit artwork based on the following categories:

1. Montebello history
 - a. Taylor Ranch
 - b. Battle of Rio San Gabriel
 - c. Simon Brick Yard
 - d. Vail Field
 - e. Grant Rea Park
 - f. Standard Oil Company
 - g. Montebello City of Flowers
2. Art promoting California Clean Air Day
 - a. Ways the community can help to improve air quality and protect public health
 - b. Highlighting public transit in the City

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
6. Profanity or inappropriate language

H. Application Requirements

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

- 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.
- d. The art may include the name of the artist (no larger than 3" x 5") at the bottom of the template.

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., Montebello, CA 90640
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, October 23, 2023 at 5:00 p.m. to be considered for approval at the November 16, 2023 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: Laurie Aguilar by email only at laguilar@montebellocal.gov

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.

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 _____

Age _____

2. SUBMITTAL DESCRIPTION

Please describe your artwork submission and indicate if the artwork portrays a theme or category.

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: _____

LARGE UTILITY BOX

City of
MONTEBELLO
CALIFORNIA



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STREET
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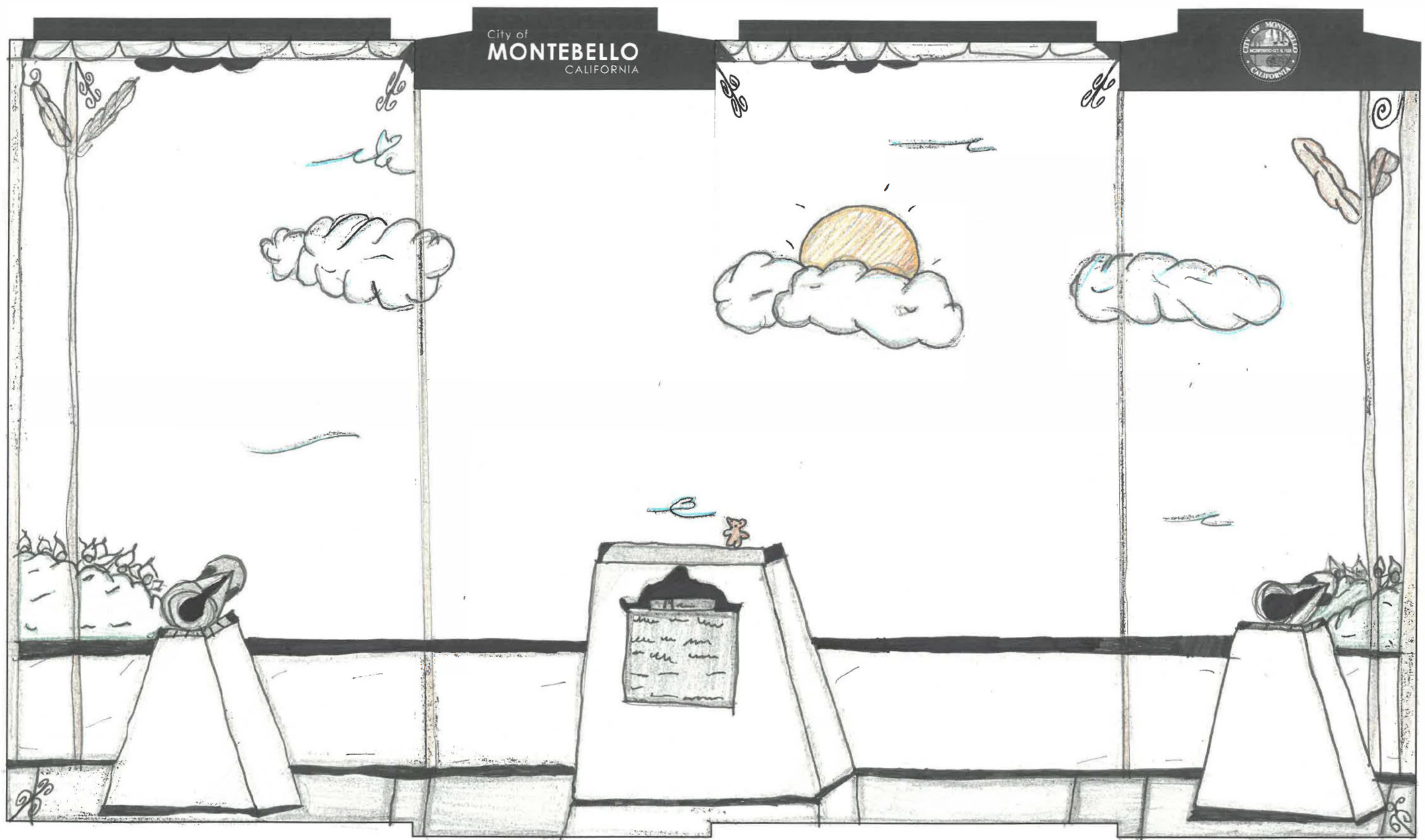
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Be aware of handles and vent on template map.**

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**Contest info
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LARGE UTILITY BOX



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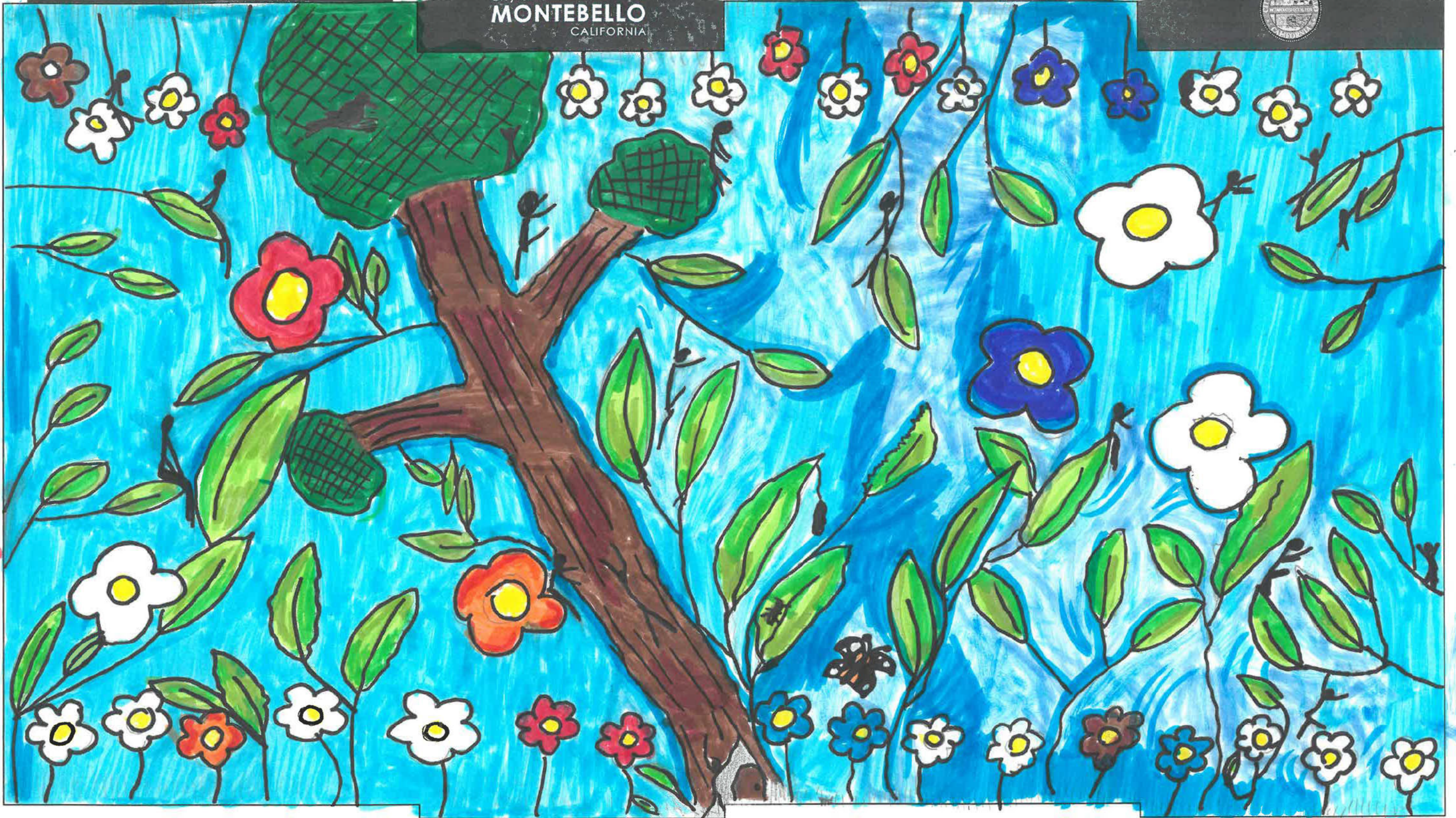


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LARGE UTILITY BOX

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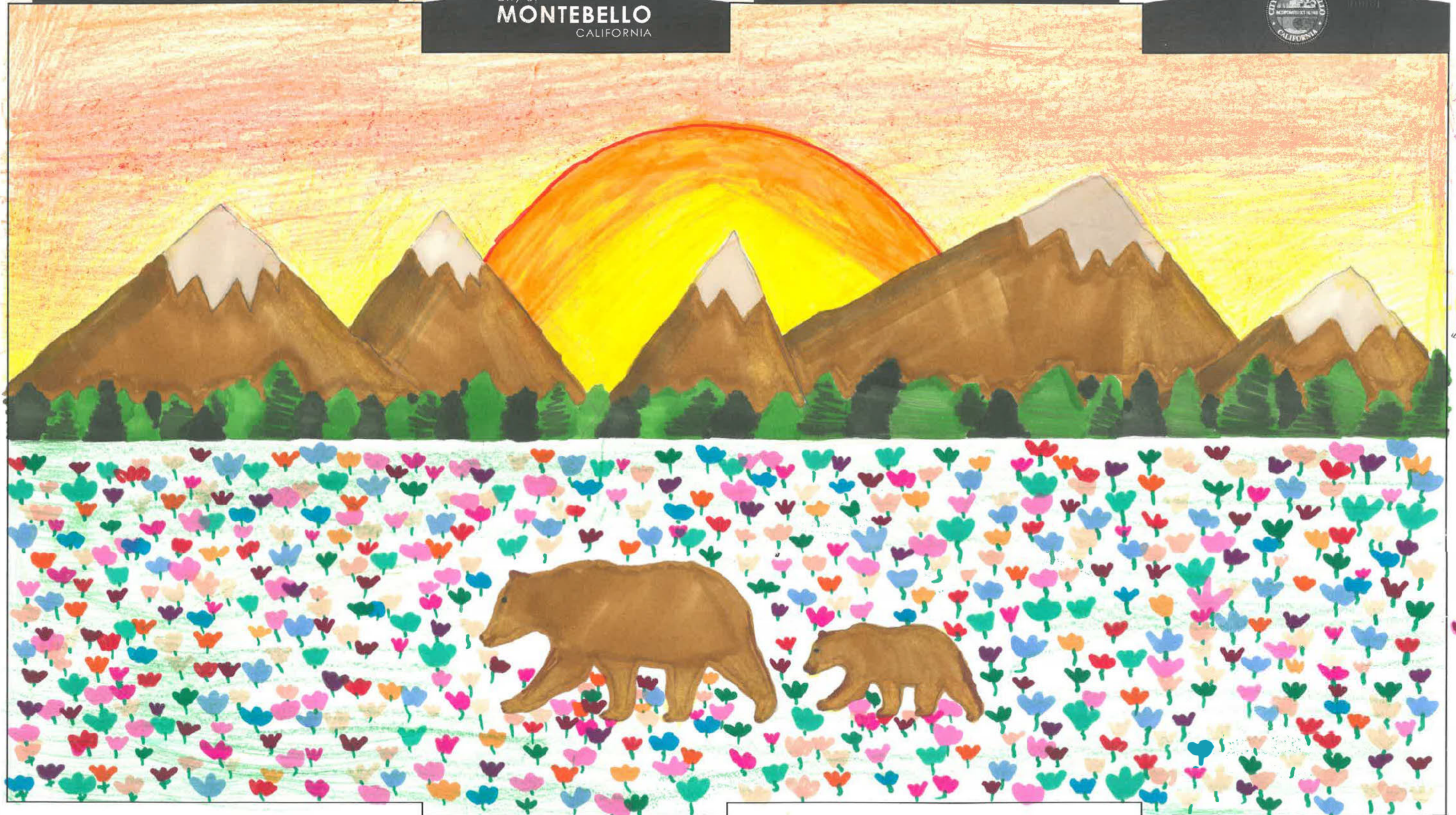
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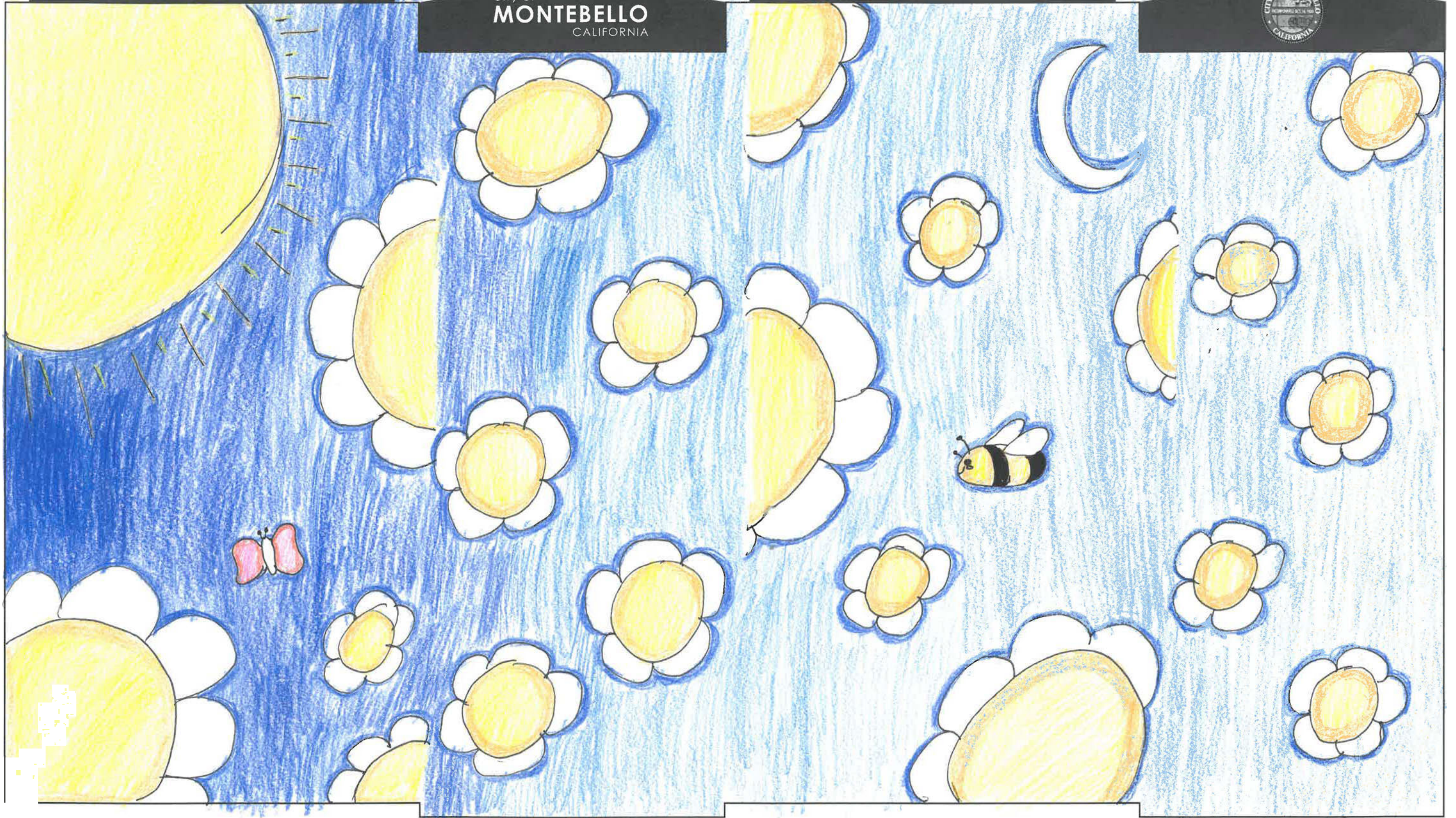
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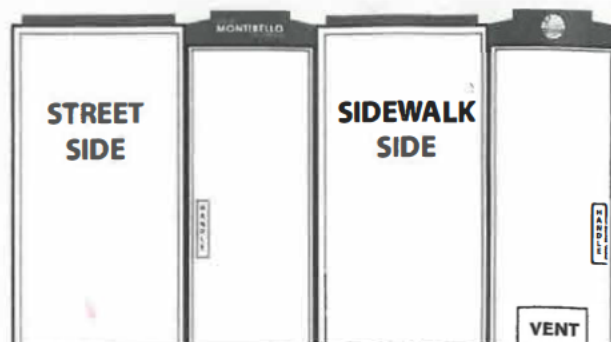
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**APPROVAL OF MINUTES: APRIL 18, 2024 PARKS AND RECREATION COMMISSION
REGULAR MEETING**



CITY OF MONTEBELLO
REGULAR PARKS AND RECREATION MEETING

MINUTES

THURSDAY, APRIL 18, 2024 AT 5:30 P.M.

**CITY HALL COUNCIL CHAMBERS
1600 WEST BEVERLY BOULEVARD
MONTEBELLO, CALIFORNIA 90640**

OPENING CEREMONIES

CALL TO ORDER – Chairperson Santana called the meeting to order at 5:30 p.m.

ROLL CALL – Members present were Chairperson Santana, Vice Chairperson Olaf Luevano, Commissioner Takeyama, and Commissioner Jimenez. Commissioner Carlin was absent.

STAFF PRESENT – Director of Recreation and Community Services David Sosnowski, Recreation Manager Veronica Ramirez, and Management Analyst Laurie Aguilar

PLEDGE OF ALLEGIANCE – Commissioner Jimenez

CORRECTIONS TO THE AGENDA – DIRECTOR – none.

PUBLIC COMMENTS – Staff acknowledged one (1) member of the public wishing to address the Parks and Recreation Commission. Speaker was provided three minutes to address the Commission, and said speaker card is on file at the City Clerk's office.

MINUTES

1. **APPROVAL OF MINUTES: FEBRUARY 15, 2024, REGULAR PARKS AND RECREATION COMMISSION MEETING; MARCH 21, 2024, REGULAR PARKS AND RECREATION COMMISSION MEETING**

RECOMMENDATION: It is recommended that the Parks and Recreation Commission approve said minutes as is.

Commissioner Jimenez motioned to approve minutes, seconded by Commissioner Takeyama. The motion was approved unanimously.

COMMISSION ORALS

1. **Chairperson Santana** – recognized current projects and progress in the City.
2. **Vice Chairperson Luevano** – none.
3. **Commissioner Carlin** – absent.
4. **Commissioner Takeyama** – announced the opening of the City Park mini community library by the Girl Scouts.
5. **Commissioner Jimenez** – none.

STAFF ORALS

Recreation Manager Veronica Ramirez shared upcoming programs and events including USDA Lunch Program, Aquatics programs, and Community Clean-Up event. Director David Sosnowski provided updates about Measure A Annual Allocation projects and golf course updates.

ADJOURNMENT

Commissioner Jimenez motioned to adjourn the meeting, seconded by Vice Chairperson Luevano. The motion was carried unanimously and the meeting was adjourned at 5:49 p.m.

THE MINUTES OF APRIL 18, 2024 ARE HEREBY APPROVED AND ADOPTED ON THIS 20th DAY OF JUNE 2024.

Laurie Aguilar, Management Analyst

PLEASE NOTE: A SEPARATE CARD MUST BE SUBMITTED FOR EACH ITEM

CITY OF MONTEBELLO

Request No. _____



SPEAKER CARD

Please Note:

Public Comment/Speaker Card must be submitted to the City Clerk's Office prior to the statement of oral communications being read and/or 6:00 p.m., whichever is later.

TYPE OF COMMENT: Closed Session ☐ Non-Agenda Item ☒ **AGENDA ITEM NO.** _____

Opposed ☐ In Support ☐ Neutral ☐ **TOPIC:** "ALOUR" add-on for "My MtB" app

MEETING DATE: 4.18.24 **TIME RECEIVED:** 5:26 PM

SPEAKER'S FULL NAME: VAN AJEWIAN **PHONE:** [REDACTED] (Optional)

ADDRESS: _____ (Optional)

ORGANIZATION REPRESENTED: _____

NOTES: _____

ACCOMMODATIONS: _____

TRANSLATION NEEDED: No ☒ Yes ☐ Language: _____

RECEIVED BY STAFF: Laurie Aguilar