



**PARKS & RECREATION COMMISSION
MEETING AGENDA**

THURSDAY, DECEMBER 19, 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, SENIOR 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

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.

CONSENT ITEM(S)

1. PARK AMENITIES SPONSORSHIP PROGRAM

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

1. Implement a Park Amenities Sponsorship Program; and
2. Take such additional, related, action that may be desirable.

STAFF COMMUNICATIONS

1. City Park Baseball Field Update
2. Rio Hondo River Access Project Update
3. Holifield Community Garden Project Update
4. Holiday Park Hours
5. Holiday Home Decorating Contest
6. Winter Programs

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 Thursday, December 19, 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, December 16, 2024 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 and Community Services

BY: Laurie Aguilar, Management Analyst

SUBJECT: PARK AMENITIES SPONSORSHIP PROGRAM

DATE: December 19, 2024

RECOMMENDATION(S):

It is recommended that the Parks and Recreation Commission:

1. Implement a Park Amenities Sponsorship Program; and
2. Take such additional, related, action that may be desirable.

FISCAL IMPACT:

The Recreation and Community Services Department will be responsible for the purchase and installation of the sponsored park amenity and recognition plaques and/or signs. Any associated costs will be funded through the sponsorship. The City will maintain the donated park amenity for the expected life cycle of the amenity. Park maintenance costs are included in the City's budget and this will be the source of funding for maintenance costs of the program.

BACKGROUND/DISCUSSION:

In January of 2020, the Culture and Recreation Commission began a campaign to solicit sponsors for dog waste stations to be placed throughout the City's park system. The program was put on hold due to the COVID-19 pandemic. The first dog waste station had previously been donated by the Commission and has been installed at Acuna Park. The Recreation and Community Services Department continued to receive requests from the community to install more stations throughout the City. Due to the absence of the Parks and Recreation Commission at the time, staff purchased and

PARKS & RECREATION COMMISSION AGENDA REPORT - MEETING OF DECEMBER 19, 2024

Page 2 of 2

installed additional dog waste stations at various park locations previously identified by the Commission's outreach efforts. Staff is now recommending to establish a Park Amenities Sponsorship Program. The proposed program will include a variety of amenities, including dog waste stations, that will be available for sponsorship opportunities.

ANALYSIS:

The Park Amenities Sponsorship Program aims to provide local businesses the opportunity to contribute to enhancing the City's park system through sponsorships. The sponsorship of various park amenities throughout the City would allow for local businesses and residents to show their support for the Montebello community. Sponsorship opportunities would include dog waste stations, benches, picnic tables, picnic shelters, and drinking fountains. A recognition plaque and/or sign will be installed alongside each sponsorship.

Upon approval of the program, staff will work to finalize details and prepare to make the program available to the public. A draft Park Amenities Sponsorship Program Interest Form (Attachment A) has been developed. The form details requirements and responsibilities of the program. The City will have final approval of all amenities, recognition plaque wording, and amenity location. The City reserves the right to relocate or remove any donated amenity if necessary and will make all reasonable effort to notify the sponsor if their donation is affected. The City will maintain the donation for the expected life cycle of the amenity and will make all reasonable effort to notify the sponsor before the disposition of the amenity to allow for the sponsor to donate another amenity at the current fee in the same location or have the plaque returned to them.

SUMMARY:

The Parks and Recreation Commission will consider implementing a Park Amenities Sponsorship Program.

ATTACHMENT(S)

1. Attachment A - Park Amenities Sponsorship Interest Form



CITY OF MONTEBELLO

PARK AMENITIES SPONSORSHIP PROGRAM INTEREST FORM

The Park Amenities Sponsorship Program aims to provide local businesses and/or residents the opportunity to contribute to enhancing the City's park system through sponsorships. A variety of sponsorship opportunities are available and can be found below.

Please select one (fees subject to change):

___ Pet Waste Station - \$400

___ Bench - \$2,000

___ Picnic Table - \$2,500

___ Drinking Fountain - \$3,500

___ Picnic Shelter - \$20,000

Sponsor _____ Contact Name _____

Address _____

Phone _____ Email _____

****Please read and sign to acknowledge all terms and conditions on the following page regarding sponsorship details and location/plaque information.***

Desired Location(s) (please circle):

Acuna Park Grant Rea Park Reggie Rodriguez Park Holifield Park City Park Ashiya Park

Taylor Ranch Park Potrero Heights Park Ashiya Park Sanchez Adobe Park Bicknell Park

Proposed Plaque Inscription: _____

Please return completed form to the Recreation Main Office or via email:

Recreation Office:
1700 W Victoria Ave.
Montebello, CA 90640

Email:
Laurie Aguilar
laquilar@montebellocal.gov

Terms and Conditions

1. The City of Montebello shall have final approval of the sponsored item type and location.
2. Park amenities will be constructed of materials approved by City staff to meet the design and maintenance considerations of the City.
3. The identity of sponsors becomes public record. The City of Montebello may publish names to acknowledge a sponsorship.
4. The donated amenity is the property of the City of Montebello.
5. Each sponsorship includes a 10" x 3" bronze plaque that allows up to four lines with 24 characters per line. Sponsors are encouraged to choose messages that are uplifting, inspirational, or promote enjoyment of the park area. The City reserves the right for final approval of plaque wording.
6. The City of Montebello staff reserves the right to relocate or remove the donated amenity whenever necessary. All reasonable effort will be made to notify the donor if their donation is affected.
7. Placement of memorial wreaths, flowers or other items or any modifications to the amenity will not be permitted.
8. The useful life of the park amenities is approximately ten years. The City will maintain the donation only for the expected life cycle of the amenity. If the amenity is stolen, moved, broken, or otherwise rendered unfit for continued use of exhibition, the City may dispose of it when it reaches the end of its useful life as determined by City staff. Staff shall make every effort to notify the sponsor before the disposition of the amenity to allow them to sponsor the amenity again at the current fee in the same location or have the plaque returned to them.

I acknowledge that I have read, and do hereby accept these Terms and Conditions.

Signature: _____

Date: _____

Name: _____