



---

## **CITY OF MONTEBELLO REGULAR MEETING**

### **MINUTES**

**WEDNESDAY, JUNE 28, 2023 AT 6:00 PM**

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

---

#### **OPENING CEREMONIES**

##### **CALL TO ORDER - 6:00 P.M.**

*Mayor Torres called the meeting to order at 6:00 p.m.*

##### **ROLL CALL**

*Members present were Mayor Torres, Mayor Pro Tem Peralta, Councilmember Melendez, and Councilmember Tamayo. Councilmember Jimenez arrived at 6:04 p.m. City Clerk Jimenez and Treasurer Matanga were also present.*

*Deputy City Attorney Noel Tapia, Acting City Manager Arlene Salazar, Acting Sr. Deputy City Clerk Kimberly Guillen, and all Department Directors were present with the exception of Director of Human Resources, Nicholas Razo, as he was out on Military Leave.*

##### **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

*Deputy City Attorney Tapia announced the items for Closed Session.*

##### **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

At this time, the public may submit a speaker card to the City Clerk staff for Closed Session items, prior to the beginning of this statement. Speakers will be called in the order received. Please be aware that the maximum time allotted for members of the public to speak on Closed Session items 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 Mayor and City Council.

*The City Clerk's Office acknowledged one(1) member of the public wishing to address the City Council. Speaker was provided three minutes to address the City Council and said speaker card is on file at the City Clerk's office.*

##### **CLOSED SESSION**

The City Attorney shall provide a briefing on the item listed for Closed Session as follows:

*Mayor Torres recessed the meeting into Closed Session at 6:04 p.m. to consider the following Closed Session items:*

**1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Government Code Section 54956.9(d)(2)  
One matter involving Infrastructure Engineering

**2. PUBLIC EMPLOYEE APPOINTMENT**

Government Code Section 54957  
Position: City Manager

**REGULAR SESSION - IMMEDIATELY FOLLOWING CLOSED SESSION**

**CLOSED SESSION REPORT**

*Mayor Torres reconvened the meeting at 6:31 p.m.*

*All five members were present to discuss all Closed Session items. City Attorney Noel Tapia provided the following report to City Council: a briefing and presentation was provided on Item No. 1, no action taken and nothing to report; an update was provided on Item No. 2, no action taken and nothing to report.*

**INVOCATION**

*City Clerk Jimenez led the City Council in the Invocation.*

**PLEDGE OF ALLEGIANCE**

*Acting City Manager Salazar led the City Council in the Pledge of Allegiance.*

**CORRECTIONS TO THE AGENDA - ACTING CITY MANAGER**

*None.*

**CEREMONIAL ITEMS/PRESENTATIONS**

**3. POST-TRAUMATIC STRESS DISORDER (PTSD) MONTH**

*Presented by Mayor Torres.*

**4. NATIONAL SCLERODERMA AWARENESS MONTH**

*Presented by Mayor Torres.*

**5. NATIONAL GUN VIOLENCE AWARENESS DAY**

*Presented by Mayor Torres.*

**6. ASHIYA PARK EXPANSION PRESENTATION**

*Recreation and Community Services Director David Sosnowski provided a PowerPoint Presentation on the Ashiya Park Expansion.*

*Councilmember Jimenez asked clarifying questions regarding the cost and the term agreement with SoCal Edison. Furthermore, she stated her concerns regarding the project and believes that there are parks such as Hollifield that can use an uplift. Councilmember Melendez stated that it might be difficult to acquire the land from Edison based off the challenges surrounding cities have had. Councilmember Tamayo and Mayor Pro Tem Peralta spoke in favor of this project. Mayor Torres asked clarifying questions regarding maintenance and security costs and asked Director Sosnowski to look into the total cost. Further, he encouraged the Council to look into the Rio Hondo Spreading Grounds.*

**7. FIRE RECOGNITION OF SIR 04/13/2023 INCIDENT**

*City Council and Fire Chief Pelaez recognized the firefighters who responded to a fire at an apartment building on the Southside of Montebello.*

**8. MCAP QUARTERLY UPDATE**

*Sandra and Jonathan from the MCAP Team provided a PowerPoint Presentation.*

**PUBLIC COMMENTS ON NON-AGENDA ITEMS (30 MINUTES)**

At this time, the public may submit speaker card(s) to the City Clerk staff, for both agenda and non-agenda items, prior to the beginning of this statement; Public Hearing items do not require a speaker card.

The City Council will address non-agenda items during this section and speakers will be called in the order received. Those persons not accommodated during this 30-minute period will have an opportunity to speak under "Public Comments – Continued", after all scheduled matters have been considered. **Public Hearing, Regular Business and/or Consent Calendar items will be addressed at the time that matter of business is heard, in the order received.**

***Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per speaker. 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 Mayor and City Council.***

*Start Time: 7:26 p.m. End Time: 7:58 p.m. Extended to 8:11 p.m.*

*The City Clerk's Office acknowledged fourteen (14) members of the public wishing to address the City Council. Speakers were provided three minutes to address the City Council and said speaker cards are on file at the City Clerk's office.*

*Councilmember Melendez motioned, seconded by Councilmember Jimenez to extend the Public Comment period after the 30 minutes to allow 4 additional speakers to provide their comments.*

**STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST**

*Acting City Manager Salazar invited the community to the 4th of July Event.*

**PUBLIC HEARING****9. ADOPT RESOLUTION NO. 23-57, PUBLIC HEARING ESTABLISHING THE RESIDENTIAL SOLID WASTE COLLECTION AND RECYCLING CHARGES ANNUAL RATE ADJUSTMENT****RECOMMENDATION: It is recommended that the City Council:**

1. Conduct a Public Hearing and consider adopting the attached Resolution No. 23-57 establishing the updated residential solid waste collection and recycling rate for Fiscal Year 2023-24 (Attachment A) per the 2020 settlement agreement between Arakelian Enterprises (dba Athens Services) and the City of Montebello; and,
2. Direct staff to forward the Resolution to the Los Angeles County Auditor-Controller to place the revised charges on the property tax rolls.
3. Take such additional, related action that may be desirable.

*The Public Hearing was opened at 8:10 p.m.*

*There were no speakers, the Public Hearing was closed at 8:12 p.m.*

*Mayor Pro Tem Peralta motioned to approve the item as is, seconded by Councilmember Melendez; the motion was approved unanimously.*

**REGULAR BUSINESS****10. MONTEBELLO FIRE DEPARTMENT EMERGENCY MEDICAL SERVICES DELIVERY MODEL UPDATE****RECOMMENDATION: It is recommended that the City Council:**

1. Receive and file the proposal and overview to update the Fire Department's Emergency Medical Services delivery model; and

2. Take other actions as necessary.

*The City Clerk's Office acknowledged one (1) member(s) of the public wishing to address the City Council. Speaker(s) was/were provided three minutes to address the City Council and said speaker card(s) is/are on file at the City Clerk's office.*

*Chief Pelaez provided a PowerPoint Presentation that included the Fire Department's Vision Statement, Timeline, Organizational Chart, Current Service and Delivery Structure, Service Calls Data, Emergency Medical Services Calls, New Service Delivery Model and Structure, First Responder and Public Safety System Restructure, All Riskfire & Rescue Department, Paramedic Rescue Squad Implementation Timeline, Emergency Medical Services (EMS) division, Department Staffing Changes, Recruitment and Engagement Strategies, Innovation and Next Steps. Medical Director Angie Loza-Gomez was brought up to speak on the EMS division.*

*Mayor Pro Tem Peralta brought up some staffing questions and Chief Pelaez noted that these would be addressed with the in-depth analysis that would be coming back. Mayor Torres asked clarifying questions regarding staffing issues after the MOUs were updated, Chief Pelaez was able to answer these questions. He also asked what the differences are between firefighters, EMTs, and paramedics. Medical Director Loza-Gomez was able to explain the differences. Mayor Torres asked that a study session be held after the analysis of the fire department staffing matrix is completed.*

*Mayor Pro Tem Peralta motioned to approve the item as is, seconded by Councilmember Tamayo; the motion was approved unanimously.*

#### **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine. Any items a member wishes to discuss, including any items the public submitted speaker cards for, should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any Ordinance.

*Mayor Torres pulled Item No's. 12,14,19,21,22 and 24 and there were speakers for Item No's 14 and 23. Councilmember Jimenez motioned, seconded by Councilmember Melendez, that Item No's. 13,15,16,17,18,20, and 25 be approved; the motion was approved unanimously.*

#### **11. ADOPT RESOLUTION NO. 23-58 TO ALLOW REIMBURSEMENT OF SOLAR PROJECT COSTS**

##### **RECOMMENDATION: It is recommended that the City Council:**

1. Adopt Resolution No. 23-58 (Attachment A) allowing the reimbursement of project costs associated with the City Council approved solar project; and
2. Take such additional, related action that may be desirable.

*Approved unanimously.*

#### **12. APPROVE TASK NO. 5 UNDER MASTER RETAINER AGREEMENT NO. 3999 WITH MARK THOMAS & COMPANY, INC. FOR ENGINEERING DESIGN SERVICES FOR THE PAVING THE WAY PROGRAM PROJECT – MONTEBELLO BOULEVARD FROM WEST LOS ANGELES AVENUE TO LINCOLN AVENUE (C.P. NO.888)**

##### **RECOMMENDATION: It is recommended that the City Council:**

1. Approve Task Order No. 5 via an Engagement Letter under Master Retainer Agreement No. 3999 with Mark Thomas for Engineering Design Services for a fee not-to exceed \$282,008 (The design fee is reduced to \$175,816 with the elimination of the landscaped medians); and
2. Authorize the Acting City Manager to execute the Contract Agreement, on behalf of the City; and
3. Take such additional, related action that may be desirable.

*Mayor Torres pulled this item for discussion and Director James Enriquez was available to answer any questions. It was motioned by Mayor Torres, seconded by Councilmember Jimenez, that the item be approved as recommended by Staff; the motion was approved unanimously.*

#### **13. ADOPT RESOLUTION 23-54 APPROVING PROJECTS FOR FISCAL YEAR 2023-24 FUNDED BY SENATE BILL 1 (SB-1) THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**RECOMMENDATION: It is recommended that the City Council:**

1. Adopt Resolution 23-54 (Attachment A) Approving Projects for Fiscal Year 2023-24 funded by Senate Bill 1 (SB-1) The Road Repair and Accountability Act of 2017;
2. Take such additional, related action that may be desirable.

*Approved unanimously.*

**14. INFORMATION TECHNOLOGY INFRASTRUCTURE PROJECT STATUS UPDATE AND BUDGET AMENDMENT**

**RECOMMENDATION: It is recommended that the City Council:**

1. File and receive the attached detailed budget update reporting spending details of year one of the Information Technology upgrade project and related spending; and
2. Amend the Fiscal Year 2022-23 budget by increasing appropriations by \$3,613,179 in Accounts No.100-99-4023.10, 100-99-7000.85, and 325-99-4999.30; and
3. Take such additional, related action that may be desirable.

*The City Clerk's Office acknowledged one (1) member of the public wishing to address the City Council. Speaker was provided three minutes to address the City Council and said speaker card is on file at the City Clerk's office.*

*Mayor Torres thanked staff for providing the documents and asked to continue the item to the next meeting to review all the attachments. The motion was approved by the following vote:*

|                                      |                         |                          |
|--------------------------------------|-------------------------|--------------------------|
| <b>MOVED:</b> Peralta                | <b>SECONDED:</b> Tamayo | <b>APPROVED:</b> 3-2-0-0 |
| <b>AYES:</b> Tamayo, Peralta, Torres |                         |                          |
| <b>NOES:</b> Jimenez, Melendez       |                         |                          |
| <b>ABSTAIN:</b> None                 |                         |                          |
| <b>ABSENT:</b> None                  |                         |                          |

**15. ADOPT RESOLUTION NO. 23-56 APPROVING THE AUTHORIZATION AND EXECUTION OF THE AGREEMENT TO RECEIVE GRANT FUNDS FROM THE CALIFORNIA HIGHWAY PATROL THROUGH THE CANNABIS TAX FUND GRANT PROGRAM**

**RECOMMENDATION: It is recommended that the City Council:**

1. Approve the use of grant funding awarded to the Police Department by the California Highway Patrol (CHP) under the Cannabis Tax Fund Grant Program (CTFGP) in the amount of \$105,688; and
2. Authorize for the Acting City Manager to execute the contract of grant funds; and
3. Amend the Fiscal Year 2023-24 budget and increase appropriations by \$70,688 in Account No. 265-80-832-5010.10 (Grants, Police, CHP Cannabis Tax Fund Grant Program, Overtime [expenditures]), \$35,000 in Account No. 265-80-832-6010.10 (Grants, Police, CHP Cannabis Tax Fund Grant Program, Machinery and Equipment [expenditures]), and \$105,688 in Account No. 265-99-4198.86 (Grants, CHP Cannabis Tax Fund Grant Program [revenue]); and
4. Take such additional, related, action that may be desirable.

**16. ANNUAL REPORTING OF MILITARY USE EQUIPMENT**

**RECOMMENDATION: It is recommended that the City Council:**

1. Renew Ordinance No. 2453, which established a Military Equipment Use Policy in compliance with Assembly Bill 481 ("AB 481"); and
2. Take such additional, related action that may be desirable.

*Approved unanimously.*

17. **APPROVE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT NO. 3970 WITH LEASE SERVICING, INC. DBA NCL GOVERNMENT CAPITAL ("NCL") FOR THE LEASE/PURCHASE AGREEMENT OF POLICE VEHICLES**

**RECOMMENDATION:** It is recommended that the City Council:

1. Approve Amendment No. 1 to Professional Services Agreement No. 3970 between the City and Lease Servicing Center, Inc. DBA NCL Government Capital ("NCL") ; and
2. Authorize the expenditure of an additional \$105,871 over the remaining lease term; and
3. Take such additional, related action that may be desirable.

*Approved unanimously.*

18. **AWARD PROFESSIONAL SERVICES AGREEMENT, NO. 4113, TO AVAIL TECHNOLOGIES, INC., FOR THE COMPUTER-AIDED DISPATCH/AUTOMATIC VEHICLE LOCATION (CAD/AVL) SYSTEM**

**RECOMMENDATION:** It is recommended that the City Council:

1. Award Professional Services Agreement No. 4113 to Avail Technologies, Inc., for the Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) System ; and
2. Authorize the Acting City Manager to take action necessary to execute and finalize a contract on behalf of the City of Montebello with Avail Technologies, Inc.; and
3. Amend the Fiscal Year 2023-24 budget by increasing appropriations by \$2,398,478 in the Contract Services - Outside Contracts, Account No. 600-90-910-6040.10; and
4. Take such additional, related action that may be desirable.

*Approved unanimously.*

19. **ADOPT RESOLUTION NO. 23-55 APPROVING MONTEBELLO BUS LINES' COMPREHENSIVE OPERATIONS ANALYSIS FINAL REPORT AND AUTHORIZE STAFF TO BEGIN IMPLEMENTATION OF THE PLAN**

**RECOMMENDATION:** It is recommended that the City Council:

1. Adopt Resolution No. 23-55 approving Montebello Bus Lines' (MBL) Comprehensive Operations Analysis (COA) Final Report; and Authorize Staff to begin Implementation of the Plan; and
2. Take such additional, related action that may be desirable.

*Mayor Torres pulled this item for discussion and motioned to have a study session for this item to understand it better. The motion was approved by the following vote:*

|                                      |                         |                          |
|--------------------------------------|-------------------------|--------------------------|
| <b>MOVED:</b> Peralta                | <b>SECONDED:</b> Tamayo | <b>APPROVED:</b> 3-1-1-0 |
| <b>AYES:</b> Tamayo, Peralta, Torres |                         |                          |
| <b>NOES:</b> Melendez                |                         |                          |
| <b>ABSTAIN:</b> Jimenez              |                         |                          |
| <b>ABSENT:</b> None                  |                         |                          |

20. **APPROVE REVISIONS TO THE CITY OF MONTEBELLO DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM TO UPDATE ADMINISTRATIVE PERSONNEL AND TITLES**

**RECOMMENDATION:** It is recommended that the City Council:

1. Approve revisions to the City of Montebello Disadvantaged Business Enterprise (DBE) Program to update applicable administrative personnel and titles; and
2. Take such additional, related action that may be desirable.

*Approved unanimously.*

**21. APPROVE PROFESSIONAL SERVICES AGREEMENT NO. 4114 FOR ECONOMIC DEVELOPMENT DATA AND ANALYSIS SERVICES WITH COSTAR GROUP**

**RECOMMENDATION:** It is recommended that the City Council:

1. Approve Professional Services Agreement No. 4114 between CoStar Group and the City of Montebello to provide economic development-related data and analysis services for the City of Montebello;
2. Authorize the Acting City Manager, or designee, to execute the Professional Services Agreement between CoStar Group and the City of Montebello and any related documents in accordance with Montebello Municipal Code ("MMC") Chapter 3.20.050; and
3. Take such additional, related action that may be desirable.

*Mayor Torres pulled this item for discussion and spoke about the municipal code, specifically bidding procedures. He believes that the agreement does not require Council approval, and motioned that the City Attorney deliver a final opinion on the City Managers' authority to enter into agreements. The motion was approved by the following vote:*

|                                      |                          |                          |
|--------------------------------------|--------------------------|--------------------------|
| <b>MOVED:</b> Torres                 | <b>SECONDED:</b> Peralta | <b>APPROVED:</b> 3-2-0-0 |
| <b>AYES:</b> Tamayo, Peralta, Torres |                          |                          |
| <b>NOES:</b> Jimenez, Melendez       |                          |                          |
| <b>ABSTAIN:</b> None                 |                          |                          |
| <b>ABSENT:</b> None                  |                          |                          |

**22. APPROVE ISSUING REQUEST FOR PROPOSALS (RFP NO. 24-1) FOR GOLF COURSE MANAGEMENT, MAINTENANCE AND OPERATION SERVICES**

**RECOMMENDATION:** It is recommended that the City Council:

1. Authorize staff to issue a Request for Proposals (RFP No. 24-1) for golf course management, maintenance and operation services for the Montebello Golf Course; and
2. Take such additional, related action that may be desirable.

*Mayor Torres pulled this item in error. He motioned to approve the item as recommended by Staff, seconded by Mayor Pro Tem Peralta; the motion was approved unanimously.*

**23. AUTHORIZE SUBMISSION OF AN APPLICATION FOR LICENSE AGREEMENT WITH SOUTHERN CALIFORNIA EDISON FOR POTENTIAL ASHIYA PARK EXPANSION AND MONTEBELLO EDISON TRAILS PROJECT**

**RECOMMENDATION:** It is recommended that the City Council:

1. Authorize the submission of an application for a License Agreement with Southern California Edison;
2. Authorize the Acting City Manager to execute the application on behalf of the City; and
3. Take such additional, related action that may be desirable.

*The City Clerk's Office acknowledged one (1) member of the public wishing to address the City Council. Speaker was provided three minutes to address the City Council and said speaker card is on file at the City Clerk's office.*

*Mayor Pro Tem Peralta motioned, seconded by Councilmember Jimenez; the motion was approved unanimously.*

**24. APPROVE AGREEMENT NO. 4115 WITH CARE SOLACE TO PROVIDE ASSISTANCE TO RESIDENTS CONNECTING WITH COMMUNITY BASED COUNSELING**

**RECOMMENDATION:** It is recommended that the City Council:

1. Approve Agreement No. 4115 between Care Solace and the City of Montebello to provide web-based on-line resource, with a live 24/7 concierge line to assist residents with finding community-based counseling;

- **Angie M. Jimenez, Councilmember**
- **Salvador Melendez, Councilmember**
- **Georgina Tamayo, Councilmember**
- **Scarlet Peralta, Mayor Pro Tem**
- **David N. Torres, Mayor**

---

**CLOSED SESSION - CONTINUED**

**ADJOURNMENT**

The City of Montebello will adjourn to the next **Regular Meeting on July 26, 2023, at 6:00 p.m.**, which can be live streamed at <https://www.montebellocal.gov> (Click on Live Stream).

I, Kimberly Guillen, Acting Senior Deputy City Clerk for the City of Montebello, hereby certify that a copy of this agenda has been posted on or before **Sunday, June 25, 2023, no later than 6:00 p.m.**



---

Kimberly Guillen, Acting Senior Deputy City Clerk

*Councilmember Melendez motioned, seconded by Mayor Pro Tem Peralta to adjourn the meeting at 9:24 p.m.*

**THE MINUTES OF JUNE 28, 2023, ARE HEREBY APPROVED AND ADOPTED ON THIS 26TH DAY OF JULY 2023.**

**EXHIBIT - CITY OF MONTEBELLO FORECASTED AGENDA**

Please note, the attached exhibit is a draft version that is to be used for reference purposes only; agenda items, information, and dates are subject to change. The exhibit will be placed at the end of the Agenda Packet.

- **City of Montebello Forecasted Agenda**

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

CITY OF MONTEBELLO

Request No. 1



# 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. 2

Opposed ☐

In Support ☐

Neutral ☐

TOPIC: \_\_\_\_\_

MEETING DATE: 6/28/23

TIME RECEIVED: 5:38

SPEAKER'S FULL NAME: Will Cervera

PHONE: \_\_\_\_\_

(Optional)

ADDRESS: \_\_\_\_\_

(Optional)

ORGANIZATION REPRESENTED: \_\_\_\_\_

NOTES: \_\_\_\_\_

ACCOMMODATIONS: \_\_\_\_\_

TRANSLATION NEEDED: No ☐ Yes ☐ Language: \_\_\_\_\_

RECEIVED BY STAFF: \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 1



# 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:** \_\_\_\_\_

**MEETING DATE:** 6/29/23 **TIME RECEIVED:** 5:41

**SPEAKER'S FULL NAME:** Will Cervera **PHONE:** \_\_\_\_\_  
(Optional)

**ADDRESS:** \_\_\_\_\_  
(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ **Language:** \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 2



# 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: \_\_\_\_\_

**MEETING DATE:** 6/28/23 **TIME RECEIVED:** 5:42

**SPEAKER'S FULL NAME:** Alexandra Briseno **PHONE:** \_\_\_\_\_  
(Optional)

**ADDRESS:** \_\_\_\_\_  
(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ Language: \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 3



# 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:** \_\_\_\_\_

**MEETING DATE:** 6/28/23 **TIME RECEIVED:** 5:42

**SPEAKER'S FULL NAME:** Delia Sandoval **PHONE:** \_\_\_\_\_  
(Optional)

**ADDRESS:** \_\_\_\_\_  
(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ **Language:** \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 4



# 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:** \_\_\_\_\_

**MEETING DATE:** 6/28/23 **TIME RECEIVED:** 5:44

**SPEAKER'S FULL NAME:** Bill Paolitto **PHONE:** \_\_\_\_\_  
(Optional)

**ADDRESS:** \_\_\_\_\_  
(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ Language: \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. S



# 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:** \_\_\_\_\_

**MEETING DATE:** 06-28-20 **TIME RECEIVED:** 5:53

**SPEAKER'S FULL NAME:** ROSA TAMAYO **PHONE:** \_\_\_\_\_  
(Optional)

**ADDRESS:** \_\_\_\_\_  
(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ **Language:** \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 6



# 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: \_\_\_\_\_

Smart-TD Harassment

**MEETING DATE:**

01/28/23

**TIME RECEIVED:**

5:55

**SPEAKER'S FULL NAME:**

Beatriz Vasquez

**PHONE:**

(Optional)

**ADDRESS:**

(Optional)

**ORGANIZATION REPRESENTED:**

Smart-TD

**NOTES:**

**ACCOMMODATIONS:**

**TRANSLATION NEEDED:**

No ☒

Yes ☐

Language: \_\_\_\_\_

**RECEIVED BY STAFF:**

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

CITY OF MONTEBELLO

Request No. 7



# 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:** General Comments

**MEETING DATE:** 6/28/23 **TIME RECEIVED:** 6:07

**SPEAKER'S FULL NAME:** Paul Hurtado **PHONE:** \_\_\_\_\_

(Optional)

**ADDRESS:** \_\_\_\_\_

**ORGANIZATION REPRESENTED:** my own capacity (Optional)

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ **Language:** \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 8



# 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:** \_\_\_\_\_

**MEETING DATE:** 6/28 **TIME RECEIVED:** 6:04

**SPEAKER'S FULL NAME:** Jongkern Cvetko **PHONE:** [REDACTED]  
(Optional)

**ADDRESS:** \_\_\_\_\_

**ORGANIZATION REPRESENTED:** Montebello Cannabimex Business Association  
(Optional)

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ Language: \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 9



# 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:** OPEN SESSION

**MEETING DATE:** 6/28/23 **TIME RECEIVED:** 5:37

**SPEAKER'S FULL NAME:** EDDIE FRANCO **PHONE:** \_\_\_\_\_

(Optional)

**ADDRESS:** \_\_\_\_\_

(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☒ Yes ☐ **Language:** \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_

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

CITY OF MONTEBELLO

Request No. 10



# 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:** \_\_\_\_\_

**MEETING DATE:** 6/28/23 **TIME RECEIVED:** 6:25

**SPEAKER'S FULL NAME:** ANNA B JURADO **PHONE:** \_\_\_\_\_  
(Optional)

**ADDRESS:** \_\_\_\_\_  
(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ **Language:** \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 11



# 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: \_\_\_\_\_

MEETING DATE: 6/28/23

TIME RECEIVED: 5:42

SPEAKER'S FULL NAME: Maria Knox

PHONE: \_\_\_\_\_

(Optional)

ADDRESS: \_\_\_\_\_

(Optional)

ORGANIZATION REPRESENTED: \_\_\_\_\_

NOTES: \_\_\_\_\_

ACCOMMODATIONS: \_\_\_\_\_

TRANSLATION NEEDED: No ☐ Yes ☐

Language: \_\_\_\_\_

RECEIVED BY STAFF: \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 12



# 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: MICHAEL CHIE

**MEETING DATE:** 6/28/23 **TIME RECEIVED:** 5:37

**SPEAKER'S FULL NAME:** FRANCIS CHEUNG **PHONE:** \_\_\_\_\_  
(Optional)

**ADDRESS:** \_\_\_\_\_  
(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☒ Yes ☐ Language: \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_

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

CITY OF MONTEBELLO

Request No. 13



# 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:** \_\_\_\_\_

**MEETING DATE:** \_\_\_\_\_ **TIME RECEIVED:** \_\_\_\_\_

**SPEAKER'S FULL NAME:** Tila Gregorian **PHONE:** \_\_\_\_\_  
(Optional)

**ADDRESS:** on file \_\_\_\_\_  
(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ **Language:** \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 14



# 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:** \_\_\_\_\_

**MEETING DATE:** \_\_\_\_\_ **TIME RECEIVED:** \_\_\_\_\_

**SPEAKER'S FULL NAME:** Frank Dallas **PHONE:** \_\_\_\_\_  
(Optional)

**ADDRESS:** \_\_\_\_\_  
(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ Language: \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_

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

CITY OF MONTEBELLO

Request No.

1



# 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.

10

Opposed ☐

In Support ☐

Neutral ☐

TOPIC:

Regular Business

MEETING DATE:

6/28/23

TIME RECEIVED:

5:38

SPEAKER'S FULL NAME:

M. Cervera

PHONE:

(Optional)

ADDRESS:

(Optional)

ORGANIZATION REPRESENTED:

NOTES:

ACCOMMODATIONS:

TRANSLATION NEEDED:

No ☐

Yes ☐

Language:

RECEIVED BY STAFF:



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

CITY OF MONTEBELLO

Request No. 1



# 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.** (14)

Opposed ☐ In Support ☐ Neutral ☐ **TOPIC:** Consent Calendar

**MEETING DATE:** 6/28/23 **TIME RECEIVED:** 5:38

**SPEAKER'S FULL NAME:** Will Cervera **PHONE:** \_\_\_\_\_

(Optional)

**ADDRESS:** \_\_\_\_\_

(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ **Language:** \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_



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

CITY OF MONTEBELLO

Request No. 1



# 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.** #23

Opposed ☐ In Support ☐ Neutral ☐ **TOPIC:** Consent calendar

**MEETING DATE:** 6/28/23 **TIME RECEIVED:** \_\_\_\_\_

**SPEAKER'S FULL NAME:** Linda Nicklas **PHONE:** \_\_\_\_\_  
(Optional)

**ADDRESS:** \_\_\_\_\_  
(Optional)

**ORGANIZATION REPRESENTED:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**ACCOMMODATIONS:** \_\_\_\_\_

**TRANSLATION NEEDED:** No ☐ Yes ☐ Language: \_\_\_\_\_

**RECEIVED BY STAFF:** \_\_\_\_\_

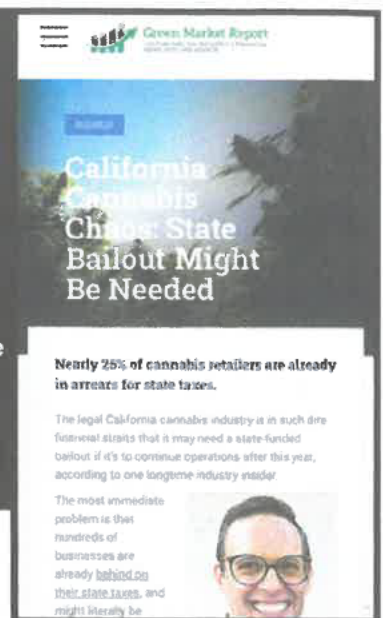


[CDTFA] said the \$250 million baseline in taxes owed by the industry comes from "amounts that taxpayers reported to us on their returns and the amounts they paid to us."

The balance does not include potential penalties, interest.

Already there are nearly 300 retailers – almost a quarter of the state's licensed marijuana sellers – that are in arrears over state taxes, Cvetko said.

"We fully anticipate Q2 is going to be even worse," Cvetko said. "You have a supply chain now where we had limited retailers to begin with, and if we lose 300 retailers, what does that leave us with?"



Retailers are beginning to fail, the [state's largest cannabis distributor just shut its doors](#) on Friday leaving millions in unpaid debts to numerous brands, and tens of millions in unpaid taxes to the state. Multiple large brands have exited California, and thousands of cannabis cultivator licenses have failed due to an oversupply of product and very limited number of legal retail outlets statewide.

These problems showcase that the current regulatory system in place both on a state and local level is no longer sustainable and that it is imperative that we consider responsible policies that can be implemented to modernize the licensing program in Montebello with a goal to support the viability of its licensees and the well being of the community as a whole.

The Montebello Cannabinoid Business Association has gathered to thoughtfully consider what solutions that we believe would help modernize the city's cannabis program in a way that would provide long term mutual benefits.

Attached you will find an initial draft that we wish to have a discussion with the City Council on some ideas we believe could be helpful. We are asking for help and hope that within that dialogue we both share the challenges and needs of our businesses, as well as learn about the needs and challenges for our city with a goal of finding solutions to support each other and the families and community that rely on us.

On behalf of Montebello's licensed cannabis operators we thank you for the consideration.

CC: David Torres, Mayor  
Scarlet Peralta, Mayor Pro Tem  
Angie Jimenez, Councilmember  
Salvador Melendez, Councilmember  
Georgina Tamayo, Councilmember  
Christopher Jimenez, City Clerk  
Arnold Alvarez-Glasman, City Attorney



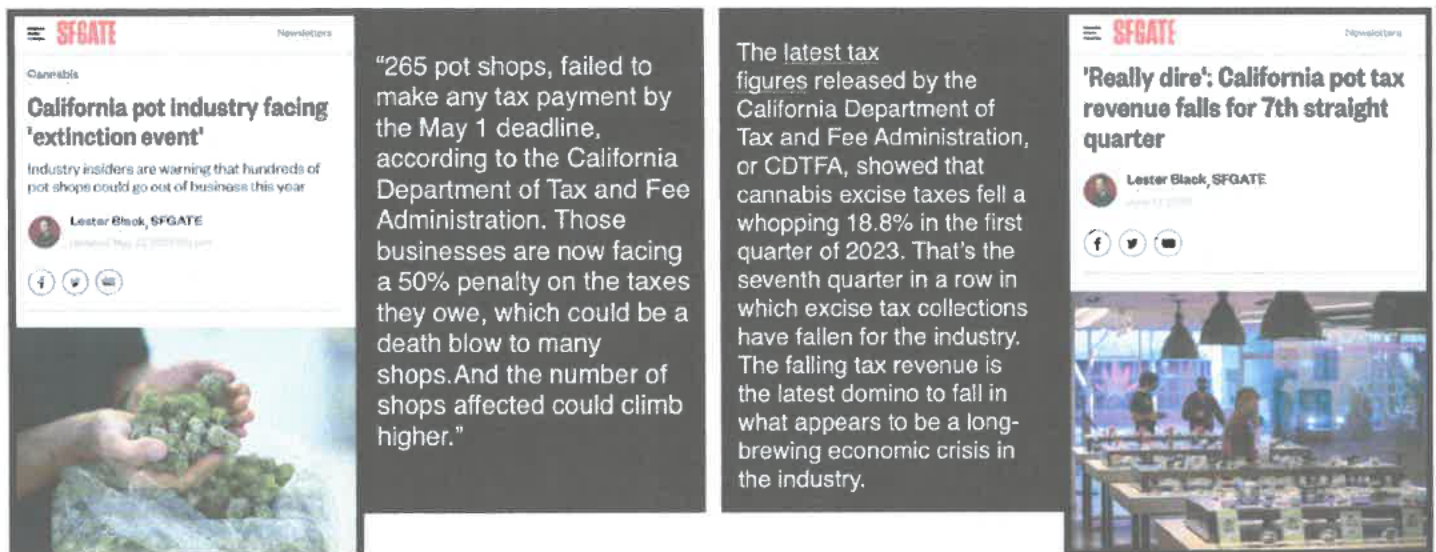
June 21, 2023

Ms. Arlene Salazar  
Interim City Manager  
City of Montebello  
1600 W. Beverly Blvd.  
Montebello CA, 90640

Re: Request for help and discussion in Modernizing Montebello's Cannabis Program

The Montebello Cannabinoid Business Association (composed of the city's licensed cannabis operators) respectfully requests to meet with the City Council to discuss a modernization of the City's current cannabis licensing program.

Statewide the legal cannabis industry has continued to struggle on an extraordinary level, those same issues have negatively impacted Montebello's licensed cannabis operators as well. There have been a variety of well documented news articles that highlight some of the extreme issues the industry is facing.



June 28, 2023

Good evening

I would like to address the assembly held on Friday 6/23/2023 in front of City Hall by Torres, Peralta and Tamayo. David, are you aware our city has a temporary use permit application process? We were told the fee is \$600.00 and the wait time is 3 weeks, since our group respects the law, we did not call more people. I am submitting the bill you three owe our city for the permit fees of \$600.00. I will follow up to make sure it's paid, since you all are about transparency.

Also, David last year didn't also circumvent the permit process when you ask Fireman Craig Barker to have Fire Marshall Si Fuentes come to your Stepfather's home at 237 N Park Ave. and sign off approving conversion of a residential home to an office building? You did not pay the \$5,000.00 permit fee, nor were any inspections done by the proper procedures. No notifications were given to your neighbors about a business office in the middle of their residential neighborhood.

Explain to us all why you are above the law and Montebello Ordinances do not apply to you Torres?

Ironically former Mayor Cobos Cawthorne did follow the law and her Architect submitted plans and a check for the \$5000.00 fee. And she is still waiting for inspectors to pass electrical. Before licensed contractors can complete the job.

Yet you made a phone call and not only you broke the law, but you also involved 2 firemen who should not have signed off on any plans not stamped and approved by Planning Department. Both firemen could have been suspended and terminated for assisting you in breaking the law.

Please pause my time and explain to everyone here why Montebello laws do not pertain to you.

We'd all like an answer for transparency, please.

You Torres owe the City of Montebello another \$5,000.00 and a letter of apology for breaking the law.

A few years ago, another man sat in that seat saying exactly what you're saying. Guess what, when the State Auditors investigated, I was vindicated and everything we complaint about was true. Our group MATCH 90640 is respected and we will testify again at the next JLAC hearing. I am hopeful the State Auditor will again bring truth to what is really happening.



Bill David TORRES

OWES TO

City of MONTEBELLO

CITY OF  
**montebello**

Planning & Community Development Department  
Planning Division  
1600 W. Beverly Boulevard  
Montebello, CA 90640  
[www.cityofmontebello.com](http://www.cityofmontebello.com)

## Temporary Use Permit Application Process

### What is a Temporary Use Permit?

A temporary use permit (TUP) is a permit that allows for activities/events, temporary in nature, that possess characteristics of such unique and special form as to make their operation impractical without specific approval. Sample activities include, but are not limited to:

- A dance, concert, or sporting event open to the general public
- A public event where food/alcohol is served
- An event where a tent/canopy is set up within a public place
- Fundraising Activity
- Circuses, Carnivals, and Fairs
- Street closures

### What is the TUP Application Process?

- Submit a complete TUP application with the Planning Division in-person or via email.
  - **In-person:** Planning Division, 1600 W. Beverly Boulevard, Montebello, CA 90640 (Monday to Thursday, from 8:00 a.m. to 5:00 p.m.); or
  - **Email:** [planningdepartment@montebellocal.gov](mailto:planningdepartment@montebellocal.gov).
- All applications (PDF) should be submitted (with all supporting documentation) no less than 3 weeks prior to the event, in order to provide ample time for review and approval.
- Once received, the application will be routed to various departments for their review and comments.
- If the application is approved, staff will contact you for payment and issue the TUP permit.

### TUP Application Submittal Requirements?

- Submit a complete TUP Application with all required signatures (property owner, business owner and applicant).
- Aerial and/or Site Plan clearly identifying your proposed event location.
- Identify and dimension the proposed layout of booths, tables, chairs, tents, etc. for the day of the event on the aerial and/or site plan.
- A signed letter from the property owner on company letterhead, if you are not the property owner.
- Proof of Certificate of Liability insurance listing the "City of Montebello" as an additional insure, if the event is held on city property. Coverage shall include \$1M per occurrences and \$2M aggregate.
- Additional information may be requested.



CITY OF  
**montebello**

Planning & Community Development Department  
Planning Division  
1600 W. Beverly Boulevard  
Montebello, CA 90640  
[www.cityofmontebello.com](http://www.cityofmontebello.com)

**Temporary Use Permit Application**

|                                         |                     |
|-----------------------------------------|---------------------|
| Applicant: _____                        | Organization: _____ |
| Address: _____                          | City: _____         |
| Phone: _____                            | E-Mail: _____       |
| Location/Address of Activity: _____     |                     |
| Date(s) and Time(s) of Activity: _____  |                     |
| Anticipated Attendance: _____           |                     |
| Description:<br>_____<br>_____<br>_____ |                     |

Check of all that apply and identify total of each item (if applicable)

- ☐ Table(s) \_\_\_\_\_ ☐ Security Guards \_\_\_\_\_ ☐ Food/Alcohol Served (Yes/No) \_\_\_\_\_  
☐ Chairs \_\_\_\_\_ ☐ Canopy (add dimensions) \_\_\_\_\_ ☐ Street Closure (Yes/No) \_\_\_\_\_

**SIGNATURES:**

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the City Ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief. I hereby certify that this application and supporting submittals is an application for a development permit and therefore subject to time limits for processing as established by State law. I have read all applicable sections of this application and other relevant information and understand what is required of me during this project review process.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_



---

FOR CITY COMPLETION:

Date Application received: \_\_\_\_\_  
Date/Fee Paid: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Permit Number: \_\_\_\_\_

APPROVED BY:

Parks & Recreation Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Division: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Division: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Police Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Department: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Conditions are attached to this application and permit once issued.**

INDEMNIFICATION CLAUSE:

1. It is understood that any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of law or of any ordinance of the City of Montebello. All provisions of law and of ordinance governing the use of the aforesaid building or land will be complied with, whether specified or not.
2. The applicant or any interested aggrieved person may appeal the determination of the Director of Planning & Community Development or the Planning Commission within ten (10) calendar days from the date of such determination. All appeals must be filed within ten (10) calendar days after the decision of the Director of Planning & Community Development or Planning Commission. The appeal must be in writing. The required appeal fee as adopted by the City Council must accompany an appeal to the Planning Commission of a decision of the Director of Planning & Community Development or an appeal to the City Council of a decision of the Planning Commission or it will be considered incomplete. Prior to submitting your appeal, please check with staff regarding the amount of the appeal fee due. A Building Permit will not be issued until after this 10-day appeal period. If an action of the Commission is appealed, the City Council will hear the appeal and render a final decision.
3. I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorney's fees that might result from the third party challenge.
4. The applicant and property owner hereby grant permission for City staff to enter and inspect the subject property as required to evaluate this application.