



**CITY OF MONTEBELLO
ADMINISTRATION**

MEMORANDUM

DATE: March 5, 2020
TO: Honorable Mayor and City Council
FROM: René Bobadilla, City Manager
RE: City Council Newsletter

1. Events Calendar
2. Administration
3. Fire
4. Planning
5. Police Department
6. Public Works
7. Recreation and Community Services



EVENTS CALENDAR 2020

DATE	TIME	EVENT	LOCATION	ORIGINATING DEPT.
MARCH				
03/10/20	4:30 p.m.	Youth Commission Meeting	City Hall Council Chambers 1600 West Beverly Boulevard	Recreation Staff: David Sosnowski
03/11/20	5:30 p.m.	City Council Meeting	City Hall Council Chambers 1600 West Beverly Boulevard	Administration City Council & Staff
03/17/20	6:30 p.m.	Planning Commission Meeting	City Hall Council Chambers 1600 West Beverly Boulevard	Community Development Staff: Joseph Palombi
03/18/20	6:30 p.m.	Golf Commission Meeting	City Hall Council Chambers 1600 West Beverly Boulevard	Recreation Staff: David Sosnowski
03/19/20	4:30 p.m.	Pacific Premiere Bank Ribbon Cutting	Pacific Premiere Bank 2401 West Whittier Boulevard Suite B	Montebello Chamber of Commerce
03/19/20	5:30 p.m.	Culture and Recreation Commission Meeting	City Hall Council Chambers 1600 West Beverly Boulevard	Recreation Staff: David Sosnowski
03/25/20	5:30 p.m.	City Council Meeting	City Hall Council Chambers 1600 West Beverly Boulevard	Administration City Council & Staff

DATE	TIME	EVENT	LOCATION	ORIGINATING DEPT.
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APRIL

04/01/20	6:00 p.m.	Traffic and Safety Commission Meeting	City Hall Council Chambers 1600 West Beverly Boulevard	Public Works Staff: Danilo Batson
04/02/20	12:00 p.m.	Whittier Palm Dental Ribbon Cutting	Whittier Palm Dental 1900 West Whittier Boulevard	Montebello Chamber of Commerce
04/04/20	12:00 p.m.	Student Youth Employment Program (SYEP) Lottery	Montebello City Park 1301 W. Whittier Boulevard	Recreation Staff: David Sosnowski
04/08/20	5:30 p.m.	City Council Meeting	City Hall Council Chambers 1600 West Beverly Boulevard	Administration City Council & Staff
04/11/20	10:00 a.m.	Eggstravaganza Egg Hunt Event	Montebello City Park 1301 W. Whittier Boulevard	Recreation Staff: David Sosnowski

ADMINISTRATION

NOTABLE EVENTS

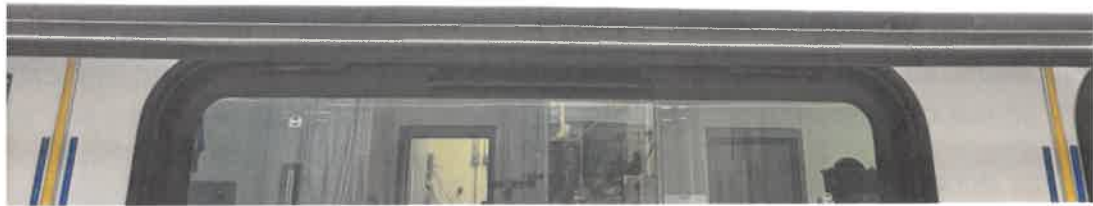
As part of the collective effort to promote the importance of the United States (U.S.) Census 2020 Count, City staff has met with the U.S. Census field representatives, staff from the Los Angeles County Board of Supervisors, National Association of Latino Elected and Appointed Officials (NALEO) and other regional based organizations that are assisting with the count. The U.S. Census is very important to the City of Montebello's ability to apply for future grant opportunities and to receive entitlements based on our demographic and population counts that are determined by this survey.

Staff has done the following to promote the Census outreach;

- Census flyers were placed on counters throughout the City in each department including the Senior Center, the flyers are both in English and Spanish.
- Census banners were placed in four (4) different locations throughout the City; Library/City Hall, Golf Course, Kathy Hensel Youth Center and the Senior Center. Below depicts a banner for the Cenus 2020 Count displayed at the Montebello Library.



- Census Informational bus cards have been placed in the entire Montebello Bus Line fleet and will remain posted until July 31, 2020.



- A Census street banner was placed on Olympic Ave. across from the Transportation Department.



Staff is currently in the process of applying for a grant from The National League of Cities in the amount of \$20,000 in addition to the approved appropriation of \$25,000 from Cannabis Community Benefit Funds. The funds will be used for community outreach including large banners, printing of informational flyers, promotional materials and community outreach meeting supplies.

Staff will be presenting a Census 2020 update during the March 25, 2020 City Council meeting at 6:30 p.m. and will be available to address any issues or concerns.

Below is a schedule of what the community can expect in the next coming months from the U.S. Census:

- **Mid-March** - Questionnaire Action Kiosks will be opened in libraries, parks and other locations throughout Los Angeles County so that the public can complete their forms and get assistance.
- **April 1** - National Census Day
- **May to July** - Household visits by U.S. Census Bureau staff to those individuals who have not submitted a completed census form.
- **July 31** - Last day to participate in and complete a Census form.

FIRE

NEWS AND EVENTS

- Firefighters from Engine 57 participated in Read Aloud Day at La Merced Elementary on Monday, March 2, 2020. Firefighters were joined by members of the City Council and Montebello Police Department.
- Three recruit firefighters finish their training this week and soon begin their first shifts as Montebello firefighters. We are very proud of each of them.
- The recent outbreak of the Coronavirus is being addressed proactively by the Montebello Fire Department through additional training by our Medical Director, Dr. Loza and our Nurse Educator Adrienne Roel. All personnel are receiving specific training on treating patients with symptoms related to the Coronavirus. Verdugo dispatch is also conducting additional screenings through 911 calls to prepare responding personnel accordingly.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

NOTABLE PROJECT

PLANNING

Planning Applications: 0

CODE ENFORCEMENT

Open Cases: 352

BUILDING AND SAFETY DIVISION

Permits Issued: 25

Plan Check: 5

Inspections Conducted: 36

POLICE

NOTABLE INCIDENTS

February 28, 2020 – School Threats

A parent from Montebello Intermediate School notified Police Dispatch of a threat made by an unknown caller to her cell phone. The parent stated that the caller told her that there was going to be a shooting at Montebello Intermediate School and then hung up. The investigation revealed that two students from Montebello Intermediate School were involved in the threat. The threat was determined to be a hoax. Montebello School Police arrested one juvenile for Criminal Threats.

February 28, 2020 – School Threats

Montebello Officers responded to the 500 block of S. 6th St. in regards to a criminal threat that was made via Instagram. Officers made contact with a reporting party who stated that her son received a message on his Instagram. A male subject posted on Instagram that he was going to take a gun and start a massacre at Montebello High School on Monday March 2nd, 2020. The reporting party then showed the officers the Instagram post, which they were able to see and confirm the threats.

Officers were able to find out who the male subject was and made contact with the male subject. The male subject denied posting the threats on his Instagram. When the

officers asked the male subject to go into his Instagram post, he told the officers that he was unable to access it. The male subject was subsequently arrested for Criminal Threats. It should be noted that the male subject is a former Montebello High School student and was expelled from Montebello High School approximately 2 years ago for making the same type of threats. The male subject is an adult.

PUBLIC WORKS

NOTABLE PROJECTS

ENGINEERING

PAVING THE WAY – December 18, 2019 the City Council approved a \$27.0M Street Improvement Bond to invest in the City's Infrastructure. The Project calls for street and sidewalk improvements on various streets citywide. On Monday, March 9, 2020, the Contractor will begin mobilization and concrete repairs in the first area. The Contractor has distributed notices to residents and businesses, as well as, installed projects signs in the first repair area. There are 50 streets in the first area that will be repaired; these are mostly in the northeast quadrant of the City. The concrete repairs consist of sidewalks, curbs, gutters, driveways and install new ADA ramps at street corners. After the concrete repairs are completed the asphalt pavement repairs will begin in May of 2020.

MONTEBELLO BOULEVARD BIKE LANE AND SIDEWALK ACTIVE TRANSPORTATION PROGRAM (ATP) GRANT PROJECT – Work on this Project began with the mobilization and concrete improvements (sidewalks, curb & gutters, American with Disabilities Act (ADA) ramps, etc.) on the west side of the Project. Construction operations continue mostly on the eastside of the street and median. Some utilities have relocated their lines, as required by the project. Other utilities are still designing the utility relocation, such as Southern California Edison (SCE) and the Southern California Gas Company. The contractor continues with the installation of the recycled water line for the Montebello Hills Project and the adjustment of an existing City Water System potable water line. The City and contractor continue to meet on a weekly basis to review work progress and coordinate with impacted utilities.

VARIOUS STREET IMPROVEMENTS PROJECT (CP No. 873) – The Project calls for street and sidewalk improvements on the following streets: Beverly Terrace (Maple to Easterly End Cul-de-Sac), Hay Street (Garfield Avenue to Southerly City Limit), Los Amigos Avenue (Weimar Way to Las Flores), and Oakwood Avenue (Montebello Boulevard to Spruce Street). All street paving operations and concrete repairs have been completed. The contractor and inspector are finalizing the project close-out documentation. The Notice of Completion (NOC) is tentatively scheduled for City Council approval on Wednesday, March 25, 2020.

STREET AND INTERSECTION PAVEMENT REHABILITATION PROJECT (CP No. 872) – The Project calls for street and intersection pavement rehabilitation and sidewalk improvements, on the following streets: Weimar Way (Avenida De La Merced to Los Amigos), Madison Avenue (Taylor to 12th Street), Holger Drive (Victoria to Forbes), and Via Campo at Vail Avenue Intersection. All street paving operations and concrete repairs have been completed. The contractor and inspector are finalizing the project close-out documentation. The NOC is tentatively scheduled for City Council approval on Wednesday, March 25, 2020.

BEVERLY BOULEVARD STREET IMPROVEMENTS PROJECT (21ST STREET TO HOWARD AVENUE – CP No. 866) – The Project will consist of removal and reconstruction of existing concrete sidewalks, curb and gutters, driveway approaches, curb ramps, cold milling existing asphalt concrete 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. On February 12, 2020, the City Council awarded a construction contract to Gentry Brothers for this Project. Additionally, at the same meeting the City Council approved the release of a Request for Qualifications (RFQ) for Public Works Inspection and Construction Management Services for this Project with proposals due on Thursday, March 5, 2020. Construction is not anticipated to start until early/mid April 2020.

ARROYO DRIVE STREET IMPROVEMENTS PROJECT (CP No. 858) – The Project calls for street and sidewalk improvements on Arroyo Drive between Astra Drive and Rose Glen, including new sidewalk, curb and gutter and storm drain on the north side of Arroyo Drive (between Paramount Boulevard to Rose Glen), pavement restriping, adjustment of sewer manholes, ADA ramps, etc. On February 12, 2020, the City Council awarded a construction contract to Sequel Contractors for this Project. Additionally, at the same meeting the City Council approved the release of an RFQ for Public Works Inspection and Construction Management Services for this Project with proposals due on Wednesday, March 5, 2020. Construction is not anticipated to start until early/mid April 2020.

BEACH STREET IMPROVEMENTS PROJECT – The Project calls for street and sidewalk improvements on Beach Street between Vail Avenue and 3rd Street, including new sidewalk, curb, gutter and storm drain, pavement restriping, adjustment of sewer manholes, ADA ramps, etc. On February 12, 2020, the City Council approved the release of a RFQ for design and engineering services for the proposed improvements with proposals due on Thursday, March 5, 2020.

TRAFFIC & SAFETY COMMISSION –The next Commission meeting is scheduled for Wednesday, April 1, 2020, at 6:00 p.m. in the City Council Chambers. The March 4, 2020 Commission meeting at 6:00 p.m. was canceled due to lack of quorum.

IMPORTANT MESSAGE FROM SCE AND W.A. RASIC CONSTRUCTION - W.A. Rasic Construction, a contractor for SCE, is currently working on upgrading SCE's subsurface infrastructure (electric underground vault installation and replacement, which are critical to ensuring reliable power to customers) on Beverly Boulevard, between Spruce Street and 300 feet west of Howard Avenue. Rasic Construction has implemented the approved traffic control plans (including restriping and reduction in the number of westbound lanes). It is estimated that the work will take approximately 60 days to complete. Motorists are advised to expect delays and use alternate routes, especially during peak traffic periods.

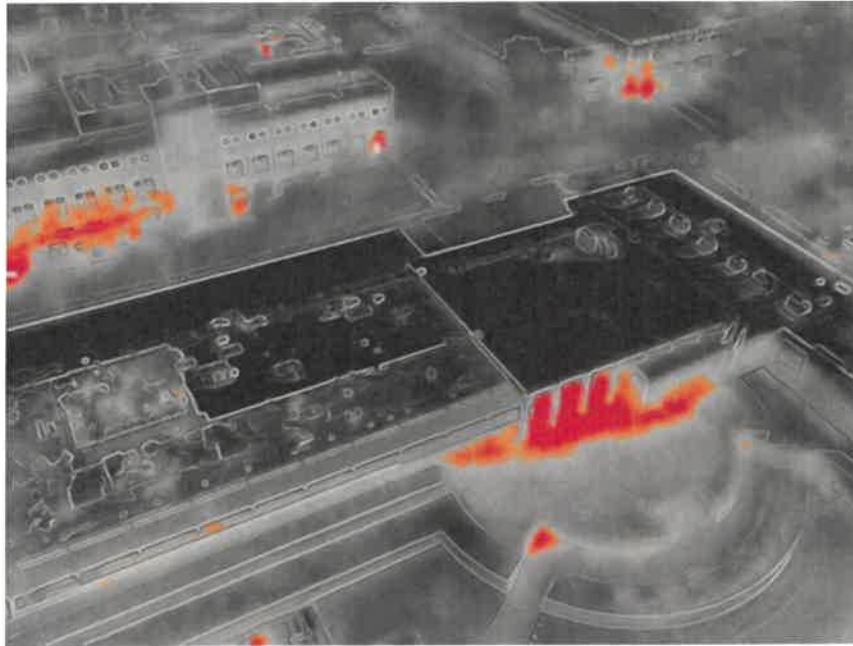
IMPORTANT MESSAGE FROM SOUTHERN CALIFORNIA GAS COMPANY – The Gas Company began replacement work on their existing gas main and service lines in the area of Vail Avenue, Via Palermo, Appian Way and Westmoreland. All work will be completed per City issued permits and approved traffic control plans. The Gas Company has placed electronic message boards in the area and has provided notices to impacted residents.

RECREATION & COMMUNITY SERVICES

Building Division

City Hall Improvements – The City Hall Roof Project is nearing completion. The complete tear off of the roof above the east wing and middle section of City Hall above the Council Chambers is complete. The contractor is now finishing up the largest section of the roof above the west wing. For reference, below are aerial view photos of the Roof Project including a heat map showing the reduced heat on the new roof.





Park Maintenance

Grant Rea Park repairs to the backstop fencing on Field 2 and to the parking lot fencing at Field 1 have been completed this week before beginning laser grading.

The ball field lighting at Holifield Park is scheduled for repairs and replacement beginning Monday, March 9, 2020 due to vandalism and general maintenance needs.



Notable Facility Rentals

The Lions Club of Montebello will host a Pancake Breakfast Fundraiser at the Senior Center on Saturday, March 7, 2020 from 8:00 a.m. to 11:00 a.m. The cost is \$6 per person and includes pancakes, sausages, eggs, coffee, orange juice and milk. All proceeds will benefit the Lions Club of Montebello Charities Foundation in serving our community. Donations of used eyeglasses, used cell phones and used ink jet cartridges are requested and welcomed.

Recreation Division

Summer Youth Employment Program – Due to the popularity of the Summer Youth Employment Program (SYEP) a lottery system will be used to select eligible youth for the Program. This Program is for participants between the ages of 14 and 21. SYEP lottery slips will be available at Montebello City Hall in the Human Resources Department beginning Monday, March 9, 2020 through Thursday, March 20, 2020 from 9:00 a.m. – 5:00 p.m. The SYEP lottery drawing will be held on Saturday, April 4, 2020 at 12:00 noon at Montebello City Park.

Youth Sports Program – Spring Basketball sign-ups began on February 24, 2020. The duration of the season will begin April 2020 and end in June 2020. Spring Basketball participants are guaranteed 9 games. This program is for ages 13-17 and registration is \$60 per participant of \$420 per team.

Baseball Association –The Montebello Baseball Association’s Opening Day will take place on Saturday, March 7, 2020 at 10:00 a.m. at Grant Rea Park. The Association has extended an invitation to City Council directly.

Spring Camp - Spring Camp registration for youth ages 5 -12 began on Tuesday, March 3, 2020 and will continue until the program is full. The fee is \$100 for the one week session. The Camp will take place at Fremont Elementary School from April 13, 2020 to April 17, 2020 from 7:00 a.m. to 6:00 p.m. Campers will enjoy a week of fun arts and crafts, indoor/outdoor activities; plus an entertaining field trip will be offered at an additional cost. Snacks will be provided daily.

Senior Center Programs – The Senior Center will host the following events as part of its regular programming:

- March 6, March 13, March 20 and March 27, 2020 - Cal Fresh Healthy Living Seminars, 9:30 a.m. – 10:30 a.m.
- March 16, 2020 – St. Patrick’s Day Pot Luck, 11:00 a.m. – 1:00 p.m.

Golf Commission

The next Golf Commission meeting is scheduled for Wednesday, March 18, 2020 at 6:30 p.m. in the Council Chambers. The February 19, 2020 Golf Commission meeting was canceled due to a lack of quorum.

Culture and Recreation Commission

The next Commission meeting is scheduled for Thursday, March 19, 2020 at 5:30 p.m. in the City Council Chambers.

The Culture and Recreation Commission is still pursuing sponsors for the dog waste station program. For \$350, local vendors will be sponsoring 1 of the 14 desired dog waste stations. In turn, a small placard will be placed on the post commemorating their donation. The first dog waste station will be installed at Acuna Park in Mid-March 2020.

My Montebello Smartphone App

The My Montebello App is now available in the Apple App Store and Google Play Store. The App connects residents to City services, resources, and information. The App includes a feature where residents have the ability to report problems, such as potholes, broken park equipment and fallen trees.

As of March 4, 2020, the App has been downloaded onto 541 devices and the City has received 134 work orders that have either been referred to the appropriate contracted agency, resolved by staff, or is pending repair.

Measure A Grant Application

On February 25, 2020 staff submitted an application for a Los Angeles County Regional Park an Open Space District (RPOSD) Measure A grant to provide additional funding for the City's Summer Youth Employment Program. The City requested \$360,000 in funding annually for a total of three years. Funding would be utilized to expand the existing program by providing opportunities to a greater number of participants on a yearlong basis. If successful, RPOSD funding will be awarded in June of 2020.

Golf Operations

Effective March 1, 2020, the Montebello Golf Course and Golf Pro Shop management and operations has been contracted out to S&S Labarge Golf, Inc. for an initial four month period with a not- to- exceed 18 month contract. This limited contract will provide the City the opportunity to develop next steps. S&S Labarge Golf, Inc. demonstrates the desired knowledge and experience and will assist the City in keeping the Golf Course operations running smoothly and efficiently. The Golf Course is now open Monday through Thursday from 1:00 p.m. to 8:00 p.m. and Friday through Sunday from 8:00 a.m. to 8:00 p.m.