

MEETING AGENDA

**CITY OF MONTEBELLO CITY COUNCIL/SUCCESSOR AGENCY
CITY HALL COUNCIL CHAMBERS
1600 WEST BEVERLY BOULEVARD
MONTEBELLO, CALIFORNIA^{1 1[2]}
WEDNESDAY, MAY 23, 2018
5:30 P.M.**

MONTEBELLO CITY COUNCIL

**VANESSA DELGADO
MAYOR**

**JACK HADJINIAN
MAYOR PRO TEM**

**ART BARAJAS
COUNCILMEMBER**

**WILLIAM M. MOLINARI
COUNCILMEMBER**

**VIVIAN ROMERO
COUNCILMEMBER**

**CITY CLERK
IRMA BARAJAS**

**CITY TREASURER
ASHOD MOORADIAN**

CITY STAFF

**ACTING CITY MANAGER
Andrew G. Pasmant**

**CITY ATTORNEY
Arnold M. Alvarez-Glasman**

DEPARTMENT HEADS

**Assistant City Manager
Fire Chief
Police Chief
Finance Administrator
Director of Recreation and Community Services
Director of Transportation**

**Danilo Batson
Fernando Pelaez
Brad Keller
Craig Koehler
David Sosnowski
Tom Barrio**

OPENING CEREMONIES

- 1. CALL MEETING TO ORDER: Mayor Delgado**
- 2. ROLL CALL: City Clerk I. Barajas**

***IN CONSIDERATION OF OTHERS, PLEASE TURN OFF, OR MUTE,
ALL CELL PHONES AND PAGERS.
THANK YOU FOR YOUR COOPERATION.***

¹ *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Building Official at 323/887-1497. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title III203+)*

^{2[2]} *Please note that the information contained in this agenda is a summary of the staff report prepared for each item. Complete copies of each staff report are available in the Office of the City Clerk.*

3. **STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS:**
Members of the public interested in addressing the City Council on Closed Session items must fill out a form provided at the door, and turn it in to the City Clerk prior to the announcement of Closed Session items.

Please be aware that the maximum time allotted for individuals to speak shall not exceed three (3) minutes per speaker. Please be aware that in accordance with State Law, the City Council may not take action or entertain extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor.

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ALL CELL PHONES AND PAGERS.
THANK YOU FOR YOUR COOPERATION.***

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

CLOSED SESSION

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

4. **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Government Code Section 54956.9(d)(1)
Name of Cases: Navarro v. City of Montebello

5. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code Section 54956.8
Property: 701-705 West Whittier Blvd.
Agency Negotiator: Andrew G. Pasmant, Acting City Manager
Negotiating Party: Andrew G. Pasmant, Acting Executive Director
Under Negotiation: Price and terms

6. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code Section 54956.8
Property: 121 S. 6th Street
Agency Negotiator: Andrew G. Pasmant, Acting City Manager
Negotiating Party: Andrew G. Pasmant, Acting Executive Director
Under Negotiation: Price and terms

7. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code 54956.8
Property: 1345 North Montebello Boulevard, Montebello
Agency's Negotiator: Acting City Manager Pasmant, City Attorney Alvarez-Glasman
Negotiating Party: Costco

8. **PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT**

Government Code Section 54957(b)(1)
Title: Director of Planning and Community Development
Title: Associate Planner

9. **PUBLIC EMPLOYEE DISMISSAL/DISCIPLINE/RELEASE**

Government Code Section 54957(b)(1)

REGULAR SESSION

10. **INVOCATION**

11. **PLEDGE OF ALLEGIANCE**

- 12. STATEMENT OF PUBLIC ORAL COMMUNICATIONS:** Members of the public interested in addressing the City Council on any agenda item or topic must fill out a form provided at the door, and turn it in to the City Clerk prior to the beginning Oral communications. A form does not need to be submitted for public hearing items.

Speakers wishing to address the City Council on an item that is not on the agenda will be called upon in the order that their speaker card was received. Those persons not accommodated during this thirty (30) minute period will have an opportunity to speak under "Oral Communications – Continued" after all scheduled matters have been considered.

Please be aware that the maximum time allotted for individuals to speak shall not exceed three (3) minutes per speaker. Please be aware that in accordance with State Law, the City Council may not take action or entertain extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor.

13. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

14. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

15. CORRECTIONS TO THE AGENDA – CITY MANAGER

- 16. APPROVAL OF AGENDA:** Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion with the exception **Item No. 17, 18, 19, 20, 21**, and any items upon which a member of the public or a member of the City Council has requested to speak. Such approval will also waive the reading of any ordinance.

SCHEDULED MATTERS

17. PUBLIC HEARING - 2018/2019 CDBG AND HOME PROGRAM ANNUAL ACTION PLAN

COMMENT: The City Council will conduct a public hearing and consider : 1) Approving the Annual Action Plan and the recommended public service agency grant allocations for HUD allocations; 2) Authorize the Acting City Manager to execute the grant application and certifications for submission to HUD; and 3) Authorize the Mayor and/or Acting City Manager to execute the CDBG and HOME Funding Agreements upon HUD's approval of the Action Plan.

No impact to the General Fund.

RECOMMENDATION: That the City Council conducts a Public Hearing and upon conclusion: (1) Approve the Annual Action Plan and the recommended public service agency grant allocations; (2) Authorize the City Manager to execute the grant application and certifications for submission to the U.S. Department of Housing and Urban Development (HUD); and; (3) Authorize the Mayor and/or Acting City Manager to execute the CDBG and HOME Funding Agreements upon HUD's approval of the Action Plan.

18. PUBLIC HEARING: CONSIDER THE ADOPTION OF CITYWIDE USER FEES

COMMENT: The City Council will receive the Citywide Cost of Services (User Fee) Study as prepared by Matrix Consulting and consider the adoption of the Citywide Schedule of Fees and Charges for Various Services. Staff is recommending opening and continuing the public hearing.

RECOMMENDATION: *We recommend that the Public Hearing be opened and continued.*

19. PUBLIC HEARING – ZONING CODE AMENDMENT ESTABLISHING A SENSITIVE USE BUFFER BETWEEN RESIDENTIAL ZONES AND COMMERCIAL CANNABIS ACTIVITIES; ADDING DISTRIBUTION AND RETAIL DELIVERY CANNABIS BUSINESSES AS CONDITIONALLY PERMITTED USES IN M-1 (LIGHT MANUFACTURING) AND M-2 (HEAVING MANUFACTURING) ZONING DISTRICTS; AND AMENDMENT TO CHAPTER 5.90 OF THE MONTEBELLO MUNICIPAL CODE

COMMENT: The City Council will consider adopting a zoning code amendment and a code amendment to Chapter 5.90 relating to commercial cannabis activities, and specifically concerning cannabis distribution and delivery-only retailers, and imposing a sensitive use buffer from specified land uses.

RECOMMENDATION: It is recommended that the City Council conduct a public hearing, and either: (1) adopt a zoning code amendment and a code amendment to Chapter 5.90 of the Municipal Code, relating to cannabis distribution and delivery-only establishments, and imposing a sensitive use buffer from residential zones; or (2) provide staff alternative direction.

20. CONSIDERATION OF RETAINING CONSULTANT TO ASSISTING IN THE PROCESSING AND SCORING OF COMMERCIAL CANNABIS APPLICATIONS

COMMENT: The City Council will consider retaining a consultant to review and score applications to operate commercial cannabis activities in the City.

The fiscal impact of hiring a consultant is unknown at this time, and will be made available once proposals have been received and reviewed. That said, staff anticipates any costs to be offset by application fee revenue.

RECOMMENDATION: It is recommended that the City Council review the proposals received in response to Request for Proposals No. 18-48 seeking Professional Services to Review Applications to Operate Commercial Cannabis Activities in the City (the “RFP”), and select a contractor or provide staff alternative direction.

21. PURCHASE OF VACANT PROPERTIES

COMMENT: This report is being presented as a place holder, to report out of Closed Session the decision of the City Council and/or Successor Agency. In question, is whether the City should purchase the subject properties at 701-705 West Whittier Blvd. and 121 S. 6th Street from the Successor Agency, and if so, on what terms.

RECOMMENDATION: To follow.

CONSENT MATTERS

22. APPROVE A RESOLUTION REJECTING ALL BIDS RECEIVED AND AUTHORIZE STAFF TO RE-ADVERTISE REQUEST FOR PROPOSALS (RFP) #18-49 – ANNUAL CONCRETE AND SIDEWALK REPAIRS

COMMENT: The City Council will consider approval of a resolution rejecting all bids as received and authorize Staff to re-advertise the request for proposals for Annual Concrete and Sidewalk Repairs.

RECOMMENDATION: That the City Council approves the attached resolution rejecting all bids received in response to the above-referenced Request for Proposals (“RFP”), and authorize staff to re-advertise the RFP for Annual Concrete and Sidewalk Repairs (the “Project”).

23. DONATION OF SURPLUS - BUS BENCHES

COMMENT: That City Council approves the Director of Transportation to dispose of, through donation, old surplus bus benches which no longer meet the needs of the City. This surplus inventory consists of old bus benches from bus shelters throughout the City.

This item will have no adverse impact on the General Fund.

RECOMMENDATION: That the City Council authorize the Director of Transportation to dispose of, through donation, old surplus bus benches which no longer meet the needs of the City.

24. MONTHLY INVESTMENT REPORT: APRIL 2018

RECOMMENDED ACTION: Move to approve and file said report.

25. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCY WARRANT REGISTER OF DEMANDS DATED MAY 23, 2018

RECOMMENDED ACTION: Adopt the proposed resolution approving the Warrant Register dated May 23, 2018.

26. APPROVAL OF MINUTES: REGULAR SESSION OF FEBRUARY 28, 2018

RECOMMENDED ACTION: Move to approve the minutes as written.

27. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (CONTINUED IF NECESSARY)

COUNCIL ORALS

28. COUNCILMEMBER ROMERO

Public Safety's role in cannabis cultivation.

29. COUNCILMEMBER MOLINARI

None.

30. COUNCILMEMBER BARAJAS

None.

31. MAYOR PRO TEM HADJINIAN

None.

33. MAYOR DELGADO

None.

ADJOURNMENT

CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew Pasmant, Acting City Manager

BY: Danilo Batson, Assistant City Manager

SUBJECT: PUBLIC HEARING - 2018/2019 CDBG and HOME Program Annual Action Plan

DATE: May 23, 2018

RECOMMENDATION

That the City Council conducts a Public Hearing and upon conclusion:

- 1) Approve the Annual Action Plan and the recommended public service agency grant allocations;
- 2) Authorize the Acting City Manager to execute the grant application and certifications for submission to the U.S. Department of Housing and Urban Development (HUD); and;
- 3) Authorize the Mayor and/or Acting City Manager to execute the CDBG and HOME Funding Agreements upon HUD's approval of the Action Plan.

BACKGROUND

HUD requires every state and local government that receives CDBG and HOME funding to prepare a five-year comprehensive plan that brings community needs and resources together to achieve statutory goals; thereby addresses decent housing, creates a suitable living environment and expands economic opportunities for City residents, and particularly for low- and moderate-income persons. As an Entitlement Community, the City of Montebello is required to prepare and submit a 5-Year Consolidated Plan, which will serve as the federal planning document for receiving CDBG and HOME Program funds over the next five (5) years.

The purpose of the Consolidated Plan is to identify the City's housing and community development priority needs, and develop strategies and goals to stipulate how CDBG funds will be allocated over the next five (5) years to address those needs. An essential part of the Consolidated Plan process is to solicit input from the community on their perceived housing and community development needs.

ITEM # 17

The City is also required to prepare and submit an Annual Action Plan to HUD which serves to update and delineate efforts in the program year ahead toward meeting the priorities established by the City in its Consolidated Plan. The Annual Action Plan operates on a single program year established by the City (*i.e.*, July 1, 2018 through June 30, 2019), whereas the Consolidated Plan covers a five-year planning period (July 1, 2015 through June 30, 2020).

ANALYSIS

The City of Montebello is eligible to receive CDBG and HOME Program funds. For Fiscal Year 2018-2019, the City was informed that it will receive an allocation of \$669,491 in CDBG funds and \$299,865 in HOME funds. In the event the allocations differ from these expectations, all proposed activities' budgets will be proportionally increased or decreased from the estimated funding levels to match the actual allocation amounts. Staff is presenting proposed programs to support the eligible activities as prioritized by the City Council in its 2015-2020 Consolidated Plan.

FISCAL IMPACTS

No impact to the General Fund. The HOME program does require a twenty-five percent (25%) match on housing activities. This requirement has been passed on to affordable housing developers in the City, and they have complied using different methods (e.g. donations). The City also has an excess match carry-over from previous years and past affordable housing developments that will be used if needed.

SUMMARY

The City Council will conduct a public hearing and consider : 1) Approving the Annual Action Plan and the recommended public service agency grant allocations for HUD allocations; 2) Authorize the Acting City Manager to execute the grant application and certifications for submission to HUD; and 3) Authorize the Mayor and/or Acting City Manager to execute the CDBG and HOME Funding Agreements upon HUD's approval of the Action Plan.

ATTACHMENTS

Final 2017-2018 Annual Action Plan

CITY OF MONTEBELLO 2018-2019 ANNUAL ACTION PLAN



Prepared for:

CITY OF MONTEBELLO
1600 W. BEVERLY BLVD.
MONTEBELLO, CA 90640

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

As a recipient of Federal funds from the US Department of Housing and Urban Development (HUD), the City of Montebello (City) is required to prepare and submit a Consolidated Plan every five years. The City's current Consolidated Plan covers the five-year period from 2015 through 2020 and applies to the following Federal grant programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships Grant (HOME)

2. Summarize the Objectives and Outcomes Identified in the Plan

The Consolidated Plan is a multifaceted document developed through a collaborative process whereby Montebello stakeholders have helped identify community improvement needs and priorities to address with Federal grant funds and other available resources. To ensure the maximum participation of the community's residents and to comply with the City's HUD-approved Citizen Participation Plan, the City implemented an extensive process that included a multilingual survey, numerous community meetings, and public hearings. Through this process, the residents of Montebello participated in a multitude of opportunities to shape the priorities and strategies of the Consolidated Plan.

The Annual Action Plan for Fiscal Year (FY) 2018-2019 includes activities the City will undertake to address its priority needs and objectives as outlined in the 2015–2020 Consolidated Plan. These activities will be undertaken with CDBG and HOME program funds in the amounts of approximately \$669,491 and \$299,865, respectively. The City's Application for Federal Assistance and HUD-required certifications are presented in Appendix A. Activities proposed for FY 2018–2019 will each meet one of the following three national objectives:

- Activities which benefit low- and moderate-income persons
- Activities which aid in the prevention or elimination of slums or blight
- Activities that are designated as having a particular urgency

The City has established the following objectives to address the community needs identified in the Consolidated Plan; each objective has a specific course of action and projected outcomes that are discussed further throughout the Annual Action Plan.

1. Safe/Quality Neighborhoods:

- i. Objective No. 1 – Increase the affordable for-sale and rental housing stock
- ii. Objective No. 2 – Preserve the existing housing stock
- iii. Objective No. 3 – Promote fair housing and equal opportunity

2. Homelessness/Special Needs Population:

- i. Objective No. 1 – Prevent individuals and families from becoming homeless
- ii. Objective No. 2 – Reduce the number of homeless individuals and families

3. Non-homeless Special Needs:

- i. Objective No. 1 – Enable the non-homeless special needs population to live independently
- ii. Objective No. 2 – Increase the quality of life of the non-homeless special needs population

4. Community Development Priority Needs:

The City has established various community development objectives that promote activities and programs that benefit low- and moderate-income households. The overall objective is to address community development needs by implementing activities and programs related to the following CDBG-eligible categories: infrastructure; public facilities; code enforcement; public services; property acquisition and disposition; relocation; and economic development.

3. Evaluation of Past Performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City prepares the Consolidated Annual Performance and Evaluation Report (CAPER), which outlines how the City met the needs and objectives outlined in the prior 2015–2020 Consolidated Plan and Annual Action Plan. The City's most recent 2016–2017 CAPER reports on the first two

years of the five-year 2015–2020 Consolidated Plan. The City’s key accomplishments over the 2015–2020 Consolidated Plan period include the following:

- Provided housing rehabilitation loans to assist four homeowners improve their primary residence.
- Housing Authority of the County of Los Angeles provided rental assistance utilizing the Section 8 Housing Choice Voucher program to about 726 Montebello households annually.
- Assisted approximately 700 households with fair housing services to address impediments to fair housing.
- Provided financial support to public and nonprofit agencies that assisted 30 lower-income youth.
- Provided financial support to public and nonprofit agencies that provided services to homeless and special needs low- and moderate-income persons (totaling 3,591 persons).
- Provided financial assistance for CDBG-eligible projects that improved or upgraded the city’s public facilities or infrastructure, benefitting 23,112 low- and moderate-income persons.

The loss of low- and moderate-income housing funds as a result of the dissolution of statewide redevelopment agencies has impacted the City’s ability to implement its goals for affordable rental housing unit development and affordable purchase units. Despite these challenges, the City and its partners have worked to achieve the objectives established in the Consolidated Plan.

4. Summary of Citizen Participation Process and Consultation Process

Summary from citizen participation section of plan.

1. Citizen Participation

The following section describes specific actions taken to encourage citizen participation during the development of the City’s FY 2018–2019 Annual Action Plan. The City’s complete Citizen Participation Plan is attached as Appendix B.

- i. Public Service Applications – A public notice was posted in the *Los Angeles Times* on March 21, 2018, stating that CDBG funds were available for public services. The notice was also placed on the website. A total of six applications were received.
- ii. The FY 2018–2019 Annual Action Plan was released for citizen review and comment on March 28, 2018. During the 30-day public comment period from

March 29 through April 28, 2018, the Annual Action Plan was available to the public at the City's Community Development Department and on the City's website.

- iii. Following the 30-day public comment period and recommendations from the public, the Montebello City Council approved the FY 2018–2019 Annual Action Plan on May 9, 2018. A copy of the public hearing notice is presented in Appendix C. A copy of the Montebello City Council agenda is presented in Appendix D.

5. Summary of Public Comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

As required by Federal regulations and the City's Citizen Participation Plan, the City advertised notices inviting nonprofits, social service providers, community groups, lenders, real estate agents, and interested citizens to attend the public hearings to provide the public with an opportunity to participate in the development of the FY 2018-2019 Annual Action Plan. The primary purpose of the citizen participation effort was to obtain input from the community before and during the City's preparation of the FY 2018-2019 Annual Action Plan.

A Notice of Funding Availability and Request for Proposals was published in the Los Angeles Times on March 21, 2018. On March 28, 2018, the City of Montebello published a notice of a public meeting before City Council announcing the availability of FY 2018-2019 CDBG and HOME funds and to plan for the FY 2018-2019 program year. A notice was also published on March 28, 2018, announcing the availability of the draft FY 2018-2019 Annual Action Plan for public review. The notice advised the public that a copy of the FY 2018-2019 Annual Plan was placed in the City's two public libraries (i.e., Montebello and Chet Holifield) and the City Clerk's office. The 30-day public comment period commenced on March 29 and ran through April 28, 2018.

The City Council will review the FY 2018-2019 Action Plan for adoption on May 23, 2018.

6. Summary of Comments or Views Not Accepted and the Reasons for Not Accepting Them

All comments received from the public during the Public Hearing were addressed in the Action Plan. Comments received were from Public Service providers expressing their gratitude for funding.

7. Summary

No public comments received to date.

DRAFT

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/Entity responsible for preparing/administering the Consolidated Plan

Describe the Agency/Entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	MONTEBELLO	Community Development Department
HOME Administrator	MONTEBELLO	Community Development Department

Table 1 – Responsible Agencies

The Community Development Department is responsible for overseeing the administration of the City's CDBG and HOME programs, including administration of the grants, preparation of required reports, and implementation of grant-funded programs. The Community Development Analyst in the Community Development Department oversees the day-to-day administration of the CDBG and HOME programs with the assistance of program consultants, as needed.

Consolidated Plan Public Contact Information:

City of Montebello
Community Development Department
1600 West Beverly Boulevard
Montebello, California 90640
Attn: Damien Delany

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Below is a discussion of the consultation process conducted during the development of the Consolidated Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

During the preparation of the Annual Action Plan, the City consulted with a variety of agencies including local and regional social services agencies, Los Angeles Homeless Services Authority (LAHSA), County of Los Angeles Department of Public Health, and the Housing Authority of the County of Los Angeles (HACoLA).

The goal of the consultation process was to solicit input and gather data on priority needs of the City of Montebello and to identify opportunities for coordination to improve availability and access to services.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

1. Summary of Consultation Process

The City consulted with other grantees and surrounding jurisdictions to discuss the CDBG and HOME regulations and to plan for the portion of the FY 2018-2019 allocation that is restricted to public service agencies and affordable housing developers.

The City will continue to coordinate with surrounding jurisdictions and local grantees to develop coordinated and consistent performance standards and outcome measurements to assist the neediest populations.

Consultation efforts are made throughout the year through meetings, telephone conferences, and written communication with the Housing Authority of the County of Los Angeles, Los Angeles County Department of Health Services, and community-based

organizations to identify mutual problem areas and explore potential solutions to social problems.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City does not meet the threshold to receive ESG funds.

- 2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

Refer to Table 2 below.

1.	Agency/Group/Organization:	Housing Authority of the County of Los Angeles (HACoLA)
	Agency/Group/Organization Type:	Housing PHA Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination	Through a telephone conversation, additional information was gathered on the affordable housing resources of HACoLA and the agency was identified as a valuable partner with the City in meeting the needs for publicly assisted housing.
2.	Agency/Group/Organization:	West San Gabriel Valley Worksource
	Agency/Group/Organization Type:	Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City consultant met with representatives of the agency to discuss programs available particularly for low-income persons and how the City can best continue to utilize employment development services.

3.	Agency/Group/Organization:	Montebello Code Enforcement
	Agency/Group/Organization Type:	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City consultant met with representatives of the City department to discuss operation of the code enforcement program, need for these services in the city, and the condition of housing and neighborhoods.

Table 2 – Agencies, Groups, and Organizations Who Participated

Identify any Agency Types not consulted and provide rationale for not consulting

The City consulted with a variety of agencies serving Montebello residents and the region. No agency types were specifically left out of the consultation process.

Other local/regional/state/Federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Los Angeles Homeless Services Authority	Both address issues pertaining to homelessness and special needs housing

Table 3 – Other Local / Regional / Federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

In developing this Annual Action Plan, the City of Montebello followed its approved Citizen Participation Plan, which meets HUD's Federal requirements for citizen participation.

The City of Montebello offered several opportunities for participation and comment throughout the Action Plan process. There was a public hearing before City Council on March 28, 2018 to solicit public input on the Action Plan process and community needs. A 30-day public review of the Consolidated Plan was conducted from March 29 through April 28, 2018. A final City Council public meeting was held on May 9, 2018 for the adoption of the Action Plan.

The comments received through the citizen participation process were essential to identifying priority needs along with the results of the Consolidated Plan survey. Most of the needs identified throughout the Action Plan process were incorporated into the Plan.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received
Public Meeting	Non-targeted/broad community	Presentation to City Council and Public on the process.	No comments received.

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received
Public Hearing	Non-targeted/broad community	Some Public Service Agencies attended the meeting.	Comments were positive in nature, expressing gratitude to the Council for their continued support.
Internet Outreach	Non-targeted/broad community	The Draft Annual Action Plan was placed on City's website for public review. No comments received.	No comments received.

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The City has access to a variety of Federal, state, and local resources to address its housing and community development priorities. Specific funding sources will be utilized based on the opportunities and constraints of each project or program. The table below summarizes the major sources of funding available to carry out housing and community development activities in Montebello and specifically identifies the City's current funding levels. In addition, the City has Federally mandated match requirements for the HOME programs. The City will provide an estimated \$50,000 to meet the match requirement for the HOME program. This amount equates to 25 percent of the estimated FY's 2018–2019 HOME entitlement of \$200,000 exclusive of administrative costs of \$61,575.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation \$	Program Income \$	Prior Year Resources \$	Total \$		
CDBG	Public - Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	669,491	0	0	669,491	2,694,837	Based on HUD FY 2018-2019 allocation and projection through the Consolidated Plan period
HOME	Public - Federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	299,865	353,205	62,551	715,621	760,559	The City anticipated participating in a three-year voluntary grant reduction. That will start during FY 2017-2018.
Continuum of Care	Public - Federal	Other	0	0	0	0	0	Credit to Letter of Credit for repayment.

Table 5 - Expected Resources – Priority Table

Explain how Federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG funds are often coupled with local funds, such as State and Local funds, for capital improvement projects and private funding from nonprofits to generate a sufficient budget for a project to move forward. All sources and types of funds are more limited now due to the current economic climate, along with the demise of statewide redevelopment tax-increment funds and housing set-aside funds. The HOME program requires a local match which leverages local funds.

Leveraging multiple funding sources is often necessary to achieve the City's housing and community development objectives. Key funding sources available for housing and community development needs in the City of Montebello include the following.

Montebello Community Redevelopment Agency Set-Aside Funds: During FY 2011–2012, the California state legislature and Supreme Court implemented the dissolution of all community redevelopment agencies. With that decision, affordable housing is no longer funded through redevelopment in California, except for funds and assets already in use to further affordable housing prior to dissolution, which are now administered by the Housing Successor Agency of the City. The City will evaluate opportunities to leverage existing Housing Successor Agency resources with HOME funds to further affordable housing in the community. However, with the loss of ongoing redevelopment housing set-aside funds, a major funding resource for affordable housing is no longer available.

Section 8 Housing Choice Voucher Program: In Montebello, Los Angeles County manages the Federal Section 8 Housing Choice Voucher Program, which provides rental assistance as a voucher to very low-income persons in need of affordable housing. Typically, the voucher pays for the difference between the fair market rent for the dwelling unit and 30 percent of the voucher recipient's household income. As of January 2017, the Housing Authority of the County of Los Angeles provided Section 8 housing choice vouchers to 659 households in Montebello. Last year the total monthly subsidy expended by the Housing Authority was approximately \$532,019.

General Fund: The City of Montebello utilizes its local general fund to leverage CDBG funds for the Code Enforcement Program and the Summer Youth Employment Program.

Other Public and Private Resources: Health services and other social services are provided by the appropriate County departments. The Housing Authority of the County of Los Angeles receives HUD funding to provide low-income housing assistance that benefits Montebello residents. Public services are also provided by nonprofit agencies, especially by those organizations intended to assist the very low income, the elderly, the abused, the homeless, and other special needs populations. Many of these organizations depend on private contributions and fundraising for their support.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City does not have any publicly owned land that is being considered for affordable housing.

Discussion

The Olson Project includes a residential townhome component and a small food incubator component. The residential component, located at 520-528 West Whittier Blvd., m114 and 116 N. 6th Street, and 117-125 N. 5th Street consists of 28 three-story townhomes on 0.97 acres of the 1.2-acre site. The townhome units are clustered in an L-shaped pattern with a centralized community gathering space, and diagonal parking along the south side of Emmett Williams Way to provide the required resident guest parking. Four floor plans will be featured offering 1,361 to 1,660 square feet of living space with two to four bedrooms, two and one-half to four bathrooms, and attached two-car side-by-side and tandem garages. The proposed plan includes a Proposed parking for the residential component will be 74 spaces (56 garage spaces and 18 guest spaces) for a ratio of 2.6 spaces per unit. This parking will exceed the City Zoning Code requirement which is 66 spaces for a ratio of 2.36 spaces per unit. Vehicular access to the residential component will be from three locations: the alley between 6th and 5th Streets, 5th Street and Emmett Williams Way.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3) &(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Safe / Quality Neighborhoods	2018	2019	Affordable Housing Public Housing	Citywide	Safe Quality Neighborhoods	CDBG HOME	Housing Rehabilitation Loans: 10
2	Homeless / Special Needs Populations	2018	2019	Homeless	Citywide	Homeless / Special Needs Populations	CDBG	Homelessness Prevention: 464 Persons Assisted
3	Fair Housing	2018	2019	Affordable Housing	Citywide	Fair Housing	CDBG	Other: 50 Other
4	Expanded Economic Opportunities	2018	2019	Repayment of Section 108 Loan	Citywide	Expanded Economic Opportunities	CDBG	Other: 1 Other
5	Improvement of Public Services for Low/Mod Income	2018	2019	Homeless Non-Homeless Special Needs	Citywide	Improvement of Public Services for Low/Mod income	CDBG	Public service activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Safe / Quality Neighborhoods
	Goal Description	i. Objective No. 1 – Increase the affordable for-sale and rental housing stock 1. Provide additional affordable rental and for-sale housing units through the development of new units and the rehabilitation of existing units. 2. Develop additional activities and programs that support affordable housing opportunities. ii. Objective No. 2 – Preserve the existing housing stock 1. Prevent at-risk affordable housing units from converting to market-rate prices if feasible. 2. Continue to preserve the housing stock by operating a rehabilitation program. 3. Develop additional activities and programs that support the preservation of the existing housing stock.
2	Goal Name	Homeless / Special Needs Populations
	Goal Description	i. Objective No. 1 – Prevent individuals and families from becoming homeless 1. Continue to make funds available to nonprofit organizations that offer homelessness prevention programs and services. 2. Continue to aid individuals and families at risk of homelessness who face a one-time extenuating circumstance of financial hardship. 3. Develop additional activities and programs that prevent individuals and families from becoming homeless. ii. Objective No. 2 – Reduce the number of homeless individuals and families 1. Continue to make funds available to nonprofit organizations that provide assistance to homeless families and individuals. 2. Develop additional activities and programs that provide assistance to homeless individuals and families.

3	Goal Name	Fair Housing
	Goal Description	i. Objective No. 1 – Enable the non-homeless special needs population to live independently 1. Provide resources to nonprofit organizations to implement fair housing activities and programs. 2. Develop additional activities and programs that are consistent with the goals of the Analysis of Impediments. 3. Provide housing relocation assistance to individuals and families permanently and/or temporarily displaced due to activities carried out by the City.
4	Goal Name	Expanded Economic Opportunities
	Goal Description	i. Objective No. 1 - Repayment of Section 108 Loan 1. Continue to repay the Section 108 Loan 2. Develop additional activities and opportunities for businesses in the City of Montebello. 3. The City has established various community development objectives that provide activities and programs that benefit low- and moderate-income households, and reduce or eliminate slums and blight. The overall objective is to address community development needs by implementing activities and programs related to the following CDBG-eligible categories: infrastructure; public facilities; code enforcement; public services; property acquisition and disposition; relocation and economic development. Among infrastructure improvements on the Consolidated Plan Priority Needs Survey, street improvements, sidewalk improvements, pedestrian crosswalks, and alley improvements were ranked amongst the highest priority needs. Street and alley improvements and ADA-accessible curb ramps were all identified as priority needs in the 2015-2020 Consolidated Plan.
5	Goal Name	Improvement of Public Services for Low/Mod Income
	Goal Description	The City will continue to utilize CDBG funds to address housing and service needs for low- and moderate-income and special needs households.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

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AP-35 Projects – 91.220(d)

Introduction

In FY 2018-2019, the City will use Federal funds to address its priority housing and community development needs by undertaking the activities listed below. These activities are consistent with needs identified in the Consolidated Plan and are further described, including a brief description and proposed funding, in the Project Summary table below.

#	Project Name
1	Section 108 Loan Repayment
2	CDBG Planning & Administration
3	Fair Housing Program
4	The Whole Child
5	East San Gabriel Valley Coalition for the Homeless
6	Heart of Compassion
6	Montebello / Commerce YMCA
7	Summer Youth Employment Program
9	HOME Administration
10	Community Housing Development Organization
11	Residential Rehabilitation Program

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City recognizes that special needs populations encounter challenges due to low income and the special conditions that they face. Special needs populations are more likely to become homeless because of these factors. Special needs populations require housing and supportive services. The City considers supportive services and housing for special needs populations a high priority. Supportive services are also considered a high priority in the Continuum of Care. In 2018-2019, the City will fund several public service agencies that aid with housing and supportive services.

In making project recommendations, consideration was given to a variety of thresholds that projects must meet to comply with CDBG objectives, including meeting one of the national objectives and addressing one of the community priorities set out in the Consolidated Plan. Staff also considered activity need and justification, cost reasonableness and effectiveness, activity management and implementation, experience with similar activities, past performance, leveraged funds, and completeness of the application. Project recommendations are for those projects determined most likely to be successful and maintain compliance with CDBG regulations.

While there are several constraints to meeting the needs of low-income residents, the primary obstacle

is a lack of funding to fully address all needs. Economic downturns have forced many nonprofits to cut services at a time when governmental entities and others are least able to provide them. Another obstacle is the number of nonprofits that need assistance with basic management and fiscal policies. These agencies can benefit from assistance with setting up more sophisticated bookkeeping systems and management procedures.

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Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	Section 108 Loan Repayment
	Target Area	WHITTIER REVITALIZATION AREA
	Goals Supported	Expanded Economic Opportunities
	Needs Addressed	Expanded Economic Opportunities
	Funding	CDBG: \$531,729
	Description	Completed improvements included the replacement of sidewalks, curb and gutter, street irrigation, lighting, water and sewer lines, sidewalk improvements compliant with the Americans with Disabilities Act, landscaping, and street furniture.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	1600 West Beverly Boulevard, Montebello CA
	Planned Activities	Section 108 loan repayment
2	Project Name	CDBG Planning & Administration
	Target Area	Citywide
	Goals Supported	Safe / Quality Neighborhoods
	Needs Addressed	Safe / Quality Neighborhoods
	Funding	CDBG: \$56,034
	Description	Planning and Administration
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	1600 West Beverly Boulevard, Montebello CA

	Planned Activities	Planning and Administration
3	Project Name	Fair Housing Program
	Target Area	Citywide
	Goals Supported	Fair Housing
	Needs Addressed	Fair Housing
	Funding	CDBG: \$20,000
	Description	Activity provides program designed to limit discrimination in housing based on race, color, national origin, handicap, gender, or creed.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	140
	Location Description	3255 Wilshire Boulevard, Los Angeles CA
	Planned Activities	Fair housing services, including counseling and discrimination investigation.
	Planned Activities	The program assists homeless and displaced Montebello families to find affordable, permanent housing by providing a range of supportive services to eliminate barriers and assist families to return into housing.
4	Project Name	The Whole Child
	Target Area	Citywide
	Goals Supported	Homeless / Special Needs Populations
	Needs Addressed	Homeless / Special Needs Populations
	Funding	CDBG: \$7,000
	Description	Provide for a variety of services and programs designed to assist homeless persons and families
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	15 Homeless families
	Location Description	10155 Colima Road, Whittier CA

	Planned Activities	The program assists homeless and displaced Montebello families to find affordable, permanent housing by providing a range of supportive services to eliminate barriers and assist families to return into housing.
5	Project Name	East San Gabriel Valley Coalition for the Homeless
	Target Area	Citywide
	Goals Supported	Homeless / Special Needs Populations
	Needs Addressed	Homeless / Special Needs Populations
	Funding	CDBG: \$9,500
	Description	Provide for a variety of services and programs designed to assist homeless persons and families
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	400 homeless persons will receive services.
	Location Description	1345 Turnbull Canyon Road, Hacienda Heights CA
	Planned Activities	Provides emergency meals, hygiene kits, clothing, resource assistance and emergency shelter vouchers for homeless and displaced residents of Montebello.
6	Project Name	Heart of Compassion
	Target Area	Citywide
	Goals Supported	Homeless / Special Needs Populations
	Needs Addressed	Homeless / Special Needs Populations
	Funding	CDBG: \$15,000
	Description	Program proposes to offer job and life training courses including nutrition, parenting, anger management, family budgeting and financial planning to very low income and homeless persons from Montebello.
	Target Date	6/30/2019

	Estimate the number and type of families that will benefit from the proposed activities	150 seniors and persons with special needs plan to be served.
	Location Description	600 South Maple Avenue, Montebello CA
	Planned Activities	Program proposes to offer job and life training courses including nutrition, parenting, anger management, family budgeting and financial planning to very low income and homeless persons from Montebello.
7	Project Name	Montebello/Commerce YMCA
	Target Area	Citywide
	Goals Supported	Improvement of Public Services for Low/Mod Income
	Needs Addressed	Improvement of Public Services for Low/Mod income
	Funding	CDBG: \$10,000
	Description	Supportive services to benefit seniors and frail elderly
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	150 youth will benefit
	Location Description	2000 West Beverly Boulevard, Montebello CA
	Planned Activities	Services include scholarship of youth at risk programming including residence camp, swim programs, youth sports, youth fitness and youth and government programming.
8	Project Name	Summer Youth Employment Program
	Target Area	Citywide
	Goals Supported	Improvement of Public Services for Low/Mod Income
	Needs Addressed	Improvement of Public Services for Low/Mod income
	Funding	CDBG: \$20,000
	Description	Hiring of local low-income students who may be at risk.
	Target Date	6/30/2019

	Estimate the number and type of families that will benefit from the proposed activities	20 youth and community members will benefit.
	Location Description	1600 West Beverly Boulevard, Montebello CA
	Planned Activities	Employ low income at risk youths for summer jobs.
9	Project Name	HOME Administration
	Target Area	Citywide
	Goals Supported	Safe / Quality Neighborhoods
	Needs Addressed	Safe Quality Neighborhoods
	Funding	HOME: \$70,641
	Description	Administration of HOME Program
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	1600 West Beverly Boulevard, Montebello CA
	Planned Activities	Administration of HOME Program
10	Project Name	Community Housing Development Organization
	Target Area	Citywide
	Goals Supported	Safe / Quality Neighborhoods
	Needs Addressed	Safe Quality Neighborhoods
	Funding	HOME: \$44,980
	Description	Funding of Organization committed to providing affordable housing.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	10 families will be assisted through the development of new affordable units.
	Location Description	1600 West Beverly Boulevard, Montebello CA
	Planned Activities	Acquisition and development of affordable housing

11	Project Name	Residential Rehabilitation Program
	Target Area	South Montebello
	Goals Supported	Safe / Quality Neighborhoods
	Needs Addressed	Safe Quality Neighborhoods
	Funding	HOME: \$600,000
	Description	Acquisition for Development for Habitat for Humanity Project
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	10 families will be assisted through the Residential Rehabilitation Program.
	Location Description	Residential neighborhoods south of Whittier Blvd
	Planned Activities	Rehabilitation of homes

Table 9 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City anticipates spending at least 70 percent of its entitlement funds in target areas, including areas that have low- and moderate-income concentrations or minority concentrations. Maps of low- and moderate-income concentrations and minority concentrations are presented in Appendix E.

HUD's funded activities are limited to the city's low- and moderate-income areas, which encompass the majority of the city's residential areas. Areas of the city outside of the CDBG target areas will benefit from activities that are limited clientele in nature, i.e., a person/household can benefit from a Federally assisted program provided they meet the program's eligibility criteria. Eligibility is typically established by household income and household size.

CDBG program funds will be expended based on program criteria. For example, public services are available on a citywide basis for qualified beneficiaries; fair housing and program administration activities will also be carried out on a citywide basis. Housing code enforcement and community development projects (e.g., street and park improvement projects) will be carried out in the city's low- and moderate-income areas, i.e., areas where most residents meet HUD's low- and moderate-income definition.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	70%

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City generally does not allocate funds on a geographic basis. Funds are allocated to subrecipients that provide low-income households with housing and supportive services. On an annual basis, the City prioritizes the use of its CDBG funding for citywide housing and community development activities including housing, public services, fair housing, and a portion of code enforcement. Activities identified under the public services category and targeted to special needs populations are offered on a citywide basis and/or where resources can be coordinated with existing facilities or services. Public improvements and public facilities are qualified as benefitting low- and moderate-income persons.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

In FY 2018-2019, the City will continue to encourage and facilitate the development of affordable housing. The City will also continue to expedite discretionary entitlement and plan check processes for lower-income housing developments. The expedited processing program currently provides approximately 20 days in time savings. Expedited processing is provided as an incentive to encourage development of affordable housing projects as shorter development time frames result in lower housing production costs. The City continues to evaluate the effectiveness of the expedited processing program and modify as needed to further encourage affordable housing development.

One Year Goals for the Number of Households to be Supported	
Homeless	5
Non-Homeless	7
Special-Needs	0
Total	12

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	4
Rehab of Existing Units	10
Acquisition of Existing Units	0
Total	14

Table 11 - One Year Goals for Affordable Housing by Support Type

Discussion

The City's strategies relating to affordable housing efforts include maintaining the affordable housing stock through the Home Improvement and Preservation Program; providing affordable housing for low-income and special needs groups as HOME funds are available; and support for rental assistance programs through the County, such as the Section 8 Housing Choice Voucher.

The City has several HOME activities in progress, funded with prior year funds. These prior year activities include several HOME-funded loans for homeowner residential rehabilitations; an agreement with a housing developer for the development of two HOME units on two properties owned by the City; and a

predevelopment agreement to explore the option of purchasing two properties for future land assemblage for the development of affordable housing. It is estimated that four homeowner units for moderate-income households and the rehabilitation of three residential units for low-income households will be completed.

For example, the Olson Project includes a residential townhome component and a small food incubator component. The residential component, located at 520-528 West Whittier Blvd., m114 and 116 N. 6th Street, and 117-125 N. 5th Street consists of 28 three-story townhomes on 0.97 acres of the 1.2-acre site. The townhome units are clustered in an L-shaped pattern with a centralized community gathering space, and diagonal parking along the south side of Emmett Williams Way to provide the required resident guest parking. Four floor plans will be featured offering 1,361 to 1,660 square feet of living space with two to four bedrooms, two and one-half to four bathrooms, and attached two-car side-by-side and tandem garages. The proposed plan includes a Proposed parking for the residential component will be 74 spaces (56 garage spaces and 18 guest spaces) for a ratio of 2.6 spaces per unit. This parking will exceed the City Zoning Code requirement which is 66 spaces for a ratio of 2.36 spaces per unit. Vehicular access to the residential component will be from three locations: the alley between 6th and 5th Streets, 5th Street and Emmett Williams Way.

The City of Montebello uses HOME funds for rehabilitation of owner-occupied single-family properties. In order to qualify as affordable housing, the housing to be rehabilitated must be determined to be modest housing. The use of HOME funds for homeowner rehabilitation activities requires that the value of the HOME assisted property after rehabilitation must not exceed 95 percent of the median purchase price for the area. The HOME Final Rule offers two options for determining the 95 percent of median purchase price limit for owner-occupied single-family housing, as noted below:

- (1) HUD will provide limits for affordable housing based on 95 percent of the median purchase price for the area; OR
- (2) Perform a local market survey to determine the 95 percent of median purchase price limit.

After review of the published 2018 FHA figures for Los Angeles County for determining 95 percent of the median purchase price limit, it was determined that the FHA median price for Montebello homes is \$427,000. Based on a comparison of local housing market listing prices and sales information, it was determined that the FHA limits do not accurately reflect current actual home purchase prices for the area. Therefore, a local market survey was conducted for Montebello home sales for three-month period using HdL data. This survey shows a median price of \$555,000 in the City of Montebello and a 95% median value price of \$527,250.

FHA – Market Median Price	\$427,000
Montebello Local Market Survey Median Price	\$555,000
95% of Montebello Local Market Survey Median Price	\$527,250

As a result of this conclusion, it is our recommendation that the City of Montebello use the local market survey price as the determinant of the 95 percent median purchase price limit as it is higher than the local market median price.

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City of Montebello
3 Months Home Sales Data
January 2018 to March 2018

	Sale Date	Parcel	Situs Address	Price
1	3/27/2018	6352-014-012	712 S. 5Th St	\$360,000
2	2/7/2018	6352-003-049	812 Date St	\$440,000
3	2/28/2018	6337-024-021	1816 W. Colegrove Ave	\$440,000
4	1/26/2018	6352-016-066	845 S. 3Rd St	\$445,000
5	3/30/2018	6337-028-003	1813 Ferguson Dr	\$445,000
6	2/14/2018	5278-002-016	448 E. Los Amigos Ave	\$468,000
7	2/9/2018	5268-014-015	520 N. Via Val Verde	\$475,000
8	3/19/2018	6352-006-053	824 Tola St	\$475,000
9	2/9/2018	5278-017-013	733 N. Sanchez St	\$479,000
10	1/18/2018	6352-020-026	841 S. Montebello Blvd	\$480,000
11	2/8/2018	6347-009-008	228 N. Poplar Ave	\$480,000
12	3/19/2018	6350-013-010	1408 W. Colegrove Ave	\$488,000
13	2/21/2018	6347-009-013	209 E. Madison Ave	\$491,500
14	2/14/2018	6343-023-038	476 Via Norte	\$500,000
15	2/5/2018	6346-005-025	308 N. 1St St	\$505,000
16	2/16/2018	6352-018-025	837 S. 5Th St	\$505,000
17	1/24/2018	5249-011-004	841 Bradshawe St	\$525,000
18	2/16/2018	6343-022-033	2337 W. Repetto Ave	\$526,000
19	3/8/2018	6352-022-014	817 S. 10Th St	\$534,000
20	3/20/2018	6352-020-005	840 S. Spruce St	\$535,000
21	2/22/2018	5268-020-021	2445 W. Via Lucia	\$536,000

22	2/28/2018	5267-021-024	624 Hendricks St	\$550,000
23	3/28/2018	5278-027-023	213 E. Victoria Ave	\$550,000
24	1/19/2018	5269-012-046	109 W. Victoria Ave	\$555,000
25	2/16/2018	6352-026-042	900 S. 4Th St	\$555,000
26	2/15/2018	5268-009-024	820 Morris Pl	\$560,000
27	3/28/2018	5271-014-055	737 Rio Del Sol Ave	\$565,000
28	1/26/2018	5293-004-016	809 W. Savannah St	\$575,000
29	2/14/2018	6349-024-012	652 S. 3Rd St	\$585,000
30	1/31/2018	5249-004-013	725 Bradshawe St	\$597,000
31	3/8/2018	5293-013-007	704 Lexington Ave	\$600,000
32	3/20/2018	6344-010-003	337 N. 19Th St	\$604,000
33	1/31/2018	5271-015-061	801 Rancho Dr	\$610,000
34	2/6/2018	5275-018-032	300 Ellingbrook Dr	\$612,000
35	3/22/2018	5269-003-054	916 N. 2Nd St	\$615,000
36	3/15/2018	6345-028-028	401 N. Park Ave	\$623,000
37	1/17/2018	5294-003-001	1505 Aldea Dr	\$640,000
38	2/23/2018	6345-002-004	409 N. Taylor Ave	\$650,000
39	1/3/2018	6352-016-089	841 S. Bluff Rd	\$659,000
40	2/9/2018	6353-007-042	624 Davis Ave	\$665,000
41	3/23/2018	5268-031-007	2636 W. Lincoln Ave	\$675,000
42	1/23/2018	5278-009-004	929 N. Sanchez St	\$680,000
43	1/17/2018	5278-012-011	224 Casa Grande Ave	\$685,000
44	2/28/2018	5293-018-034	800 N. Taylor Ave	\$685,000
45	3/20/2018	5295-005-008	843 Gardner Dr	\$695,000

46	1/3/2018	5295-009-028	853 Perry Ave	\$700,000
47	3/21/2018	5269-003-039	900 N. 3Rd St	\$730,000
48	1/19/2018	5278-022-044	612 N. Forbes Ave	\$777,000
49	2/2/2018	5293-018-024	809 Texcoco St	\$825,000

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AP-60 Public Housing – 91.220(h)

Introduction

The City of Montebello does not own or manage public housing.

Actions planned during the next year to address the needs to public housing

The City of Montebello does not own or manage public housing.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority of the County of Los Angeles offers the Family Self-Sufficiency Program to assist residents toward greater independence and homeownership opportunities.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Housing Authority of the County of Los Angeles is not designated as troubled.

Discussion

The City supports the efforts of the Housing Authority in making available rental assistance to low-income households through the Section 8 program, but the City has no direct involvement in the ownership or management of public housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

To address the needs of homeless individuals and families, the City continues its efforts to identify efficient and effective means to distribute limited resources for homeless needs. The City has designated emergency and transitional housing as high priorities for addressing homelessness. Other efforts undertaken by the City are identified below:

1. Homeless Shelters

To accommodate its share of the region's homeless, the City utilizes numerous nonprofit organizations to offer shelter and services to homeless persons. Nonprofit organizations that have received funding through the City's CDBG program include East San Gabriel Valley Coalition for the Homeless and Heart of Compassion. The City also participates in the Los Angeles County Continuum of Care Community Forum. The City works within this collaborative to help identify needs and gaps in the housing/service needs of the region's homeless.

2. Transitional and Supportive Housing

Supportive housing, as defined by Section 50675.14 of the California Health and Safety Code, is housing with no limit on the length of stay and that is occupied by a target population. The target population for supportive housing includes low-income persons having one or more disabilities. These disabilities may include mental illness, HIV or AIDS, substance abuse, or other chronic health conditions. Such housing is also linked to on-site or off-site services that assist residents in retaining their housing, improving their health status, and maximizing their ability to live and, when possible, work in the community. On- and off-site services may include, but are not limited to, tutoring, child care, and career counseling.

Transitional housing, as defined by Section 50675.2 of the California Health and Safety Code, is housing configured as rental housing developments, which may include multifamily housing, single-family housing, or group homes. Such housing is operated under state or Federal program requirements that call for termination of assistance and recirculation of the housing unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months. Additional services that help individuals gain necessary life skills that support independent living are also allowed but not mandated.

State law allows a distinction in the permitting requirements for certain residential uses in single-family homes based on whether there are six or fewer, or seven or more, people served by the housing type. This size distinction currently exists in the City's Zoning Code for residential and

group care facilities. Residential and group care facilities provide 24-hour per day residential living accommodations in exchange for the payment of money or other consideration, where the duration of tenancy is determined, in whole or in part, by the individual resident's participation in group or individual activities, such as counseling, recovery planning, or medical or therapeutic assistance. Residential or group care facilities include, but are not limited to, residential care facilities for persons with chronic, life-threatening illnesses, and alcoholism or drug abuse recovery or treatment facilities. Residential care facilities provide living accommodations for six or fewer persons and group care facilities provide living accommodations for seven or more persons.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

For the 2018-2019 program year, the City will allocate CDBG funds to The Whole Child to provide emergency shelter and transitional housing to Montebello residents or families who require such assistance. The City will also be a participant of the Los Angeles Continuum of Care.

Several programs, detailed farther below, offered in SPA 7 target different homeless client groups. The program presented below focuses on assessing the individual needs of homeless persons:

Coordinated Entry System (CES) – The CES is a framework that unites regional providers working collaboratively to house chronically homeless individuals. Using a common assessment tool, individuals are prioritized into the most appropriate housing based on their needs. The CES also coordinates county and Federal resources from agencies such as the Department of Mental Health, the Department of Health

Services, housing authorities, and the US Department of Veterans Affairs.

Addressing the emergency shelter and transitional housing needs of homeless persons

SPA 7 offers a variety of homeless housing facilities serving different client groups, and includes:

Emergency Shelters

959 beds serving individuals and families with children

Transitional Housing

582 beds for individuals and families with children

Permanent Supportive Housing

516 beds serving individuals and families with children

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City has the goal of assisting homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Homeless Family Solutions System – This program is a network of family homeless service providers that address the needs of homeless families or those at imminent risk of losing their housing. It works cooperatively with system partners to help families complete housing and service plans.

First 5 LA Supportive Housing Program (First 5 LA) – This program is a needs-based assistance program aimed at serving homeless or at-risk families with children from birth to age 5, some with current or past involvement with the County Department of Children and Family Services.

Supportive Services for Veteran Families (SSVF) – This program is a community-based, competitive grant

program that rapidly rehouses homeless veteran families and prevents homelessness for those at imminent risk due to a housing crisis. The program's objective is to achieve housing stability through a short-term, focused intervention. The SSVF employs a housing-first model, which focuses on helping individuals and families access and sustain permanent rental housing as quickly as possible and without precondition, while facilitating access to those services that will help the veteran's family keep their housing.

HUD-VASH Vouchers (VASH) – The HUD-VASH program combines Housing Choice Voucher rental assistance for homeless veterans with case management and clinical services provided by the US Department of Veterans Affairs. The department provides these services for participating veterans at Veterans Affairs medical centers and community-based outreach clinics.

Unaccompanied Youth – Several programs serve this target group, including 1736 Emergency Youth Shelter, Hathaway-Sycamores: Independent Living Program, Divinity Prophet: Independent Living Program, and Richstone: Transitional Housing Program and Transitional Living.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Agencies involved with persons discharged from institutions and systems of care, including the Los Angeles County Department of Children and Family Services, Department of Health Services, Department of Mental Health, and Los Angeles County Sheriff's Department, all have requirements stipulated by state law or county regulations requiring effective discharge planning and a specific transition plan to ensure that individuals and families are not discharged into homelessness.

Discussion

The programs identified above, which address the needs of homeless persons and subpopulations of homeless, indicate that serving the homeless is a complex issue requiring a network of agencies, departments, and nonprofit community services agencies. It is fortunate that the City can utilize this network of agencies to provide housing and supportive services in addition to using limited CDBG funding.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Barriers to affordable housing exist in the form of governmental regulations and market factors.

The supply and availability of housing may be constrained by governmental actions, environmental conditions, infrastructure capacity, and economic conditions related to the housing market. Barriers or impediments to affordable housing are caused when there is little incentive to develop affordable housing due to excessive development costs and/or the lack of land availability and community commitment. Public policy and community issues potentially affect the cost of all development projects through the design and implementation of land use ordinances, fees, and development standards. While these policies constrain residential development to some extent, they are necessary to support other public policies. Cities also often require developers to provide on-site and off-site improvements necessary to serve their projects. The City of Montebello's 2014–2021 Housing Element concludes that the development review process does not put a constraint on development; building permit and plan check fees are in line with those charged by other jurisdictions in the area; and a development impact fee is not imposed for new multifamily housing. Thus, the building codes and development standards in Montebello are not overly restrictive.

Land and construction costs are key market factors that may serve as a barrier to affordable housing. Construction costs make up a large portion of development costs; however, these costs are regionally determined and the City has no influence over materials and labor costs. Land represents one of the most significant costs of new housing. Montebello is a predominantly urban area that is mostly built-out, which affects the availability and cost of land. The per unit land cost is directly affected by density, and one way to affect this cost is to develop at higher densities which allows the cost to be spread across more units, thus reducing the total price. The City's 2014–2021 Housing Element points out that state law provides for density bonuses, which serve to facilitate the development of affordable housing. While the City already abides by state density bonus requirements, the City Zoning Code will be updated to incorporate these requirements. Also as part of the comprehensive update of the Zoning Code, the City is proposing a very high-density zone to accommodate high-density housing for up to 22.1 to 35.0 units per acre.

The elimination of California redevelopment low/mod housing funds in February 2012 has directly impacted a primary funding source of the City of Montebello for subsidizing the cost of affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

To remove or ameliorate the barriers to affordable housing, the City has adopted the following goals in

the 2014–2021 Housing Element:

- The City shall strive to maintain and improve the quality of existing housing and residential neighborhoods in Montebello.
- The City will remove potential constraints to housing production and housing affordability.
- The City will continue to identify adequate housing sites through appropriate land use, zoning, and specific plan designations to accommodate the City's share of regional housing needs and will provide land use policy that encourages, promotes, and provides for the development of various housing types.
- The City will continue to pursue programs and funding sources and adoption of policies which allow for continued affordability of housing units.

Additionally, the City will utilize HOME funds to help facilitate the development of affordable housing, as funding is available.

AP-85 Other Actions – 91.220(k)

Introduction

One of the primary constraints to meeting the needs of low-income residents is a lack of funding to fully address all the needs. Economic challenges and cuts in grant funding have resulted in budgetary constraints on nonprofit service providers.

Actions planned to address obstacles to meeting underserved needs

The City of Montebello recognizes that special needs populations encounter challenges due to low income and the special conditions that they face. Special needs populations are more likely to become homeless as a result of these factors. Special needs populations require housing and supportive services. The City considers supportive services and housing for special needs populations a high priority. Supportive services are also considered a high priority in the Continuum of Care. In 2018-2019, the City will fund several public service agencies that aid with housing and supportive services.

Actions planned to foster and maintain affordable housing

The City's strategies relating to CDBG-funded affordable housing efforts include maintaining the affordable housing stock through the Home Improvement and Preservation Program; maintaining rental assistance programs such as the Section 8 Housing Voucher program; and providing assistance to households before they lose their housing. The City will utilize a combination of Federal and non-Federal funds to maintain existing affordable housing units and foster the creation of new affordable housing opportunities.

Actions planned to reduce lead-based paint hazards

The City's HOME-funded Home Improvement and Preservation Program follows the requirements of Lead Safe Housing Regulation 24 CFR Part 35 effective September 15, 2000, and the subsequent September 2000 HUD transition assistance policy. The City will use, when required, state of California-certified lead-based paint inspectors/risk assessors to test for lead paint and perform risk assessments on houses testing positive, and certified lead-based paint contractors to remove and/or abate lead paint.

Actions planned to reduce the number of poverty-level families

The City of Montebello continues to look for ways to expand economic activities to include all people and provide programs to those people who are less fortunate. The City has focused on the creation of jobs for low- and moderate-income persons through youth employment programs, capital improvement projects, and the extensive projects related to the Whittier Boulevard Corridor Revitalization (funded by

Section 108 loan funds). Programs related to housing improvement, homeless shelters, supporting the County's rental assistance program, and funding affordable housing creation have resulted in housing the homeless and improving the living conditions of the elderly and low-income families.

Many factors can contribute to persons living at or below the poverty level. Lack of higher education opportunities, lack of marketable skills, unemployment or underemployment, lack of affordable child care, lack of effective transportation, and lack of affordable housing all contribute to homelessness or persons living in poverty. These factors must be addressed to reduce the number of persons living in poverty.

While the City has no control over most of these factors, the City regularly provides referrals to those living below the poverty line. The City also provides a listing of public services agencies and homeless resources, and links to social service agencies. In addition, the City supports other government agencies, private developers, and nonprofit agencies that are involved in creating affordable housing and economic opportunities for low- and moderate-income residents. The City has supported, and will continue to support, a City youth employment program that offers summer youth employment benefitting low-income households.

Actions planned to develop institutional structure

CDBG funds received by the City are administered by the Finance Department. The City relies on a number of governmental departments and agencies, for-profit developers, and private, nonprofit organizations to carry out the City's housing and community development program. The City's Community Development Department functions directly impact and facilitate the development of housing. Housing developers are an important partner and essential for the development of market-rate and affordable housing. Private developers are unable to build affordable units without government or other subsidies because of the high cost of land in the city. The Public Works Department is responsible for the design, construction, maintenance, and operation of public facilities as well as for administering infrastructure projects. The Housing Authority of the County of Los Angeles administers the HUD Section 8 Housing Choice Voucher Program and public housing, which benefits the city's low-income population with publicly assisted rental housing. A number of nonprofit public services agencies provide emergency shelter, transitional and special needs housing, and services to the homeless population and to low- and moderate-income households.

Many gaps or weaknesses in the institutional structure must be addressed. The loss of the redevelopment program presents a significant challenge for continued support for affordable housing. The end of redevelopment funding resulted in the loss of a primary funding source for affordable housing and a loss of administrative resources for housing programs that worked in combination with HOME funds. The reductions in CDBG funding have forced a reduction in community development programs. The cutbacks in funding have impacted public services programming, resulting in limited staff and limited budgets. While the City has limited control over tight budgets, City staff will continue to work closely with these

entities to work to achieve housing and community development goals.

Actions planned to enhance coordination between public and private housing and social service agencies

CDBG and HOME funds received by the City are administered by the Community Development Department. The City relies on several governmental departments and agencies to carry out the City's housing and community development program. The Community Development Department will work with the following departments and agencies during the 2018-2019 program year:

- Finance Department
- Public Works Department
- Housing Authority of the County of Los Angeles
- Nonprofit Social Service Agencies
- Contractors
- Housing Developers

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

The program-specific requirements that apply to the City are those for the CDBG and HOME programs.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City does not receive any atypical loans, grant instruments, nonconforming loan guarantees, or other forms of investments.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City has general recapture and resale provisions in its HOME program guidelines which apply only to CHDOs. The City will impose HOME recapture provisions on any property sold by a CHDO to a homebuyer when the City provides a direct subsidy for down payment and or closing costs to the homebuyer.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

In instances where the homebuyer's home is sold to a qualified low-income buyer at an affordable price, the HOME loan balance shall be transferred to the subsequent qualified buyer and the affordability period shall remain in force. The resale provision shall remain in force from that date the legal documents are executed at loan closing until the expiration of the affordability period.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City has no current plans to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

Discussion

The City will rely on its HOME Policies and Procedures Manual to follow compliance requirements of the HOME program.

Attachments

DRAFT

CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members
FROM: Andrew Pasmant, Acting City Manager
BY: David Sosnowski, Director of Recreation & Community Services
SUBJECT: Public Hearing to consider the Adoption of Citywide User Fees
DATE: April 25, 2018

RECOMMENDATION

Open and continue the Public Hearing to the next City Council Meeting on June 13, 2018.

BACKGROUND

The City has the authority to impose fees, charges and rates pursuant to its police power (Article XI, Section 7 of the California Constitution), and Government Code Section 66016 *et seq.* In addition to providing authority for imposing fees, California law requires that any fees imposed not exceed the estimated reasonable cost of providing the service for which the fee is charged; excessive fees are considered a “tax” that requires voter approval.

“User fees” are those fees that the City charges for special services that the City provides to individuals upon their request. Since these services are optional or voluntary,” the City is authorized to receive up to 100% cost recovery.

Over the years, the City has updated its Citywide Use Fee Schedule on various occasions, with the last update approved in June 2011. Each update has been supported by studies completed by independent consultants, in order to demonstrate the reasonableness of the fees. Because the City’s costs of providing services rise with inflation, many communities update their fee schedules on a regular basis.

At the City Council meeting held on November 8, 2017, the City Council approved a contract with Matrix Consulting to conduct a Comprehensive User Fee study, which included analysis of the operation, staffing, facility depreciation, and direct overhead costs incurred by the City in providing each fee-related service.”. This comprehensive study prepared by Matrix (the “Fee Study”) was completed over the course of three (3) months (January – April 2018). Matrix met with each Department’s key staff to review

time estimates for the personnel involved with providing the specified services. With this data, Matrix was able to determine the “actual cost” of providing each service, and compare that cost to the City’s current fee. This analysis allows the City to determine whether any such service is being subsidized by the General Fund.

Additionally, Matrix met with Department heads to discuss options for of the imposition of new fees. Department heads reviewed typical cost recovery rates, comparative jurisdictions’ charges for similar services, and the actual cost of providing the services. Through this process, each Department was able to make informed decisions about recommendations for new user fees.

ANALYSIS

If the fees recommended in the Fee Study are adopted by the City Council, and thereafter implemented based on existing service volumes, the City anticipates receiving an additional \$836,718 in fee-related revenue. Put differently, if the City Council does not adopt the recommended fees, the General Fund will subsidize these services in the amount of \$836,718 annually.

FISCAL IMPACT

Adoption and implementation of the proposed User Fees, as recommended by Staff, would bring in an estimated additional \$836,718 in fee revenue, resulting in an indirect benefit of an equal amount to the City’s general fund.

SUMMARY

The City Council will receive the Citywide Cost of Services (User Fee) Study as prepared by Matrix Consulting and consider the adoption of the Citywide Schedule of Fees and Charges for Various Services.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEBELLO ESTABLISHING CERTAIN FEES AND
INCREASING CERTAIN EXISTING FEES FOR VARIOUS CITY
SERVICES PROVIDED BY THE CITY OF MONTEBELLO**

WHEREAS, pursuant to the police power granted by Article XI, Section 7 of the California Constitution, cities may impose fees, charges and rates for certain municipal services; and

WHEREAS, in addition to the authority granted by the California Constitution, Government Code section 66016 *et seq.* provides that a city may establish or increase fees for certain public services by resolution; and

WHEREAS, the City collects fees for certain services for which there is a reasonable relationship between the cost of service provided and the fee charged; and

WHEREAS, it is a routine and standard practice to increase or adjust fees to reflect the changing cost of providing those services because of inflation, staffing reorganization, and other variables which affect the cost of delivering these services; and

WHEREAS, the City Council of the City of Montebello has determined that, in order to continue providing effective service to the community, the City must establish and increase fees for certain municipal services which accurately reflect the City's true costs in providing such services; and

WHEREAS, the City last adopted an update to its fee schedule in June 2011, and has recently caused a fee study to be prepared and conducted which concluded that many of the City's existing fees no longer reflect the City's true costs of providing the fee-related services, as a result the additional costs are being borne by the City's General Fund;

WHEREAS, the City Council has reviewed the Fee Study as presented herewith this Resolution, and such other matters as were presented during the public hearing on this matter, and all legal prerequisites to the adoption of this Resolution have occurred.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO
DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

SECTION 1. Based upon staff presentations, reports, public comment, and other matters presented during the public hearing on this matter, the City Council finds and declares that the foregoing recitals are true and correct, and are therefore incorporates the same herein as substantive findings.

SECTION 2. Based upon the matters set forth above the City Council finds and declares as follows:

(a) Notice of the public meeting and public hearing at which this Resolution and the proposed fees set forth in Exhibit "A" hereto were considered was properly given as required by law, and all oral and written presentations made to and heard by the City Council were properly considered pursuant to Government Code sections 66016 and 66018.

(b) The cost estimates produced by City staff and considered by the City Council in establishing the fees pursuant to this Resolution are reasonable cost estimates for the provision of the City services to which the fees pertain, and a report of such costs and the proposed fees were made available to the public pursuant to Government Code section 66016.

(c) There is a reasonable relationship between the fees set forth in Exhibit A to be collected and the City's costs in providing those services listed, as identified in the data made available to the public and set forth in the Fee Study, as each of the fees are estimated to generate revenues substantially equal to the City's cost of providing each fee-related service. .

(d) The new fees and fee increases set forth in Exhibit "A," which is attached hereto and incorporated herein by reference, do not exceed the actual or estimated costs to the City of providing the services to which the fees relate.

(e) Each of the fees set forth in Exhibit A, and the relative fee amounts, are necessary to enable the City to provide the service(s) to which they relate.

(f) The fees, fines and penalties set forth in Exhibit "A" are hereby approved and adopted and approved by the City Council as the official fees, fines and penalties of the City of Montebello for the public services and violations referenced in Exhibit "A".

SECTION 3. The fines and penalties set forth in Exhibit "A" shall take effect sixty (60) days from the date this Resolution was adopted, and this Resolution and Exhibit "A" shall superseded and take precedence over any previous fees adopted for the same service or subject matter, to the extent they actually conflict with this Resolution.

SECTION 4. This Resolution is exempt from the California Environmental Quality Act, as the adoption of the fees, fines, and penalties herein is not a "project" within the

meaning of CEQA, as there is no foreseeable possibility of a negative environmental impact resulting therefrom

SECTION 5. The City Clerk shall certify to the adoption of this Resolution, and shall file it in the City's Official Book of Resolutions.

PASSED, APPROVED AND ADOPTED this 23rd day of May, 2018.

Vanessa Delgado, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Barajas, City Clerk

Arnold Alvarez-Glasman, City Attorney

Report on the Citywide Cost of Services (User Fee) Study

CITY OF MONTEBELLO, CALIFORNIA



May 2018

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1. EXECUTIVE SUMMARY

The report, which follows, presents the results of the Cost of Services (User Fee) Study conducted by the Matrix Consulting Group for the City of Montebello.

1 PROJECT BACKGROUND AND SCOPE OF WORK

The Matrix Consulting Group analyzed the cost of service relationships that exist between fees for service activities in the following departments: Administration / City Clerk, Building, Finance, Fire, Parks and Recreation, Planning, Police, and Public Works. The results of this Study provide a tool for understanding current service levels, the cost and demand for those services, and what fees for service can and should be charged.

2 GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by the Matrix Consulting Group is a widely accepted “bottom up” approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Division. Once time spent for a fee activity is determined, all applicable City costs are then considered in the calculation of the “full” cost of providing each service. The following table provides an overview of the cost components used to establish the “full” cost of providing services included in this Study:

Table 1: Cost Components Overview

Cost Component	Description
Direct	Fiscal Year 2017/18 Budgeted salaries, benefits and allowable expenditures.
Indirect	Division and departmental administration / management and clerical support, along with Citywide overhead as calculated through the City's Cost Allocation Plan.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing any particular service, regardless of whether a fee for that service is charged.

The work accomplished by the Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Staff Interviews:** The project team interviewed City staff regarding their need for clarification to the structure of existing fee items, or for addition of new fee items.

- **Data Collection:** Data was collected for each permit / service, including time estimates and volume of activity. In addition, all budgeted costs and staffing levels for Fiscal Year 17/18 were entered into the Matrix Consulting Group's analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established.
- **Review and Approval of Results with City Staff:** Department and City management have reviewed and approved these documented results.

A more detailed description of user fee methodology, as well as legal and policy considerations are provided in subsequent chapters of this report.

3 CURRENT COST RECOVERY

When comparing FY18 fee-related budgeted expenditures with fee-related revenue generated in Fiscal FY17 the City is under-recovering its costs by approximately \$3.3 million and recovering about 52% of its fee-related costs annually. The following table outlines these results on a departmental basis:

Table 2: Departmental Cost Recovery Based on Fee-Related Revenue & Expenditures

Department / Division	Fee-Related Revenue	Fee-Related Cost	Annual Surplus / (Deficit)	Cost Recovery %
Building	\$1,183,624	\$1,168,679	\$14,945	101%
Finance	\$222,975	\$551,867	(\$328,892)	40%
Fire	\$813,293	\$1,621,189	(\$807,896)	50%
Parks and Recreation	\$717,126	\$2,517,805	(\$1,800,679)	28%
Planning	\$31,922	\$224,577	(\$192,655)	14%
Police	\$320,370	\$414,748	(\$94,378)	77%
Public Works	\$274,280	\$396,807	(\$122,527)	69%
TOTAL	\$3,563,590	\$6,895,672	(\$3,332,082)	52%

The detailed documentation of the Study will show an over-collection for certain fees (on a per unit basis), and an undercharge for others. Overall, the City is providing an annual subsidy to fee payers for fee-related services included in this analysis.

The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among Council members and City staff, and do not represent a recommendation for where or how the Council should take action. The setting of the "rate" or "price" for services, whether at 100 percent full cost recovery or lower, is a policy decision to be made only by the Council, often with input from City staff and the community.

4 CONSIDERATIONS FOR COST RECOVERY POLICY AND UPDATES

The Matrix Consulting Group recommends that the City use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, and also to implement a mechanism for the annual update of fees for service.

1 Adopt a Formal Cost Recovery Policy

The Matrix Consulting Group strongly recommends that the Council adopt a formalized, individual cost recovery policy for each department included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

2 Adopt an Annual Fee Update / Increase Mechanism

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions applied in previous studies, and to account for any major shifts in cost components or organizational structures. The Matrix Consulting Group believes it is a best management practice to perform a complete update of a Fee Assessment every 3 to 5 years.

In between comprehensive updates, the City could utilize published industry economic factors such as CPI or other regional factors to update the cost calculations established in the Study on an annual basis. The City could also consider the use of its own anticipated labor cost increases such as step increases, benefit enhancements, or cost of living raises. Alternatively, the project team will provide the City with a user fee model, which can be utilized to update time estimates and costs on an annual basis. Utilizing an annual increase mechanism would ensure that the City receives appropriate fee and revenue increases that reflect growth in costs.

2. LEGAL FRAMEWORK AND POLICY CONSIDERATIONS

A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. In California, several constitutional laws such as Propositions 13, 4, and 218, State Government Codes 66014 and 66016, and more recently Prop 26 and the Attorney General’s Opinion 92-506 set the parameters under which the user fees typically administered by local government are established and administered. Specifically, California State Law, Government Code 66014(a), stipulates that user fees charged by local agencies “...may not exceed the estimated reasonable cost of providing the service for which the fee is charged”.

1 GENERAL PRINCIPLES AND PHILOSOPHIES REGARDING USER FEES

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

Table 3: Services in Relation to Benefit Received

“Global” Community Benefit	“Global” Benefit and an Individual or Group Benefit	Individual or Group Benefit
• Police • Park Maintenance	• Recreation / Community Services • Fire Suppression / Prevention	• Building Permits • Planning and Zoning Approval • Site Plan Review • Engineering Development Review • Facility Rentals

Funding for local government is obtained from a myriad of revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 3, services in the “global benefit” section tend to be funded primarily through voter approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fee, and other funding sources. Finally, in the “individual / group benefit” section of the table, lie the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- **A profit-making objective should not be included in the assessment of user fees.** In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term “user fee” no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

2 GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why City staff or the Council may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit the jurisdiction’s ability to charge a fee at all. An example includes time spent copying and retrieving public documents.
- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for changing a water heater in a residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.
- **Affect on demand for a particular service.** Sometimes raising the “price” charged for services might reduce the number of participants in a program. This is largely the case in Recreation programs such as camps or enrichment classes,

where participants often compare the City's fees to surrounding jurisdictions or other options for leisure activities.

- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community as a whole. Examples include Recreation programs, Planning Design Review, historical dedications and certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services, and assure that the City is in compliance with State law.

Once the full cost of providing services is known, the next step is to determine the "rate" or "price" for services at a level which is up to, and not more than the full cost amount. The City Council is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a "grey area". However, with the resulting cost of services information from a User Fee Study, the Council can be assured that the adopted fee for service is reasonable, fair, and legal.

3. USER FEE STUDY METHODOLOGY

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The components of a full cost calculation are typically as follows:

Table 4: Full Cost Calculation Components

Cost Component	Description
Direct	Salaries, benefits and direct divisional expenditures.
Departmental Overhead	Division or Departmental administration / management and clerical support.
Citywide Overhead	City costs associated with central services such as payroll, human resources, budgeting, City management, etc. Calculated by the City through a separate study.

The general steps utilized by the project team to determine allocations of cost components to a particular fee or service are:

- Calculate fully burdened hourly rates by position, including direct & indirect costs;
- Develop time estimates for each service included in the study;
- Include any actual material costs and equipment rental rates;
- Ensure that not more than 100% of a position’s time is allocated between fee & non-fee services.

The results of these allocations provide detailed documentation for the reasonable estimate of the actual cost of providing each service. The following sections highlight critical points about the use of time estimates and the validity of the analytical model.

1 TIME ESTIMATES ARE A MEASURE OF SERVICE LEVELS REQUIRED TO PERFORM A PARTICULAR SERVICE

One of the key study assumptions utilized in the “bottom up” approach is the use of time estimates for the provision of each fee related service. Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the City of Montebello developed these estimates.

The project team worked closely with Departmental staff in developing time estimates with the following criteria:

- Estimates are representative of average times for providing services. Estimates for extremely difficult or abnormally simple projects are not factored into this analysis.
- Estimates reflect the time associated with the position or positions that typically perform a service.
- Estimates provided by staff are reviewed and approved by the division / department, and often involve multiple iterations before a Study is finalized.
- Estimates are reviewed by the project team for “reasonableness” against their experience with other agencies.
- Estimates were not based on time in motion studies, as they are not practical for the scope of services and time frame for this project.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service for which to base a jurisdiction’s fees for service and meets the requirements of California law.

The alternative to time estimating is actual time tracking, often referred to as billing on a “time and materials” basis. Except in the case of anomalous or sometimes very large and complex projects, the Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.
- Additional costs are associated with administrative staff’s billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Applicants may request assignment of less expensive personnel to their project.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a “time and materials” basis. The Matrix Consulting Group has

recommended taking a deposit and charging Actual Costs for such fees as appropriate and itemized within the current fee schedule.

2 CROSS CHECKS ENSURE THE VALIDITY OF OUR ANALYTICAL MODEL

In addition to the collection of time estimate data for each fee or service included in the User Fee Study, annual volume of activity data assumptions are also a critical component. By collecting data on the estimated volume of activity for each fee or service, a number of analyses are performed which not only provide useful information regarding allocation of staff resources, but also provide valuable cross checks that ensure the validity of each model. This includes assurance that 100% of staff resources are accounted for and allocated to a fee for service, or "other non-fee" related categories. Since there are no objectives to make a profit in establishing user fees, it is very important to ensure that services are not estimated at a level that exceeds budgeted resource capacity. By accounting for not more than 100% of staff resources, no more than 100% of costs will be allocated through the Study.

4. RESULTS OVERVIEW

The motivation behind a cost of services (User Fee) analysis is for the City Council and Departmental staff to maintain services at a level that is both accepted and effective for the community, and also to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost of service analysis takes a “snapshot in time”, where a fiscal year of adopted budgeted cost information is compared to the same fiscal year of revenue, and workload data available. Changes to the structure of fee names, along with the use of time estimates allow only for a reasonable projection of subsidies and revenue. Consequently, the Council and Department staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

Discussion of results in the following chapters is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each major permit category including the following:

- **Modifications or Issues:** discussions regarding any revisions to the current fee schedule, including elimination or addition of fees.
- **“Per Unit” Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).
- **Annualized Results:** utilizing volume of activity estimates annual subsidies and revenue impacts were projected.
- **Jurisdictional Comparison:** a brief comparison of current permits and services with other local jurisdictions.

The full analytical results were provided to Department staff under separate cover from this summary report.

5. ADMINISTRATION / CITY CLERK

The Administration / City Clerk primarily serves to provide support to the City Manager and City Council. The Department also serves as the Records Manager on behalf of the City. The fees examined within this study relate to typical City Clerk services such as provision of municipal code books and records (Paper and Electronic).

1 FEE SCHEDULE MODIFICATIONS

In discussions with staff in the City Clerk Department, there were only a few modifications to the fee schedule. The modifications included removal of General Plan and Zoning Code from the fee schedule as those were services provided by the Planning Division. Additionally, the fees for City Council Meeting DVDs and City Commission Meeting DVDs was combined into one fee titled "Digital Copy of City Council / Commission Meetings". This title of the fee provides staff with the flexibility to provide these copies either as DVDs or flash drives. Implementing these changes will enable the Division to more accurately account for its services.

2 DETAILED RESULTS

The City Clerk Department provides services as it relates to provision of Municipal Code Book, and Digital Records. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the service title / name, current fee, total cost, and surplus or deficit associated with the City Clerk.

Table 5: Total Cost Per Unit Results – City Clerk

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Montebello Municipal Code (MMC)			
Complete with Binder	\$180	\$180	\$0
Changes and Additions – per year	\$60	\$60	\$0
Filing Fee (Initiative Petitions)	\$200	\$200	\$0
Transcription of Verbatim Copies of Minutes	\$22	Actual Cost	N / A
Mailed Copies of City Council Agendas			
Per Meeting	\$3	\$1	\$2
Per Year	\$60	\$26	\$34
Digital Copy of City Council / Commission Meetings	\$5	\$14	(\$11)
City Clerk Certification (per request)	\$11	\$8	\$3
Retrieval Fee, Reports & Statements	\$5	\$5	\$0
Copies – Per Page	\$0.10	\$0.10	\$0

A majority of the fees relating to City Clerk are set by the state and thus are being charged accordingly. The average per unit recovery for the City Clerk is approximately 134%. The largest over-recovery of \$34 per unit is related to the Mailed Copies of City Council Agendas per year. However, based upon discussions with staff this fee is not currently charged by staff.

3 ANNUAL REVENUE IMPACTS

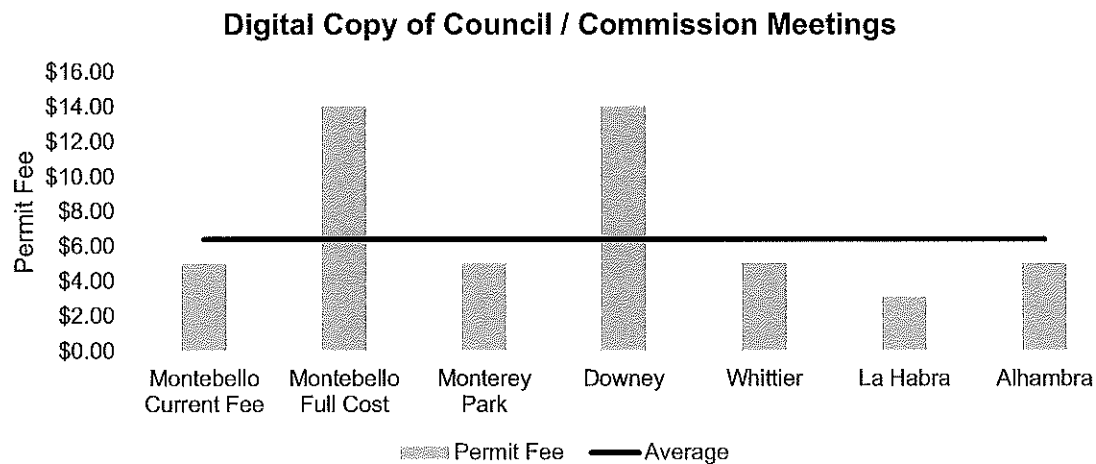
As the City Clerk did not have any workload in FY16-17, there is no annual revenue or impact associated with the changes to the City Clerk fees.

4 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsections provide a comparative look at two of the City Clerk services evaluated.

1 Digital Copy of Council / Commission Meetings

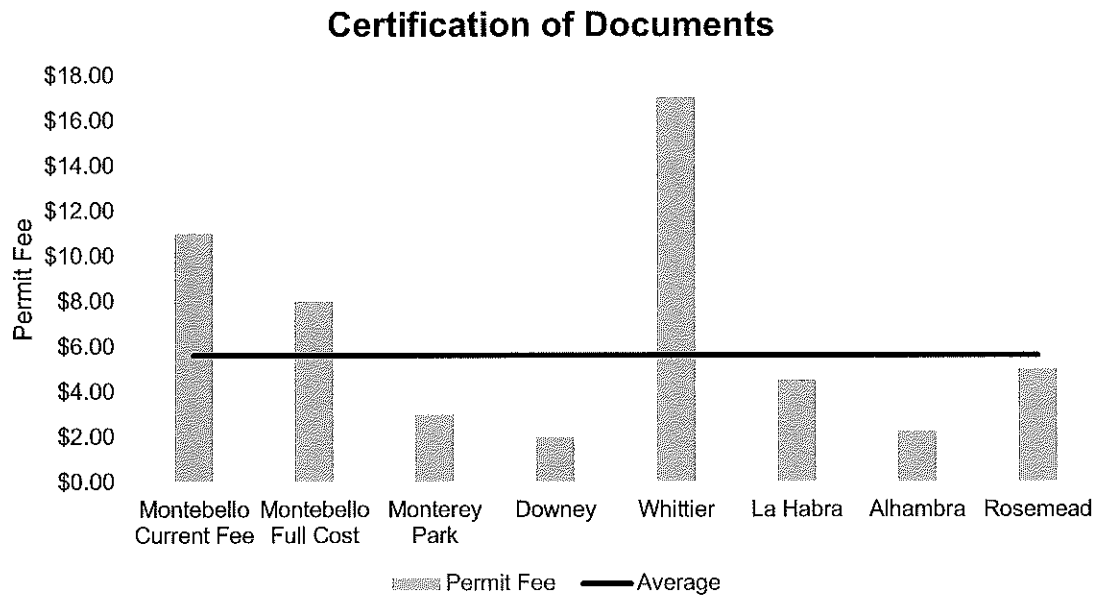
The City is currently charging \$5 for Digital Copies (DVD or USBs) for copies of Council or Commission meetings. This study has assessed the full cost of providing those digital copies at \$14, resulting in a \$9 deficit. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph indicates, the total cost for the City of Montebello is among one of the highest but matches the City of Downey's current fee for DVD copies. It is however, higher than the average of \$6.42 charged by other jurisdictions.

2 City Clerk Certification

The City is currently charging \$11 for Certification of Documents, while its costing them \$8 to provide that service, representing a \$3 surplus. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current and full cost fees are higher than the average, but its full cost fee is more in line with the average fees being charged by other surrounding jurisdictions.

6. BUILDING

The Building Division is responsible for conducting inspections of development projects to ensure compliance with local and state building codes. The City of Montebello currently contracts for its building plan check and inspection services. The fees examined within this study relate to Building Plan Check, Inspection, Mechanical, Electrical, Plumbing, and other Miscellaneous Building Permit Fees. The following subsections discuss modifications to the current fee schedule, the total cost per unit results, the annual implications of the results, and a jurisdictional comparison.

1 FEE SCHEDULE MODIFICATIONS

During discussions with Building Division staff, there was only one major modification made to the current fee schedule. The project team worked with the Building Division staff to expand the current valuation table from capping at \$100,000 to \$100,000,000 to better reflect the current economic nature of development activity within the region.

2 DETAILED RESULTS – MECHANICAL, ELECTRICAL, AND PLUMBING FEES

The Building Division currently assesses a variety of standalone fees for mechanical, electrical, and plumbing permits. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Mechanical, Electrical, and Plumbing permit.

Table 6: Total Cost Per Unit Results – Mechanical, Electrical, Plumbing, etc.

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
BUILDING FEES			
Inspection outside of normal business hours (2 hr min)	\$97	\$177	(\$80)
Re-inspection Fee	\$97	\$177	(\$80)
Inspection	\$97	\$177	(\$80)
Additional Plan Review - per hr	\$116	\$212	(\$96)
Investigation Fee for clearance	\$196	\$354	(\$158)
Inspection for resale of SFD	\$122	\$230	(\$108)
Demolition of Building	\$134	\$248	(\$114)
Plumbing Permit:			
Issuance	\$24	\$35	(\$11)
Plumbing Fixture or Trap or Set of Fixtures on One Trap	\$24	\$35	(\$11)
Site Sewer	\$48	\$88	(\$40)
Connection to Sewer	\$48	\$88	(\$40)
Rainwater Systems - per drain	\$48	\$88	(\$40)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Water Heater and / or Vent	\$48	\$88	(\$40)
Gas Piping Systems:			
1-4 outlets	\$48	\$88	(\$40)
5+ more outlets	\$73	\$142	(\$69)
Industrial Waste Pretreatment Interceptor, including its trap and vent, functioning as fixture traps	\$97	\$177	(\$80)
Swimming Pool and / or Spa	\$97	\$177	(\$80)
Installation, Alteration, or Repair of Water Piping	\$48	\$88	(\$40)
Repair or Alteration of drainage or vent piping	\$48	\$88	(\$40)
lawn sprinkler system - per backflow device	\$48	\$88	(\$40)
Vacuum Breakers or Backflow protective devices on tanks, vats, or for installation on unprotected plumbing fixtures:			
1-4 fixtures	\$48	\$88	(\$40)
5+	\$10	\$18	(\$8)
Lawn Sprinkler	\$48	\$88	(\$40)
Electrical Permits:			
Permit Issuance:	\$24	\$35	(\$11)
Branch Circuits:			
1-10 circuits	\$48	\$88	(\$40)
Each Additional Circuits	\$29	\$53	(\$24)
For appliance branch circuits			
1-10 outlets	\$24	\$35	(\$11)
Each additional outlet over 10	\$48	\$88	(\$40)
Appliances, Motors or other equipment:			
3-5 HP, KW or KVA	\$48	\$88	(\$40)
5-20 HP, KW, or KVA	\$48	\$88	(\$40)
20-50 HP, KW, or KVA	\$48	\$88	(\$40)
50-100 HP, KW, or KVA	\$48	\$88	(\$40)
100+ HP, KW, or KVA	\$48	\$88	(\$40)
Air Conditioning Units	\$48	\$88	(\$40)
Service Installations less than 600V:			
0-200 Amps	\$73	\$142	(\$69)
201-600 Amps	\$97	\$177	(\$80)
601-1,200 Amps	\$122	\$230	(\$108)
1,200+ Amps	\$12	\$18	(\$6)
Service Installations over 600V:	\$195	\$354	(\$159)
Temporary Power Service - Pole	\$97	\$177	(\$80)
Each additional pole	\$20	\$35	(\$15)
Busways	\$25	\$53	(\$28)
Signs, outline lighting and marquees:			
Systems on one branch circuit	\$29	\$53	(\$24)
Each additional branch circuit	\$23	\$35	(\$12)
Flashers, Timers, or motors	\$18	\$35	(\$17)
Swimming Pools	\$122	\$230	(\$108)
Spa	\$97	\$177	(\$80)
Mechanical Permits:			
Permit Issuance:	\$24	\$35	(\$11)
Furnace - up to 100,000 BTU / hr	\$97	\$177	(\$80)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Furnace - over 100,000 BTU / hr	\$97	\$177	(\$80)
Floor Furnace	\$97	\$177	(\$80)
Suspended Heater, Wall Heater, or Floor Mounted Heater	\$97	\$177	(\$80)
Installation, relocation, or replacement of appliance vent	\$97	\$177	(\$80)
Repair, alteration, or addition to heating appliance, refrigeration unit, cooling unit, absorption, evaporative cooling system	\$97	\$177	(\$80)
Boiler or Compressor - 3HP and up to 100,000 BTU / hr	\$97	\$177	(\$80)
Boiler or Compressor - 3-15HP and 100,000-500,000 BTU / hr	\$97	\$177	(\$80)
Boiler or Compressor - 15-20 HP or 500,000-1,000,000 BTU / hr	\$97	\$177	(\$80)
Boiler or Compressor - 30-50 HP or 1,000,000-1,750,000 BTU / hr	\$122	\$230	(\$108)
Boiler or Compressor - 50+ HP or 1,750,000+ BTU / hr	\$146	\$265	(\$119)
Air Handling Unit - up to 10,000 CFM	\$146	\$265	(\$119)
Air Handling Unit - over 10,000 CFM	\$97	\$177	(\$80)
Evaporative Cooler - other than potable	\$97	\$177	(\$80)
Ventilation Fan	\$97	\$177	(\$80)
Hood / duct	\$146	\$265	(\$119)
Domestic Incinerator	\$97	\$177	(\$80)
Commercial Incinerator	\$122	\$230	(\$108)
Any other item not classified	\$122	\$230	(\$108)
Fire Dampers	\$48	\$88	(\$40)
Installation of duct to existing system	\$24	\$35	(\$11)
Expedited Building Plan Check Fee	125%	125%	\$0

As the table above indicates, the Building Division is under-recovering for the majority of its fees as it relates to the Mechanical, Electrical, and Plumbing Fees. The largest source of under-recovery for the Division at \$159 is related to the Service Installations over 600V. The average per unit recovery for the Division is 56%.

3 DETAILED RESULTS – PLAN CHECK AND INSPECTION SERVICES

The Building Division currently calculates the majority of its services based off of the valuation of the project. However, during discussions with the Building Division staff and based upon the types of development projects occurring in the City, the project team discussed expanding the current valuation-based fee schedule from \$100,000 to \$100,000,000. The expansion of these categories will help capture the marginal effort associated with higher valuation projects, without exponentially increasing those costs. Additionally, this will allow the Division to be more in line with the current economic climate of the region.

The City of Montebello currently charges a percentage based plan check fee for Plan Check services, the current Plan Check Fee is 70% of the Building Permit Fee. Through

this study, the project team calculated the plan check fee at 54% of the Building Permit Fee. This represents a 16% surplus for the City.

The following tables show the Inspection fee results calculated for the City of Montebello. Similar to the flat fees, the Total Cost Per unit reflects the direct costs, material costs (where applicable), Departmental, and Citywide overhead costs associated with managing the Inspection Process.

Table 7: Total Cost Per Unit Results – Inspection

Project Value Sliding Scale Category	Current Fee	Total Cost	Surplus / (Deficit)
Project Valuation - \$1.00 to \$500.00	\$34.00	\$263.11	(\$229.11)
Project Valuation - \$500.00 to \$2,000			
First \$500	\$34.00	\$263.11	(\$229.11)
Each Additional \$100 or fraction thereof	\$11.00	\$5.85	\$5.15
Project Valuation - \$2,001 to \$25,000			
First \$2,000	\$184.00	\$350.81	(\$166.81)
Each Additional \$1,000 or fraction thereof	\$24.00	\$41.94	(\$17.94)
Project Valuation - \$25,001 to \$50,000			
First \$25,000	\$719.00	\$1,315.54	(\$596.54)
Each Additional \$1,000 or fraction thereof	\$20.00	\$35.08	(\$15.08)
Project Valuation \$50,001 to \$100,000			
First \$50,000	\$1,204.00	\$2,192.56	(\$988.56)
Each Additional \$1,000 or fraction thereof	\$18.00	\$31.57	(\$13.57)
Project Valuation \$100,001 to \$500,000			
First \$100,000	\$2,090.00	\$3,771.21	(\$1,681.21)
Each Additional \$1,000 or fraction thereof	\$17.00	\$10.31	\$6.69
Project Valuation \$500,001 to \$1,000,000			
First \$500,000	\$8,890.00	\$7,893.23	\$996.77
Each Additional \$1,000 or fraction thereof	\$17.00	\$1.75	\$15.25
Project Valuation \$1,000,001 to \$5,000,000			
First \$1,000,000	\$17,390.00	\$8,770.26	\$8,619.74
Each Additional \$1,000 or fraction thereof	\$17.00	\$2.19	\$14.81
Project Valuation \$5,000,001 to \$10,000,000			
First \$5,000,000	\$85,390.00	\$17,540.52	\$67,849.48
Each Additional \$1,000 or fraction thereof	\$17.00	\$1.96	\$15.04
Project Valuation \$10,000,001 to \$25,000,000			
First \$10,000,000	\$170,390.00	\$27,363.21	\$143,026.79
Each Additional \$1,000 or fraction thereof	\$17.00	\$2.56	\$14.44
Project Valuation \$25,000,001 to \$50,000,000			
First \$25,000,000	\$425,390.00	\$65,776.94	\$359,613.06
Each Additional \$1,000 or fraction thereof	\$17.00	\$0.18	\$16.82
Project Valuation \$50,000,001 to \$100,000,000			
First \$50,000,000	\$850,390.00	\$70,162.07	\$780,227.93
Each Additional \$1,000 or fraction thereof	\$17.00	\$1.75	\$15.25
Project Valuation - \$100,000,001 and over			
First \$100,000,000	\$1,700,390.00	\$157,868.18	\$1,542,521.82
Each Additional \$1,000 or fraction thereof	\$17.00	\$0.88	\$16.12

As the tables above indicate, the City of Montebello is under-recovering for Inspection services in its lower valuation ranges, and over-recovering for its higher valuation ranges. On average the per unit cost recovery for Plan Check and Inspection Services is 403%.

The City has the ability to implement the two valuation tables for Plan Check and Inspection services, or it has the option to implement the Inspection Table and charge Plan check at 70% of the current fee, which is consistent with its current methodology.

Expanding the valuation ranges from over \$100,000 to \$100,000,000 million will help address this over-recovery by capturing the marginal increase in level of effort rather than the exponential increase in effort.

4 ANNUAL REVENUE IMPACTS – MECHANICAL, ELECTRICAL, AND PLUMBING

The Building Division is currently under-recovering its fee-related costs associated with Mechanical, Electrical, and Plumbing by approximately \$38,000. The following table shows the annual workload volume for FY17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 8: Annual Results – Mechanical, Electrical, and Plumbing

Fee Name	Annual Volume	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
BUILDING FEES				
Demolition of Building	38.00	\$5,092	\$9,411	(\$4,319)
Plumbing Permit:				
Issuance	191.00	\$4,584	\$6,758	(\$2,174)
Plumbing Fixture or Trap or Set of Fixtures on One Trap	3.00	\$72	\$106	(\$34)
Connection to Sewer	7.00	\$336	\$619	(\$283)
Rainwater Systems - per drain	2.00	\$96	\$177	(\$81)
Water Heater and / or Vent	50.00	\$2,400	\$4,423	(\$2,023)
Gas Piping Systems:				
1-4 outlets	5.00	\$240	\$442	(\$202)
5+ more outlets	1.00	\$73	\$142	(\$69)
Industrial Waste Pretreatment Interceptor, including trap / vent, functioning as fixture traps	9.00	\$873	\$1,592	(\$719)
Swimming Pool and / or Spa	1.00	\$97	\$177	(\$80)
Installation, Alteration, or Repair of Water Piping	116.00	\$5,568	\$10,261	(\$4,693)
Repair or Alteration of drainage or vent piping	1.00	\$48	\$88	(\$40)
lawn sprinkler system - per backflow device	4.00	\$192	\$354	(\$162)
Vacuum Breakers or Backflow protective Devices on tanks, vats, or for installation on unprotected plumbing fixtures:	4.00	\$192	\$354	(\$162)
1-4 fixtures	5.00	\$240	\$442	(\$202)
5+	10.00	\$100	\$177	(\$77)
Electrical Permits:				

Fee Name	Annual Volume	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
Permit Issuance:	124.00	\$2,976	\$4,387	(\$1,411)
Branch Circuits:				
1-10 circuits	8.00	\$384	\$708	(\$324)
Each Additional Circuits	4.00	\$116	\$212	(\$96)
For appliance branch circuits				
1-10 outlets	5.00	\$120	\$177	(\$57)
Each additional outlet over 10	7.00	\$336	\$619	(\$283)
Service Installations less than 600V:				
0-200 Amps	4.00	\$292	\$566	(\$274)
201-600 Amps	25.00	\$2,425	\$4,423	(\$1,998)
601-1,200 Amps	43.00	\$5,246	\$9,889	(\$4,643)
1,200+ Amps	34.00	\$408	\$601	(\$193)
Service Installations over 600V:	9.00	\$1,755	\$3,184	(\$1,429)
Temporary Power Service - Pole	9.00	\$873	\$1,592	(\$719)
Each additional pole	2.00	\$40	\$71	(\$31)
Systems on one branch circuit	5.00	\$145	\$265	(\$120)
Each additional branch circuit	31.00	\$713	\$1,097	(\$384)
Mechanical Permits:				
Permit Issuance:	97.00	\$2,328	\$3,432	(\$1,104)
Furnace - up to 100,000 BTU / hr	89.00	\$8,633	\$15,745	(\$7,112)
Installation, relocation, or replacement of appliance vent	1.00	\$97	\$177	(\$80)
Boiler or Compressor:				
3HP or up to 100,000 BTU / hr	1.00	\$97	\$177	(\$80)
30-50 HP or 1,000,000-1,750,000 BTU / hr	2.00	\$244	\$460	(\$216)
50+ HP or 1,750,000+ BTU / hr	6.00	\$876	\$1,592	(\$716)
Air Handling Unit - up to 10,000 CFM	5.00	\$730	\$1,327	(\$597)
Ventilation Fan	2.00	\$194	\$354	(\$160)
Hood / duct	4.00	\$584	\$1,061	(\$477)
Any other item not classified	2.00	\$244	\$460	(\$216)
Installation of duct to existing system	37.00	\$888	\$1,309	(\$421)
TOTAL		\$50,947	\$89,408	(\$38,461)

As the table above and on the previous page indicates, the Building Division is recovering approximately 57% of its flat fee related costs. This under-recovery is fairly evenly split among the Plumbing, Mechanical, and Electrical Permits.

5 ANNUAL RESULTS – PLAN CHECK AND INSPECTION

The project team reviewed the permitting data for residential and commercial projects to calculate the annual revenue impacts associated with the valuation-based fees. The following table shows by valuation range the total number of projects, the average valuation for the project, the annual revenue, the annual total cost, and the associated surplus / (deficit)

Table 9: Annual Results – Plan Check & Inspection

Project Valuation Range	# of Projects	Average Valuation	Annual Revenue	Annual Cost	Annual Surplus / (Deficit)
\$1-\$500	36.00		\$1,224	\$9,472	(\$8,248)
\$501-\$2,000	32.00	\$1,405.11	\$4,274	\$10,113	(\$5,839)
\$2,001-\$25,000	391.00	\$9,973.28	\$146,756	\$267,915	(\$121,159)
\$25,001-\$50,000	51.00	\$36,138.39	\$48,029	\$87,019	(\$38,990)
\$50,001-\$100,000	27.00	\$74,882.96	\$44,601	\$80,410	(\$35,810)
\$100,001-\$500,000	34.00	\$223,528.91	\$142,459	\$171,502	(\$29,043)
\$500,001-\$1,000,000	1.00	\$900,000.00	\$15,690	\$8,595	\$7,095
\$1,000,001-\$5,000,000	4.00	\$1,662,529.00	\$114,612	\$40,892	\$73,720
\$5,000,001-\$10,000,000	1.00	\$8,750,000.00	\$149,140	\$24,908	\$124,232
Plan Check Fees			\$465,892	\$378,446	\$87,447
TOTAL			\$1,132,677	\$1,079,271	\$53,406

As the table above indicates, the City of Montebello is recovering approximately 105% of its fee-related costs for plan check and inspection services. The primary source of this over-recovery is 5 projects that were valued over the \$500,000 threshold, and the plan check fees, which is currently calculated on an exponential increase from \$100,000. Expanding the City's current valuation ranges will help address this over-recovery.

6 ANNUAL RESULTS – OVERALL

Based upon the results presented in the previous sections, as well as the annual analysis comparison conducted for Plan Check and Inspection services, the Building Division is overall under-recovering its costs by approximately \$30,000. The following table shows by fee category, the revenue at current fee, the total annual cost, annual surplus / (deficit), and cost recovery percentage.

Table 10: Annual Results – Overall

Category	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)	Cost Recovery %
Flat Fees & MEPS	\$50,947	\$89,408	(\$38,461)	57%
Valuation	\$1,132,677	\$1,079,271	\$53,406	105%
TOTAL	\$1,183,624	\$1,168,679	\$14,946	101%

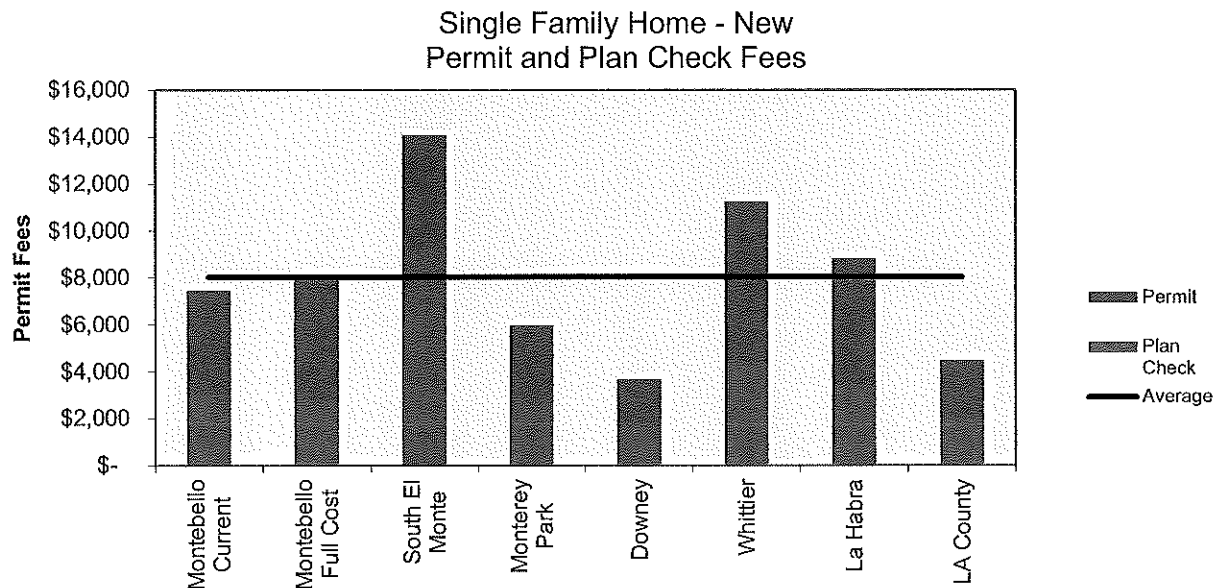
As the table above indicates, the Building Division is recovering approximately 101% of its fee-related costs. The primary source of over-recovery for the Division is valuation-based fees, and expanding the current valuation-based fee schedule will help address this over-recovery.

7 JURISDICTION COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at three different scenarios related to Building Plan Check and Inspection as well as two flat fee comparisons.

1 New Single Family Home – 2,132 Sq. Ft., \$235,139 Valuation

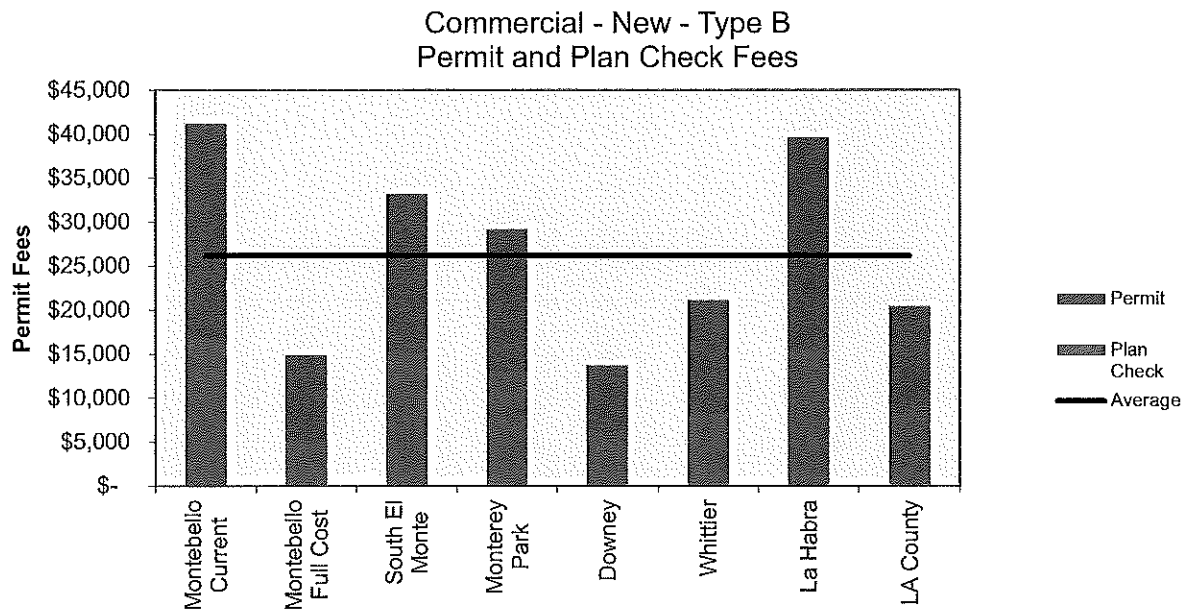
The City of Montebello currently assesses Building Plan Check and Inspection fees associated with a New Single Family Home based upon valuation, which was calculated at \$7,458, whereas the study calculated the full cost at \$9,370. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the chart above indicates, the City of Montebello's current fee is below the average charged by other jurisdictions, while its full cost at \$9,370 is slightly higher than the average of \$8,027.

2 New Construction – Business – 10,000 Sq. Ft., \$1,400,000 Valuation

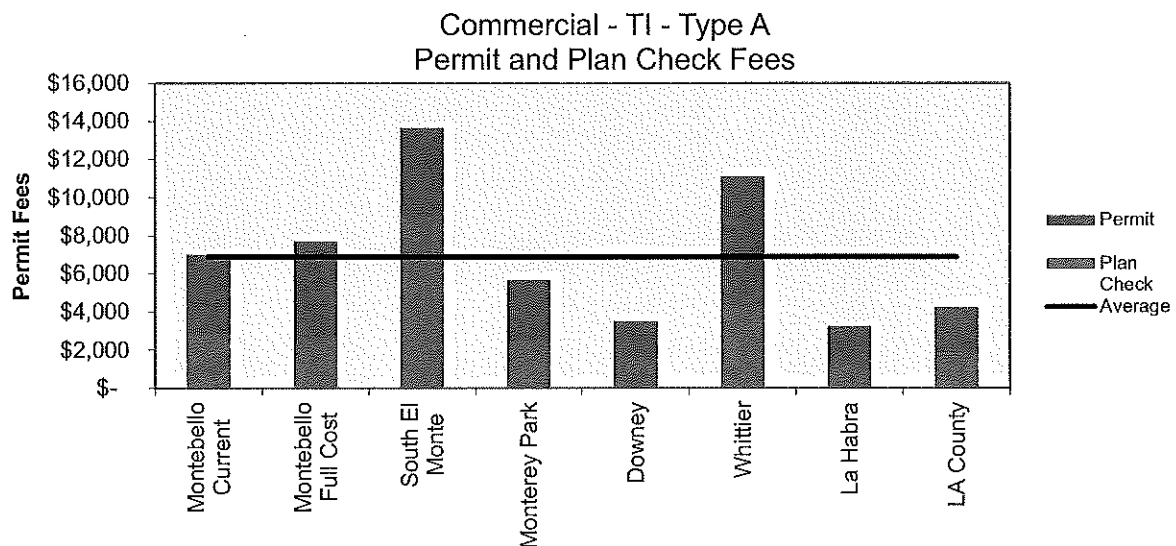
The City currently charges plan check and inspection fees for new construction based on valuation and would charge a new Business valued at \$1.4 million \$41,123 for Plan Check and Inspection services, the project team calculated the total cost at \$17,527. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current fee is one of the highest fees charged for a similar project by surrounding jurisdictions. However, its full cost fee is calculated to be below the average of \$26,175 charged by other surrounding jurisdictions.

3 Tenant Improvement – Restaurant – 5,504 Sq. Ft., \$220,160 Valuation

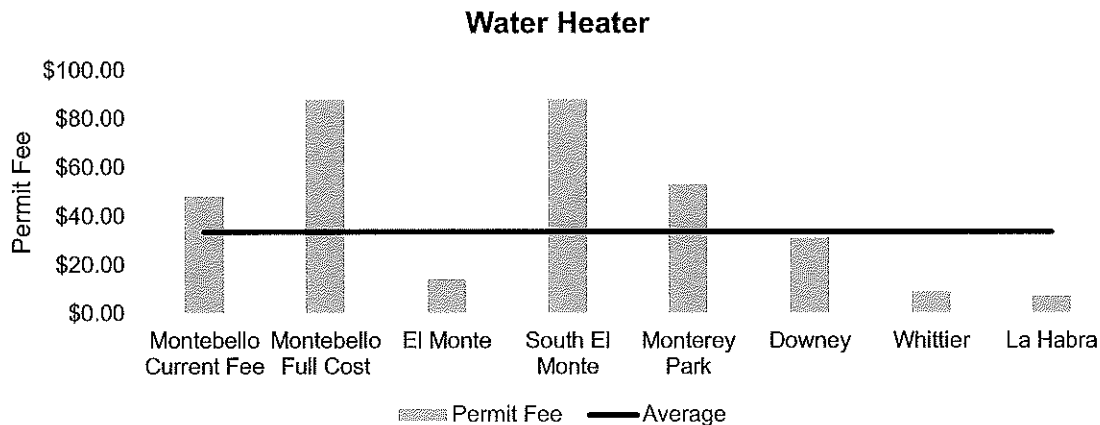
The City currently charges Tenant Improvements based upon their valuation, and charges a Restaurant Tenant Improvement valued at \$220,160 a fee of \$7,026 for Plan Check and Inspection. The study calculated the full cost of this service to be \$9,148. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



The previous chart shows that the current fee of \$7,026 is just above the average of \$6,994 charged by surrounding jurisdictions, whereas the full cost calculated is higher than the average. However, the full cost fee calculated through the study is still below the fees charged by South El Monte and Whittier for this same type of project.

4 Water Heater

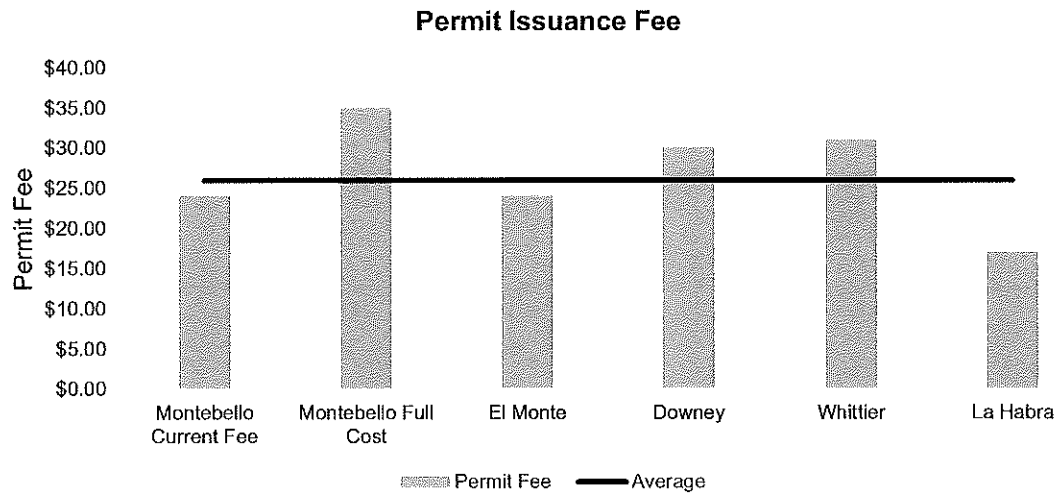
The City of Montebello currently charges a flat fee for a Water heater at \$48; however, the study calculated the full cost associated with a Water heater at \$88. The graph on the following page shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current fee and full cost fee for a Water Heater Permit is higher than the average fee of \$33 charged by other jurisdictions. However, it is important to note that the full cost calculated through this study is at the same cost as the \$88 charged by South El Monte for Water heaters.

5 Permit Issuance Fee

The City of Montebello currently charges a flat fee for Permit Issuance at \$24; however, the study calculated the full cost associated with Permit Issuance at \$35, representing a \$11 per unit deficit. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City's current fee at \$24 is below the average charged by other jurisdictions at \$26. Additionally, the City's full cost fee at \$35 is close to the fees of \$30 and \$31 assessed by Downey and Whittier.

7. FINANCE

The Finance Department oversees the budget, purchasing, accounting, and utility billing on behalf of the City. Additionally, the Finance Department oversees the Business Licensing Program. The fees examined within this study relate to Returned Checks, Business Licenses, and Dog Licenses.

1 FEE SCHEDULE MODIFICATIONS

The Finance Department did not have significant modifications to their fee schedule. The only modification was to eliminate the Document Replacement Fee, as this service is no longer being provided by the Department.

2 DETAILED RESULTS

The Finance Department collects fees as it relates to Budget Books, Dog Licenses, and Business Licenses. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Finance service.

Table 11: Total Cost Per Unit Results – Finance

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Copies of Budget or Financial Reports	\$50	\$14	\$36
Copies of Annual Financial Reports	\$50	\$14	\$36
Copies – per page	\$0.10	\$0.10	\$0
Returned Check Fees:			
First Check	\$25	\$25	\$0
Subsequent Check	\$35	\$35	\$0
Sent to Collection Agency			
Delinquent Accounts sent to Collection Agency			
Administrative Fees / Loss of Use / Damages to City Property			
Taxicab Renewal of Permit	\$250	\$33	\$217
Dog Licenses & Tag, Regular – per year, pro-rated	\$50	\$104	(\$54)
Dog Licenses and Tag, Regular, Spayed or Neutered, per year, pro-rated	\$25	\$104	(\$79)
Dog Licenses and Tag, Senior Citizens, Age 62+	\$25	\$104	(\$79)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Dog Licenses and Tag, Senior Citizens, Age 62+, Spayed and Neutered	\$10	\$104	(\$94)
Dog Tag Replacement Fee	\$3	\$10	(\$7)
Business License Printout / List – per page	\$5	\$21	(\$16)
Business License Application / Processing Fee	\$97	\$80	\$17
Business License Renewal Processing Fee	\$25	\$31	(\$6)
All other changes to Business Licenses	\$25	\$20	\$5
Business Address Location Change	\$25	\$14	\$11
Business License Certificate Replacement	\$12	\$10	\$2

As demonstrated in the above table, the majority of the fees associated with the Finance Department are over-recovering. The average per unit recovery for the Department is 152%. The largest over-recovery on a per unit basis is related to the Taxicab Renewal Permit. However, it is important to note that the Department has not processed this permit in several years and does not anticipate processing this permit for several years, depending upon changes to the Municipal Code.

3 CREDIT / DEBIT CARD CONVENIENCE FEE

Through this study, the project team evaluated a Credit / Debit Card convenience fee. Currently, the City is assessed a fee from the credit card and debit card companies for any transactions that require the use of credit cards; however, these costs are not built into the fees or charges being assessed to the applicant.

The project team evaluated a year's worth of data regarding credit / debit card surcharges and evaluated two different options for assessing a convenience fee. Based upon the charges to the City, the city has the option to charge it as a percentage of the total transaction amount – 4% of the total amount charged. Alternatively, the City also has the option to charge a flat fee on every credit / debit card transaction, at \$3.50 per transaction. The following table shows both these options:

Category	Amount
Option 1	4% of transaction amount
Option 2	\$3.50 per transaction

Implementing either one of these options will help the City recover the charges that it is currently being assessed by these agencies. The proposed credit card / debit card convenience fee is a fairly typical fee that is assessed by other similar-sized agencies.

4 ANNUAL REVENUE IMPACTS

The Finance Department is currently under-recovering its fee-related costs by approximately \$329,000. The following table shows the annual workload volume for FY 16/17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 12: Annual Results – Finance Fees

Fee Name	Annual Volume	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
Returned Check:				
First Check	10	\$250	\$250	\$0
Dog Licenses and Tag, Regular – per year, pro-rated	1,257	\$62,850	\$130,814	(\$67,964)
Dog Licenses and Tag, Regular, Spayed or Neutered – per year, pro-rated	499	\$12,475	\$51,930	(\$39,455)
Dog Licenses and Tag, Senior Citizens, Age 62+	1,657	\$41,425	\$172,442	(\$131,017)
Dog Licenses and Tag, Senior Citizens, Age 62+, Spayed or Neutered	761	\$7,610	\$79,196	(\$71,586)
Dog Tag Replacement Fee	93	\$279	\$968	(\$689)
Business License Application / Processing Fee	113	\$10,961	\$9,089	(\$1,872)
Business License Renewal Processing Fee	3,485	\$87,125	\$107,119	(\$19,994)
TOTAL		\$222,975	\$551,808	(\$328,833)

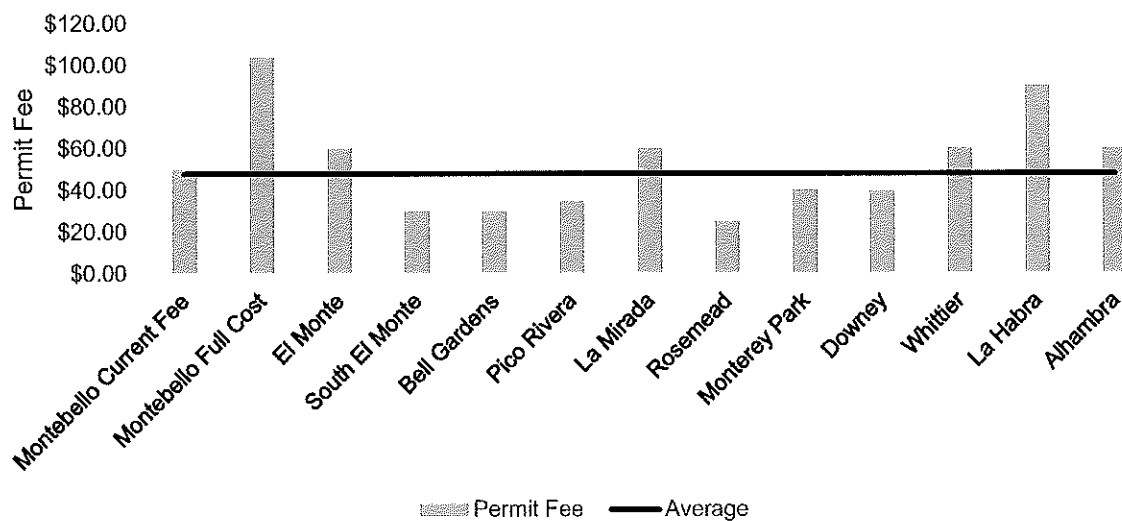
Overall, the Finance Department is recovering approximately 40% of its fee-related costs annually. The largest source of this deficit is Dog Licenses and Tags for Senior Citizens at \$131,000, which represents approximately 40% of the overall subsidy.

5 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at two common Finance Services.

1 Dog Licenses and Tag, Regular – per year, pro-rated

The City is currently charging \$50 for regular dog tags and licenses, while the study calculated the total cost at \$104, resulting in a per unit deficit of \$54. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.

Dog Licenses and Tags, Regular - per year, pro-rated

As the graph above indicates, the current fee being assessed by the City of Montebello is slightly above the average fee of \$48 being charged by other jurisdictions for dog licenses. The full cost calculated at \$104 is higher than the fees charged by surrounding agencies.

2 Business License Application Processing Fee

The City is currently charging \$97 for a new Business License Application. The study calculated that the total cost is \$80, resulting in a per unit surplus of \$17. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.

Business License Application Processing Fee

As the previous graph indicates, the current fee being assessed by the City of Montebello is significantly higher than other agencies, except for La Mirada who charges \$96. The City's current and full cost is higher than the average of \$41 assessed by other agencies. It is important to note, that the study only evaluated the business license processing fee and that other cities may choose to supplement the processing fee with business license taxes and therefore does not represent the full cost of operating a business within the City of Montebello.

8. FIRE

The Fire Department is responsible for preventing or minimizing risk of fire and responding to medical emergencies. The Fire Prevention Division is responsible for inspecting facilities for safety and fire risk, providing fire prevention, and facilitating public education programs. The fees examined within this study include Fire Plan Check and Inspection fees for the Fire Code and Fire Construction Permits.

1 FEE SCHEDULE MODIFICATIONS

The project team worked closely with the Fire Department to make several changes to the current fee schedule. The primary purpose of all of these modifications was to streamline the current fee schedule to better reflect current services. The following points outline the modifications to the fee schedule:

- Elimination of Personnel and material costs from the Fire Administration cost, as those costs are already factored into the fees.
- Combination of Resident and Non-Resident fees into a single Emergency Medical Service Fee.
- Elimination of Photographs as a separate line item and renaming the fee to be Copies of Report and other Items.
- Elimination of Fire / Arson / Hazardous Materials Investigation Reports, Cost Recovery for Shared Public Fire Hydrant, and Cost Recovery for Illegal Burning. All of these items are covered through the larger Cost Recovery description.
- Renamed the Public document request not mentioned elsewhere to Records Research Request and converted from flat fee to hourly.
- Identified new fees for services already provided – Building, Planning, and Engineering Plan Reviews, Miscellaneous Inspections, and Business license inspections.

As discussed, identification of these services will not only condense the current fee schedule, but also better represent the services being provided by the Department to the residents of the community.

2 DETAILED RESULTS

The Fire Department collects fees for plan check and inspection services associated with the Fire Code and Fire Construction Permits. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Fire permit.

Table 13: Total Cost Per Unit Results – Fire

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
FIRE ADMINISTRATION:			
Emergency Medical Service Fee Pass Through:	\$357	\$726	(\$369)
Copies of Fire CAD and MICU Reports	\$45	\$44	\$1
Copies of Other Reports & Items	\$45	\$44	\$1
FIRE PREVENTION FEES:			
Fire Sprinkler Systems (Commercial)			
Per Riser	\$232	\$396	(\$164)
Inspections	\$465	\$449	\$16
Fire Sprinkler Systems (Residential)			
Per Riser	\$232	\$396	(\$164)
Inspections	\$232	\$224	\$8
Fire Alarm / Monitoring Systems			
Per Panel	\$232	\$396	(\$164)
Inspections	\$232	\$224	\$8
Hood / Fixed / Other Suppression Systems - per system	\$232	\$310	(\$78)
Standpipe / Hose Systems - per system	\$232	\$310	(\$78)
Fire Pump Systems - per pump	\$465	\$310	\$155
Underground Hydrant Systems - per system	\$349	\$466	(\$117)
Rack / High-Piled Storage Systems:			
Plans 60,000 sq. ft. and smaller	\$232	\$310	(\$78)
Plans 60,000 sq. ft. and larger	\$465	\$621	(\$156)
Spraying / Dipping / Coating Operations / Booth - per operation / booth	\$232	\$310	(\$78)
Dust Collection Systems - per system	\$232	\$310	(\$78)
Medical Gas Systems - per system	\$232	\$310	(\$78)
Pressure Vessels and / or Piping Systems - per vessel or system	\$232	\$310	(\$78)
Underground Pipelines - per occurrence	\$232	\$310	(\$78)
Vapor Recovery / Removal System	\$232	\$310	(\$78)
Industrial Baking / Drying	\$349	\$466	(\$117)
Hazardous Materials System - per system	\$232	\$310	(\$78)
Tank and / or Piping Installation / Removal / Abandonment / Modification - per tank or piping system	\$232	\$310	(\$78)
Special Events - per submittal	\$465	\$621	(\$156)
Fireworks Booth / Pumpkin Patches / Christmas Tree	\$232	\$310	(\$78)
Lots - per booth / patch / lot			

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Expedited Plan Check - per submittal (after hours - 4 hr min)	\$444	\$792	(\$348)
Miscellaneous Reviews - per submittal	\$465	\$792	(\$327)
Inspection Fees:			
High Rise Inspections - per hour	\$116	\$112	\$4
Requested Inspections - per hour	\$116	\$112	\$4
Annual Inspections - per hour	\$116	\$112	\$4
Reinspection with non-compliance	\$232	\$112	\$120
After hours inspection (incl. 4 hrs)	\$465	\$449	\$16
Annual Permit Fees:			
Fire Code Permits (see Fire Code for List)	\$232	\$224	\$8
Fire Alarm Permit	\$232	\$310	(\$78)
Filming Operations - per location per shoot	\$465	\$621	(\$156)
Permits not previously identified in the schedule per Fire Code	\$232	\$310	(\$78)
Cost Recovery:			
Manpower, materials, services	\$0	\$0	\$0
False Alarm Response	\$0	\$0	\$0
Other Costs / Fees:			
Records Research Request - per hourly	\$45	\$198	(\$153)
Subpoenas for records - per record	\$15	\$22	(\$7)
Civil Action subpoenas for firefighters	\$150	\$195	(\$45)
New Fees:			
Building, Planning, and Engineering Plan Reviews - per hr	\$0	\$198	(\$198)
Miscellaneous Inspections - per hour	\$0	\$112	(\$112)
Business License Inspection	\$0	\$112	(\$112)

A majority of the fees relating to the Fire Department are under-recovering, with approximately 74% of the permits showing a subsidy. The average per unit recovery for the Department is 83%.

3 ANNUAL REVENUE IMPACTS

The Fire Department is currently under-recovering its fee-related costs by approximately \$807,000. The following table shows the annual workload volume for FY17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 14: Annual Results – Fire

Fee Name	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
FIRE ADMINISTRATION				
Emergency Medical Service Pass Through Fee	2,193	\$782,901	\$1,591,697	(\$808,796)
FIRE PREVENTION FEES				
Hood / Fixed / Other Suppression Systems	1	\$232	\$310	(\$78)
ANNUAL PERMIT FEES				

Fee Name	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
Fire Code Permits	130	\$30,160	\$29,182	\$978
TOTAL		\$813,293	\$1,621,189	(\$807,896)

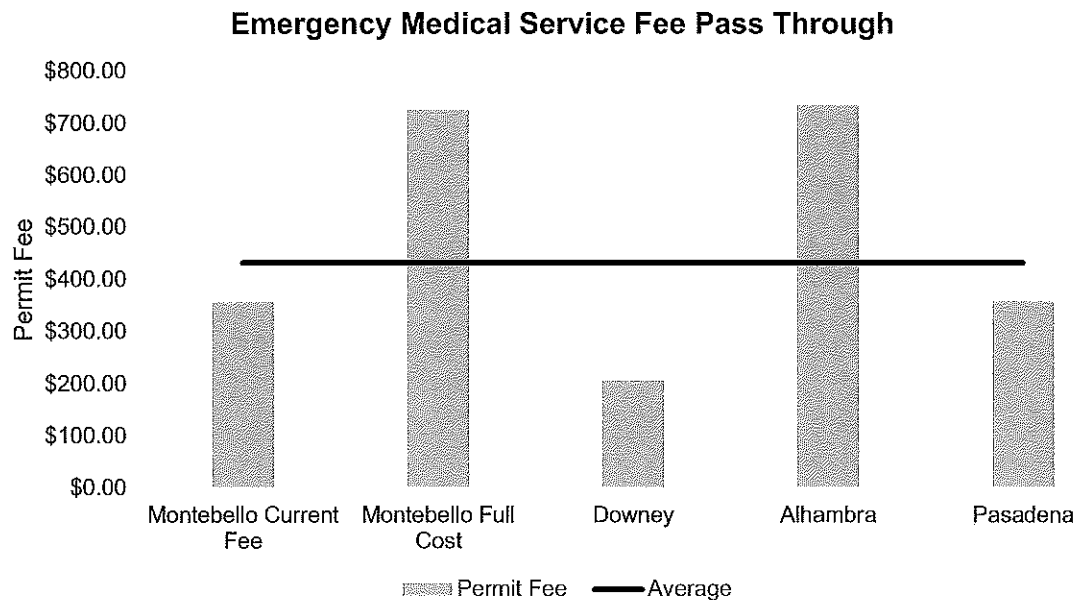
Overall, the Fire Department is recovering approximately 50% of its fee-related costs. The largest source of its annual deficit is the Emergency Medical Services pass through fee. Those fees should be evaluated to see if there is opportunity to diminish the deficit due to the high volume of activity.

4 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at three common Fire Department applications.

1 Emergency Medical Services Pass Through Fee

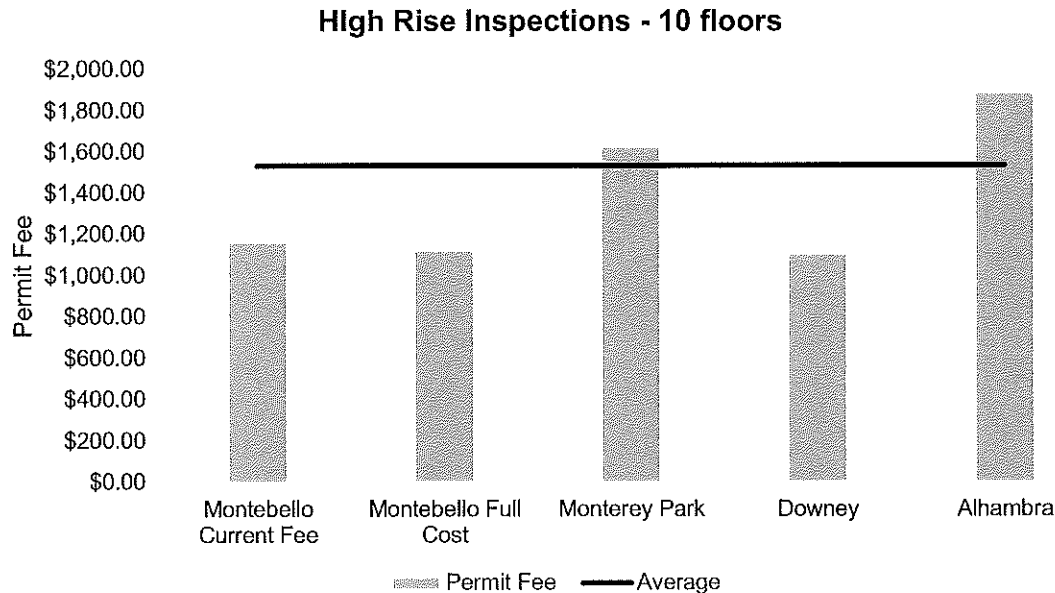
The City is currently charging \$357 for Emergency Medical Services Pass Through Fee, which the study calculated at \$726. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current fee is below the average fee of \$433 charged by Downey, Alhambra, and Pasadena. However, the full cost fee is higher than the average, but lower than the highest fee charged by Alhambra.

2 High Rise Inspection – 10 floors

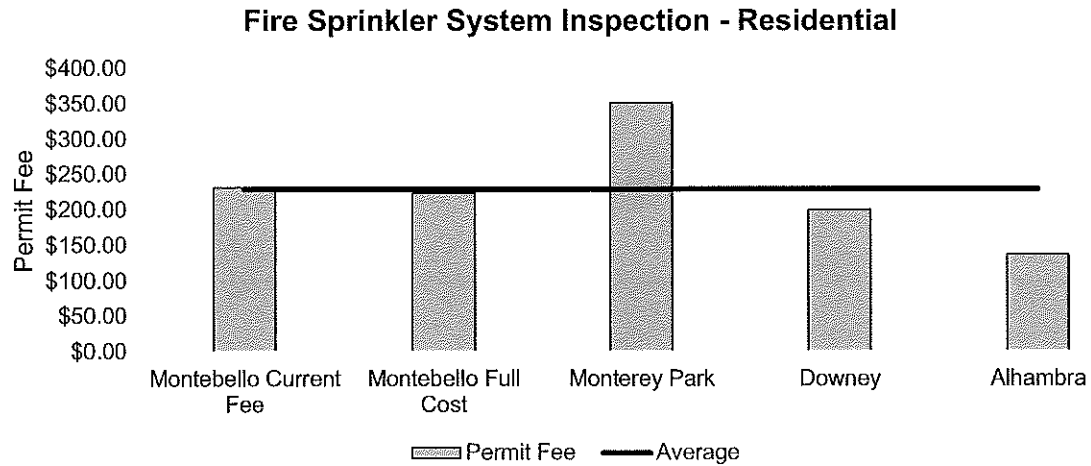
The City of Montebello currently charges High Rise Inspections on an hourly basis, the current fee is \$116 per hour and the project team calculated the fee at \$112 per hour. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current and full cost fees are below the average fee of \$1,533 charged by surrounding jurisdiction.

3 Residential Sprinkler System - Inspection

The City of Montebello charges \$232 for a Fire Sprinkler System (Residential) Inspection and the full cost through this study was calculated at \$224, representing a surplus of \$8. The graph on the following page shows how the Department's current fee and total cost compare to other local jurisdictions.



The chart above shows that the current fee for Montebello is only slightly higher than the average fee at \$229 for Residential Sprinkler Inspections, but its full cost at \$224 is below average and only slightly higher than the lowest fee charged by Alhambra.

9. PARKS AND RECREATION

The Parks and Recreation Department is responsible for maintaining City parks and open space, providing community programs and managing facility rentals. Community programs offered include recreational swim, swim lessons, and camps. Facility rentals include pool rentals, athletic field rentals, park rentals, and community center rentals. The fees examined within this study relate to Community Programs and Facility Rentals.

1 FEE SCHEDULE MODIFICATIONS

During discussion with staff in the Parks and Recreation Department there were no significant changes made to the fee schedule. The primary change was the identification of all services on a single consolidated schedule. Additionally, material costs, where appropriate were folded into the overall fee, rather than being called out as a separate line item, such as uniform costs.

2 DETAILED RESULTS – PROGRAMS

The Parks and Recreation Department currently charges fees for Adult Sports, Youth Sports, Summer Aquatics, Camps, Extended Child Care, a Playschool Program, and some miscellaneous fees. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee, total cost, and surplus or deficit associated with each Parks and Recreation program.

Table 15: Total Cost Per Unit Results – Parks and Recreation

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Adult Sports:			
Softball & Fast Pitch	\$290	\$1,079	(\$789)
Basketball	\$290	\$1,009	(\$719)
Football	\$290	\$1,122	(\$832)
Volleyball	\$290	\$1,047	(\$757)
Youth Sports:			
Flag Football	\$50	\$326	(\$276)
Soccer	\$50	\$224	(\$174)
Basketball	\$50	\$300	(\$250)
Cheerleading	\$50	\$198	(\$148)
Track & Field	\$50	\$164	(\$114)
T-Ball / Baseball / Softball	\$50	\$253	(\$203)
Summer Aquatics:			
Rec Swim	\$3.00	\$5.99	(\$3)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Lap Swim	\$3.00	\$2.12	\$1
Lessons	\$25	\$36	(\$11)
Camps:			
Winter Camp	\$90	\$311	(\$221)
Summer Camp	\$90	\$269	(\$179)
Spring Camp	\$90	\$311	(\$221)
Annual Registration Fee	\$25	\$56	(\$31)
Extended Child Care:			
Full Time Before & Afterschool	\$125	\$406	(\$281)
Afterschool Only	\$105	\$314	(\$209)
Annual Registration Fee	\$25	\$56	(\$31)
Non-Instructional Day Care - per day	\$20	\$73	(\$53)
Montebello Playschool Program			
Session Fee	\$260	\$1,152	(\$892)
Material / Registration Fee	\$65	\$71	(\$6)
Miscellaneous Fees:			
Refund Processing Fee	\$25	\$56	(\$31)
Street Banner Hanging	\$155	\$417	(\$262)

A majority of the fees relating to Parks and Recreation programs are under-recovering, with roughly 96% of the permits showing a subsidy. The largest deficit (\$892) relates to Session Fees for the Playschool Program, while the largest surplus (\$1) relates to Lap Swim for the Summer Aquatics Program. The average per unit cost recovery for the Division is 39%.

It is important to note that for Parks and Recreation unlike other services, the current fee should be based upon market factors. The figures represented in the previous table represent staff time and material cost associated with administering these programs, but do not reflect the actual market value of administering these programs. Therefore, staff and City management should review and utilize these results as a guideline for updating the current fees for service related to Recreation programs.

3 DETAILED RESULTS – RENTALS

In addition to the Parks and Recreation programs, the Department also assesses fees associated with Park, Facility, and Pool rentals. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee (Category V Fee charged by the City as that is the highest fee), total cost, and surplus or deficit associated with each type of Facility Rental.

Table 16: Total Cost Per Unit Results – Parks and Recreation Rentals

Fee Category	Current Fee (Cat. V)	Total Cost	Surplus / Deficit
Park Rentals			
Open Space	\$47	\$91	(\$44)
Open Space with Lights	\$63	\$100	(\$37)
Picnic Areas	\$83	\$293	(\$210)
Bouncer Permit	\$57	\$56	\$1
Bandshells	\$46	\$64	(\$18)
Ballfields	\$47	\$179	(\$132)
Ballfields with Lights	\$63	\$189	(\$126)
Full Field Prep		\$135	
Basketball Courts	\$35	\$49	(\$14)
Basketball Courts with Lights	\$41	\$49	(\$8)
Tennis Courts	\$35	\$49	(\$14)
Tennis Courts with Lights	\$40	\$50	(\$10)
Monuments	\$83	\$147	(\$64)
Gazebo	\$40	\$63	(\$23)
Skate Park	\$75	\$166	(\$91)
Facility / Community Center Rentals:			
Meeting Rooms	\$75	\$106	(\$31)
Pool Rentals:			
0-50 swimmers	\$138	\$295	(\$157)
51-100 swimmers	\$194	\$367	(\$173)
101-150 swimmers	\$250	\$439	(\$189)
151-200 swimmers	\$322	\$511	(\$189)
201-250 swimmers	\$354	\$583	(\$229)
Hensel Gym Rentals	\$75	\$122	(\$47)
Senior Center:			
Downstairs Hall	\$104	\$522	(\$418)
South Wing Hall	\$119	\$390	(\$271)
Upstairs Hall	\$124	\$653	(\$529)
Patio Activity Area	\$311	\$193	\$118
Staff Hourly Rate			
Recreation Leader	\$15	\$66	(\$51)
Park Ranger	\$25	\$76	(\$51)

As the table above and on the previous page indicates, the City of Montebello is under-recovering for the majority of its Facility rentals, with the exception of the Patio Area and the Bouncer Permit. The average cost recovery for Facility rentals, when compared to Category V Fees, is approximately 57%.

It is important to note that similar to the Parks and Recreation Programs, the Facility Rentals' current fee should be based upon market factors. The figures represented in the previous table represent staff time and depreciation cost associated with maintenance and monitoring of these rentals, but do not reflect the actual market value of using such facilities or park space. Therefore, staff and City management should review and utilize

these results as a guideline for updating the current fees for service related to Facility Rentals.

4 ANNUAL REVENUE IMPACTS – PROGRAMS

The Community Services – Parks and Recreation Division is currently under-recovering its Parks and Recreation fee-related costs associated with its programs by approximately \$1,343,000. The following table shows the annual workload volume for FY 17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 17: Annual Results – Parks and Recreation Programs

Fee Name	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
Adult Sports:				
Softball & Fast Pitch	36	\$10,440	\$38,855	(\$28,415)
Basketball	44	\$12,760	\$44,410	(\$31,650)
Football	6	\$1,740	\$6,735	(\$4,995)
Volleyball	6	\$1,740	\$6,285	(\$4,545)
Youth Sports:				
Flag Football	240	\$12,000	\$78,344	(\$66,344)
Soccer	450	\$22,500	\$100,995	(\$78,495)
Basketball	350	\$17,500	\$104,929	(\$87,429)
Cheerleading	90	\$4,500	\$17,794	(\$13,294)
Track & Field	50	\$2,500	\$8,191	(\$5,691)
T-Ball / Baseball / Softball	200	\$10,000	\$50,560	(\$40,560)
Summer Aquatics:				
Rec Swim	1,800	\$5,400	\$10,789	(\$5,389)
Lap Swim	720	\$2,160	\$1,524	\$636
Lessons	750	\$18,750	\$26,989	(\$8,239)
Street Banner Hanging:	25	\$3,875	\$10,414	(\$6,539)
CAMPS:				
Winter Camp	120	\$10,800	\$37,334	(\$26,534)
Summer Camp	770	\$69,300	\$207,195	(\$137,895)
Spring Camp	80	\$7,200	\$24,889	(\$17,689)
Annual Registration Fee	770	\$19,250	\$43,503	(\$24,253)
EXTENDED CHILD CARE				
Full Time Before & Afterschool	750	\$93,750	\$304,687	(\$210,937)
Afterschool Only	1,500	\$157,500	\$471,366	(\$313,866)
Annual Registration Fee	1,500	\$37,500	\$84,746	(\$47,246)
Non-Instructional Day Care - per day	80	\$1,600	\$5,836	(\$4,236)
Montebello Playschool Program				
Session Fee	200	\$52,000	\$230,380	(\$178,380)
Material / Registration Fee	200	\$13,000	\$14,300	(\$1,300)
TOTAL		\$587,765	\$1,931,049	(\$1,343,284)

Overall, the Parks and Recreation Division is recovering approximately 30% of its costs related to sports, recreation programs, camps, and aquatics. The project team also broke out the revenue, annual cost, deficit and cost recovery percentage by major program grouping. The following table shows the results of the analysis by major activity group:

Table 18: Annual Results – Programs By Category

Category	Annual Revenue	Annual Cost	Annual Surplus / (Deficit)	Cost Recovery %
Adult Sports	\$26,680	\$96,285	(\$69,605)	28%
Youth Sports	\$69,000	\$360,812	(\$291,812)	19%
Summer Aquatics	\$30,185	\$49,716	(\$19,531)	61%
Camps	\$106,550	\$312,920	(\$206,370)	34%
Extended Child Care	\$290,350	\$866,635	(\$576,285)	34%
Montebello Playschool Program	\$65,000	\$244,679	(\$179,679)	27%
TOTAL	\$587,765	\$1,931,049	(\$1,343,284)	30%

As the table above indicates, when analyzing the cost recovery by program type it becomes clear that certain programs such as Summer Aquatics are at a higher level of cost recovery compared to other programs such as youth sports, which has the lowest level of cost recovery. However, in terms of dollar value and impact on revenue, the largest sources of the overall deficit are Extended Child care and then Youth Sports.

5 ANNUAL REVENUE IMPACTS – RENTALS

The Parks and Recreation Department is currently under-recovering for its rental-related costs annually by approximately \$457,000. The following table shows by fee category, the number of permits / hours rented for each facility, the revenue at current fee (based on Category III fees as not all fees were waived, but not all were charged at the highest level), the annual cost, and the associated surplus / (deficit).

Table 19: Annual Results – Facility Rentals

Fee Category	# of Permits	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
Park Rentals				
Open Space	84.00	\$3,948	\$7,649	(\$3,701)
Picnic Areas	492.06	\$40,841	\$144,287	(\$103,446)
Bandshells	23.00	\$1,058	\$1,466	(\$408)
Ballfields	1,284.00	\$3,210	\$230,414	(\$227,204)
Basketball Courts	514.00	\$1,285	\$24,986	(\$23,701)
Tennis Courts	45.00	\$450	\$2,187	(\$1,737)
Monuments	12.00	\$996	\$1,759	(\$763)
Facility / Community Center Rentals:				
Meeting Rooms	328.00	\$24,600	\$34,687	(\$10,087)

Fee Category	# of Permits	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
Pool Rentals:				
0-50 swimmers	70.00	\$6,300	\$20,674	(\$14,374)
Hensel Gym Rentals	278.00	\$20,850	\$33,963	(\$13,113)
Senior Center:				
South Wing Hall	217.00	\$25,823	\$84,683	(\$58,860)
TOTAL		\$129,361	\$586,757	(\$457,396)

As the above table indicates, the City of Montebello is recovering approximately 22% of its costs related to facility rentals. The largest source of this subsidy is related to ballfield rentals.

6 OVERALL ANNUAL REVENUE IMPACTS

Overall, the Parks and Recreation Department is under-recovering for its fee-related services by approximately \$1.8 million. The following table shows the breakout and cost recovery percentage by major fee category:

Table 20: Annual Results – Overall Results

Fee Category	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)	Cost Recovery %
Programs	\$587,765	\$1,931,049	(\$1,343,284)	30%
Rentals	\$129,361	\$586,757	(\$457,396)	22%
TOTAL	\$717,126	\$2,517,805	(\$1,800,679)	28%

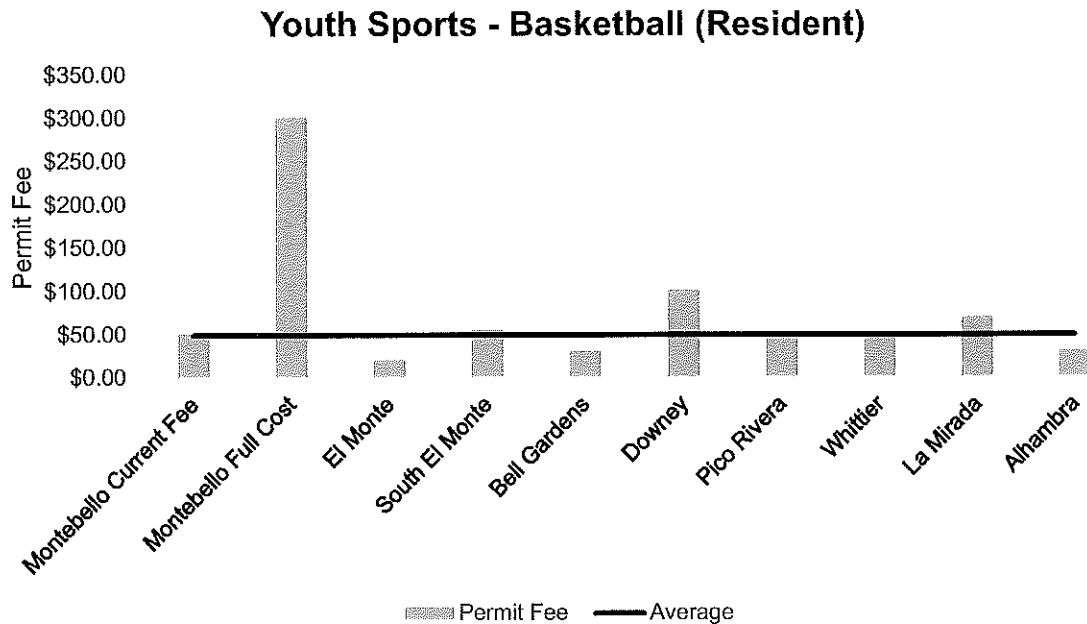
As the table above indicates, the Parks and Recreation Department is recovering 28% of its costs annually. The deficit is primarily due to the program-related activities.

7 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at three common Parks and Recreation services.

1 Youth Sports – Basketball (Resident)

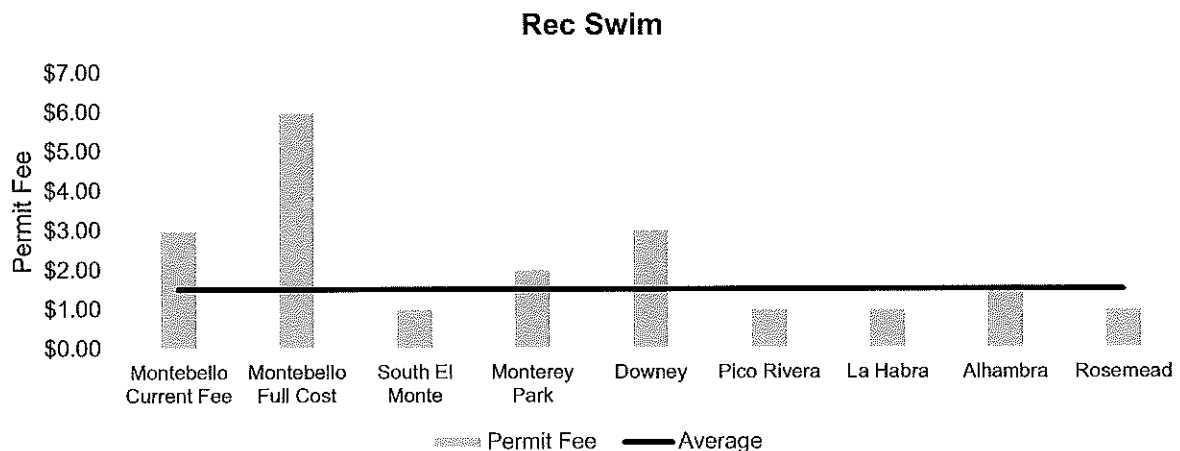
The City of Montebello currently charges fees for Youth Sports Basketball at \$50 per participant (including uniform costs), the study calculated the cost at \$300 per participant. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current fee of \$50 is just above the average of \$49 charged by other jurisdiction. The City of Montebello's full cost at \$300 is significantly higher than the next highest of \$100 per participant charged by Downey.

2 Recreation Swim

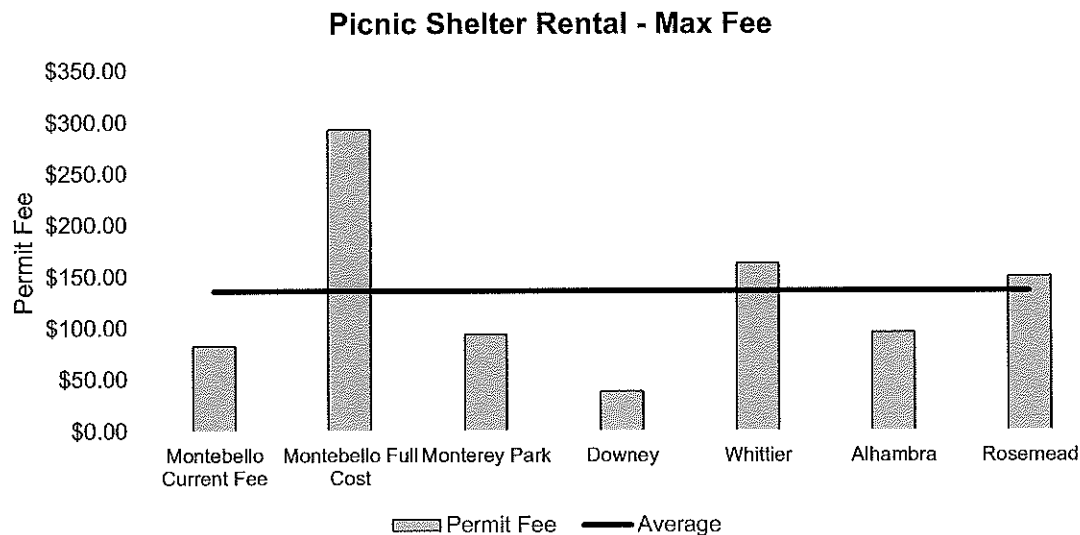
The City is currently charging \$3 per swim for Rec Swim and through this study, the full cost for Rec Swim is \$5.99 per swim. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph on the previous page indicates, the City of Montebello's current and Full Cost Rec Swim Fee of \$3 and \$5.99 respectively is higher than the average of \$1.50 charged by surrounding jurisdictions.

3 Picnic Shelters

The City is currently charging \$83 (Category V) for a Picnic Shelter rental and the study calculated the full cost at \$293 for a rental. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current Picnic Shelter maximum fee of \$83 is below the average fee of \$136 charged by other surrounding jurisdictions. This suggests that the City has some capacity to increase its current maximum fee to bridge the gap closer to the full cost of providing picnic shelter service to residents.

10. PLANNING

The Planning Division of the Community Development Department within the City of Montebello is responsible for administering the City's current planning programs as guided by the City's adopted General Plan and Zoning Code. The fees examined within this study relate to current planning applications such as Conditional Use Permits, Site Plan Reviews, Temporary Use Permits, Tentative Tract and Parcel maps, and Environmental Impact Reports.

1 FEE SCHEDULE MODIFICATIONS

The project team worked with staff in the Planning Division to make significant modifications to the current fee schedule, these modifications included elimination of fees, addition of new fees, and conversion of fees to deposit-based fees. The following points list all of the proposed modifications:

- **Elimination of Fees:** The following fees were eliminated from the Planning Fee Schedule due to those services no longer being provided or being provided through an alternative application:
 - Base Maps -Sheet
 - Preliminary Plan Review
 - Zoning Code Amendment
 - Each Additional lot over 50 / Each additional lots
 - Joint Use / Shared Parking
 - Nonconforming Extension
 - Modifications to Conditions of Approval
 - Modifications to Existing Zoning Entitlements
 - Extension of an unexercised Variance or Conditional Use Permit
 - Multiple Applications – for each additional application
 - Carnivals, Fairs, and Festivals
- **New Fees:** The following fees were added to the Fee schedule to better represent the services provided by the Planning Division:
 - Technology Fee
 - General Plan Maintenance Fee
 - Expedited Plan Review
 - Building Records Research Fee – per hour
 - Planning Plan Review & Inspection – Residential and Non-Residential
 - Business License Review

- Courtesy Review
 - Pre-Application Review
 - Public Hearing Notice – Preparation and d Mailing
 - After Hours Inspections and Plan Review
 - Solar Plan Review Fee
 - Development Agreement
 - Planning Plan Review and Inspection
- **Conversion to Actual Cost:** The following fees were converted from flat fees to Actual Cost on the Fee Schedule:
 - Zoning Maps
 - Aerial Photos
 - Base Maps
 - General Plan plus Publication plus Postage
 - Montebello Municipal Code plus Publication and Postage
 - **Conversion to Deposit-based Fees:** The following fees were converted from flat fees to Deposit-based fees on the Fee Schedule:
 - Specific Plan
 - Civic Center Review
 - Conditional Use Permit - Cannabis
 - Variance - Major
 - Sign Program
 - Adult Use Permit
 - Hillside Plan Review
 - Parking Management Plan
 - Initial Environmental Study Review
 - Negative Declaration
 - Mitigated Negative Declaration
 - Environmental Impact Report
 - Mitigation Monitoring Fee
 - Development Agreement

Implementing these proposed changes to the fee schedule will help the Planning Division more transparently and accurately capture its costs associated with Planning services.

2 DETAILED RESULTS – FLAT FEES

The Planning Division collects flat fees for a variety of services such as Zoning Verification Letter, Site Plan Review, Planned Development Districts, Lot Line Adjustments, etc. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the

title / name, current fee, total cost, and surplus or deficit associated with each Planning Division Fee.

Table 21: Total Cost Per Unit Results – Planning

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
PLANNING FEES:			
Zoning Verification Letter	\$65	\$195	(\$130)
General Plan Amendment	\$3,408	\$4,883	(\$1,475)
Text Code Amendment	\$0	\$5,860	(\$5,860)
Zone Change	\$3,751	\$6,837	(\$3,086)
Site Plan Review	\$1,481	\$4,883	(\$3,402)
Conditional Use Permit - Minor	\$1,734	\$5,469	(\$3,735)
Conditional Use Permit - Major	\$1,734	\$11,720	(\$9,986)
Variance - Minor	\$1,734	\$5,469	(\$3,735)
Planned Development Districts	\$1,831	\$19,533	(\$17,702)
Mobile Home Review	\$1,692	\$11,720	(\$10,028)
Tentative Tract / Parcel Maps	\$2,076	\$9,767	(\$7,691)
Tentative Vesting Tract / Parcel Maps	\$1,628	\$11,720	(\$10,092)
Lot Line Adjustment / Lot Mergers / Lot Splits / Lot Ties	\$1,628	\$9,767	(\$8,139)
Environmental Fees:			
Exemption	\$118	\$6,837	(\$6,719)
Code Enforcement / Planning Fees:			
Temporary Use Permit	\$0	\$1,953	(\$1,953)
Film Permit	\$448	\$2,930	(\$2,482)
Fireworks Stand / Seasonal Lot Permit	\$378	\$195	\$183
Temporary Sign Fees:			
Banners	\$38	\$1,953	(\$1,915)
All Others	\$42	\$2,930	(\$2,888)
NEW FEES:			
Planning Inspections			
Residential		\$391	
Non-Residential		\$781	
After Hours Inspections (4 hr min + Travel Time) - per hour		\$293	
Business License Review	\$24	\$98	(\$74)
Courtesy Review		\$4,883	
Pre-Application Review		\$781	
Public Hearing Notice:			
Preparation		\$1,953	
After Hours Application Review - hourly		\$195	
Administrative Decision Fee:			
Residential		\$1,953	
Non-Residential		\$4,883	
Solar Plan Review Fee:			
Residential	\$24	\$977	(\$953)
Non-Residential	\$24	\$3,907	(\$3,883)
Planning Plan Review & Inspection			
Residential	\$24	\$781	(\$757)

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
Non-Residential	\$24	\$2,930	(\$2,906)
Technology Fee - per permit / application		\$34	
General Plan Amendment		1.4% of Valuation	

As the table indicates, the Planning Division is under-recovering for all of its flat-fee related services. The average per unit cost recovery for the Planning Division is 27%.

3 ANNUAL REVENUE IMPACTS – FLAT FEES

The Planning Division is currently under-recovering its fee-related costs associated with its services by approximately \$193,000. The following table shows the annual workload volume for FY 17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 22: Annual Results – Planning

Fee Name	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
PLANNING FEES:				
Zoning Verification Letter	2	\$130	\$391	(\$261)
General Plan Amendment	2	\$6,816	\$9,767	(\$2,951)
Conditional Use Permit - Minor	10	\$17,340	\$54,694	(\$37,354)
Lot Line Adjustment / Lot Mergers / Lot Splits / Lot Ties	1	\$1,628	\$9,767	(\$8,139)
Environmental Fees:				
Exemption	2	\$236	\$13,673	(\$13,437)
Initial Environmental Study Review	1	\$1,017	\$1,017	\$0
Film Permit	1	\$448	\$2,930	(\$2,482)
Temporary Sign Fees:				
All Others	7	\$294	\$20,510	(\$20,216)
NEW FEES:				
Business License Review	29	\$700	\$2,832	(\$2,133)
Solar Plan Review Fee:				
Residential	6	\$145	\$5,860	(\$5,715)
Planning Plan Review & Inspection				
Residential	132	\$3,168	\$103,137	(\$99,969)
TOTAL		\$31,922	\$224,577	(\$192,655)

Overall, the Planning Division is recovering approximately 14% of its costs, with the largest source of its subsidy related to Planning Plan Review and Inspection services provided for residential projects in support of Building Permit Applications. Implementing a fee for this service will help reduce the subsidy associated with this service.

4 DEPOSIT-BASED FEES

As discussed in the modifications section, during discussions with Planning Division staff it was determined that certain fees should be converted to deposit-based fees. The purpose of a deposit-based fee is to not only allow for cost recovery, but to also fairly assess the cost of providing service to an applicant, for which the level of service and hours of service can vary greatly. Deposit-based fees are a common practice of many Planning Divisions / Departments throughout the state and the country. The following table lists the deposit-based fees and the proposed minimum deposit amount for each fee category:

Table 23: Deposit-Based Fees

Fee Name	Minimum Deposit
Specific Plan	\$10,000
Civic Center Review	\$10,000
Conditional Use Permit – Cannabis	\$10,000
Variance – Major	\$10,000
Sign Program	\$10,000
Adult Use Permit	\$10,000
Hillside Plan Review	\$10,000
Parking Management Plan	\$10,000
Initial Environmental Study Review	\$10,000
Negative Declaration	\$15,000
Mitigated Negative Declaration	\$25,000
Environmental Impact Report	\$50,000
Mitigation Monitoring Fee	\$20,000
Development Agreement	\$10,000

As the table above indicates, for the majority of the deposit-based fees, the minimum deposit-being proposed is \$10,000. It is typically considered a best management practice to have a standardized deposit for these types of services and that it should reflect the average cost for providing a service, thereby not requiring the need for additional invoices or billing to the applicants for those services.

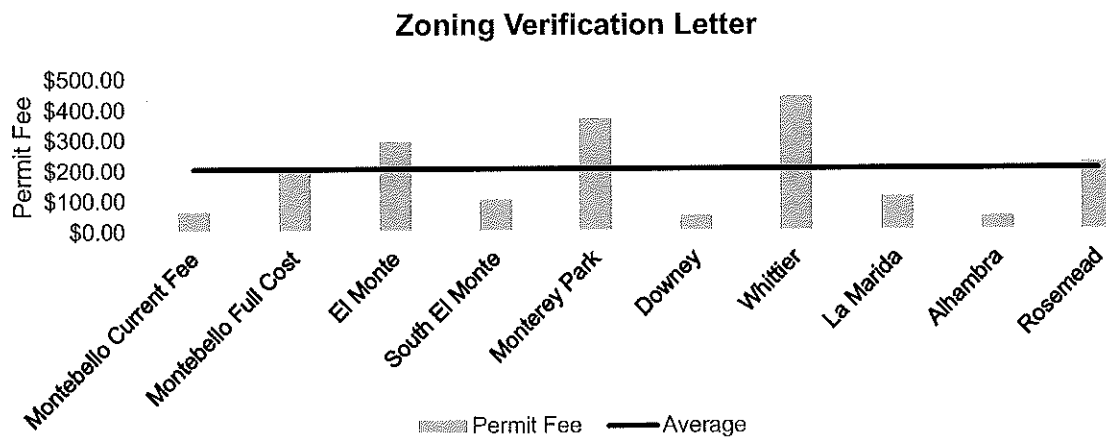
Through this study, the project team will provide staff with fully burdened hourly rates, which should be used when billing against deposits to ensure that the full cost associated with those services is being captured.

5 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at three common Planning Division Services.

1 Zoning Verification Letter

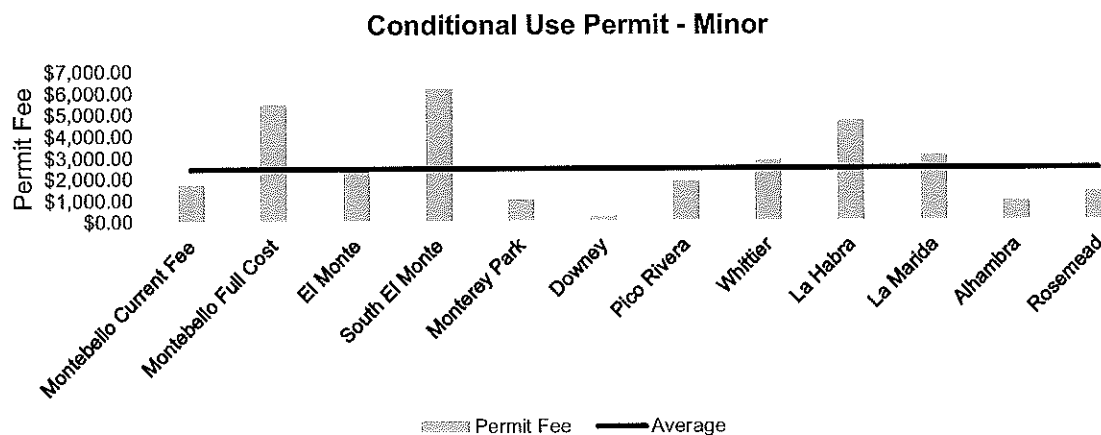
The City is currently charging \$65 for a Zoning Verification Letter and the study calculated the total cost at \$195 for each letter. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the average fee for a Zoning Verification Letter charged by other jurisdictions (\$205) is higher than the current and full cost fee calculated for the City of Montebello.

2 Conditional Use Permit - Minor

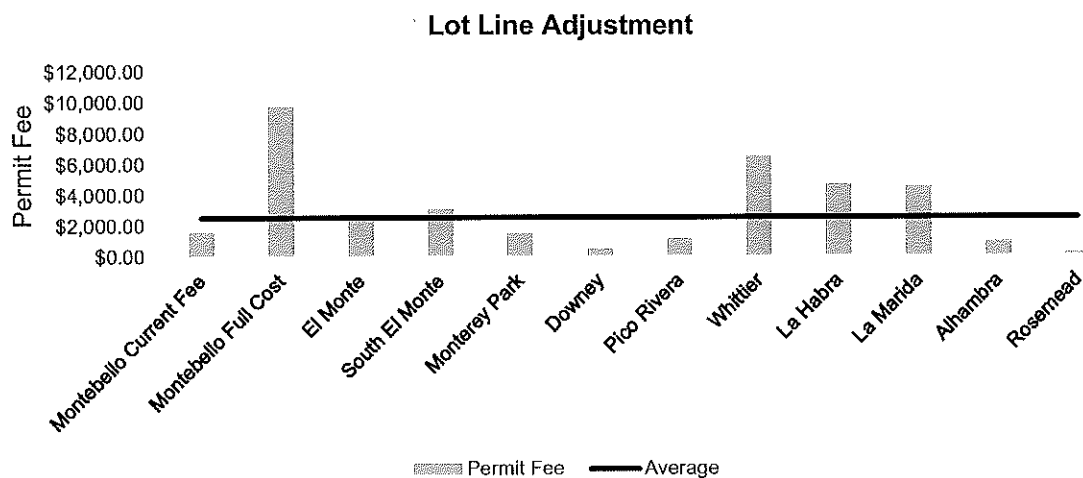
The City of Montebello currently charges approximately \$1,734 for a Minor Conditional Use Permit, whereas the study calculated the full cost at \$5,469, representing a deficit of \$3,735 per unit. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the previous graph indicates, the City of Montebello's current fee is below the average (\$2,464) for minor conditional use permits charged by other surrounding agencies. However, the full cost fee is higher than the average, but lower than the highest fee charged by South El Monte (\$6,209).

3 Lot Line Adjustments

The City is currently charging \$1,628 for Lot Line Adjustments and through this study, the full cost was calculated at \$9,767. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, the City of Montebello's current fee is below the average fee (\$2,546) charged by other jurisdictions. However, the fee calculated at full cost is higher than all of the surrounding jurisdictions.

11. POLICE

The Police Department is responsible for providing public safety to the residents of Montebello, this includes Field Services, Investigative Services, and Support Services. The fees examined within this study relate to Clearance Letters, False Alarm permits, Stored Vehicle Releases, and Parking Permits.

1 FEE SCHEDULE MODIFICATIONS

During discussions with staff in the Police Department, there were only a few minor modifications made to the fee schedule. These modifications included elimination of gun permit fees as those permits are no longer allowed by the City, the combination of the Burglary and Robbery Alarm permits into a single consolidated permit, and the addition of new fee categories for alarm permits for seniors and those with financial hardships. These changes will streamline the fee schedule and result it in being more reflective of the services being offered by the Department.

2 DETAILED RESULTS

The Police Department collects fees for Police Reports, Letters, Digital Reproductions, Alarm Permits, and Parking Permits. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title / name, current fee (flat or average fee based upon valuation), total cost, and surplus or deficit associated with each Police permit.

Table 24: Total Cost Per Unit Results – Police

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Copies of Police Reports	\$9	\$48	(\$39)
Copies of Police Reports (more than 4 pages) - per page	\$0.10	\$1.07	(\$1)
Stored Vehicle Release (except recovered vehicles)	\$181	\$223	(\$42)
Impounded Vehicle Release (min 30 days)	\$181	\$223	(\$42)
DUI Impound Vehicle Release	\$437	\$223	\$214
Clearance Letter	\$39	\$32	\$7
Digital Reproduction of Photos	\$22	\$51	(\$29)
Video Reproductions	\$66	\$412	(\$346)
Request for arrestee info for profit (per individual)	\$19	\$48	(\$29)
Citation Sign-Off	\$14	\$40	(\$26)

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Bicycle Registration	\$2	\$5	(\$3)
Disturbance Call Backs	\$117	\$285	(\$168)
Emergency Response for:			
DUI No Injury Accident	\$758	\$606	\$152
DUI Injury Major Accident	\$1,454	\$957	\$497
Minor Curfew, Loitering or Welfare Misconduct - Cost Recovery	\$145	\$279	(\$134)
Alarm Permits - Initial	\$113	\$75	\$38
Annual Renewal fee for Alarm Permits	\$54	\$50	\$4
Burglary / Robbery Alarm Activations - within 365 day period			
3rd False Alarm	\$173	\$304	(\$131)
4th False Alarm	\$173	\$304	(\$131)
5th False Alarm	\$196	\$304	(\$108)
6th False Alarm	\$248	\$304	(\$56)
7th False Alarm	\$248	\$304	(\$56)
Crime Analysis Service Fee - minimum - time and materials	\$73	\$62	\$11
Live Scan Fingerprinting	\$28	\$32	(\$4)
Civil Action Subpoena for Officers	\$150	\$137	\$13
Preferential Parking - Application - per household	\$30	\$48	(\$18)
Preferential Parking - Renewal	\$30	\$48	(\$18)
New Fees on Fee Schedule:			
False Alarm Renewal Permit - Senior	\$25	\$32	(\$7)
Renewal Permit - Utility Hardship Program	\$0	\$32	(\$32)

As the above table indicates, the Police Department is under-recovering for the majority of its fees. The largest source of under-recovery for the Department is Video reproductions at \$346, while the largest over-recovery is \$497 for an Emergency Response for a DUI Injury Major Accident. On average, the Department has a per unit cost recovery of 77%.

3 ANNUAL REVENUE IMPACTS

The Police Department is currently under-recovering its fee-related costs associated with its services by approximately \$94,000. The following table shows the annual workload volume for FY17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 25: Annual Results – Police

Fee Name	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
Copies of Police Reports	1,583	\$14,247	\$76,479	(\$62,232)
Stored Vehicle Release (except recovered vehicles)	364	\$65,884	\$81,251	(\$15,367)
Impounded Vehicle Release (min 30 days)	250	\$45,250	\$55,804	(\$10,554)
DUI Impound Vehicle Release	105	\$45,885	\$23,438	\$22,447
Clearance Letter	37	\$1,443	\$1,192	\$251
Digital Reproduction of Photos	10	\$220	\$509	(\$289)
Video Reproductions	6	\$396	\$2,473	(\$2,077)
Citation Sign-Off	558	\$7,812	\$22,361	(\$14,549)
Emergency Response for:				
DUI Injury Major Accident	10	\$14,540	\$9,574	\$4,966
Alarm Permits - Initial	3	\$339	\$224	\$115
Annual Renewal fee for Alarm Permits	1,372	\$74,088	\$68,248	\$5,840
Burglary / Robbery Alarm Activations - within 365 day period				
3rd False Alarm	67	\$11,591	\$20,396	(\$8,805)
4th False Alarm	47	\$8,131	\$14,308	(\$6,177)
5th False Alarm	27	\$5,292	\$8,219	(\$2,927)
6th False Alarm	55	\$13,640	\$16,743	(\$3,103)
7th False Alarm	9	\$2,232	\$2,740	(\$508)
Live Scan Fingerprinting	335	\$9,380	\$10,790	(\$1,410)
TOTAL		\$320,370	\$414,748	(\$94,378)

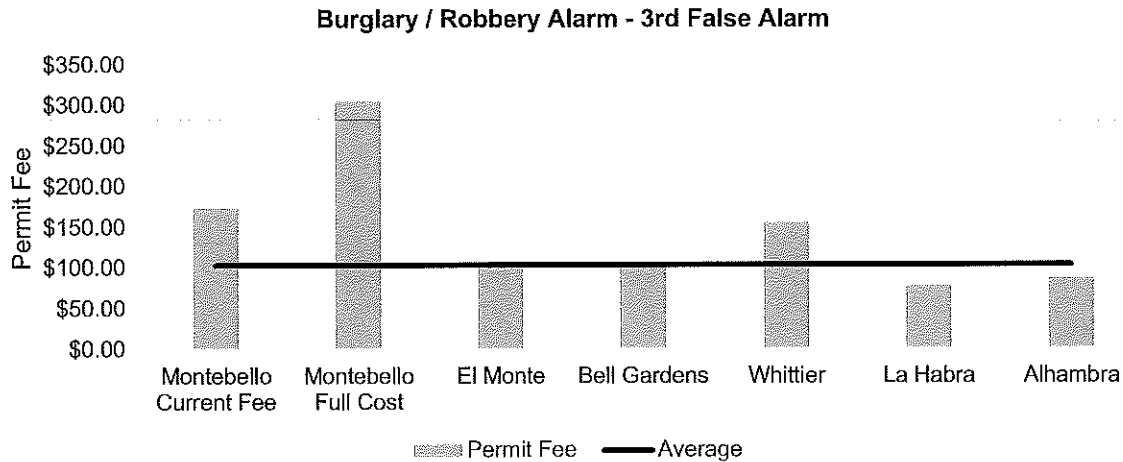
Overall, the Police Department is recovering approximately 77% of its fee-related costs annually. The largest source of this subsidy is related to Copies of Police Reports at \$62,000. Therefore, it is the project team's recommendation that these fees be reviewed closely to determine if there is a possibility to bridge the deficit.

4 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at two common Police Department fees and services.

1 False Alarm – 3rd False Alarm

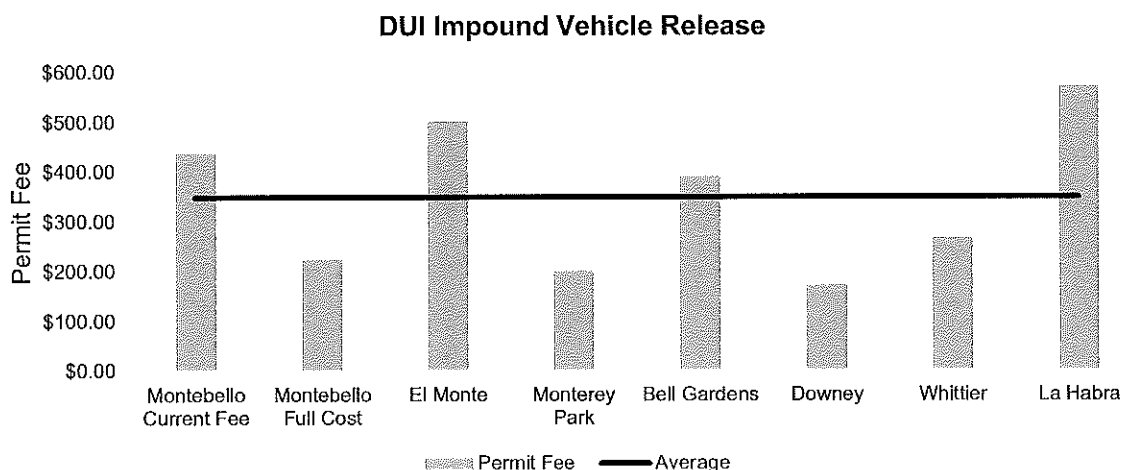
The City is currently charging \$173 for the third false alarm, the study calculated the full cost of this response at \$304. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above shows, both the current and full cost for 3rd False Alarm for the City of Montebello is higher than the average of \$103 charged by surrounding jurisdictions.

2 DUI Impound Vehicle Release

Through this study the project team calculated the full cost of a DUI Impound Vehicle release at \$223, which is lower than the current fee of \$437 being charged by the City. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph indicates, the City's current fee is higher than the average fee of \$349 charged by neighboring jurisdictions, but its full cost is lower than the average, and lower than the majority of other surrounding jurisdictions.

12. PUBLIC WORKS

The Public Works Department provides infrastructure support and development engineering services to the City of Montebello. The infrastructure support relates to maintenance staff and the development engineering functions. The fees examined within this study relate to development engineering activities, such as encroachments, driveway permits, and grading permits.

1 FEE SCHEDULE MODIFICATIONS

During discussions with staff it was determined that there were no significant changes to the fee schedule. However, there were several fees that were identified to be added to the fee schedule such as Minor / Temporary Encroachment Permits, On Street Blue Application and Installation, Speed Hump Application, Over-The-Counter Plan Review – per hour, Preferential Parking Application, and Speed Hump Application.

2 DETAILED RESULTS

The Public Works Department primarily collects fees for development engineering activities such as utility cuts, encroachments, driveway permits, and grading permits. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the title, current fee, total cost, and surplus or deficit associated with each Public Works Department fee.

Table 26: Total Cost Per Unit Results – Public Works

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
ADMINISTRATIVE FEES:			
Administrative Records Research	\$30	\$33	(\$3)
Appeal of Decision	\$460	\$510	(\$50)
Change of Address - per address	\$365	\$403	(\$38)
Minor Changes / Amendments or Revisions to Plans after submittal	\$433	\$469	(\$36)
Major Changes / Amendments or Revisions to Plans after submittal	\$433	Application Fee	N / A
Copying:			
Per 8" x 11"	\$1	\$1	(\$0)
Parcel or Tract Maps - per sheet	\$9	\$16	(\$7)
Improvement Plans - per sheet	\$9	\$16	(\$7)
Curb Drains - Permit & Inspection - per location	\$128	\$140	(\$12)

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
Curb or Curb and Gutter - per l.f.	\$128	\$140	(\$12)
Dedication / Vacation:			
One Lot	\$1,150	\$1,259	(\$109)
Up to 10,000 SF	\$2,160	\$2,369	(\$209)
10,001+ SF	\$4,320	\$4,738	(\$418)
Driveway Approach:			
Residential	\$286	\$313	(\$27)
Commercial	\$286	\$313	(\$27)
Easement Checking	\$720	\$790	(\$70)
Encroachment Permit	\$720	\$790	(\$70)
Engineering Review - hourly	\$125	\$132	(\$7)
Plan Check - hourly	\$90	\$99	(\$9)
Fourth Plan Check & Subsequent - each sheet	\$360	\$395	(\$35)
Geotechnical / Geological Report Review:			
Plan Review - per report	\$365	\$403	(\$38)
Report and / or addendum to report - per report	\$360	\$395	(\$35)
Combination Report - per report	\$720	\$790	(\$70)
Grading Projects:			
Plan Check:			
51-100 CY - Base	\$360	\$395	(\$35)
Per CY	\$0.60	\$0.66	(\$0.06)
101-1,000 CY - Base	\$540	\$592	(\$52)
Per CY	\$0.10	\$0.11	(\$0.01)
1,001-10,000 CY - Base	\$1,350	\$1,481	(\$131)
Per CY	\$0.07	\$0.08	(\$0.01)
10,001-100,000 - Base	\$1,800	\$1,974	(\$174)
Per CY	\$0.05	\$0.05	(\$0.00)
100,001-500,000 CY	\$5,400	\$5,922	(\$522)
Per CY	\$0.01	\$0.01	(\$0.00)
500,001+ CY - Base	\$10,800	\$11,845	(\$1,045)
Per CY	\$0.01	\$0.01	(\$0.00)
Permit & Inspection:			
51-100 CY - Base	\$256	\$280	(\$24)
Per CY	\$0.60	\$0.66	(\$0.06)
101-1,000 CY - Base	\$384	\$420	(\$36)
Per CY	\$0.10	\$0.11	(\$0.01)
1,001-10,000 CY - Base	\$960	\$1,053	(\$93)
Per CY	\$0.07	\$0.08	(\$0.01)
10,001-100,000 - Base	\$1,600	\$1,752	(\$152)
Per CY	\$0.05	\$0.05	(\$0.00)
100,001-500,000 CY	\$5,120	\$5,610	(\$490)
Per CY	\$0.01	\$0.01	(\$0.00)
500,001+ CY - Base	\$10,240	\$11,228	(\$988)
Per CY	\$0.01	\$0.01	(\$0.00)
Drainage / Parking Lots:			
Plan Check	\$540	\$592	(\$52)
Permit & Inspection	\$256	\$280	(\$24)
Hydrology Report Review - per report	\$720	\$790	(\$70)

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
Inspection - per hour	\$64	\$99	(\$35)
Inspection - per hour - after hours (min 4 hrs)	\$96	\$99	(\$3)
Re-inspection fee - per hour	\$96	\$99	(\$3)
Landscaping:			
Plan Check:			
0-15,000 sf	\$420	\$461	(\$41)
15,000sf - 1 acre	\$600	\$658	(\$58)
More than 1 Acre		Actual Cost	
Permit & Inspection Fee:			
0-15,000 sf	\$256	\$395	(\$139)
15,000sf - 1 acre	\$512	\$790	(\$278)
More than 1 Acre		Actual Cost	
Lane / Street Closure - per day	\$184	\$288	(\$104)
Lot Line Adjustment	\$1,000	\$1,102	(\$102)
Map Analysis			
Plan Check:			
1-5 Lots / Parcels	\$3,880	\$4,261	(\$381)
6-25 Lots / Parcels	\$7,400	\$8,119	(\$719)
26-100 Lots / Parcels	\$10,920	\$11,977	(\$1,057)
101-150 Lots / Parcels	\$36,300	\$39,812	(\$3,512)
151+ Lots - per lot	\$50	\$49	\$1
Each subsequent submittal after three plan checks	\$3,380	\$3,702	(\$322)
Extension of Time for Final Map	\$1,000	\$2,270	(\$1,270)
Certificate of Compliance	\$1,330	\$1,456	(\$126)
Certificate of Correction	\$1,330	\$1,456	(\$126)
Covenant and Agreement	\$500	\$543	(\$43)
Miscellaneous Report Review - min 2 hrs - per hr	\$250	\$274	(\$24)
NPDES Fee	\$500	\$543	(\$43)
SWPP Plan Check	\$360	\$395	(\$35)
SWPP Permit & Inspection	\$256	\$395	(\$139)
Monitoring Well	\$686	\$790	(\$104)
Parkway Drain	\$466	\$518	(\$52)
Paving - Permit & Inspection - Base	\$64	\$99	(\$35)
Paving - per sq. ft.	\$1.30	\$2.00	(\$0.70)
Sewer:			
Plan Check - Base	\$360	\$395	(\$35)
Plan Check - per l.f.	\$1.95	\$2	(\$0.19)
Permit & Inspection - Base	\$192	\$296	(\$104)
Permit & Inspection - per l.f.	\$0.20	\$0.31	(\$0.11)
Sewer Structure - Permit & Inspection (min 4 hrs)	\$256	\$395	(\$139)
Sewer Connection Fee - per l.f.	\$35	\$49	(\$14)
Sidewalk - Plan Check	\$90	\$99	(\$9)
Sidewalk - Permit & Inspection - Base	\$90	\$99	(\$9)
Sidewalk - Permit & Inspection - per sq. ft.	\$0.60	\$0.66	(\$0.06)
Stockpiling - Plan Check	\$165	\$181	(\$16)
Stockpiling - Permit & Inspection	\$128	\$197	(\$69)
Storm Drain:			
Plan Check - Base	\$360	\$395	(\$35)

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
Plan Check - per I.f.	\$3	\$3	(\$0)
Permit & Inspection - Base	\$320	\$494	(\$174)
Permit & Inspection - per I.f.	\$4	\$5	(\$2)
Storm Drain - per drain	\$857	\$938	(\$81)
Storm Drain Structure - Plan Check (min 2 hrs)	\$186	\$197	(\$11)
Storm Drain Structure - Permit & Inspection (min 3 hrs)	\$192	\$296	(\$104)
Streets:			
Plan Check:			
1-10,000 SF - base	\$360	\$395	(\$35)
Per Sq. Ft.	\$0.18	\$0.20	(\$0.02)
10,001+ SF - Base	\$1,435	\$1,579	(\$144)
Per Sq. Ft.	\$0.05	\$0.05	\$0.00
Permit & Inspection - Base	\$256	\$395	(\$139)
Per Sq. Ft.	\$0.10	\$0.15	(\$0.05)
Street Lighting - Plan Check	\$360	\$395	(\$35)
Street Lighting - Permit & Inspection	\$128	\$197	(\$69)
Time Extension	\$500	\$543	(\$43)
Traffic Control - Plan Check - Initial	\$180	\$197	(\$17)
Traffic Control Plan Check - subsequent	\$90	\$99	(\$9)
Traffic Study:			
Plan Check - 1st submittal	\$2,000	\$2,196	(\$196)
Plan Check - subsequent	\$250	\$271	(\$21)
Each Letter Report	\$250	\$271	(\$21)
Traffic & Transportation Issues	\$720	\$790	(\$70)
Transportation Permit - per trip	\$18	\$25	(\$7)
Utilities:			
Plan Check - hourly	\$180	\$197	(\$17)
Permit & Inspection Fee:			
0-50 feet	\$121	\$197	(\$76)
51-250 feet	\$171	\$197	(\$26)
per I.f.	\$0.55	\$0.85	(\$0.30)
251-1,000 feet	\$227	\$427	(\$200)
per I.f.	\$0.45	\$0.69	(\$0.24)
1,000+ feet	\$578	\$888	(\$310)
per I.f.	\$0.35	\$0.54	(\$0.19)
Water:			
Plan Check	\$180	\$197	(\$17)
Permit & Inspection:			
0-50 feet	\$85	\$131	(\$46)
51-250 feet	\$149	\$230	(\$81)
per I.f.	\$0.55	\$0.85	(\$0.30)
251-1,000 feet	\$277	\$427	(\$150)
per I.f.	\$0.45	\$0.69	(\$0.24)
1,000+ feet	\$533	\$822	(\$289)
per I.f.	\$0.35	\$0.54	(\$0.19)
New Fees:			
Commercial Tree Removal	Actual Cost		

Fee Name	Current Fee / Deposit	Total Cost Per Unit	Surplus / (Deficit) per Unit
Minor / Temporary Encroachment Permit (e.g. Dumpster or Rolloff Trash Bin, etc.) - per day		\$99	
On Street Blue Curb Application		\$197	
On Street Blue Curb Installation		Actual Cost	
Speed Hump Application		\$296	
Over-The Counter Plan Review - per hour		\$99	
Preferential Parking Application		\$790	
Speed Hump Installation		Actual Cost	

A majority of the fees relating to the Public Works Department are under-recovering. The largest source of under-recovery for the Department is \$3,512 for Map Analysis Plan Check for 101-150 Lots/Parcels, and the largest source of over-recovery for the Department is \$1 for Map Analysis Plan Check per lot for 151+ Lots. The average per unit cost recovery for the Department is 84%.

3 ANNUAL REVENUE IMPACTS

The Public Works Department is currently under-recovering its fee-related costs associated with its services by approximately \$122,000. The following table shows the annual workload volume for FY17, projected revenue at current fee, projected annual cost, and the associated annual deficit.

Table 27: Annual Results – Public Works

Fee Name	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
ADMINISTRATIVE FEES:				
Administrative Records Research	8	\$240	\$263	(\$23)
Change of Address - per address	60	\$21,900	\$24,183	(\$2,283)
Driveway Approach:				
Residential	1	\$286	\$313	(\$27)
Commercial	5	\$1,430	\$1,563	(\$133)
Drainage / Parking Lots:				
Permit & Inspection	1	\$256	\$280	(\$24)
Inspection - per hour	3,000	\$192,000	\$296,123	(\$104,123)
Lane / Street Closure - per day	29	\$5,336	\$8,349	(\$3,013)
Map Analysis Plan Check:				
1-5 Lots / Parcels	2	\$7,760	\$8,522	(\$762)
26-100 Lots / Parcels	1	\$10,920	\$11,977	(\$1,057)
Covenant and Agreement	1	\$500	\$543	(\$43)
Paving - Permit & Inspection - Base	2	\$128	\$197	(\$69)
Sewer Connection Fee - per l.f.	385	\$13,598	\$19,011	(\$5,414)
Sidewalk - Plan Check	1	\$90	\$99	(\$9)

Fee Name	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
Sidewalk - Permit & Inspection - Base	24	\$2,160	\$2,369	(\$209)
Sidewalk - Permit & Inspection - per sq. ft.	4,104	\$2,462	\$2,701	(\$238)
Storm Drain:				
Plan Check - Base	1	\$360	\$395	(\$35)
Plan Check - per l.f.	2,236	\$6,708	\$7,357	(\$649)
Permit & Inspection - Base	1	\$320	\$494	(\$174)
Permit & Inspection - per l.f.	2,236	\$7,826	\$12,070	(\$4,244)
TOTAL		\$274,280	\$396,807	(\$122,527)

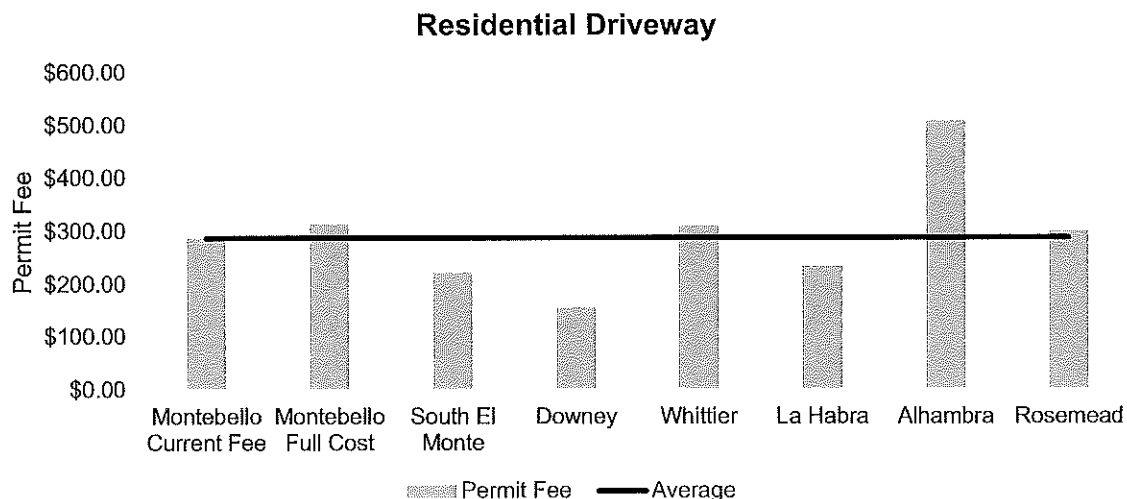
Overall, the Public Works Department is recovering approximately 69% of its fee-related costs annually. The largest source of this deficit is Public Works construction inspections, because the hourly rate is under-recovering by approximately \$35 per hour, and the sheer volume of activity in that fee, results in a significant under-recovery for the Department.

4 JURISDICTIONAL COMPARISON

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsection provides a comparative look at three common Public Works Department fees and services.

1 Residential Driveway

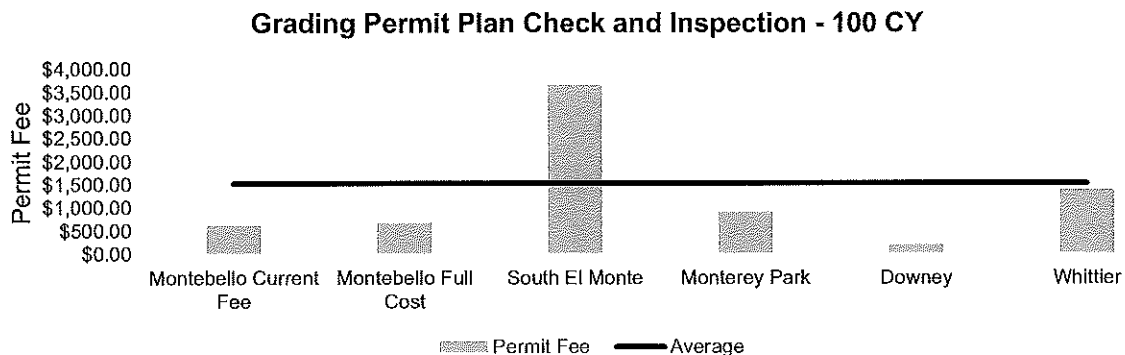
The City is currently charging \$286 for a residential driveway and the study calculated the full cost at \$313. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph on the previous page indicates, the City of Montebello's current fee of \$286 is slightly below the average of \$287.50 calculated through the study, while its full cost fee at \$313 is only slightly higher than the average. Both the current fee and the full cost are lower than the fees charged by Alhambra.

2 Grading Permit – Plan Check & Inspection (100 Cubic Yards)

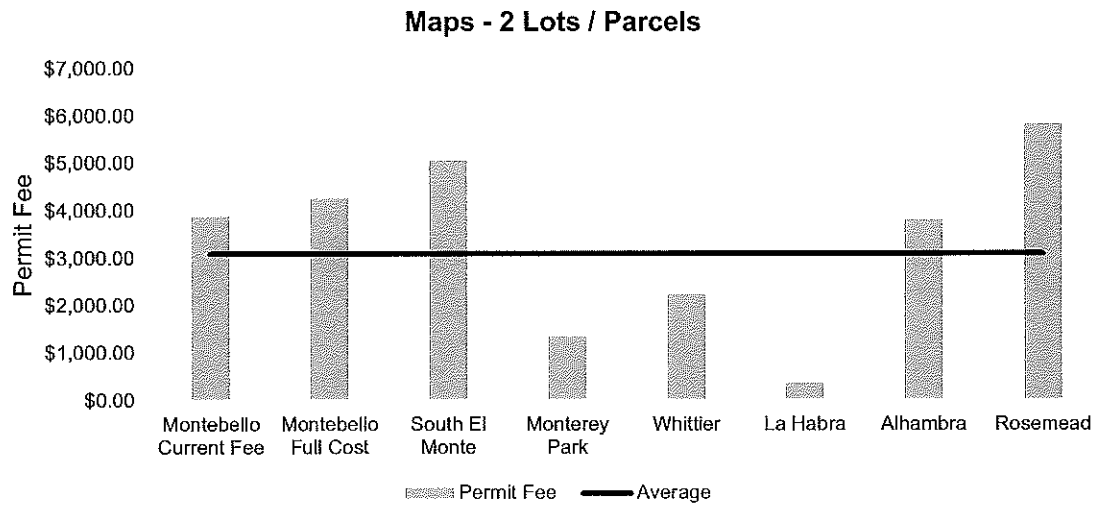
The City of Montebello assesses a separate fee for plan check and inspection for Grading permits, the City charges \$360 for plan check and \$256 for inspection. The study calculated the cost for plan check and inspection at \$395 and \$280, respectively. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above indicates, Montebello's current and full cost fees are significantly below the average of fee of \$1,537 charged by surrounding jurisdictions for Plan Check and Inspection for 100 cubic yards of a grading permit.

3 Maps – 2 Lots / Parcels

The City currently charges a flat fee for 1-5 lots / parcels of \$3,880 and the study calculated the cost at \$4,261. The graph on the following page shows how the Department's current fee and total cost compare to other local jurisdictions.



As the graph above shows, the City of Montebello's current and full cost fees are above the average being charged by other jurisdictions of \$3,092. However, the current fee and the full cost fees are still below the fees being charged by South El Monte and Rosemead.

13. COMPARATIVE MARKET SURVEY

As part of this Cost of Services (User Fee) Study for the City of Montebello, the Matrix Consulting Group conducted a comparative survey of fees. The City identified eleven jurisdictions to be included in the comparative survey: City of El Monte, City of South El Monte, City of Monterey Park, City of Bell Gardens, City of Downey, City of Pico Rivera, City of Whittier, City of La Habra, City of La Mirada, City of Alhambra, and City of Rosemead.

While this report will provide the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to consider the local "market rates" for services as a means for assessing what types of changes in fee levels their community can bear. However, a comparative survey does not provide adequate information regarding the relationship of a jurisdiction's cost to its fees. Three important factors to consider when comparing fees across multiple jurisdictions are: population, operating budget, and workforce size. The following tables provide this information regarding the jurisdictions included in the comparative survey.

Table 28: Ranking of Jurisdictions by Population

Jurisdiction	2016 Census
South El Monte	20,883
Bell Gardens	42,806
La Mirada	49,216
Rosemead	54,500
Monterey Park	61,075
La Habra	61,664
Montebello	63,335
Pico Rivera	63,635
Alhambra	85,474
Whittier	86,883
Downey	113,267
El Monte	115,807

Table 29: Ranking of Jurisdictions by Operating Budget

Jurisdiction	FY 17/18 Budget
Whittier	\$ 18,585,520.00
South El Monte	\$ 23,170,553.00
Rosemead	\$ 34,068,800.00
Bell Gardens	\$ 53,426,828.00
Monterey Park	\$ 94,400,657.00
La Mirada	\$ 98,106,824.00
La Habra	\$ 105,343,950.00
Pico Rivera	\$ 112,102,352.00

Jurisdiction	FY 17/18 Budget
Montebello	\$ 126,093,185.00
Alhambra	\$ 141,081,668.00
El Monte	\$ 172,067,499.00
Downey	\$ 243,589,881.00

Table 30: Ranking of Jurisdictions by Workforce Size

Jurisdiction	FY 16 / 17 FTE
South El Monte	37.00
Rosemead	55.00
La Mirada	76.00
Whittier	101.54
Bell Gardens	138.00
Pico Rivera	151.00
El Monte	315.00
Monterey Park	363.67
La Habra	376.71
Montebello	406.00
Downey	406.00
Alhambra	637.00

Based on the data shown in the above tables, the City of Montebello ranks in the middle in terms of population size, but has a higher FTE count and Budget among the comparative agencies.

While the above comparative information can provide some perspective when paralleling Montebello's fees with other jurisdictions, another key factor to consider is when a comprehensive analysis was last undertaken. The following table outlines when the last fee analysis was conducted by each surveyed jurisdiction.

Table 31: Last Comprehensive Fee Analysis

Jurisdiction	Response
Alhambra	no response
Bell Gardens	no response
Downey	2018
El Monte	Not in last 5 years
La Habra	2017
La Mirada	2016
Monterey Park	2017
Pico Rivera	2013(Updating 2018)
Rosemead	2017
South El Monte	2017
Whittier	2016

We have recently completed fee studies for Downey and South El Monte. The City of Pico Rivera is currently working on an internal fee study but comparative fees for this study were last updated in 2013. The City of El Monte has not used an outside consultant to

assess their fees in over five years. We did not receive a response from the City of Alhambra or the City of Bell Gardens.

Along with keeping these statistics in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- Each jurisdiction and its fees are different, and many are not based on actual cost of providing services.
- The same “fee” with the same name may include more or less steps or sub-activities. In addition, jurisdictions provide varying levels of service and have varying levels of costs associated with providing services such as staffing levels, salary levels, indirect overhead costs, etc.

In addition to the issues noted above, market surveys can also run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than a tool for establishing an acceptable price point for services.

On average, the survey showed that the City’s fees are in line with the jurisdictions surveyed, with some fees higher than other jurisdictions and other fees significantly lower. Some of the survey results have been included in this report, and complete survey results have been provided to staff under separate cover.

14. COST RECOVERY

The following sections provide guidance regarding how and where to increase fees, determining annual update factors, and developing cost recovery policies and procedures.

1 FEE ADJUSTMENTS

This study has documented and outlined on a fee-by-fee basis where the City is under and over collecting for its fee-related services. City and Department management will now need to review the results of the study and adjust fees in accordance with Departmental and City philosophies and policies. The following dot points outline the major options the City has in adjusting its fees.

- **Over-Collection:** Upon review of the fees that were shown to be over-collecting for costs of services provided, the City should reduce the current fee to be in line with the full cost of providing the service.
- **Full Cost Recovery:** For fees that show an under-collection for costs of services provided, the City may decide to increase the fee to full cost recovery immediately.
- **Phased Increase:** For fees with significantly low cost recovery levels, or which would have a significant impact on the community, the City could choose to increase fees gradually over a set period of time.

The City will need to review the results of the fee study and associated cost recovery levels and determine how best to adjust fees. While decisions regarding fees that currently show an over-recovery are fairly straight forward, the following subsections, provide further detail on why and how the City should consider either implementing Full Cost Recovery or a Phased Increase approach to adjusting its fees.

1 Full Cost Recovery

Based on the permit or review type, the City may wish to increase the fee to cover the full cost of providing services. Certain permits may be close to cost recovery already, and an increase to full cost may not be significant. Other permits may have a more significant increase associated with full cost recovery.

Increasing fees associated with permits and services that are already close to full cost recovery can potentially bring a Department's overall cost recovery level higher. Often,

these minimal increases can provide necessary revenue to counterbalance fees which are unable to be increased.

The City should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the City is recovering the full cost of its services.

2 Phased Increases

Depending on current cost recovery levels some current fees may need to be increased significantly in order to comply with established or proposed cost recovery policies. Due to the type of permit or review, or the amount by which a fee needs to be increased, it may be best for the City to use a phased approach to reaching their cost recovery goals.

As an example, you may have a current fee of \$200 with a full cost of \$1,000, representing 20% cost recovery. If the current policy is 80% cost recovery, the current fee would need to increase by \$600, bringing the fee to \$800, in order to be in compliance. Assuming this particular service is something the City provides quite often, and affects various members of the community, an instant increase of \$600 may not be feasible. Therefore, the City could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period of time not only allows the City to monitor and control the impact to applicants, but also ensure that applicants have time to adjust to significant increases. Continuing with the example laid out above, the City could increase the fee by \$150 for the next four years, spreading out the increase. Depending on the desired overall increase, and the impact to applicants, the City could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the City not phase increases for periods greater than five years, as that is the maximum window for which a comprehensive fee assessment should be completed.

2 ANNUAL UPDATES

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general rule of thumb for comprehensive fee analyses is between three and five years. This allows for jurisdictions to ensure they account for organizational changes such as staffing levels and merit increases, as well as process efficiencies, code or rule changes, or technology improvements.

Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index

(CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms.

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases are not tied to merit or seniority, but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally speaking these factors are around two or three percent annually.
- **CPI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index. These factors are calculated by the Bureau of Labor Statistics, put out at various intervals within a year, and are specific to states and regions.

The City should review its current options internally (COLA) as well as externally (CPI) to determine which option better reflects the goals of departments and the City. If choosing a CPI factor, the City should outline which particular CPI should be used, including specific region, and adoption date. If choosing an internal factor, again, the City should be sure to specify which factor, if multiple exist.

3 POLICIES AND PROCEDURES

This study has identified the permit areas where the City is under-collecting the cost associated with providing services. This known funding gap is therefore being subsidized by other City revenue sources. Based on the information provided in this report, at a global or per unit level, the City may not have any issues with using non-fee related revenue to account for the current deficit.

Development of cost recovery policies and procedures will serve to ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward. The following subsections outline typical cost recovery levels and discuss the benefits associated with developing target cost recovery goals and procedures for achieving and increasing cost recovery.

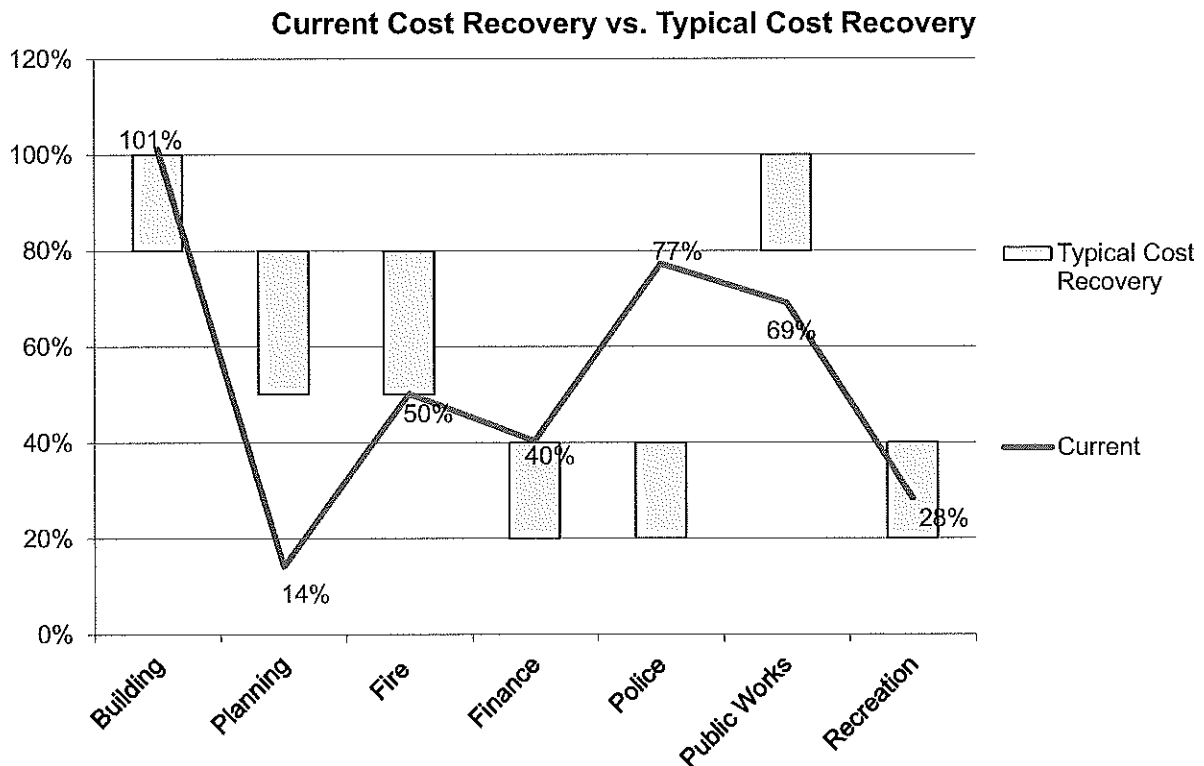
1 Typical Cost Recovery

The Matrix Consulting Group has extensive experience in analyzing local government operations across the United States and has calculated typical cost recovery levels. The table on the following page outlines these cost recovery levels by major department.

Table 32: Typical Cost Recovery Levels by Department

Department	Typical Cost Recovery
Building	80 – 100%
Planning	50 – 80%
Fire	50 – 80%
Finance	20 – 40%
Police	20 – 40%
Public Works	80 – 100%
Parks and Recreation	20 – 40%

Information presented in the table above is based on the Matrix Consulting Group's experience in analyzing local government's operations across the United States and in California and reflects the *typical* cost recovery levels observed by local adopting authorities. The following graph depicts how Montebello compares to industry cost recovery standards.



The graph above indicates that the City is currently above typical cost recovery for Building and Police Services. It is within the cost recovery ranges for Finance, Fire, and Parks and Recreation, and it is below the typical cost recovery levels for Planning and Public Works.

2 Development of Cost Recovery Policies and Procedures

The City should review the current cost recovery levels and adopt a formal policy regarding cost recovery. This policy can be general in nature and can apply broadly to the City as a whole, or to each department and division specifically. A department specific cost recovery policy would allow the City to better control the cost recovery associated with the different types of services being provided and the benefit being received by the community.

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
General Administration					
	Montebello Municipal Code (MMC):				
1	Complete with Binder	\$180	\$180	\$180	
2	Changes and Additions - per year	\$60	\$60	\$60	
3	Filing Fee (Initiative Petitions)	\$200	\$200	\$200	
4	Transcription of Verbatim Copies of Minutes + Admin Overhead	\$22	Actual Cost	Actual Cost	
	Mailed Copies of City Council Agendas:				
5	Per Meeting	\$3	\$1	\$1	
6	Per year	\$60	\$26	\$26	
7	Digital Copy of City Council / Commission Meetings	\$5	\$14	\$14	
8	City Clerk Certification (per request)	\$11	\$8	\$8	
9	Retrieval Fee, Reports and Statements, Five or More Years Old	\$5	\$5	\$5	
10	Copies - per page	\$0.10	\$0.10	\$0.10	
Finance					
11	Copies of Budget or Financial Reports	\$50	\$14	\$14	
12	Annual Financial Report	\$50	\$14	\$14	
13	Copies - per page	\$0.10	\$0.10	\$0.10	
	Returned Check:				
14	First Check	\$25	\$25	\$25	
15	Subsequent Check	\$35	\$35	\$35	
16	Sent to Collection Agency	Actual Cost	Actual Cost	Actual Cost	
17	Delinquent Accounts sent to Collection Agency	Actual Cost	Actual Cost	Actual Cost	
18	Administrative Fees / Loss of Use / Damages to City Property	Actual Cost	Actual Cost	Actual Cost	
19	Taxicab Renewal of Permit per MMC 5.688.270	\$250	\$33	\$33	
20	Dog Licenses and Tag, Regular - per year, pro-rated	\$50	\$104	\$60	
21	Dog Licenses and Tag, Regular, Spayed or Neutered, per year, pro-rated	\$25	\$104	\$30	
22	Dog Licenses and Tag, Senior Citizens, Age 62+	\$25	\$104	\$30	
23	Dog Licenses and Tag, Senior Citizens, Age 62+, Spayed or Neutered	\$10	\$104	\$20	
24	Dog Tag Replacement Fee	\$3	\$10	\$10	
25	Business License Printout / List - per page	\$5	\$21	\$21	
26	Business License Application / Processing Fee	\$97	\$80	\$80	
27	Business License Renewal Processing Fee	\$25	\$31	\$31	
28	All other changes to Business Licenses	\$25	\$20	\$20	
29	Business Address Location Change	\$25	\$14	\$14	
30	Business License Certificate Replacement	\$12	\$10	\$10	
31	Credit Card Transaction Fee - % of Transaction Amount		4%	3%	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
Police					
32	Copies of Police Reports	\$9	\$48	\$10	
33	Copies of Police Reports (more than 4 pages) - per page	\$0.10	\$1.07	\$0.10	
34	Stored Vehicle Release (except recovered vehicles)	\$181	\$223	\$223	
35	Impounded Vehicle Release (min 30 days)	\$181	\$223	\$223	
36	DUI Impound Vehicle Release	\$437	\$223	\$223	
37	Clearance Letter	\$39	\$32	\$32	
38	Digital Reproduction of Photos	\$22	\$51	\$51	
39	Video Reproductions	\$66	\$412	\$165	
41	Request for arrestee info for profit (per individual)	\$19	\$48	\$19	
42	Citation Sign-Off	\$14	\$40	\$15	
43	Bicycle Registration	\$2	\$5	\$5	
44	Disturbance Call Backs	\$117	\$285	\$117	
Emergency Response for:					
45	DUI No Injury Accident	\$758	\$606	\$606	
46	DUI Injury Major Accident	\$1,454	\$957	\$957	
47	Minor Curfew, Loitering or Welfare Misconduct - Cost Recovery	\$145	\$279	\$150	
48	Alarm Permits - Initial	\$113	\$75	\$75	
49	Annual Renewal fee for Alarm Permits	\$54	\$50	\$54	
Burglary / Robbery Alarm Activations - within 365 day period:					
50	1st False Alarm	\$0	Free	Free	
51	2nd False Alarm	\$0	Free	Free	
52	3rd False Alarm	\$173	\$304	\$304	
53	4th False Alarm	\$173	\$304	\$304	
54	5th False Alarm	\$196	\$304	\$304	
55	6th False Alarm	\$248	\$304	\$304	
56	7th False Alarm	\$248	\$304	\$304	
57	Crime Analysis Service Fee - minimum - time and materials	\$73	\$62	\$62	
58	Light Trailer - per hour	\$43	Actual Cost	Actual Cost	
59	Live Scan Fingerprinting	\$28	\$32	\$28	
60	Surrender of Firearms	\$133	Actual Cost	Actual Cost	
61	Civil Action Subpeona for Officers	\$150	\$137	\$137	
62	Preferential Parking - Application - per household	\$30	\$48	\$30	
63	Preferential Parking - Renewal	\$30	\$48	\$30	
64	False Alarm Renewal Permit - Senior	\$25	\$32	\$25	
65	Renewal Permit - Utility Hardship Program	\$0	\$32	\$13	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
Fire					
	Fire Administration:				
66	Emergency Medical Service Fee Pass Through:	\$357	\$726	\$581	
67	Copies of Fire CAD and MICU Reports	\$45	\$44	\$44	
68	Copies of Other Reports & Items	\$45	\$44	\$44	
	Fire Prevention Fees:				
	Fire Sprinkler Systems (Commercial)				
69	Per Riser	\$232	\$396	\$317	
70	Inspections	\$465	\$449	\$449	
	Fire Sprinkler Systems (Residential)				
71	Per Riser	\$232	\$396	\$317	
72	Inspections	\$232	\$224	\$224	
	Fire Alarm / Monitoring Systems				
73	Per Panel	\$232	\$396	\$317	
74	Inspections	\$232	\$224	\$224	
75	Hood / Fixed / Other Suppression Systems - per system	\$232	\$310	\$248	
76	Standpipe / Hose Systems - per system	\$232	\$310	\$248	
77	Fire Pump Systems - per pump	\$465	\$310	\$310	
78	Underground Hydrant Systems - per system	\$349	\$466	\$372	
	Rack / High-Piled Storage Systems:				
79	Plans 60,000 sq. ft. and smaller	\$232	\$310	\$248	
80	Plans 60,000 sq. ft. and larger	\$465	\$621	\$497	
81	Spraying / Dipping / Coating Operations / Booth - per operation / booth	\$232	\$310	\$248	
82	Dust Collection Systems - per system	\$232	\$310	\$248	
83	Medical Gas Systems - per system	\$232	\$310	\$248	
84	Pressure Vessels and / or Piping Systems - per vessel or system	\$232	\$310	\$248	
85	Underground Pipelines - per occurrence	\$232	\$310	\$248	
86	Vapor Recovery / Removal System	\$232	\$310	\$248	
87	Industrial Baking / Drying	\$349	\$466	\$372	
88	Hazardous Materials System - per system	\$232	\$310	\$248	
89	Tank and / or Piping Installation / Removal / Abandonment / Modification	\$232	\$310	\$248	
90	Special Events - per submittal	\$465	\$621	\$497	
91	Fireworks Booth / Pumpkin Patches / Christmas Tree Lots - per booth /	\$232	\$310	\$248	
92	Expedited Plan Check - per submittal (after hours - 4 hr min)	\$444	\$792	\$634	
93	Miscellaneous Reviews - per submittal	\$465	\$792	\$634	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Inspection Fees:				
94	High Rise Inspections - per hour	\$116	\$112	\$112	
95	Requested Inspections - per hour	\$116	\$112	\$112	
96	Annual Inspections - per hour	\$116	\$112	\$112	
97	Reinspection with non-compliance	\$232	\$112	\$112	
98	After hours inspection (incl. 4 hrs)	\$465	\$449	\$449	
	Annual Permit Fees:				
99	Fire Code Permits (see Fire Code for List)	\$232	\$224	\$224	
100	Fire Alarm Permit	\$232	\$310	\$248	
101	Filming Operations - per location per shoot	\$465	\$621	\$497	
102	Permits not previously identified in the schedule per Fire Code	\$232	\$310	\$248	
103	Cost Recovery for Damage	Actual Cost	Actual Cost	Actual Cost	
	Other Costs / Fees:				
104	Records Research Request - per hourly	\$45	\$198	\$158	
105	Subpeonas for records - per record	\$15	\$22	\$18	
106	Civil Action subpeonas for firefighters	\$150	\$195	\$156	
107	Building, Planning, and Engineering Plan Reviews - per hr		\$198	\$198	
108	Miscellaneous Inspections - per hour		\$112	\$112	
109	Business License Inspection		\$112	\$112	
	Building Fees				
	BUILDING FLAT FEES				
110	Inspection outside of normal business hours (2 hr min)	\$97	\$177	\$177	
111	Re-inspection Fee	\$97	\$177	\$177	
112	Inspection	\$97	\$177	\$177	
113	Additional Plan Review - per hr	\$116	\$212	\$212	
114	Investigation Fee for clearance	\$196	\$354	\$354	
115	Inspection for resale of SFD	\$122	\$230	\$230	
116	Demolition of Building	\$134	\$248	\$248	
	Plumbing Permit:				
117	Issuance	\$24	\$35	\$35	
118	Plumbing Fixture or Trap or Set of Fixtures on One Trap	\$24	\$35	\$35	
119	Site Sewer	\$48	\$88	\$88	
120	Connection to Sewer	\$48	\$88	\$88	
121	Rainwater Systems - per drain	\$48	\$88	\$88	
122	Water Heater and / or Vent	\$48	\$88	\$88	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Inspection Fees:				
94	High Rise Inspections - per hour	\$116	\$112	\$112	
95	Requested Inspections - per hour	\$116	\$112	\$112	
96	Annual Inspections - per hour	\$116	\$112	\$112	
97	Reinspection with non-compliance	\$232	\$112	\$112	
98	After hours inspection (incl. 4 hrs)	\$465	\$449	\$449	
	Annual Permit Fees:				
99	Fire Code Permits (see Fire Code for List)	\$232	\$224	\$224	
100	Fire Alarm Permit	\$232	\$310	\$248	
101	Filming Operations - per location per shoot	\$465	\$621	\$497	
102	Permits not previously identified in the schedule per Fire Code	\$232	\$310	\$248	
103	Cost Recovery for Damage	Actual Cost	Actual Cost	Actual Cost	
	Other Costs / Fees:				
104	Records Research Request - per hourly	\$45	\$198	\$158	
105	Subpeonas for records - per record	\$15	\$22	\$18	
106	Civil Action subpeonas for firefighters	\$150	\$195	\$156	
107	Building, Planning, and Engineering Plan Reviews - per hr		\$198	\$198	
108	Miscellaneous Inspections - per hour		\$112	\$112	
109	Business License Inspection		\$112	\$112	
	Building Fees				
	BUILDING FLAT FEES				
110	Inspection outside of normal business hours (2 hr min)	\$97	\$177	\$177	
111	Re-inspection Fee	\$97	\$177	\$177	
112	Inspection	\$97	\$177	\$177	
113	Additional Plan Review - per hr	\$116	\$212	\$212	
114	Investigation Fee for clearance	\$196	\$354	\$354	
115	Inspection for resale of SFD	\$122	\$230	\$230	
116	Demolition of Building	\$134	\$248	\$248	
	Plumbing Permit:				
117	Issuance	\$24	\$35	\$35	
118	Plumbing Fixture or Trap or Set of Fixtures on One Trap	\$24	\$35	\$35	
119	Site Sewer	\$48	\$88	\$88	
120	Connection to Sewer	\$48	\$88	\$88	
121	Rainwater Systems - per drain	\$48	\$88	\$88	
122	Water Heater and / or Vent	\$48	\$88	\$88	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Gas Piping Systems:				
123	1-4 outlets	\$48	\$88	\$88	
124	5+ more outlets	\$73	\$142	\$142	
125	Industrial Waste Pretreatment Interceptor, including its trap and vent, functioning as fixture traps	\$97	\$177	\$177	
126	Swimming Pool and / or Spa	\$97	\$177	\$177	
127	Installation, Alteration, or Repair of Water Piping	\$48	\$88	\$88	
128	Repair or Alteration of drainage or vent piping	\$48	\$88	\$88	
129	lawn sprinkler system - per backflow device	\$48	\$88	\$88	
130	Vacuum Breakers or Backflow protective	\$48	\$88	\$88	
	Devices on tanks, vats, or for installation on unprotected plumbing fixtures:				
131	1-4 fixtures	\$48	\$88	\$88	
132	5+	\$10	\$18	\$18	
133	Lawn Sprinkler	\$48	\$88	\$88	
	Electrical Permits:				
134	Permit Issuance:	\$24	\$35	\$35	
	Branch Circuits:				
135	1-10 circuits	\$48	\$88	\$88	
136	Each Additional Circuits	\$29	\$53	\$53	
	For appliance branch circuits				
137	1-10 outlets	\$24	\$35	\$35	
138	Each additional outlet over 10	\$48	\$88	\$88	
	Appliances, Motors or other equipment:				
139	Less than 3,	\$0	\$0		
140	3-5 HP, KW or KVA	\$48	\$88	\$88	
141	5-20 HP, KW, or KVA	\$48	\$88	\$88	
142	20-50 HP, KW, or KVA	\$48	\$88	\$88	
143	50-100 HP, KW, or KVA	\$48	\$88	\$88	
144	100+ HP, KW, or KVA	\$48	\$88	\$88	
145	Air Conditioning Units	\$48	\$88	\$88	
	Service Installations less than 600V:				
146	0-200 Amps	\$73	\$142	\$142	
147	201-600 Amps	\$97	\$177	\$177	
148	601-1,200 Amps	\$122	\$230	\$230	
149	1,200+ Amps	\$12	\$18	\$18	
150	Service Installations over 600V:	\$195	\$354	\$354	
151	Temporary Power Service - Pole	\$97	\$177	\$177	
152	Each additional pole	\$20	\$35	\$35	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
153	Busways	\$25	\$53	\$53	
	Signs, outline lighting and marquees:				
154	Systems on one branch circuit	\$29	\$53	\$53	
155	Each additional branch circuit	\$23	\$35	\$35	
156	Flashers, Timers, or motors	\$18	\$35	\$35	
157	Swimming Pools	\$122	\$230	\$230	
158	Spa	\$97	\$177	\$177	
	Mechanical Permits:				
159	Permit Issuance:	\$24	\$35	\$35	
160	Furnace - up to 100,000 BTU / hr	\$97	\$177	\$177	
161	Furnace - over 100,000 BTU / hr	\$97	\$177	\$177	
162	Floor Furnace	\$97	\$177	\$177	
163	Supended Heater, Wall Heater, or Floor Mounted Heater	\$97	\$177	\$177	
164	Installation, relocatio, or replacement of appliance vent	\$97	\$177	\$177	
165	Repair, alteration, or addition to heating appliance, refrigeration unit, cooling	\$97	\$177	\$177	
166	Boiler or Compressor - 3HP and up to 100,000 BTU / hr	\$97	\$177	\$177	
167	Boiler or Compressor - 3-15HP and 100,000-500,000 BTU / hr	\$97	\$177	\$177	
168	Boiler or Compressor - 15-20 HP or 500,000-1,000,000 BTU / hr	\$97	\$177	\$177	
169	Boiler or Compressor - 30-50 HP or 1,000,000-1,750,000 BTU / hr	\$122	\$230	\$230	
170	Boiler or Compressor - 50+ HP or 1,750,000+ BTU / hr	\$146	\$265	\$265	
171	Air Handling Unit - up to 10,000 CFM	\$146	\$265	\$265	
172	Air Handling Unit - over 10,000 CFM	\$97	\$177	\$177	
173	Evaporative Cooler - other than potable	\$97	\$177	\$177	
174	Ventilation Fan	\$97	\$177	\$177	
175	Hood / duct	\$146	\$265	\$265	
176	Domestic Incinerator	\$97	\$177	\$177	
177	Commercial Incinerator	\$122	\$230	\$230	
178	Any other item not classified	\$122	\$230	\$230	
179	Fire Dampers	\$48	\$88	\$88	
180	Installation of duct to existing system	\$24	\$35	\$35	
181	Building Plan Check Fees - Percentage of Building Permit Fees	70%	54%	54%	
182	Expedited Plan Check - per submittal	125% of Plan Check Fee	125% of Plan Check Fee	125% of Plan Check Fee	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Building Permit / Inspection Fees				
183	Project Valuation - \$1.00 to \$500.00	\$34.00	\$263.11	\$263.11	
	Project Valuation - \$500.00 to \$2,000				
184	First \$500	\$34.00	\$263.11	\$263.11	
185	Each Additional \$100 or fraction thereof	\$11.00	\$5.85	\$5.85	
	Project Valuation - \$2,001 to \$25,000				
186	First \$2,000	\$184.00	\$350.81	\$350.81	
187	Each Additional \$1,000 or fraction thereof	\$24.00	\$41.94	\$41.94	
	Project Valuation - \$25,001 to \$50,000				
188	First \$25,000	\$719.00	\$1,315.54	\$1,315.54	
189	Each Additional \$1,000 or fraction thereof	\$20.00	\$35.08	\$35.08	
	Project Valuation \$50,001 to \$100,000				
190	First \$50,000	\$1,204.00	\$2,192.56	\$2,192.56	
191	Each Additional \$1,000 or fraction thereof	\$18.00	\$31.57	\$31.57	
	Project Valuation \$100,001 to \$500,000				
192	First \$100,000	\$2,090.00	\$3,771.21	\$3,771.21	
193	Each Additional \$1,000 or fraction thereof	\$17.00	\$10.31	\$10.31	
	Project Valuation \$500,001 to \$1,000,000				
194	First \$500,000	\$8,890.00	\$7,893.23	\$7,893.23	
195	Each Additional \$1,000 or fraction thereof	\$17.00	\$1.75	\$1.75	
	Project Valuation \$1,000,001 to \$5,000,000				
196	First \$1,000,000	\$17,390.00	\$8,770.26	\$8,770.26	
197	Each Additional \$1,000 or fraction thereof	\$17.00	\$2.19	\$2.19	
	Project Valuation \$5,000,001 to \$10,000,000				
198	First \$5,000,000	\$85,390.00	\$17,540.52	\$17,540.52	
199	Each Additional \$1,000 or fraction thereof	\$17.00	\$1.96	\$1.96	
	Project Valuation \$10,000,001 to \$25,000,000				
200	First \$10,000,000	\$170,390.00	\$27,363.21	\$27,363.21	
201	Each Additional \$1,000 or fraction thereof	\$17.00	\$2.56	\$2.56	
	Project Valuation \$25,000,001 to \$50,000,000				
202	First \$25,000,000	\$425,390.00	\$65,776.94	\$65,776.94	
203	Each Additional \$1,000 or fraction thereof	\$17.00	\$0.18	\$0.18	
	Project Valuation \$50,000,001 to \$100,000,000				
204	First \$50,000,000	\$850,390.00	\$70,162.07	\$70,162.07	
205	Each Additional \$1,000 or fraction thereof	\$17.00	\$1.75	\$1.75	
	Project Valuation - \$100,000,001 and over				
206	First \$100,000,000	\$1,700,390.00	\$157,868.18	\$157,868.18	
207	Each Additional \$1,000 or fraction thereof	\$17.00	\$0.88	\$0.88	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
Planning & Code Enforcement Fees					
	Zoning Maps:				
208	Small - each - 11 x 17	\$15	Actual Cost	Actual Cost	
209	Large - each - 24 x 36	\$17	Actual Cost	Actual Cost	
210	Base Maps - Sheet	\$15	Actual Cost	Actual Cost	
211	Aerial Photos - Sheet	\$17	Actual Cost	Actual Cost	
212	General Plan plus Publication and Postage	\$39	Actual Cost	Actual Cost	
213	Montebello Municipal Code (MMC) plus Publication and Postage	\$26	Actual Cost	Actual Cost	
214	Appeal of Administrative Decision or Planning Commission Action	\$794	Original Application Fee	Original Application Fee	
215	Zoning Verification Letter	\$65	\$195	\$98	
216	General Plan Amendment	\$3,408	\$4,883	\$3,408	
217	Density Overlay - minimum deposit	\$0	\$10,000	\$10,000	
218	Text Code Amendment	\$0	\$5,860	\$2,930	
219	Zone Change	\$3,751	\$6,837	\$3,751	
220	Site Plan Review	\$1,481	\$4,883	\$2,442	
221	Civic Center Review - minimum deposit	\$2,447	\$10,000	\$5,000	
222	Conditional Use Permit - Minor	\$1,734	\$5,469	\$2,735	
223	Conditional Use Permit - Major	\$1,734	\$11,720	\$5,860	
224	Conditional Use Permit - Cannabis - Minimum Deposit	\$1,734	\$10,000	\$5,000	
225	Variance - Minor	\$1,734	\$5,469	\$2,735	
226	Variance - Major - Minimum Deposit	\$1,734	\$10,000	\$5,000	
227	Sign Program - Minimum Deposit	\$1,734	\$10,000	\$5,000	
228	Adult Use Permit - Minimum Deposit	\$2,146	\$10,000	\$5,000	
229	Planned Development Districts	\$1,831	\$19,533	\$9,767	
230	Hillside Plan Review - Minimum Deposit	\$1,751	\$10,000	\$5,000	
231	Parking Management Plan - Minimum Deposit	\$1,628	\$10,000	\$5,000	
232	Mobile Home Review	\$1,692	\$11,720	\$5,860	
233	Tentative Tract / Parcel Maps	\$2,076	\$9,767	\$4,883	
234	Tentative Vesting Tract / Parcel Maps	\$1,628	\$11,720	\$5,860	
235	Lot Line Adjustment / Lot Mergers / Lot Splits / Lot Ties	\$1,628	\$9,767	\$4,883	
	Environmental Fees:				
236	Exemption	\$118	\$6,837	\$3,418	
237	Initial Environmental Study Review - Minimum Deposit	\$1,017	\$10,000	\$10,000	
238	Negative Declaration - Minimum Deposit	\$0	\$15,000	\$15,000	
239	Mitigated Negative Declaration - Minimum Deposit	\$0	\$25,000	\$25,000	
240	Environmental Impact Report - Minimum Deposit	\$0	\$50,000	\$50,000	
241	Mitigation Monitoring Fee - Minimum Deposit	\$0	\$20,000	\$20,000	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Code Enforcement / Planning Fees:				
242	Temporary Use Permit	\$0	\$1,953	\$151	
243	Film Permit	\$448	\$2,930	\$1,465	
244	Fireworks Stand / Seasonal Lot Permit	\$378	\$195	\$195	
	Temporary Sign Fees:				
245	Banners	\$38	\$1,953	\$977	
246	All Others	\$42	\$2,930	\$1,465	
	Planning Inspections				
247	Residential		\$391	\$195	
248	Non-Residential		\$781	\$391	
249	After Hours Inspections (4 hr min + Travel Time) - per hour		\$293	\$147	
250	Business License Review	\$24	\$98	\$49	
251	Courtesy Review		\$4,883	\$2,442	
252	Pre-Application Review		\$781	\$391	
	Public Hearing Notice:				
253	Preparation		\$1,953	\$977	
254	Newspaper		Actual Cost	Actual Cost	
255	Mailing		Actual Cost	Actual Cost	
256	After Hours Application Review - hourly		\$195	\$98	
	Administrative Decision Fee:				
257	Residential		\$1,953	\$977	
258	Non-Residential		\$4,883	\$2,442	
	Solar Plan Review Fee:				
259	Residential	\$24	\$977	\$488	
260	Non-Residential	\$24	\$3,907	\$1,953	
261	Development Agreement - Minimum Deposit		\$10,000		
	Planning Plan Review & Inspection				
262	Residential	\$24	\$781	\$391	
263	Non-Residential	\$24	\$2,930	\$1,465	
264	Technology Fee - per permit / application		\$34	\$34	
265	General Plan Maintenance Fee - % of Building Valuation		1.40% of Valuation	1.40% of Valuation	
	Public Works / Engineering				
266	Administrative Records Research	\$30	\$33	\$33	
267	Appeal of Decision	\$460	\$510	\$510	
268	Change of Address - per address	\$365	\$403	\$403	
269	Minor Changes / Amendments or Revisions to Plans after submittal	\$433	\$469	\$469	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
270	Major Changes / Amendments or Revisions to Plans after submittal	\$433	Original Application Fee	Original Application Fee	
	Copying:				
271	Per 8" x 11"	\$1	\$1	\$1	
272	Parcel or Tract Maps - per sheet	\$9	\$16	\$16	
273	Improvement Plans - per sheet	\$9	\$16	\$16	
274	Curb Drains - Permit & Inspection - per location	\$128	\$140	\$140	
275	Curb or Curb and Gutter - per l.f.	\$128	\$140	\$140	
	Dedication / Vacation:				
276	One Lot	\$1,150	\$1,259	\$1,259	
277	Up to 10,000 SF	\$2,160	\$2,369	\$2,369	
278	10,001+ SF	\$4,320	\$4,738	\$4,738	
	Driveway Approach:				
279	Residential	\$286	\$313	\$313	
280	Commercial	\$286	\$313	\$313	
281	Easement Checking	\$720	\$790	\$790	
282	Encroachment Permit	\$720	\$790	\$790	
283	Engineering Review - hourly	\$125	\$132	\$132	
284	Plan Check - hourly	\$90	\$99	\$99	
285	Fourth Plan Check & Subsequent - each sheet	\$360	\$395	\$395	
	Geotechnical / Geological Report Review:				
286	Plan Review - per report	\$365	\$403	\$403	
287	Report and / or addendum to report - per report	\$360	\$395	\$395	
288	Combination Report - per report	\$720	\$790	\$790	
	Grading Projects:				
	Plan Check:				
289	51-100 CY - Base	\$360	\$395	\$395	
290	Per CY	\$0.60	\$0.66	\$0.66	
291	101-1,000 CY - Base	\$540	\$592	\$592	
292	Per CY	\$0.10	\$0.11	\$0.11	
293	1,001-10,000 CY - Base	\$1,350	\$1,481	\$1,481	
294	Per CY	\$0.07	\$0.08	\$0.08	
295	10,0001-100,000 - Base	\$1,800	\$1,974	\$1,974	
296	Per CY	\$0.05	\$0.05	\$0.05	
297	100,001-500,000 CY	\$5,400	\$5,922	\$5,922	
298	Per CY	\$0.01	\$0.01	\$0.01	
299	500,001+ CY - Base	\$10,800	\$11,845	\$11,845	
300	Per CY	\$0.01	\$0.01	\$0.01	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
	Permit & Inspection:				
301	51-100 CY - Base	\$256	\$280	\$280	
302	Per CY	\$0.60	\$0.66	\$0.66	
303	101-1,000 CY - Base	\$384	\$420	\$420	
304	Per CY	\$0.10	\$0.11	\$0.11	
305	1,001-10,000 CY - Base	\$960	\$1,053	\$1,053	
306	Per CY	\$0.07	\$0.08	\$0.08	
307	10,001-100,000 - Base	\$1,600	\$1,752	\$1,752	
308	Per CY	\$0.05	\$0.05	\$0.05	
309	100,001-500,000 CY	\$5,120	\$5,610	\$5,610	
310	Per CY	\$0.01	\$0.01	\$0.01	
311	500,001+ CY - Base	\$10,240	\$11,228	\$11,228	
312	Per CY	\$0.01	\$0.01	\$0.01	
	Drainage / Parking Lots:				
313	Plan Check	\$540	\$592	\$592	
314	Permit & Inspection	\$256	\$280	\$280	
315	Hydrology Report Review - per report	\$720	\$790	\$790	
316	Inspection - per hour	\$64	\$99	\$99	
317	Inspection - per hour - after hours (min 4 hrs)	\$96	\$99	\$99	
318	Re-inspection fee - per hour	\$96	\$99	\$99	
	Landscaping:				
	Plan Check:				
319	0-15,000 sf	\$420	\$461	\$461	
320	15,000sf - 1 acre	\$600	\$658	\$658	
321	More than 1 Acre	Actual Cost	Actual Cost	Actual Cost	
	Permit & Inspection Fee:				
322	0-15,000 sf	\$256	\$395	\$395	
323	15,000sf - 1 acre	\$512	\$790	\$790	
324	More than 1 Acre	Actual Cost	Actual Cost	Actual Cost	
325	Lane / Street Closure - per day	\$184	\$288	\$288	
326	Lot Line Adjustment	\$1,000	\$1,102	\$1,102	
	Map Analysis				
	Plan Check:				
327	1-5 Lots / Parcels	\$3,880	\$4,261	\$4,261	
328	6-25 Lots / Parcels	\$7,400	\$8,119	\$8,119	
329	26-100 Lots / Parcels	\$10,920	\$11,977	\$11,977	
330	101-150 Lots / Parcels	\$36,300	\$39,812	\$39,812	
331	151+ Lots - per lot	\$50	\$49	\$49	
332	Each subsequent submittal after three plan checks	\$3,380	\$3,702	\$3,702	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
333	Extension of Time for Final Map	\$1,000	\$2,270	\$2,270	
334	Certificate of Compliance	\$1,330	\$1,456	\$1,456	
335	Certificate of Correction	\$1,330	\$1,456	\$1,456	
336	Covenant and Agreement	\$500	\$543	\$543	
337	Miscellaneous Report Review - min 2 hrs - per hr	\$250	\$274	\$274	
338	NPDES Fee	\$500	\$543	\$543	
339	SWPP Plan Check	\$360	\$395	\$395	
340	SWPP Permit & Inspection	\$256	\$395	\$395	
341	Monitoring Well	\$686	\$790	\$790	
342	Parkway Drain	\$466	\$518	\$518	
343	Paving - Permit & Inspection - Base	\$64	\$99	\$99	
344	Paving - per sq. ft.	\$1	\$2	\$2	
	Sewer:				
345	Plan Check - Base	\$360	\$395	\$395	
346	Plan Check - per l.f.	\$1.95	\$2.14	\$2.14	
347	Permit & Inspection - Base	\$192	\$296	\$296	
348	Permit & Inspection - per l.f.	\$0.20	\$0.31	\$0.31	
349	Sewer Structure - Permit & Inspection (min 4 hrs)	\$256	\$395	\$395	
350	Sewer Connection Fee - per l.f.	\$35	\$49	\$49	
351	Sidewalk - Plan Check	\$90	\$99	\$99	
352	Sidewalk - Permit & Inspection - Base	\$90	\$99	\$99	
353	Sidewalk - Permit & Inspection - per sq. ft.	\$0.60	\$0.66	\$0.66	
354	Stockpiling - Plan Check	\$165	\$181	\$181	
355	Stockpiling - Permit & Inspection	\$128	\$197	\$197	
	Storm Drain:				
356	Plan Check - Base	\$360	\$395	\$395	
357	Plan Check - per l.f.	\$3.00	\$3.29	\$3.29	
358	Permit & Inspection - Base	\$320	\$494	\$494	
359	Permit & Inspection - per l.f.	\$3.50	\$5.40	\$5.40	
360	Storm Drain - per drain	\$857	\$938	\$938	
361	Storm Drain Structure - Plan Check (min 2 hrs)	\$186	\$197	\$197	
362	Storm Drain Structure - Permit & Inspection (min 3 hrs)	\$192	\$296	\$296	
	Streets:				
	Plan Check:				
363	1-10,000 SF - base	\$360	\$395	\$395	
364	Per Sq. Ft.	\$0.18	\$0.20	\$0.20	
365	10,001+ SF - Base	\$1,435	\$1,579	\$1,579	
366	Per Sq. Ft.	\$0.05	\$0.05	\$0.05	
367	Permit & Inspection - Base	\$256	\$395	\$395	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
368	Per Sq. Ft.	\$0.10	\$0.15	\$0.15	
369	Street Lighting - Plan Check	\$360	\$395	\$395	
370	Street Lighting - Permit & Inspection	\$128	\$197	\$197	
371	Time Extension	\$500	\$543	\$543	
372	Traffic Control - Plan Check - Initial	\$180	\$197	\$197	
373	Traffic Control Plan Check - subsequent	\$90	\$99	\$99	
	Traffic Study:				
374	Plan Check - 1st submittal	\$2,000	\$2,196	\$2,196	
375	Plan Check - subsequent	\$250	\$271	\$271	
376	Each Letter Report	\$250	\$271	\$271	
377	Traffic & Transportation Issues	\$720	\$790	\$790	
378	Transportation Permit - per trip	\$18	\$25	\$25	
	Utilities:				
379	Plan Check - hourly	\$180	\$197	\$197	
	Permit & Inspection Fee:				
380	0-50 feet	\$121	\$197	\$197	
381	51-250 feet	\$171	\$197	\$197	
382	per l.f.	\$0.55	\$0.85	\$0.85	
383	251-1,000 feet	\$227	\$427	\$427	
384	per l.f.	\$0.45	\$0.69	\$0.69	
385	1,000+ feet	\$578	\$888	\$888	
386	per l.f.	\$0.35	\$0.54	\$0.54	
	Water:				
387	Plan Check	\$180	\$197	\$197	
	Permit & Inspection:				
388	0-50 feet	\$85	\$131	\$131	
389	51-250 feet	\$149	\$230	\$230	
390	per l.f.	\$0.55	\$0.85	\$0.85	
391	251-1,000 feet	\$277	\$427	\$427	
392	per l.f.	\$0.45	\$0.69	\$0.69	
393	1,000+ feet	\$533	\$822	\$822	
394	per l.f.	\$0.35	\$0.54	\$0.54	
395	Commercial Tree Removal	\$0	Actual Cost	Actual Cost	
396	Minor / Temporary Encroachment Permit (e.g. Dumpster or Rolloff Trash	\$0	\$99	\$99	
397	Dumpster Encroachment	\$0	Actual Cost	Actual Cost	
398	On Street Blue Curb Application	\$0	\$197	\$197	
399	On Street Blue Curb Installation	\$0	Actual Cost	Actual Cost	
400	Speed Hump Application	\$0	\$296	\$296	
401	Over-The Counter Plan Review - per hour	\$0	\$99	\$99	

Fee No.	Fee Title	Current Fee	Total Cost Per Unit	Recommended Fee	Council Approved Fee
402	Preferential Parking Application	\$0	\$790	\$790	
Parks and Recreation Fees					
Adult Sports:					
403	Softball & Fast Pitch	\$290	\$1,079	\$320	
404	Basketball	\$290	\$1,009	\$320	
405	Football	\$290	\$1,122	\$320	
406	Volleyball	\$290	\$1,047	\$320	
Youth Sports:					
407	Flag Football	\$50	\$326	\$60	
408	Soccer	\$50	\$224	\$60	
409	Basketball	\$50	\$300	\$60	
410	Cheerleading	\$50	\$198	\$55	
411	Track & Field	\$50	\$164	\$50	
412	T-Ball / Baseball / Softball	\$50	\$253	\$70	
Summer Aquatics:					
413	Rec Swim	\$3	\$6	\$3	
414	Lap Swim	\$3	\$2	\$3	
415	Lessons	\$25	\$36	\$50	
416	Street Banner Hanging:	\$155	\$417	\$190	
CAMPS:					
417	Winter Camp	\$90	\$311	\$100	
418	Summer Camp	\$90	\$269	\$100	
419	Spring Camp	\$90	\$311	\$100	
420	Annual Registration Fee	\$25	\$56	\$25	
EXTENDED CHILD CARE					
421	Full Time Before & Afterschool	\$125	\$406	\$130	
422	Afterschool Only	\$105	\$314	\$110	
423	Annual Registration Fee	\$25	\$56	\$25	
424	Non-Instructional Day Care - per day	\$20	\$73	\$35	
Montebello Playschool Program					
425	Session Fee	\$260	\$1,152	\$275	
426	Material / Registration Fee	\$65	\$71	\$65	
427	Refund Processing Fee	\$25	\$56	\$25	

Fee Category	Total Cost	Current Fees					Recommended Fees					Council Approved Fees				
		Cat I	Cat II	Cat III	Cat IV	Cat V	Cat I	Cat II	Cat III	Cat IV	Cat V	Cat I	Cat II	Cat III	Cat IV	Cat V
Park Rentals																
Open Space - per hour	\$91	\$0	\$3	\$3	\$29	\$47	\$0	\$10	\$15	\$30	\$50					
Open Space with Lights - per hour	\$100	\$0	\$4	\$5	\$43	\$63	\$0	\$20	\$25	\$40	\$60					
Picnic Areas - per day	\$293	\$0	\$20	\$30	\$57	\$83	\$0	\$40	\$60	\$80	\$95					
Bouncer Permit - per permit	\$56	\$0	\$57	\$57	\$57	\$57	\$0	\$55	\$55	\$55	\$55					
Bandshells - per hour	\$64	\$0	\$10	\$20	\$46	\$46	\$0	\$25	\$35	\$60	\$75					
Ballfields - per hour	\$179	\$0	\$3	\$5	\$29	\$47	\$0	\$9	\$18	\$36	\$51					
Ballfields with Lights - per hour	\$189	\$0	\$4	\$5	\$43	\$63	\$0	\$10	\$20	\$50	\$67					
Full Field Prep - per field prep	\$135						\$0	\$30	\$40	\$55	\$65					
Basketball Courts - per hour	\$49	\$0	\$3	\$5	\$35	\$35	\$0	\$9	\$15	\$35	\$40					
Basketball Courts with Lights - per hour	\$49	\$0	\$4	\$5	\$41	\$41	\$0	\$10	\$16	\$41	\$37					
Tennis Courts - per hour	\$49	\$0	\$5	\$10	\$35	\$35	\$0	\$9	\$15	\$24	\$36					
Tennis Courts with Lights - per hour	\$50	\$0	\$5	\$10	\$40	\$40	\$0	\$10	\$16	\$40	\$38					
Monuments - per hour	\$147	\$0	\$83	\$83	\$83	\$83	\$0	\$83	\$83	\$83	\$83					
Gazebo - per hour	\$63	\$0	\$20	\$20	\$20	\$20	\$0	\$15	\$20	\$50	\$65					
Skate Park - per hour	\$166	\$0	\$10	\$20	\$65	\$75	\$0	\$20	\$35	\$65	\$75					
Facility / Community Center Rentals:																
Meeting Rooms - per hour	\$106	\$0	\$5	\$25	\$47	\$75	\$0	\$10	\$15	\$60	\$85					
Pool Rentals:																
0-50 swimmers - per hour	\$295	\$0	\$90	\$110	\$118	\$138	\$0	\$80	\$90	\$100	\$150					
51-100 swimmers - per hour	\$367	\$0	\$130	\$150	\$174	\$194	\$0	\$120	\$130	\$160	\$200					
101-150 swimmers - per hour	\$439	\$0	\$170	\$190	\$237	\$250	\$0	\$160	\$190	\$220	\$260					
151-200 swimmers - per hour	\$511	\$0	\$210	\$230	\$287	\$322	\$0	\$200	\$230	\$270	\$330					
201-250 swimmers - per hour	\$583	\$0	\$250	\$270	\$334	\$354	\$0	\$270	\$290	\$330	\$390					
Hensel Gym Rentals - per hour	\$122	\$0	\$10	\$20	\$50	\$75	\$0	\$15	\$25	\$50	\$80					
Senior Center:																
Downstairs Hall - per hour	\$522	\$0	\$5	\$25	\$78	\$104	\$0	\$35	\$50	\$114	\$137					
South Wing Hall - per hour	\$390	\$0	\$5	\$25	\$88	\$119	\$0	\$35	\$50	\$130	\$162					
Upstairs Hall - per hour	\$653	\$0	\$5	\$25	\$93	\$124	\$0	\$35	\$50	\$136	\$175					
Patio Activity Area - per day	\$193	\$0	\$50	\$80	\$233	\$311	\$0	\$100	\$150	\$250	\$322					
Staff Hourly Rate																
Recreation Leader	\$66	\$0	\$15	\$15	\$15	\$15	\$0	\$16	\$16	\$16	\$16					
Park Ranger	\$76	\$0	\$25	\$25	\$25	\$25	\$0	\$25	\$25	\$25	\$25					

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LILLIAN GUZMAN
CITY OF MONTEBELLO/CITY CLERK
1600 W. BEVERLY BLVD
MONTEBELLO, CA 90640

COPY OF NOTICE

Notice Type: HRG NOTICE OF HEARING
Ad Description: ADOPTION OF COMPREHENSIVE USER FEES STUDY
AND CITY'S SCHEDULE OF FEES AND CHARGES FOR
ITS VARIOUS SERVICES

To the right is a copy of the notice you sent to us for publication in the
MONTEBELLO NEWS. Please read this notice carefully and call us with any
corrections. The Proof of Publication will be filed with the County Clerk, if
required, and mailed to you after the last date below. Publication date(s) for
this notice is (are):

04/19/2018 , 05/03/2018

The charge(s) for this order is as follows. An invoice will be sent after the last
date of publication. If you prepaid this order in full, you will not receive an

Publication	\$352.80
Total	\$352.80

EWA# 3123255

NOTICE OF PUBLIC HEARING CITY OF MONTEBELLO ADOPTION OF COMPREHENSIVE USER FEES STUDY AND CITY'S SCHEDULE OF FEES AND HARGES FOR ITS VARIOUS SERVICES

NOTICE IS HEREBY GIVEN, that a PUBLIC
HEARING will be held at a meeting of the City
Council of the City of Montebello on **May 23,
2018, at 6:30 P.M.**, or as soon thereafter as the
matter may be heard, at the **Montebello City
Hall, 1600 West Beverly Blvd., Montebello, CA
90640**, to receive and consider all evidence,
reports and comments presented at said hearing
relative to the proposed adoption of an update to
the City's **Comprehensive User Fees Study and
City's Schedule of Fees and Charges for its
Various Services**, for which users make a direct
payment proportionate to the services rendered.
All interested persons are notified to attend and
express their opinions on these topics.

As required by Government Code section 66016,
information concerning the estimated cost to the
City for providing the service related to each fee,
and the revenue sources anticipated to fund such
services, is available for review in the City Clerk's
Office, located at 1600 W. Beverly Blvd., City of
Montebello, CA 90640.

Persons interested in addressing the City Council
are invited to attend the public hearing, or submit
written comments to the City Clerk's Office by
mail, or email at: lguzman@cityofmontebello.com.

Communications to the City Council are public
records and will become part of the City's files
and records.

If you challenge the proposed actions in Court,
you may be limited to raising only those issues
you or someone else raised at the public hearing
described in this notice, or in written
correspondence delivered to the City Clerk or City
Council at, or prior to, the public hearing.

Dated: April 16, 2018

/s/ Irma Barajas
City Clerk
City of Montebello
1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200
4/19, 5/3/18

EWA-3123255#
MONTEBELLO NEWS



CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Chair and Members of the Planning Commission

FROM: Andrew G. Pasmant, City Manager

BY: Christopher G. Cardinale, Assistant City Attorney

SUBJECT: Public Hearing – Zoning Code Amendment Establishing a Sensitive Use Buffer Between Residential Zones and Commercial Cannabis Activities; Adding Distribution and Retail Delivery Cannabis Businesses as Conditionally Permitted Uses in M-1 (Light Manufacturing) and M-2 (Heavy Manufacturing) Zoning Districts; and Amendment to Chapter 5.90 of the Montebello Municipal Code

DATE: May 23, 2018

RECOMMENDATION

It is recommended that the City Council conduct a public hearing, and either: (1) adopt a zoning code amendment and a code amendment to Chapter 5.90 of the Municipal Code, relating to cannabis distribution and delivery-only establishments, and imposing a sensitive use buffer from residential zones; or (2) provide staff alternative direction.

BACKGROUND

A. Planning Commission and City Council's Approval of Local Commercial Cannabis Regulations

On February 28, 2018, the City Council approved two ordinances relating to commercial cannabis activities: (1) an ordinance amending Chapter 5.90 of the Montebello Municipal Code, establishing baseline permitting and operating requirements for commercial cannabis cultivation, manufacturing, and testing facilities; and (2) a zoning code amendment making such facilities a conditionally permitted use in the M-1 (Light Manufacturing) and M-2 (Heavy Manufacturing) zoning districts. This City Council approval followed the Planning Commission's consideration and recommendation that the City Council approve the zoning amendment on September 5, 2017.

Among other things, these ordinances established authority for the City Council to receive and review applications from persons interested in operating a cannabis cultivation, manufacturing, or testing establishment in the City, and thereafter to select the most qualified applicants to seek a conditional use permit and a development

agreement with the City. Both a CUP and development agreement are required before any individual commercial cannabis facility may operate, and accordingly the Planning Commission and City Council will have the opportunity to review and comment on each specific proposal.

In addition to other operating and development restrictions, the City's current regulations prohibit cannabis facilities from being located within 600 feet of any school, day care center, or youth center; consistent with the minimum land use regulations required by California law.

B. Solicitation for Applications from Interested Operators

In early March, the City issued a Solicitation for Applications to Operate Commercial Cannabis Facilities in the City ("Solicitation"), and the application period closed on April 18. Prospective applicants submitted various questions about the Solicitation, and staff issued several addendums to the Solicitation; including an extension of the application period. The City received 38 applications, and staff is currently organizing and scoring the applications for subsequent presentation to the City Council. The City Council will consider appointing a consultant to assist the City in this process in a separate item on this evening's agenda.

C. Planning Commission's Consideration of Amendments to the Zoning Code

Following the City Council's last consideration of this issue, there have been several developments.

First, when the City Council approved the zoning code amendment in February, it requested the Planning Commission consider adding a "sensitive use buffer" between cannabis establishments and residential zones; similar to that applicable to schools, youth centers, and day care facilities.

Second, between September 2017 and January 2018, several changes were made to California's Cannabis Laws implicating issues not previously considered by the Planning Commission. Most notably, the Legislature amended California's Cannabis Laws to clarify the licensing categories for commercial cannabis activities, and the Bureau of Cannabis Control enacted regulations pertaining to cannabis activities.

And finally, among the most common questions submitted by potential applications was whether the City allows cannabis "distribution" and "delivery-only" facilities to operate, given the requirement under California law that the City must allow cannabis distributors and delivery services to be operated within public rights-of-way.

In light of these developments and the City Council's direction, a proposed zoning code amendment was presented to the Planning Commission at a public hearing on May 1, 2018. The proposed zoning amendment contemplated three (3) changes to the City's

existing regulations: (1) allowing cannabis distributors to operate in the City; (2) allowing cannabis delivery-only retailers to operate in the City; and (3) establishing a “parcel” buffer between residential zones and cannabis establishments.

After completing the public hearing and considering public comments, the Planning Commission adopted resolutions recommending that the City Council: (1) deny allowing distributors and delivery-only retailers to operate in the City; and (2) adopt a 1000-foot sensitive use buffer from residential zones, schools, day care facilities, youth centers, libraries, playgrounds, parks, and amusement arcade or internet gaming centers.

DISCUSSION

The Planning Commission’s recommendation is now presented to the City Council for consideration. Three (3) proposed ordinances are attached: (1) a zoning code amendment that reflects the Planning Commission’s recommendations (hereinafter “Zoning Amendment 1”); (2) a zoning code amendment that reflects the regulations originally presented to the Planning Commission (“Zoning Amendment 2”); and (3) a minor update to Chapter 5.90 (“Code Amendment”) which is necessary if the City Council proceeds with Zoning Amendment 2.

The following information is provided in efforts to aid the City Council’s decision.

A. Commercial Cannabis Distributors

Referenced above, Zoning Amendment 1 would preclude cannabis “distributors” from physically establishing in the City, while Zoning Amendment 2 would allow cultivation or manufacturing facilities licensed by the City to act as their own “distributor.”

California law defines a cannabis “distributor” as a person that stores and transports or distributes cannabis or cannabis products among other holders of state-issued cannabis licenses. The person must obtain a “distributor” license from the State, and there are two (2) subcategories available: a general “distributor” that purchases, sells, and transports cannabis or cannabis products between licensees; and a “distributor-transport only” that simply transports cannabis between licensees. Distributors are not “retailers,” in that they do not sell or transport cannabis to the “end user” or customer, but rather only transport cannabis between licensed businesses.

Importantly, California law prohibits cities preventing licensed distributors to operate on public rights-of-way within their jurisdiction. Business and Professions Code Section 20680(b) clearly states: “A local jurisdiction shall not prevent transportation of cannabis or cannabis products on public roads by a licensee transporting cannabis or cannabis products in compliance with this division.”

This means that, even if “distributors” are a prohibited land use in Montebello, distributors licensed in other jurisdictions will be able to operate within Montebello. Additionally, a cultivation or manufacturing facility that is licensed by Montebello will

have to contract with an outside “distributor” to transport their goods. This will increase operating costs for cannabis businesses, and these costs will be passed on to consumers in the form of higher prices, and to the City through a lower revenue share.

To avoid this result, and to provide funding for the City’s monitoring of distributors that will be operating in the City regardless, staff recommends that the City Council consider approving Zoning Amendment 2: adding both categories of “distributors” as a permitted land use in M-1 and M-2 zoning districts, provided that any such distributor has also been approved by the City for cultivation, manufacturing, or (as detailed below and if approved by the City Council) delivery-only retailer activities (testing facilities are prohibited from holding any other license).

Under this proposal, distributor-only facilities would continue to be prohibited, but those facilities otherwise licensed for cultivation or manufacturing activities in Montebello will be able to conduct their own distribution activities.

B. Cannabis Delivery-Only Retailer

Similarly, Zoning Amendment 1 would prohibit delivery-only cannabis retailers from physically locating in the City, while Zoning Amendment 2 would allow the activity.

California law defines a cannabis “retailer” as a person engaging in the retail sale or delivery of cannabis or cannabis products to a customer, and there are several subcategories: storefront establishments (e.g. dispensaries), storefront establishments that also offer delivery service; and delivery-only establishments. This last category of retailers – delivery-only establishments – are prohibited from making on-site sales, and their facilities are closed to public access; all sales must be consummated at a physical postal address.

As was the case with “distributors,” California law precludes cities from prohibiting delivery activities occurring on public rights-of-way. Business and Professions Code Section 26090(e) states: “A local jurisdiction shall not prohibit delivery of cannabis or cannabis products on public roads by a licensee acting in compliance with this division and local law...” Thus, while Montebello currently prohibits delivery-only retailers, deliveries will still be made within Montebello’s jurisdictional boundaries.

Because these delivery activities will occur in Montebello regardless of City Council action, staff recommends the City Council consider allowing and regulating the use to generate revenues to offset enforcement costs.

C. Sensitive Use Buffer

As detailed above, the City’s regulations currently require cannabis facilities to be located at least 600 feet from any school, day care facility, or youth center. These regulations are the minimum required by State Law, and the Planning Commission – as reflected in Zoning Amendment 1 – has recommended that the City Council strengthen

these regulations by increasing the buffer to 1000 feet, and adding libraries, playgrounds, parks, and amusement arcade or internet gaming centers to the list of sensitive uses.

Enacting this recommended buffer would reduce the properties available to conduct commercial cannabis activities. In contrast, Zoning Amendment 2 would add a 600-foot buffer from residential zones, providing the Planning Commission and City Council with greater flexibility when considering individual applications for conditional use permits and development agreements.

D. Code Amendment to Chapter 5.90

If the City Council elects to proceed with Zoning Amendment 2, which would allow distribution and delivery-only retailers, staff recommends that the City Council also approve an update to Chapter 5.90. As the Chapter currently reads, delivery and distribution are expressly prohibited, and the changes set forth in the attached ordinance are necessary to be consistent with Zoning Amendment 2.

PUBLIC NOTICE

Notice of this public hearing has been provided as required by law. As of the date of this report, no public comments were submitted.

CEQA

The proposed actions are all exempt from the California Environmental Quality Act ("CEQA"), pursuant to Sections 15060(c)(2) and 15060(c)(3) of the State Guidelines for Implementation of CEQA. The establishment or operation of commercial cannabis activities in the City will be subject to future discretionary action by the Planning Commission and City Council, and accordingly the environmental impacts of the proposed actions are too speculative at this time for meaningful analysis.

SUMMARY

The City Council will consider adopting a zoning code amendment and a code amendment to Chapter 5.90 relating to commercial cannabis activities, and specifically concerning cannabis distribution and delivery-only retailers, and imposing a sensitive use buffer from specified land uses.

ATTACHMENTS

- 1 – Zoning Amendment 1
- 2 – Zoning Amendment 2
- 3 – Code Amendment to Chapter 5.90

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF MONTEBELLO, CALIFORNIA, APPROVING ZONING
CODE AMENDMENT NO. ZC XX-17 PERTAINING TO
SENSITIVE USE BUFFERS FROM COMMERCIAL
CANNABIS FACILITIES**

WHEREAS, the City of Montebello (“City”) is a general law city, incorporated under the laws of the State of California, and has the power to make and enforce with its jurisdictional limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws of the state;

WHEREAS, the Montebello Zoning Code (Title 17 of the Montebello Municipal Code, hereinafter the “Zoning Code”) generally prohibits all land uses in the City that are not expressly listed as a permitted land use, with the list of permitted land uses in the City’s various zoning districts is set forth in Appendix A to the Zoning Code;

WHEREAS, in 1996, California voters approved the Compassionate Use Act (“CUA”), the purpose of which was to ensure that persons needing cannabis for medical purposes have the freedom to use it without fear of criminal prosecution;

WHEREAS, in 2004, the Legislature enacted Senate Bill 420 to enact the “Medical Marijuana Program Act” (“MMP”) to clarify the scope of the CUA and provide qualifying patients and their primary caregivers criminal immunities for the collective or cooperative cultivation of cannabis for medical purposes;

WHEREAS, neither the CUA nor MMP impact cities’ rights to regulate or entirely prohibit the cultivation, manufacture, or distribution of cannabis within their jurisdictions, and accordingly in 2013 the City Council adopted an Ordinance enacting Chapter 9.30 which, among other things, prohibited the cultivation or distribution of medical cannabis within City limits, which was amended and updated by Ordinance No. 2365 adopted on January 28, 2015;

WHEREAS, in October 2015, a citizen-sponsored initiative petition was circulated proposing to legalize medical cannabis cultivation and distribution in the City, and the petition received approximately 3,000 signatures from City residents;

WHEREAS, in 2016, the Legislature approved the “Comprehensive Medical Cannabis Regulation and Safety Act,” enacting a licensing and regulatory scheme for medical cannabis, and thereby further refining and regulating medical cannabis activities;

WHEREAS, on November 8, 2016, California voters approved Proposition 64, the Adult Use of Marijuana Act (the “AUMA”), which became effective immediately and enacted a statutory scheme legalizing, controlling, and regulating the cultivation, processing, manufacture, distribution, testing, and sale of non-medical cannabis and cannabis products for use by adults aged twenty-one (21) and older;

WHEREAS, the AUMA immediately legalized the personal cultivation of up to six (6) cannabis plants upon the grounds of a private residence, and allowed cities to regulate but not prohibit indoor personal cultivation activities, but authorized cities to regulate or prohibit outdoor personal cultivation activities;

WHEREAS, the AUMA's legalization of commercial cannabis activities, including but not limited to the cultivation, manufacture, testing, or sale of cannabis and cannabis products, was stayed pending the State's development of regulations and a permitting scheme which are required to be in place by January 1, 2018, at which point such commercial cannabis activities will be legal in the State of California;

WHEREAS, in anticipation of voters approving the AUMA, and to provide staff time to review regulatory options, on October 26, 2016, the City Council adopted Urgency Ordinance declaring and establishing a temporary moratorium on all commercial cannabis-related activities proposed to be legalized under the AUMA ("Moratorium"), which was extended by the City Council in November 2016;

WHEREAS, following enactment of the AUMA, on January 25, 2017, the City Council adopted Ordinance No. 2393 to regulate and establish a permitting scheme for the indoor personal cultivation of cannabis, and to prohibit the outdoor personal cultivation of cannabis, both as authorized by the AUMA;

WHEREAS, in preparation for implementation of the AUMA, the State has prepared regulations governing commercial cannabis activities and will begin issuing licenses for such activities on or before January 1, 2018, and cities throughout California have been reviewing their existing regulatory schemes and policies to prepare for the prohibition, regulation, or permitting of various commercial cannabis activities authorized by the AUMA;

WHEREAS, the City Council of the City of Montebello is dedicated to regulating the operation of businesses and uses of land in the community in a manner that satisfies the needs and desires of the community, is flexible to changes in State laws and policies, and which identifies and takes advantage of new sources of revenue so that vital public services may be adequately funded;

WHEREAS, over the past decade the State's regulation of medical and commercial cannabis activities has changed significantly, local governments' treatment of medical and commercial cannabis activities has responded in kind, and the City has continually evaluated its regulation of such activities in light of local planning and fiscal goals and objectives, and particularly the desires of the community;

WHEREAS, several cities in Los Angeles County, including those neighboring Montebello, have adopted or are in the process of adopting local ordinances that permit and regulate medical and commercial cannabis activities, and the City's Economic Development Subcommittee has recommended that the City Council revise the City's existing regulations to

address regulatory changes at the State and local levels of government, and to take advantage of potential new local revenue opportunities;

WHEREAS, in light of voter's overwhelming approval of the AUMA, the initiative petitions that have been circulated in Montebello proposing to permit various cannabis-related activities, the State laws and regulations that will impose stringent operating and licensing requirements on cannabis businesses, and the ever-increasing revenue needs of the City, THE City Council has heretofore adopted and approved a zoning code amendment adding cannabis cultivation, manufacturing, and testing facilities as permissible uses in M-1 (Light Manufacturing) and M-2 (Heavy Manufacturing) zoning districts, subject to a conditional use permit and a development agreement, and provided that such establishments are located at least 600 feet from any school, day care facility, or youth center;

WHEREAS, subsequent to the Planning Commission's consideration of commercial cannabis activities, the State has enacted its regulations governing such activities, and the Legislature has further amended California's cannabis laws, such that the City Council requested the Planning Commission consider a zoning code amendment adding "distributors" and "delivery-only retailers" as permissible uses in the City, subject to a development agreement and a conditional use permit, and further that the Planning Commission consider imposing a "parcel buffer" between commercial cannabis establishments and residentially zoned areas;

WHEREAS, the Planning Commission has duly considered this Ordinance and has held a duly notice public hearing thereon, and recommended that the City Council approve the same;

WHEREAS, the City Council has held a duly noticed public hearing concerning this Ordinance, and has considered staff reports, presentations, oral and written testimony, the Planning Commission's recommendation, and such other matters presented during the City Council's consideration of this ordinance, and all other prerequisites to the adoption of this Ordinance have occurred;

WHEREAS, the City Council finds and determines that this ordinance furthers the public health, safety, and general welfare of the community, and the public interest, convenience, and necessity, by identifying permissible zoning districts for the establishment and operation of cannabis facilities, and enacting minimum regulations governing such uses to ensure the consistency of land uses throughout the City; and

WHEREAS, the City Council further finds and declares that this ordinance is necessary and appropriate to ensure commercial cannabis activities are operated in a manner that is compatible with and not detrimental to other land uses in the vicinity, and further that this ordinance is consistent with purposes and goals of the Montebello General Plan, including but not limited to making allowance for a variety of land uses that serve the needs and desires of the community.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals

The City Council for the City of Montebello, based on the entire record before it, finds and declares that the foregoing recitals are true and correct, and incorporates said recitals fully into this Ordinance as substantive findings.

SECTION 2. The title of Chapter 17.71, “Cannabis Cultivation, Manufacturing, and Testing Facilities,” is hereby amended to read “Commercial Cannabis Activities.”

SECTION 3. Section 17.71.010 of Chapter 17.71 is hereby amended as follows:

Section 17.71.010 – Permitted Zones; Distance from sensitive uses.

A. Cannabis cultivation sites, manufacturing sites, and testing laboratories shall be permitted only in Light Manufacturing (M-1) and Heaving Manufacturing (M-2) zones, subject to a development agreement and conditional use permit approved by the City, as described in Chapter 5.90.

B. No premises operating commercial cannabis activities shall be located within a 16000-foot radius of a school providing instruction in kindergarten or any grades 1 through 12, a day care center, or a youth center, a property that is zoned R-A (Residential-Agricultural), R-1 (Single-Family Residential), R-2 (Two-Family Residential), R-3 (Multiple-Family Residential), or R-4 (High Density Residential), playground, recreational facility, amusement arcade or internet gaming center, park, or library, as of the time the development agreement is approved by the City. The distance specified in this subsection shall be the horizontal distance measured in a straight line from the property line of the sensitive use school, day care, or youth center to the closest property line of the lot on which the premises is to be located, without regard to intervening structures.

SECTION 4. CEQA. The City Council, on the basis of the whole record and exercising independent judgment, finds that this the Ordinance is not subject to environmental review pursuant to Sections 15060(c)(2) and 15060(c)(3) of the State Guidelines for Implementation of the California Environmental Quality Act (“CEQA”). Sections 15060(c)(2) and 15060(c)(3) pertain to activities that will not result in a direct or reasonably foreseeable indirect change to the environment and that are not defined as a project under Section 15378. The operation and establishment of a commercial cannabis establishment in the City will be subject to future discretionary approval(s) by the Planning Commission and/or City Council.

SECTION 5. SEVERABILITY. If any section, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Montebello hereby declares that it would have passed this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

SECTION 6. EFFECTIVE DATE. This Ordinance shall become effective thirty (30) days after approval by the City Council.

SECTION 7. PUBLICATION. The City Clerk shall certify to the adoption of this Ordinance causing it to be posted as required by law.

PASSED, APPROVED AND ADOPTED this ____that day of _____, 2018.

Vanessa Delgado, Mayor

APPROVED AS TO FORM:

ATTEST:

Arnold M. Alvarez-Glasman
City Attorney

Irma Bernal-Barajas
City Clerk

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF MONTEBELLO, CALIFORNIA, APPROVING ZONING
CODE AMENDMENT NO. ZC XX-17 PERTAINING TO
CANNABIS DISTRIBUTORS AND DELIVERY-ONLY
RETAILERS, AND ADDING A SENSITIVE USE BUFFER
FROM RESIDENTIAL ZONES**

WHEREAS, the City of Montebello (“City”) is a general law city, incorporated under the laws of the State of California, and has the power to make and enforce with its jurisdictional limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws of the state;

WHEREAS, the Montebello Zoning Code (Title 17 of the Montebello Municipal Code, hereinafter the “Zoning Code”) generally prohibits all land uses in the City that are not expressly listed as a permitted land use, with the list of permitted land uses in the City’s various zoning districts is set forth in Appendix A to the Zoning Code;

WHEREAS, in 1996, California voters approved the Compassionate Use Act (“CUA”), the purpose of which was to ensure that persons needing cannabis for medical purposes have the freedom to use it without fear of criminal prosecution;

WHEREAS, in 2004, the Legislature enacted Senate Bill 420 to enact the “Medical Marijuana Program Act” (“MMP”) to clarify the scope of the CUA and provide qualifying patients and their primary caregivers criminal immunities for the collective or cooperative cultivation of cannabis for medical purposes;

WHEREAS, neither the CUA nor MMP impact cities’ rights to regulate or entirely prohibit the cultivation, manufacture, or distribution of cannabis within their jurisdictions, and accordingly in 2013 the City Council adopted an Ordinance enacting Chapter 9.30 which, among other things, prohibited the cultivation or distribution of medical cannabis within City limits, which was amended and updated by Ordinance No. 2365 adopted on January 28, 2015;

WHEREAS, in October 2015, a citizen-sponsored initiative petition was circulated proposing to legalize medical cannabis cultivation and distribution in the City, and the petition received approximately 3,000 signatures from City residents;

WHEREAS, in 2016, the Legislature approved the “Comprehensive Medical Cannabis Regulation and Safety Act,” enacting a licensing and regulatory scheme for medical cannabis, and thereby further refining and regulating medical cannabis activities;

WHEREAS, on November 8, 2016, California voters approved Proposition 64, the Adult Use of Marijuana Act (the “AUMA”), which became effective immediately and enacted a statutory scheme legalizing, controlling, and regulating the cultivation, processing, manufacture,

distribution, testing, and sale of non-medical cannabis and cannabis products for use by adults aged twenty-one (21) and older;

WHEREAS, the AUMA immediately legalized the personal cultivation of up to six (6) cannabis plants upon the grounds of a private residence, and allowed cities to regulate but not prohibit indoor personal cultivation activities, but authorized cities to regulate or prohibit outdoor personal cultivation activities;

WHEREAS, the AUMA's legalization of commercial cannabis activities, including but not limited to the cultivation, manufacture, testing, or sale of cannabis and cannabis products, was stayed pending the State's development of regulations and a permitting scheme which are required to be in place by January 1, 2018, at which point such commercial cannabis activities will be legal in the State of California;

WHEREAS, in anticipation of voters approving the AUMA, and to provide staff time to review regulatory options, on October 26, 2016, the City Council adopted Urgency Ordinance declaring and establishing a temporary moratorium on all commercial cannabis-related activities proposed to be legalized under the AUMA ("Moratorium"), which was extended by the City Council in November 2016;

WHEREAS, following enactment of the AUMA, on January 25, 2017, the City Council adopted Ordinance No. 2393 to regulate and establish a permitting scheme for the indoor personal cultivation of cannabis, and to prohibit the outdoor personal cultivation of cannabis, both as authorized by the AUMA;

WHEREAS, in preparation for implementation of the AUMA, the State has prepared regulations governing commercial cannabis activities and will begin issuing licenses for such activities on or before January 1, 2018, and cities throughout California have been reviewing their existing regulatory schemes and policies to prepare for the prohibition, regulation, or permitting of various commercial cannabis activities authorized by the AUMA;

WHEREAS, the City Council of the City of Montebello is dedicated to regulating the operation of businesses and uses of land in the community in a manner that satisfies the needs and desires of the community, is flexible to changes in State laws and policies, and which identifies and takes advantage of new sources of revenue so that vital public services may be adequately funded;

WHEREAS, over the past decade the State's regulation of medical and commercial cannabis activities has changed significantly, local governments' treatment of medical and commercial cannabis activities has responded in kind, and the City has continually evaluated its regulation of such activities in light of local planning and fiscal goals and objectives, and particularly the desires of the community;

WHEREAS, several cities in Los Angeles County, including those neighboring Montebello, have adopted or are in the process of adopting local ordinances that permit and regulate medical and commercial cannabis activities, and the City's Economic Development

Subcommittee has recommended that the City Council revise the City's existing regulations to address regulatory changes at the State and local levels of government, and to take advantage of potential new local revenue opportunities;

WHEREAS, in light of voter's overwhelming approval of the AUMA, the initiative petitions that have been circulated in Montebello proposing to permit various cannabis-related activities, the State laws and regulations that will impose stringent operating and licensing requirements on cannabis businesses, and the ever-increasing revenue needs of the City, THE City Council has heretofore adopted and approved a zoning code amendment adding cannabis cultivation, manufacturing, and testing facilities as permissible uses in M-1 (Light Manufacturing) and M-2 (Heavy Manufacturing) zoning districts, subject to a conditional use permit and a development agreement, and provided that such establishments are located at least 600 feet from any school, day care facility, or youth center;

WHEREAS, subsequent to the Planning Commission's consideration of commercial cannabis activities, the State has enacted its regulations governing such activities, and the Legislature has further amended California's cannabis laws, such that the City Council requested the Planning Commission consider a zoning code amendment adding "distributors" and "delivery-only retailers" as permissible uses in the City, subject to a development agreement and a conditional use permit, and further that the Planning Commission consider imposing a "parcel buffer" between commercial cannabis establishments and residentially zoned areas;

WHEREAS, the Planning Commission has duly considered this Ordinance and has held a duly notice public hearing thereon, and its recommendation has been forwarded to the City Council for consideration;

WHEREAS, the City Council has held a duly noticed public hearing concerning this Ordinance, and has considered staff reports, presentations, oral and written testimony, the Planning Commission's recommendation, and such other matters presented during the City Council's consideration of this ordinance, and all other prerequisites to the adoption of this Ordinance have occurred;

WHEREAS, the City Council finds and determines that this ordinance furthers the public health, safety, and general welfare of the community, and the public interest, convenience, and necessity, by identifying permissible zoning districts for the establishment and operation of cannabis facilities, and enacting minimum regulations governing such uses to ensure the consistency of land uses throughout the City; and

WHEREAS, the City Council further finds and declares that this ordinance is necessary and appropriate to ensure commercial cannabis activities are operated in a manner that is compatible with and not detrimental to other land uses in the vicinity, and further that this ordinance is consistent with purposes and goals of the Montebello General Plan, including but not limited to making allowance for a variety of land uses that serve the needs and desires of the community.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO
DOES ORDAIN AS FOLLOWS:**

SECTION 1. Incorporation of Recitals

The City Council for the City of Montebello, based on the entire record before it, finds and declares that the foregoing recitals are true and correct, and incorporates said recitals fully into this Ordinance as substantive findings.

SECTION 2. Section 17.71.010 of Chapter 17.71 is hereby amended as follows:

Section 17.71.010 – Permitted Zones; Distance from sensitive uses.

A. Cannabis cultivation sites, manufacturing sites, testing laboratories, distributors, and delivery-only retailers shall be permitted only in Light Manufacturing (M-1) and Heaving Manufacturing (M-2) zones, subject to a development agreement and conditional use permit approved by the City, as described in Chapter 5.90.

B. No premises operating commercial cannabis activities shall be located within a 600-foot radius of a school providing instruction in kindergarten or any grades 1 through 12, a day care center, ~~or a youth center, or a property that is zoned R-A (Residential-Agricultural), R-1 (Single-Family Residential), R-2 (Two-Family Residential), R-3 (Multiple-Family Residential), or R-4 (High Density Residential), as of the time the development agreement is approved by the City.~~ The distance specified in this subsection shall be the horizontal distance measured in a straight line from the property line of the school, day care, ~~or youth center, or residentially zoned parcel~~ to the closest property line of the lot on which the premises is to be located, without regard to intervening structures.

SECTION 4. Appendix A – Index of Primary Uses, of Title 17, “Zoning,” of the Montebello Municipal Code, is hereby amended to add “cannabis cultivation sites,” “cannabis manufacturing sites,” “cannabis testing laboratory,” and footnote 63 to Appendix A, as follows:

[illegible]

Footnotes for Appendix A:

63. Establishment of a cannabis cultivation site, cannabis manufacturing site, ~~or~~ cannabis testing laboratory, cannabis distributor, or cannabis delivery-only retailer, or any combination of the foregoing, is subject to the approval of a development agreement by the city, a conditional use permit, and the provisions of Chapter 5.90 and Title 17.

64. Cannabis distributors shall only be allowed by operators of a cultivation site, cannabis manufacturing site, cannabis testing laboratory (unless prohibited by state law), or delivery-only retailer that has been approved by the City pursuant to this Title and Chapter 5.90. No establishments engaging exclusively in distribution activities shall be permitted.

SECTION 5. CEQA. The City Council, on the basis of the whole record and exercising independent judgment, finds that this the Ordinance is not subject to environmental review pursuant to Sections 15060(c)(2) and 15060(c)(3) of the State Guidelines for Implementation of the California Environmental Quality Act (“CEQA”). Sections 15060(c)(2) and 15060(c)(3) pertain to activities that will not result in a direct or reasonably foreseeable indirect change to the environment and that are not defined as a project under Section 15378. The operation and establishment of a commercial cannabis establishment in the City will be subject to future discretionary approval(s) by the Planning Commission and/or City Council.

SECTION 6. SEVERABILITY. If any section, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Montebello hereby declares that it would have passed this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

SECTION 7. EFFECTIVE DATE. This Ordinance shall become effective thirty (30) days after approval by the City Council.

SECTION 8. PUBLICATION. The City Clerk shall certify to the adoption of this Ordinance causing it to be posted as required by law.

PASSED, APPROVED AND ADOPTED this ____that day of _____, 2018.

Vanessa Delgado, Mayor

APPROVED AS TO FORM:

ATTEST:

Arnold M. Alvarez-Glasman
City Attorney

Irma Bernal-Barajas
City Clerk

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF MONTEBELLO, CALIFORNIA, AMENDING
CHAPTER 5.90 OF THE MONTEBELLO MUNICIPAL
CODE PERTAINING TO COMMERCIAL CANNABIS
ACTIVITIES**

WHEREAS, the City of Montebello (“City”) is a general law city, incorporated under the laws of the State of California, with the power to make and enforce within its jurisdictional limits all local, police, sanitary, land use, and other ordinances and regulations not in conflict with general laws of the state;

WHEREAS, in 1996, California voters approved the Compassionate Use Act (“CUA”), the purpose of which was to ensure that persons needing cannabis for medical purposes have the freedom to use it without fear of criminal prosecution;

WHEREAS, in 2004, the Legislature enacted Senate Bill 420 to enact the “Medical Marijuana Program Act” (“MMP”) to clarify the scope of the CUA and provide qualifying patients and their primary caregivers criminal immunities for the collective or cooperative cultivation of cannabis for medical purposes;

WHEREAS, neither the CUA nor MMP impact cities’ rights to regulate or entirely prohibit the cultivation, manufacture, or distribution of cannabis within their jurisdictions, and accordingly in 2013 the City Council adopted an Ordinance enacting Chapter 9.30 which, among other things, prohibited the cultivation or distribution of medical cannabis within City limits, which was amended and updated by Ordinance No. 2365 adopted on January 28, 2015;

WHEREAS, in October 2015, a citizen-sponsored initiative petition was circulated proposing to legalize medical cannabis cultivation and distribution in the City, and the petition received approximately 3,000 signatures from City residents;

WHEREAS, in 2016, the Legislature approved the “Comprehensive Medical Cannabis Regulation and Safety Act,” enacting a licensing and regulatory scheme for medical cannabis, and thereby further refining and regulating medical cannabis activities;

WHEREAS, on November 8, 2016, California voters approved Proposition 64, the “Adult Use of Marijuana Act (the “AUMA”), which became effective immediately and enacted a statutory scheme legalizing, controlling, and regulating the cultivation, processing, manufacture, distribution, testing, and sale of non-medical cannabis and cannabis products for use by adults aged twenty-one (21) and older;

WHEREAS, the AUMA immediately legalized the personal cultivation of up to six (6) cannabis plants upon the grounds of a private residence, and allowed cities to regulate but not prohibit indoor personal cultivation activities, but authorized cities to regulate or prohibit outdoor personal cultivation activities;

WHEREAS, the AUMA's legalization of commercial cannabis activities, including but not limited to the cultivation, manufacture, testing, or sale of cannabis and cannabis products, was stayed pending the State's development of regulations and a permitting scheme which are required to be in place by January 1, 2018, at which point such commercial cannabis activities will be legal in the State of California;

WHEREAS, in anticipation of voters approving the AUMA, and to provide staff time to review regulatory options, on October 26, 2016, the City Council adopted Urgency Ordinance declaring and establishing a temporary moratorium on all commercial cannabis-related activities proposed to be legalized under the AUMA ("Moratorium"), which was extended by the City Council in November 2016;

WHEREAS, following enactment of the AUMA, on January 25, 2017, the City Council adopted Ordinance No. 2393 to regulate and establish a permitting scheme for the indoor personal cultivation of cannabis, and to prohibit the outdoor personal cultivation of cannabis, both as authorized by the AUMA;

WHEREAS, in preparation for implementation of the AUMA, the State has prepared regulations governing commercial cannabis activities and will begin issuing licenses for such activities on or before January 1, 2018, and cities throughout California have been reviewing their existing regulatory schemes and policies to prepare for the prohibition, regulation, or permitting of various commercial cannabis activities authorized by the AUMA;

WHEREAS, the City Council of the City of Montebello is dedicated to regulating the operation of businesses and uses of land in the community in a manner that satisfies the needs and desires of the community, is flexible to changes in State laws and policies, and which identifies and takes advantage of new sources of revenue so that vital public services may be adequately funded;

WHEREAS, over the past decade the State's regulation of medical and commercial cannabis activities has changed significantly, local governments' treatment of medical and commercial cannabis activities has responded in kind, and the City has continually evaluated its regulation of such activities in light of local planning and fiscal goals and objectives, and particularly the desires of the community;

WHEREAS, several cities in Los Angeles County, including those neighboring Montebello, have adopted or are in the process of adopting local ordinances that permit and regulate commercial cannabis activities, and the City's Economic Development Subcommittee has recommended that the City Council revise the City's existing regulations to address regulatory changes at the State and local levels of government, and to take advantage of potential new local revenue opportunities;

WHEREAS, in light of voter's overwhelming approval of the AUMA, the initiative petitions that have been circulated in Montebello proposing to permit various cannabis-related activities, the State laws and regulations that will impose stringent operating and licensing

requirements on cannabis businesses, and the ever-increasing revenue needs of the City, the City Council of the City of Montebello has determined that it is prudent and desirable to allow certain cannabis-related activities and businesses to operate in the City, provided that the location and manner of such activities and businesses is be subject to stringent local regulation; and

WHEREAS, accordingly the City Council of the City of Montebello desires to adopt this Ordinance to accomplish the above-described purposes, and in so doing finds and declares that this Ordinance constitutes a valid exercise of police power in accordance with Article 11, Section 7 of the California Constitution, is consistent with the language and intent of the AUMA, and furthers the health, safety, and general welfare of the residents of the City of Montebello.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals

The City Council for the City of Montebello finds and declares that the foregoing recitals are true and correct, and incorporates said recitals fully into this Ordinance as substantive findings.

SECTION 2. The title of Chapter 5.90, “Cannabis Cultivation, Manufacturing, and Testing,” of the Montebello Municipal Code, is hereby replaced with the following: “Commercial Cannabis Activities.”

SECTION 3. Section 5.90.010, “Definitions,” of Chapter 5.90, “Commercial Cannabis Activities,” of the Montebello Municipal Code, is hereby amended as follows:

Section 5.90.010 Definitions

For purposes of this chapter, the following definitions shall apply:

“Act” shall mean the California Medical and Adult-Use Cannabis Regulation and Safety Act, as in Business & Professions Code section 26000 *et seq.*

“Applicant” shall mean and refer to a person applying for a development agreement pursuant to this chapter.

“Bureau” shall have the same meaning as in Section 26001(e) of the Business and Professions Code, as the same may be amended from time to time.

“Cannabis” shall have the same meaning as in subsection (f) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Cannabis accessories” shall have the same meaning as in subsection (g) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Cannabis concentrate” as used in this chapter shall have the same meaning as in subsection (h) of Section 26001 of the Business and Professions Code.

“Cannabis products” as used in this chapter shall have the same meaning as in subsection (i) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Commercial cannabis activity” shall have the same meaning as in subsection (k) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time, as the same may be amended from time to time.

“Cultivation” shall have the same meaning as in of subsection (l) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Cultivation site” as used in this chapter shall have the same meaning as in subsection (m) of Business and Professions Code section 26001, as the same may be amended from time to time.

“Customer” as used in this chapter shall have the same meaning as in subsection (n) of Business and Professions Code section 26000, as the same may be amended from time to time.

“Day care center” as used in this chapter shall have the same meaning as in subsection (o) of Business & Professions Code section 26001, as the same may be amended from time to time.

“Development agreement” as used in this chapter shall mean the agreement entered into between a person and the City authorizing said person to engage in commercial cannabis activity within the City’s jurisdictional boundaries.

“Delivery” shall have the same meaning as set forth in subsection (p) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Delivery-only retailer” shall mean a person that has been issued a Type 9 Non-Storefront Retailer license from the Bureau to conduct retail cannabis sales exclusively by delivery, as defined in Business and Professions Code section 26001(p).

“Distribution” shall have the same meaning as in subsection (j) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Distributor” shall have the same meaning as in subsection (a)(2) of Section 26070 of the Business and Professions Code, as the same may be amended from time to time.

“License” shall have the same meaning as in subsection (y) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Licensee” shall have the same meaning as in subsection (z) of Business and Professions Code section 26000, as the same may be amended from time to time.

“Manufacture” shall have the same meaning as in subsection (ag) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Manufacturer” shall have the same meaning as in subsection (ah) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Manufacture site” shall mean a location where a person conducts the production, preparation, propagation, or compounding of cannabis or cannabis products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis at a fixed location that packages or repackages cannabis or cannabis products or labels or relabels its container.

“Microbusiness” shall have the same meaning as in subsection (a)(3)(A) of Section 26070 of the Business and Professions Code, as the same may be amended from time to time.

“Operation” or “operate” shall have the same meaning as in subsection (ak) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Owner” as used in this chapter shall have the same meaning as in subsection (al) of Business and Professions Code section 26001, as the same may be amended from time to time.

“Permittee” shall mean a person that has entered into a development agreement with the City authorizing said person to engage in commercial cannabis within the City’s jurisdictional boundaries.

“Person” shall have the same meaning as in subsection (an) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Premises” shall have the same meaning as in subsection (ap) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Purchaser” shall have the same meaning as in subsection (ar) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Regulations” shall mean the regulations in the California Code of Regulations (Title 16, Div. 24) to implement, interpret, and make specific the Act, and providing licensing and enforcement criteria for commercial cannabis businesses in California.

“Retailer” or “retail” shall have the same meaning as in subsection (a)(1) of Section 26070 of the Business and Professions Code, as the same may be amended from time to time.

“Sell,” “sale,” and “to sell” shall have the same meaning as in subsection (as) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Testing laboratory” shall have the same meaning as in subsection (at) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

“Youth Center” as used in this chapter shall have the same meaning as in subsection (av) of Section 26001 of the Business and Professions Code, as the same may be amended from time to time.

SECTION 4. Section 5.90.020, “Commercial Cannabis Activities Prohibited; Exceptions,” of Chapter 5.90, “Commercial Cannabis Activities,” of the Montebello Municipal Code, is hereby amended as follows:

Section 5.90.020 Commercial Cannabis Activities Prohibited; Exceptions

A. It shall be unlawful for any person to operate, cause, allow, assist, participate in, engage in, or in any way conduct any commercial cannabis activity within the City, including but not limited to the cultivation, delivery, distribution, manufacture, testing, transport, retail, microbusiness, purchase, sale, testing, distribution, giving away, or otherwise transferring of cannabis or cannabis products, or any other activities for which a license is available under the Act or the Regulations.

B. The prohibitions of subsection (A) shall not apply to the following persons, provided said person operates the specified activity in strict accordance with state law and this Code: (1) a clinic, licensed pursuant to Chapter 1 of Division 2 of the Health and Safety Code; (2) health care facility, licensed pursuant to Chapter 2 of Division 2 of the Health and Safety Code; (3) a residential care facility for persons with chronic life-threatening illness, licensed pursuant to Chapter 3.01 of Division 2 of the Health and Safety Code; (3) a residential care facility for the elderly, licensed pursuant to Chapter 3.2 of Division 2 of the Health and Safety Code; (4) a residential hospice or home health agency, licensed pursuant to Chapter 8 of the Health and Safety Code; (5) personal indoor cultivation in compliance with Chapter 9.60 of this Code; (6) a licensee’s transportation or delivery of cannabis or cannabis products on public roads pursuant to subsection (b) of Section 26080 or subsection (e) of Section 26090 of the Business and Professions Code, as the same may be amended from time to time, provided the licensee is permitted or approved to operate by the local jurisdiction in which the licensee’s facilities are physically located; ~~or~~ (7) a permittee authorized to engage in cultivation, manufacturing, or delivery-only retailer activities under this Chapter, that also engages in distribution activities related to their business; or (8) a permittee under this chapter, provided that said person has entered into a development agreement with the City, has

been granted a conditional use permit pursuant to Chapter 17.70, has been issued the requisite license from the Bureau, and otherwise complies, at all times, with the provisions of this Code.

SECTION 5. The title of Section 5.90.040, “Cannabis Cultivation, Manufacturing, and Testing Facilities,” Chapter 5.90, “Commercial Cannabis Activities,” of the Montebello Municipal Code, is hereby amended as follows: “Cannabis Cultivation, Manufacturing, **Distribution, Delivery-Only,** and Testing Facilities.”

SECTION 6. Section 5.90.040, “Cannabis Cultivation, Manufacturing, **Distribution, Delivery-Only,** and Testing Facilities” of Chapter 5.90, “Commercial Cannabis Activities,” of the Montebello Municipal Code, is hereby amended as follows:

Section 5.90.040 Cannabis Cultivation, Manufacturing, Distribution, Delivery-Only, and Testing Facilities

A. No person shall operate a cultivation site, manufacturing site, delivery-only retailer site, distribution site, or testing laboratory in the City, or otherwise engage in the cultivation, manufacture, delivery, distribution, or testing of cannabis or cannabis products, for profit or otherwise, except in strict accordance with this chapter, the terms and conditions of the development agreement, any conditions of approval specified in the conditional use permit, and other applicable provisions of this Code.

B. The effectiveness of any provision in this Chapter that provides for the operation of specified commercial cannabis activities in the City is conditioned upon the City Council’s adoption of an amendment to Title 17 of this Code adding cannabis cultivation sites, manufacturing sites, delivery-only retailer site, distribution site, and/or testing laboratories, as applicable, as an authorized land use in the City.

SECTION 7. Section 5.90.050, “**Application Requirements; Development Agreement and Conditional Use Permit Required**” of Chapter 5.90, “Commercial Cannabis Activities,” of the Montebello Municipal Code, is hereby amended as follows:

Section 5.90.050 Application Requirements; Development Agreement and Conditional Use Permit Required

A. The City Council may, in its sole discretion, approve and direct the issuance of a notice inviting applications, a request for applications, or similar solicitation inviting persons interested in operating commercial cannabis activities in the City to submit an application for a development agreement.

B. Whether to issue a solicitation for applications, the manner of accepting applications, the manner of application review, and whether to approve or deny any such application shall be subject to the sole and absolute discretion of the City Council. The criteria utilized in evaluating or scoring any application for a development agreement shall be that specified in this chapter, elsewhere in this code, or in the solicitation for

applications issued by the City Council. Subject to the discretion of the City Council, the solicitation may include provisions pertaining to: the information required to be submitted by applicants, including but not limited to the application information specified in the Regulations for a license from the Bureau; the City's application review, vetting, and approval processes; the review and scoring criteria that will be utilized by the City in distinguishing among applicants; applicant background checks and verification requirements; conditions of approval; security features and requirements; operating guidelines, standards, limitations, and requirements; site improvement obligations; maintenance requirements; book, accounting, and record keeping requirements; and/or a draft development agreement.

C. A development agreement approved by the City Council is required before any person operates a cultivation site, manufacturing site, distribution site, delivery-only retailer site, or testing laboratory in the City. Said development agreement shall set forth the terms and conditions under which the commercial cannabis activities may be operated, in addition to the terms and conditions otherwise set forth in this Chapter or elsewhere in this Code. Subject to the agreement of any permittee and approval of the City Council, such additional terms and conditions of the development agreement may include, but are not limited to, public outreach and education requirements, community service requirements, the payment of mutually agreeable fees and charges, development and operating plans (including site plan, floor plan, and elevations), security measures, operating standards and procedures, site location and design standards, and such other terms and conditions as may be agreed upon by a permittee and the City Council, as well as those that the City Council deems necessary to protect and promote the public health, safety, and welfare of the community.

D. In addition to a development agreement, no person shall operate a cultivation site, manufacturing site, distribution site, delivery-only retailer site, or testing laboratory unless and until a conditional use permit therefor has been approved by the Planning Commission or City Council, as applicable, in accordance with Chapter 17.70 of this Code. The application process for the conditional use permit shall be the same as is generally applicable to conditional use permits in the City, provided that a development agreement between the permittee and the City shall be a condition precedent to approving a conditional use permit.

E. Nothing in this chapter is intended or shall be construed as requiring the City Council to approve or any development agreements or to otherwise allow commercial cannabis activities in the City. No application for a development agreement will be accepted except during the times specified by the City Council in a solicitation for applications. The City Council's solicitation for, review of, and approval of any application for a development agreement is discretionary, and nothing in this chapter is intended or shall be interpreted as rendering commercial cannabis activities a "by-right" land use in the City.

SECTION 8. The title of Section 5.90.060, “Permitted Zones and Locations; Outdoor Activities Prohibited,” of Chapter 5.90, “Commercial Cannabis Activities,” of the Montebello Municipal Code, is hereby amended as follows: “Permitted Zones **and** Locations; ~~Outdoor~~ **Activities** Prohibited.”

SECTION 9. Section 5.90.060, “Permitted Zones **and** Locations; **Activities** Prohibited,” of Chapter 5.90, “Commercial Cannabis Activities,” of the Montebello Municipal Code, is hereby amended as follows:

Section 5.90.060 Permitted Zones and Locations; Activities Prohibited

A. No commercial cannabis activities shall be permitted in the City except in the zones and locations authorized by Title 17, and except upon the specific premises identified in a permittee’s development agreement and conductional use permit.

B. No commercial cannabis activities shall be operated except within a fully enclosed and permanent building. For purposes of this section, the phrase “fully enclosed and permanent building” shall mean a structure having a roof that is enclosed on all sides and is intended and has a useful life appropriate for long-term use, as contrasted with a “temporary building” that is not designed or intended to be permanently located, placed, or affixed to the premises.

C. Delivery-only retailer establishments shall be closed to the public and shall conduct retailer cannabis sales exclusively by delivery. No distribution facility shall be physically located in the City, unless the distribution facility is established and operated in conjunction with a cannabis cultivation, manufacturing, or delivery-only retailer site permitted under this chapter.

SECTION 10. CEQA. The City Council, on the basis of the whole record and exercising independent judgment, finds that this Ordinance is not subject to environmental review pursuant to Sections 15060(c)(2) and 15060(c)(3) of the State Guidelines for Implementation of the California Environmental Quality Act (CEQA). Sections 15060(c)(2) and 15060(c)(3) pertain to activities that will not result in a direct or reasonably foreseeable indirect change to the environment and that are not defined as a project under Section 15378. Each of the actions or activities authorized by this Ordinance are subject to future and speculative discretionary actions of the City Council, and according environmental review of any resulting impacts is premature.

SECTION 11. INCORPORATION. Except to the extent Chapter 5.90 of the Municipal Code is expressly amended by this Ordinance, the remainder of Chapter 5.90 shall remain in full force and effect.

SECTION 12. SEVERABILITY. If any section, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall

not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Montebello hereby declares that it would have passed this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

SECTION 13. EFFECTIVE DATE. This Ordinance shall become effective thirty (30) days after approval by the City Council.

SECTION 14. PUBLICATION. The City Clerk shall certify to the adoption of this Ordinance causing it to be posted as required by law.

PASSED, APPROVED AND ADOPTED this __th day of May, 2018.

Vanessa Delgado, Mayor

APPROVED AS TO FORM:

ATTEST:

Arnold M. Alvarez-Glasman
City Attorney

Irma Bernal-Barajas
City Clerk

CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Chair and Members of the Planning Commission

FROM: Andrew Pasmant, City Manager

BY: Christopher G. Cardinale, Assistant City Attorney

SUBJECT: Consideration of Retaining Consultant to Assisting in the Processing and Scoring of Commercial Cannabis Applications

DATE: May 23 2018

RECOMMENDATION

It is recommended that the City Council review the proposals received in response to Request for Proposals No. 18-48 seeking Professional Services to Review Applications to Operate Commercial Cannabis Activities in the City (the "RFP"), and select a contractor or provide staff alternative direction.

DISCUSSION

On March 5, 2018, the City issued a Solicitation for Applications to Operate Commercial Cannabis Activities in the City, and the application period closed on April 18, 2018. Consistent with past City Council direction, staff is commencing the process of organizing, reviewing, and scoring each of the 38 applications received.

During past meetings City Administration has advised the City Council that, in light of staffing shortages among all City Departments, and particularly in the Community Development and Planning Departments, timely reviewing, scoring, and responding to the applications will be difficult. This is particularly true given the complex nature of the subject matter, and the existing day-to-day job responsibilities of staff.

For this reason, the City issued the RFP on May 10, 2018, seeking professional consultants to provide RFP review and scoring services to the City. In order to keep the process moving forward in a timely manner, and because a month has already lapsed since the application period closed, responses to the RFP are due on May 21, 2018.

Accordingly, the responses are not available as of the writing of this report. A supplemental report summarizing the proposals and staff's recommendation will be issued in advance of the City Council meeting.

FISCAL IMPACT

The fiscal impact of hiring a consultant is unknown at this time, and will be made available once proposals have been received and reviewed. That said, staff anticipates any costs to be offset by application fee revenue.

RECOMMENDATION

Staff recommends that the City Council review the proposals received in response to the RFP once circulated, and retain a qualified contract to assist the City in reviewing and scoring applications to operate commercial cannabis activities.

SUMMARY

The City Council will consider retaining a consultant to review and score applications to operate commercial cannabis activities in the City.

CITY OF MONTEBELLO

JOINT CITY COUNCIL AND SUCCESSOR AGENCY/AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council
Honorable Chair and Members of the Successor Agency

FROM: Andrew G. Pasmant, Acting City Manager / Executive Director

BY: Danilo Batson, Assistant City Manager / Director of Public Works

SUBJECT: PURCHASE OF VACANT PROPERTIES

DATE: May 23, 2018

RECOMMENDATION

To follow.

SUMMARY

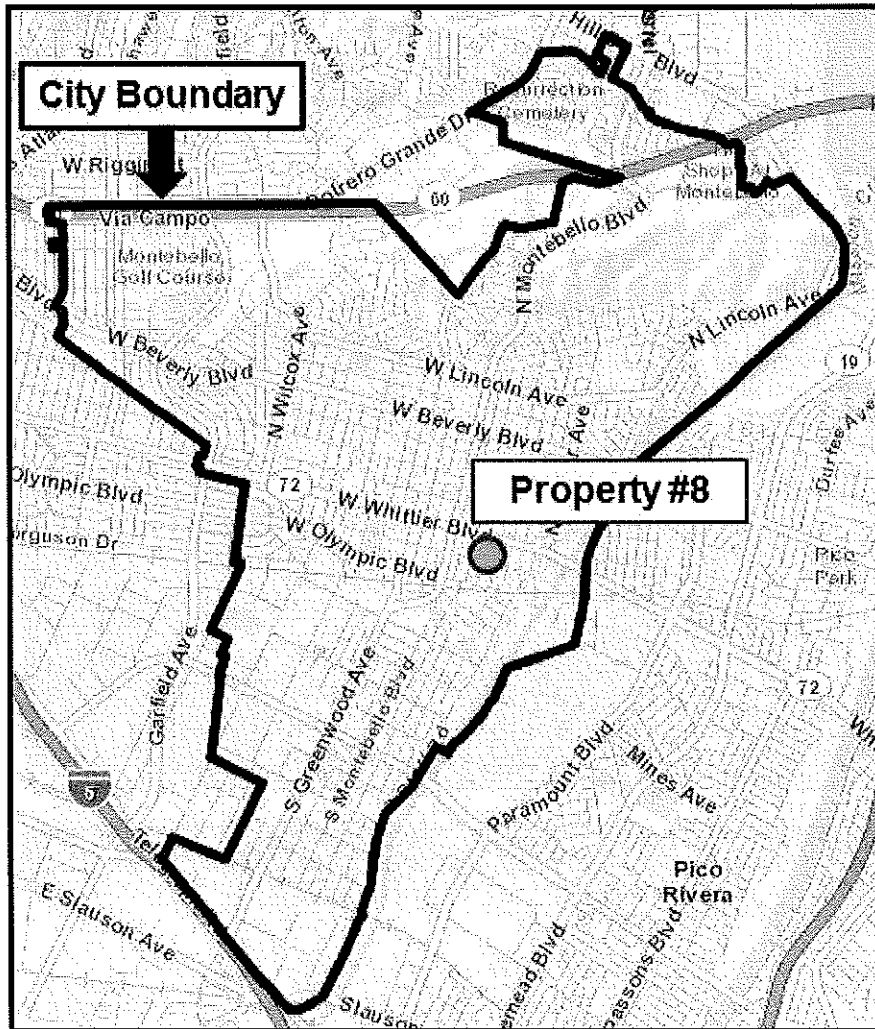
This report is being presented as a place holder, to report out of Closed Session the decision of the City Council and/or Successor Agency. In question, is whether the City should purchase the subject properties described at 701-705 West Whittier Blvd. and 121 S. 6th Street from the Successor Agency, and if so, on what terms.

The description of the two properties is attached, as they appear in the Successor Agency's Long Range Property Management Plan

ATTACHMENTS

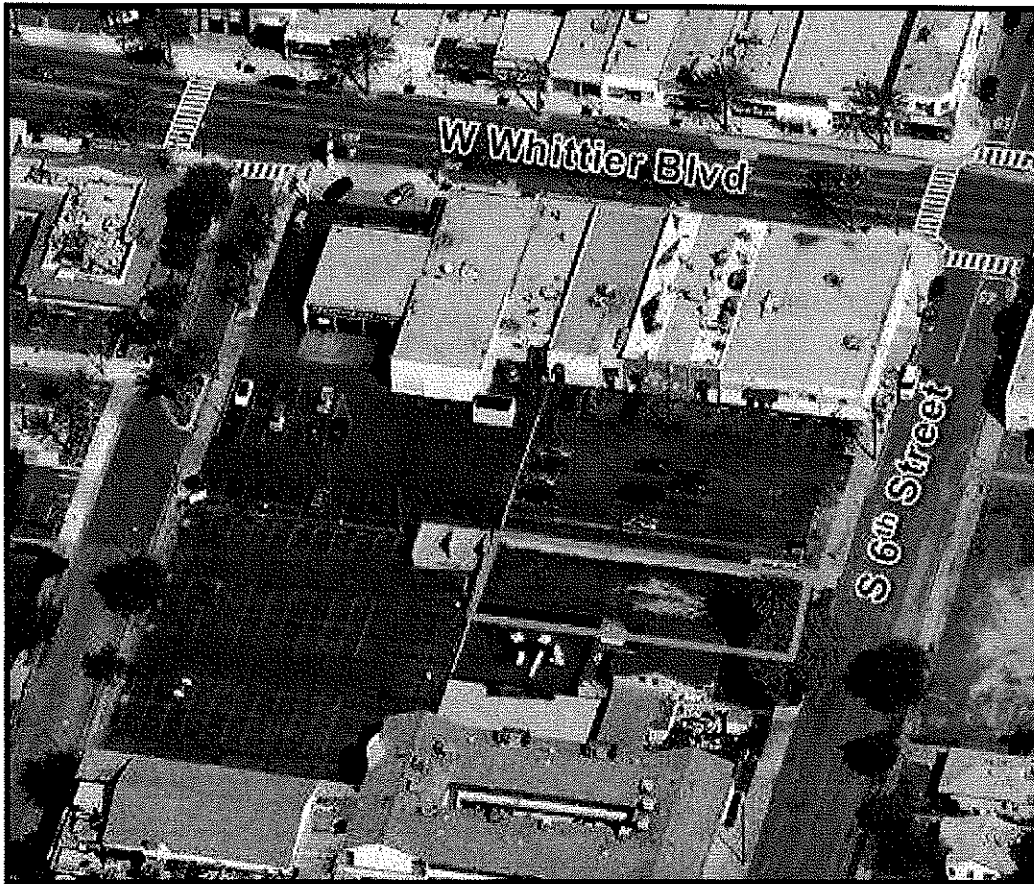
Description of Properties

Property #5: 121 South 6th Street



Parcel Data – Property #5

Address	121 South 6 th Street
APN	6349-006-900
Lot Size	6,050 square feet
Use	Vacant lot
Zoning	C-2 (General Commercial)
Current Title	City of Montebello Successor Agency



Acquisition & Valuation Information – Property #5

Purchase Date	11/26/08
Purchase Price	\$310,000
Funding Source	Tax increment
Purpose	Parking for other support of nearby housing and commercial development
Estimate of Current Value	\$135,000
Method of Valuation	Comparable sales evaluation

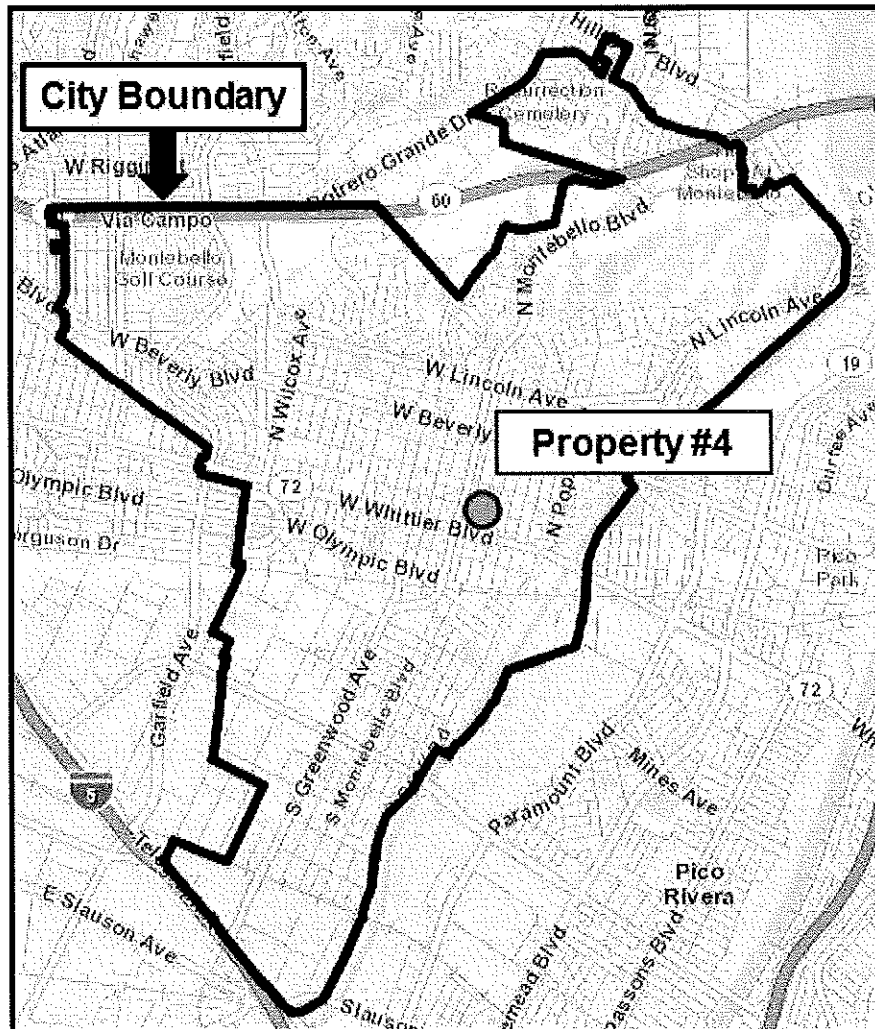
Revenues Generated by Property & Contractual Requirements – Property #5

None	There are currently no revenues generated by this property, and there are no contractual requirements related to this property.
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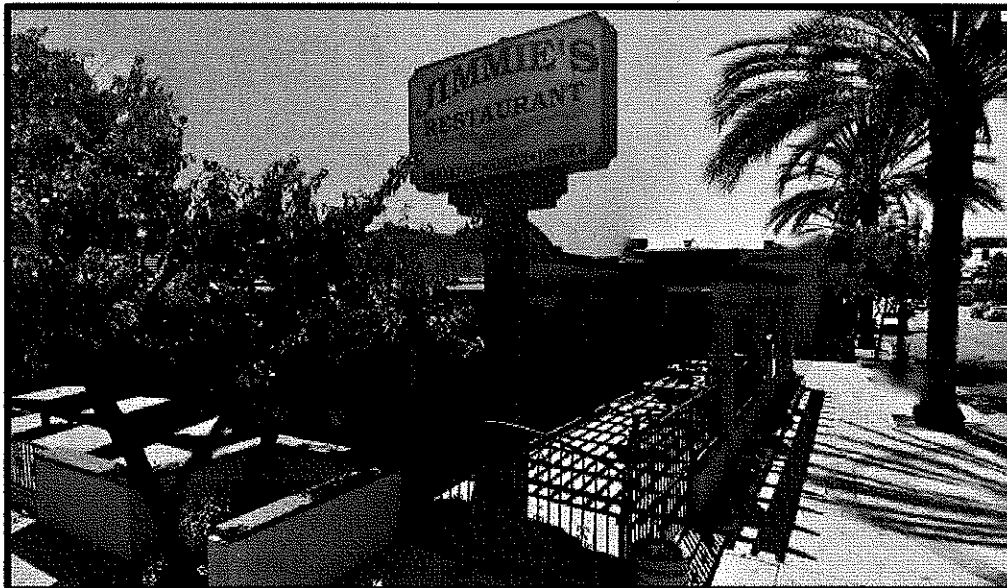
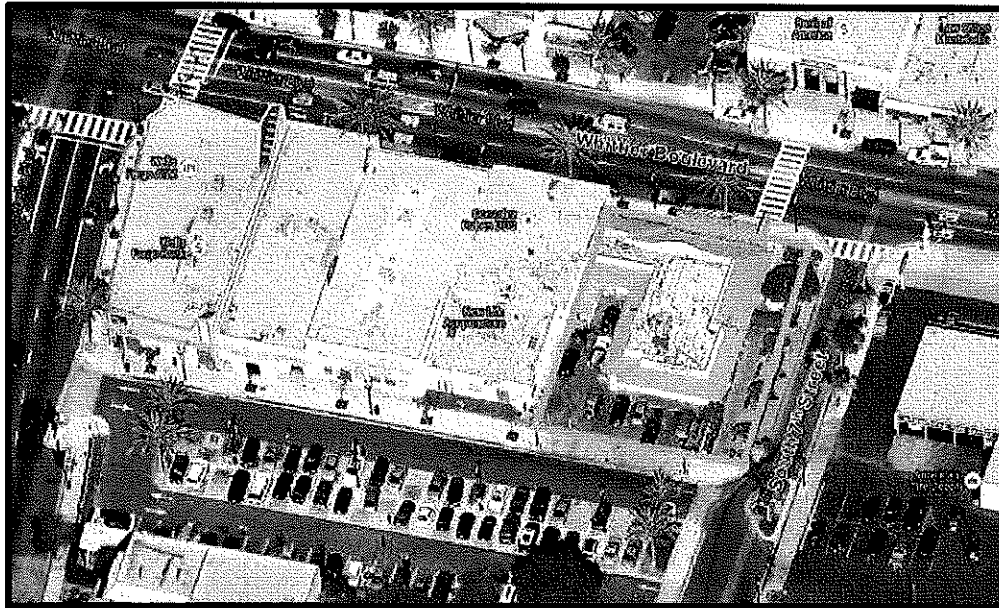
History of Environmental Contamination or Remediation Efforts – Property #5

None	No known history of environmental contamination, designation as Brownfield site, or remediation.
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Property #2: 701-705 West Whittier Boulevard



Parcel Data – Property #2	
Address	701-705 West Whittier Boulevard
APN	6349-007-917
Lot Size	9,750 square feet
Use	Vacant Restaurant Building (approx.. 4,000 square feet)
Zoning	C-2 (General Commercial); Economic development General Plan designation
Current Title	City of Montebello Successor Agency



Acquisition & Valuation Information – Property #2

Purchase Date	12/24/2008
Purchase Price	\$895,000
Funding Source	Tax Increment
Purpose	Restaurant retail development
Estimate of Current Value	\$615,000
Method of Valuation	Comparable sales evaluation

CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Andrew Pasmant, Acting City Manager

BY: Danilo Batson, Assistant City Manager/Director of Public Works

SUBJECT: Approve a Resolution Rejecting all Bids Received and Authorize Staff to Re-advertise Request for Proposals (RFP) #18-49 – Annual Concrete and Sidewalk Repairs

DATE: May 23, 2018

RECOMMENDATION

That the City Council approves the attached resolution rejecting all bids received in response to the above-referenced Request for Proposals (“RFP”), and authorize staff to re-advertise the RFP for Annual Concrete and Sidewalk Repairs (the “Project”).

BACKGROUND

The City of Montebello maintains and repairs concrete sidewalk, curb and gutter, driveway aprons, and other minor concrete improvements within the public rights-of-way. Funds are annually appropriated in the City’s budget for “Miscellaneous Concrete Repairs.”

For the last several years, public bids have been solicited by the RFP process as repairs are needed. On occasion, emergency repairs are needed to maintain the health and safety of the public. In order to have concrete repairs done efficiently and quickly (in the case of emergency repairs), many cities have concrete repairs done on annual contract basis.

On April 13, 2018, RFP #18-45 was advertised for public bidding. Bids were solicited for a three-year period (with Unit Prices good for three years) with an option for two additional negotiable one-year contract extensions, at the City’s discretion. On May 7, 2018, four (4) bids were received as follows:

Hardy & Harper, Inc.....	\$742,049
CJ Construction, Inc.....	\$871,500
Kalban, Inc.....	\$911,600
Golden State Contractors.....	\$958,650

The RFP was advertised on Planet Bids, the Green Sheet and the local newspaper on April 19 and April 26, 2018. Twenty-two (22) potential proposers viewed the RFP on Planet Bids. A non-mandatory pre-proposal meeting was held on April 19, 2018 at 9:00 AM in the City Council Chambers. The record shows no potential bidders were present at this optional meeting.

ANALYSIS

During the bidding period, staff received questions regarding the RFP which were addressed with addendums. On May 7, 2018 four (4) bids were received in response to the RFP.

Based on expenditures for Miscellaneous Concrete Repairs during the last three years, Staff estimates the annual available annual budget will be around \$100,000 for the next three years for a total \$300,000 for the next three year period including FY 2018-19 thru FY 2020-21, unless additional funds are allocated from either Measure R or Measure M. The lowest bid received on May 7, 2018 was \$742,049 for the initial three-year period.

In staff's experience, contractors bid conservatively when unit prices are locked in for a three-year period. The average bid for all four bids was \$870,450, and the low bid was \$742,049. Accordingly, Staff is recommending that City Council reject all bids and re-advertise the RFP. The new RFP will address questions received from bidders and also make adjustments in the scope of work to accommodate the estimated budget.

SUMMARY

The City Council will consider approval of a resolution rejecting all bids as received and authorize Staff to re-advertise the request for proposals for Annual Concrete and Sidewalk Repairs.

ATTACHMENTS

Resolution
Bid Summary

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO,
CALIFORNIA, REJECTING ALL BIDS RECEIVED FOR REQUEST FOR PROPOSALS
NO. 18-45 FOR ANNUAL CONCRETE AND SIDEWALK REPAIRS, AND
AUTHORIZING STAFF TO RE-ADVERTISE THE REQUEST FOR PROPOSALS**

WHEREAS, the City of Montebello has advertised and received four (4) proposals/bids in response to Request for Proposals No. 18-45 (the "RFP") for Annual Concrete and Sidewalk Repair Services;

WHEREAS, during the RFP process, the City received questions and requests for clarification to which the City responded by issuing addendums to the RFP, which staff believes may have negatively impacted the number of responses the City received to the RFP;

WHEREAS, the RFP provided for unit prices to be "locked" for a three (3) year term, which in the experience of staff, results in conservative bidding by contractors because of unknown factors over a period of three years;

WHEREAS, the four (4) responses to the RFP received by the City were substantially higher than the amount budgeted by the City for the RFP, and higher than the City's historical annual expenditures for the scope of services;

WHEREAS, the Public Contract Code authorizes the City Council to reject any or all bids received for public projects, and the RFP expressly reserved and incorporated this authority; and

WHEREAS, the City Council has duly considered all information presented in connection with this matter, and finds and determines that rejecting all bids received in response to the RFP, and the re-advertisement of the RFP with clarifying information and scope of work, would be in the City's best interest.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTEBELLO AS FOLLOWS:

SECTION 1. That the foregoing recitals are true and correct, and incorporated as substantive findings into this Resolution.

SECTION 2. That the City Council rejects all bids received for the RFP, and authorizes and directs staff to re-advertise the RFP with such additional and clarifying information as staff deems necessary and appropriate in light of the City's needs and resources.

SECTION 3. That the City Clerk shall certify to the adoption of this Resolution by the City Council, and it shall thereupon be in full force and effect upon its execution.

APPROVED AND PASSED THIS 23rd DAY OF May, 2018

Vanessa Delgado, Mayor

ATTEST:

APPROVED AS TO FORM:

Irma Barajas, City Clerk

Arnold Alvarez-Glasman, City Attorney

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew G. Pasmant, Acting City Manager

BY: Tom Barrio, Director of Transportation

SUBJECT: Donation of Surplus Property – Bus Benches

DATE: May 23, 2018

RECOMMENDATION

That the City Council authorize the Director of Transportation to dispose of, through donation, old surplus bus benches which no longer meet the needs of the City. This surplus inventory consists of old bus benches from bus shelters throughout the City.

DISCUSSION

The City of Montebello maintains 163 bus stops throughout its jurisdiction. Amenities at bus stops include varying combinations of shelters, benches, trash receptacles, signage, and solar powered bus stop poles. The City was relatively recently awarded Federal Transit Administration (FTA) funding for a Bus Stop Improvement Project, and bus shelters throughout the City were replaced as part of the project. The old benches that were removed are of no further use to the City, and therefore Staff is asking for authorization from City Council to donate the old benches to local and neighboring school districts; with first right of refusal to Montebello Unified School District. Before making benches available for donation, the City will first select those it can repurpose for use in city parks.

FISCAL IMPACT

This item will have no adverse impact on the General Fund.

SUMMARY

The City Council will consider approving the donation of old surplus bus benches which no longer meet the needs of the City.

CITY OF MONTEBELLO

May 23, 2018

TO: Honorable Mayor and City Council
FROM: Craig A. Koehler, Finance Administrator
SUBJECT: Monthly Investment Reports-April 2018

Attached are the Monthly Investment Reports listing investments for the City and the Successor Agency as of April 30, 2018. This report is in compliance with the City's Investment policy. Government Code Section 53646b(3) requires that the City Treasurer or Chief Fiscal Officer of the City report to its legislative body the City's ability to meet its expenditure requirements for the next six months. We estimate that the City will have sufficient liquidity and revenue to meet its expenditure requirements during the next six months.

wbq
Att:

CITY OF MONTEBELLO
Portfolio Management
Portfolio Summary
April 30, 2018

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit - Bank	250,000.00	250,000.00	250,000.00	0.79	365	14	0.898	0.910
Certificates of Deposit - CU	762,964.90	762,964.90	762,964.90	2.40	365	262	1.803	1.828
Local Agency Investment Funds	26,144,963.17	26,144,963.17	26,144,963.17	82.15	1	1	1.696	1.720
Savings Accounts	4,666,736.86	4,666,736.86	4,666,736.86	14.66	1	1	1.568	1.590
Investments	31,824,664.93	31,824,664.93	31,824,664.93	100.00%	13	7	1.674	1.697

Total Earnings	April 30 Month Ending	Fiscal Year To Date
Current Year	36,231.62	236,638.08
Average Daily Balance	27,958,871.61	21,716,673.57
Effective Rate of Return	1.58%	1.31%

Reporting period 04/01/2018-04/30/2018

Run Date: 05/08/2018 - 14:06

Portfolio GEN
CP
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.6.1

CITY OF MONTEBELLO
Portfolio Management
Portfolio Details - Investments
April 30, 2018

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
Certificates of Deposit - Bank												
SYS18	18	EAST WEST BANK		05/15/2017	250,000.00	250,000.00	250,000.00	0.910		0.910	14	05/15/2018
		Subtotal and Average	250,000.00		250,000.00	250,000.00	250,000.00			0.910	14	
Certificates of Deposit - CU												
21	21	F&A FEDERAL CREDIT UNION		04/27/2018	263,964.90	263,964.90	263,964.90	2.100		2.100	361	04/27/2019
SYS19	SYS19	UNITED FEDERAL CREDIT UNION		07/25/2017	250,000.00	250,000.00	250,000.00	1.350		1.350	85	07/25/2018
20	20	ST. VINCENT'S MEDICAL FCU		04/02/2018	249,000.00	249,000.00	249,000.00	2.020		2.020	336	04/02/2019
		Subtotal and Average	758,804.50		762,964.90	762,964.90	762,964.90			1.828	262	
Local Agency Investment Funds												
SYS200	200	STATE OF CALIFORNIA			26,144,963.17	26,144,963.17	26,144,963.17	1.720		1.720	1	
		Subtotal and Average	22,282,451.08		26,144,963.17	26,144,963.17	26,144,963.17			1.720	1	
Savings Accounts												
697530	500	F&A FEDERAL CREDIT UNION			5.38	5.38	5.38	0.500		0.500	1	
950518181	600	PLAZA BANK			4,666,731.48	4,666,731.48	4,666,731.48	1.590		1.590	1	
		Subtotal and Average	4,667,616.03		4,666,736.86	4,666,736.86	4,666,736.86			1.590	1	
		Total and Average	27,958,871.61		31,824,664.93	31,824,664.93	31,824,664.93			1.697	7	

CITY OF MONTEBELLO
Portfolio Management
Activity By Type
April 1, 2018 through April 30, 2018

Page 1

CUSIP	Investment #	Issuer	Beginning Balance	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Ending Balance
Certificates of Deposit - Bank								
		Subtotal	250,000.00					250,000.00
Certificates of Deposit - CU								
SYS17	17	F&A FEDERAL CREDIT UNION		1.450	04/27/2018	0.00	259,164.44	
21	21	F&A FEDERAL CREDIT UNION		2.100	04/27/2018	263,964.90	0.00	
SYS16	16	ST. VINCENT'S MEDICAL FCU		1.100	04/02/2018	0.00	249,000.00	
20	20	ST. VINCENT'S MEDICAL FCU		2.020	04/02/2018	249,000.00	0.00	
		Subtotal	758,164.44			512,964.90	508,164.44	762,964.90
Local Agency Investment Funds (Monthly Summary)								
SYS200	200	STATE OF CALIFORNIA		1.720		5,072,946.90	0.00	
		Subtotal	21,072,016.27			5,072,946.90	0.00	26,144,963.17
Savings Accounts (Monthly Summary)								
697530	500	F&A FEDERAL CREDIT UNION		0.500		0.38	1,014.85	
950516181	600	PLAZA BANK		1.590		5,904.15	5,904.15	
		Subtotal	4,667,751.33			5,904.53	6,919.00	4,666,736.86
		Total	26,747,932.04			5,591,816.33	515,083.44	31,824,664.93

CITY OF MONTEBELLO
Portfolio Management
Activity Summary
April 2017 through April 2018

Page 1

Month End	Year	Number of Securities	Total Invested	Yield to Maturity		Managed Pool Rate	Number of Investments Purchased	Number of Investments Redeemed	Average Term	Average Days to Maturity
				360 Equivalent	365 Equivalent					
April	2017	7	23,557,049.61	0.900	0.913	0.910	1	1	17	10
May	2017	8	31,721,112.97	0.937	0.950	0.940	2	1	13	9
June	2017	7	31,721,113.39	0.993	1.007	1.010	0	0	13	8
July	2017	8	24,773,276.17	1.052	1.066	1.080	1	1	16	13
August	2017	7	20,773,276.60	1.042	1.056	1.070	0	0	19	13
September	2017	7	18,773,277.02	1.075	1.090	1.120	0	0	21	13
October	2017	7	14,822,784.70	1.091	1.106	1.160	0	0	26	14
November	2017	7	11,622,785.12	1.092	1.107	1.190	0	0	33	15
December	2017	7	19,622,785.55	1.256	1.274	1.280	0	0	20	8
January	2018	7	26,147,931.22	1.335	1.354	1.380	0	0	15	5
February	2018	7	29,147,931.61	1.401	1.421	1.460	0	0	14	4
March	2018	7	26,747,932.04	1.523	1.544	1.570	0	0	15	3
April	2018	9	31,824,664.93	1.674	1.697	1.720	2	2	13	7
Average		7	23,942,763.15	1.182%	1.199%	1.222	0	0	18	9

CITY OF MONTEBELLO
Portfolio Management
Distribution of Investments By Type
April 2017 through April 2018

Page 1

Security Type	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	Average by Period
Certificates of Deposit - Bank	1.1	0.8	0.8	1.0	1.2	1.3	1.7	2.2	1.3	1.0	0.9	0.9	0.8	1.1%
Certificates of Deposit - CU	3.2	2.4	2.4	3.1	3.7	4.0	5.1	6.5	3.9	2.9	2.6	2.8	2.4	3.5%
Local Agency Investment Funds	95.7	82.1	82.1	77.1	72.7	69.8	61.7	51.2	71.1	78.3	80.5	78.8	82.2	75.6%
Money Market Funds														
Commercial Paper Disc. -At Cost														
Federal Agency Issues Disc.-At Cost														
Treasury Discounts -At Cost														
Miscellaneous Discounts -At Cost														
Savings Accounts		14.7	14.7	18.8	22.5	24.9	31.5	40.2	23.8	17.9	16.0	17.5	14.7	19.8%

CITY OF MONTEBELLO
Portfolio Management
Interest Earnings Summary
April 30, 2018

Page 1

	April 30 Month Ending	Fiscal Year To Date
CD/Coupon/Discount Investments:		
Interest Collected	861.78	9,378.08
Plus Accrued Interest at End of Period	847.33	847.30
Less Accrued Interest at Beginning of Period	(509.15)	(5.58)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	1,199.96	10,219.80
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	1,199.96	10,219.80
Pass Through Securities:		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	(0.00)	(0.00)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
Cash/Checking Accounts:		
Interest Collected	78,851.43	247,427.51
Plus Accrued Interest at End of Period	34,806.93	34,806.93
Less Accrued Interest at Beginning of Period	(78,626.70)	(55,816.16)
Interest Earned during Period	35,031.66	226,418.28
Total Interest Earned during Period	36,231.62	236,638.08
Total Capital Gains or Losses	0.00	0.00
Total Earnings during Period	36,231.62	236,638.08

CITY OF MONTEBELLO
INVESTMENT PORTFOLIO DETAIL-INVESTMENTS
April-18

	3/31/18	4/2/18	4/13/18	4/24/18	4/27/18	4/30/18	-	BALANCE		
GENERAL FUND										
LOCAL AGENCY INVESTMENT FUNDS										
STATE OF CALIFORNIA	21,072,016.27		72,946.90	5,000,000.00				26,144,963.17	82.15%	MAX. %
SUBTOTAL	21,072,016.27	0.00	72,946.90	5,000,000.00	0.00	0.00	0.00	26,144,963.17	82.15%	\$30M
FEDERAL AGENCY ISSUES										
FAI	0.00							0.00	0.00%	
FAI	0.00							0.00	0.00%	
FAI	0.00							0.00	0.00%	
SUBTOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00%	50.00%
CERTIFICATE OF DEPOSITS (CDs)										
F&A FCU (4/27/17-4/27/18) @ 1.45%	259,164.44				(259,164.44)			0.00	0.00%	
F&A FCU (4/27/18-4/27/19) @ 2.10%	0.00				263,964.90			263,964.90	0.83%	
CD	0.00							0.00	0.00%	
East West Bank (5/15/17-5/15/18) @ 0.91%	250,000.00							250,000.00	0.79%	
United Federal Credit Union (7/25/17-7/25/18) @ 1.35%	250,000.00							250,000.00	0.79%	
St. Vincent's Medical FCU (3/31/17-4/2/18) @ 1.10%	249,000.00	(249,000.00)						0.00	0.00%	
St. Vincent's Medical FCU (4/2/18-4/2/19) @ 2.05%	0.00	249,000.00						249,000.00	0.78%	
SUBTOTAL	1,008,164.44	0.00	0.00	0.00	4,800.46		0.00	1,012,964.90	3.18%	None
CREDIT UNION SAVINGS ACCOUNTS										
F&A FCU Savings (opened 4/28/14)	1,019.85				(1,014.85)	0.38		5.38	0.00%	
Savings	0.00							0.00	0.00%	
SUBTOTAL	1,019.85	0.00	0.00	0.00	(1,014.85)		0.00	5.38	0.00%	None
TREASURY SECURITIES										
T-Bill	0.00							0.00	0.00%	
T-Bill	0.00							0.00	0.00%	
T-Bill	0.00							0.00	0.00%	
SUBTOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00%	80.00%
MONEY MARKET FUNDS										
Pacific Premier Bank*/Plaza Bank (opened 5/30/17)	4,666,731.48							4,666,731.48	14.66%	
MMF	0.00							0.00	0.00%	
SUBTOTAL	4,666,731.48	0.00	0.00	0.00	0.00		0.00	4,666,731.48	14.66%	25.00%
TOTAL GENERAL INVESTMENTS	26,747,932.04	0.00	72,946.90	5,000,000.00	3,785.61		0.00	31,824,664.93	100.00%	

*11/1/17 - Plaza Bank officially became part of Pacific Premier Bank

Total cash balance is reported on the Monthly Cash Report

INVESTMENT PORTFOLIO CHANGES

GENERAL FUND

	Feb-18 Monthly	Majority Sources of Revenue
Beginning Balance:	\$26,147,931.22	
2/27/18	\$3,000,000.00	LAIF Deposit;Property Tax/Sales Tax
2/28/18	\$0.39	Savings Account Interest
Ending Balance:	<u>\$29,147,931.61</u>	\$3,000,000.39 Monthly Difference

	Mar-18 Monthly	Majority Sources of Revenue
Beginning Balance:	\$29,147,931.61	
3/15/18	(\$2,400,000.00)	LAIF Withdrawal;Warrants
3/30/18	\$0.43	Savings Account Interest
Ending Balance:	<u>\$26,747,932.04</u>	(\$2,399,999.57) Monthly Difference

	Apr-18 Monthly	Majority Sources of Revenue
Beginning Balance:	\$26,747,932.04	
4/13/18	\$72,946.90	LAIF Investment Interest
4/24/18	\$5,000,000.00	LAIF Deposit;Property Tax/Sales Tax
4/27/18	(259,164.44)	CD Maturity
4/27/18	\$263,964.90	CD Rollover
4/27/18	(\$1,014.85)	Transfer Savings to CD
4/30/18	\$0.38	Savings Account Interest
Ending Balance:	<u>\$31,824,664.93</u>	\$5,076,732.89 Monthly Difference

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp

May 02, 2018

CITY OF MONTEBELLO

CITY CONTROLLER
1600 WEST BEVERLY BLVD
MONTEBELLO, CA 90640

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

April

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
4/13/2018	4/12/2018	QRD		SYSTEM	72,946.90
4/24/2018	4/24/2018	RD			5,000,000.00

Account Summary

Total Deposit:	5,072,946.90	Beginning Balance:	21,072,016.27
Total Withdrawal:	0.00	Ending Balance:	26,144,963.17

SUCCESSOR AGENCIES MTB
Portfolio Management
Portfolio Summary
April 30, 2018

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Local Agency Investment Funds	3,404,080.30	3,404,080.30	3,404,080.30	100.00	1	1	1.696	1.720
Investments	3,404,080.30	3,404,080.30	3,404,080.30	100.00%	1	1	1.696	1.720

Total Earnings	April 30 Month Ending	Fiscal Year To Date
Current Year	4,414.98	39,988.13
Average Daily Balance	3,399,690.40	3,844,586.91
Effective Rate of Return	1.58%	1.25%

Reporting period 04/01/2018-04/30/2018

Run Date: 05/03/2018 - 07:47

Portfolio SA
CP
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.6.1

SUCCESSOR AGENCIES MTB
Portfolio Management
Portfolio Details - Investments
April 30, 2018

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
Local Agency Investment Funds												
SYS100	100	STATE OF CALIFORNIA			3,404,080.30	3,404,080.30	3,404,080.30	1.720		1.720	1	
		Subtotal and Average	3,399,690.40		3,404,080.30	3,404,080.30	3,404,080.30			1.720	1	
		Total and Average	3,399,690.40		3,404,080.30	3,404,080.30	3,404,080.30			1.720	1	

SUCCESSOR AGENCIES MTB
Portfolio Management
Activity By Type
April 1, 2018 through April 30, 2018

Page 1

CUSIP	Investment #	Issuer	Beginning Balance	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Ending Balance
Local Agency Investment Funds (Monthly Summary)								
SYS100	100	STATE OF CALIFORNIA		1.720		10,974.74	0.00	
		Subtotal	3,393,105.56			10,974.74	0.00	3,404,080.30
		Total	3,393,105.56			10,974.74	0.00	3,404,080.30

SUCCESSOR AGENCIES MTB
Portfolio Management
Activity Summary
April 2017 through April 2018

Page 1

Month End	Year	Number of Securities	Total Invested	Yield to Maturity		Managed Pool Rate	Number of Investments Purchased	Number of Investments Redeemed	Average Term	Average Days to Maturity
				360 Equivalent	365 Equivalent					
April	2017	1	6,857,878.27	0.898	0.910	0.910	0	0	1	1
May	2017	1	2,857,878.27	0.927	0.940	0.940	0	0	1	1
June	2017	1	7,357,878.27	0.996	1.010	1.010	0	0	1	1
July	2017	1	7,368,507.15	1.065	1.080	1.080	0	0	1	1
August	2017	1	3,168,507.15	1.075	1.090	1.090	0	0	1	1
September	2017	1	3,168,507.15	1.105	1.120	1.120	0	0	1	1
October	2017	1	3,183,756.04	1.105	1.120	1.120	0	0	1	1
November	2017	1	3,183,756.04	1.174	1.190	1.190	0	0	1	1
December	2017	1	2,683,756.04	1.262	1.280	1.280	0	0	1	1
January	2018	1	2,693,105.56	1.361	1.380	1.380	0	0	1	1
February	2018	1	3,393,105.56	1.440	1.460	1.460	0	0	1	1
March	2018	1	3,393,105.56	1.548	1.570	1.570	0	0	1	1
April	2018	1	3,404,080.30	1.696	1.720	1.720	0	0	1	1
Average		1	4,054,909.34	1.204%	1.221%	1.221	0	0	1	1

SUCCESSOR AGENCIES MTB
Portfolio Management
Distribution of Investments By Type
April 2017 through April 2018

Page 1

Security Type	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	Average by Period
Certificates of Deposit - Bank														
Certificates of Deposit - CU														
Local Agency Investment Funds	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0%
Money Market Funds														
Federal Agency Issues Disc.-At Cost														
Treasury Discounts -At Cost														
Savings Accounts														

SUCCESSOR AGENCIES MTB
Portfolio Management
Interest Earnings Summary
April 30, 2018

Page 1

	April 30 Month Ending	Fiscal Year To Date
CD/Coupon/Discount Investments:		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	(0.00)	(0.00)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
Pass Through Securities:		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	(0.00)	(0.00)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
Cash/Checking Accounts:		
Interest Collected	10,974.74	46,202.03
Plus Accrued Interest at End of Period	4,461.39	4,461.39
Less Accrued Interest at Beginning of Period	(11,021.15)	(10,675.29)
Interest Earned during Period	4,414.98	39,988.13
Total Interest Earned during Period	4,414.98	39,988.13
Total Capital Gains or Losses	0.00	0.00
Total Earnings during Period	4,414.98	39,988.13

Total cash balance is reported on the Monthly Cash Report

INVESTMENT PORTFOLIO CHANGES

SUCCESSOR AGENCY AND HOUSING SUCCESSOR AGENCY INVESTMENT BALANCE

	Feb-18 Monthly	
Beginning Balance	<u>\$2,693,105.56</u>	
2/27/18	\$700,000.00	LAIF Deposit;ROPS
Ending Balance:	<u><u>\$3,393,105.56</u></u>	\$700,000.00 Monthly Difference

	Mar-18 Monthly	
Beginning Balance	<u>\$3,393,105.56</u>	
Ending Balance:	<u><u>\$3,393,105.56</u></u>	\$0.00 Monthly Difference

	Apr-18 Monthly	
Beginning Balance	<u>\$3,393,105.56</u>	
4/13/18	\$10,974.74	LAIF Investment Interest
Ending Balance:	<u><u>\$3,404,080.30</u></u>	\$10,974.74 Monthly Difference

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp

May 02, 2018

S/A CITY OF MONTEBELLO FOR MONTEBELLO
REDEVELOPMENT AGENCY
DIRECTOR OF FINANCE
1600 WEST BEVERLY BLVD
MONTEBELLO, CA 90640

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

April

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
4/13/2018	4/12/2018	QRD			10,974.74

Account Summary

Total Deposit:	10,974.74	Beginning Balance:	3,393,105.56
Total Withdrawal:	0.00	Ending Balance:	3,404,080.30

**CITY OF MONTEBELLO
MONTHLY CASH REPORT (ALL ACCOUNTS)
BALANCE AS OF APRIL 30, 2018**

BANK OF THE WEST

	Account Number	Account Name	4/30/18	Type	Purpose
1	XXXX-XX770	Housing Successor Agency of the City of Montebello	\$1,314,972.50	S	Checking Account
2	XXXX-XX093	Successor Agency of the City of Montebello	\$557,412.82	S	Checking Account
3	XXXX-71041	City of Montebello	\$345,571.71	G	Checking Account (Recreation On-line payments)
4	XXXX-00184	City of Montebello - FSA	\$11,065.20	T	Checking Account (Flexible Spending Account)
5	XXXX-XX079	Liability Account	\$46,555.63	G	Disbursement of Liability Checks
6	XXXX-XX331	General	\$5,765,486.25	G	Disbursement of City issued checks (AP/Payroll)
7	XXXX-XX554	Workers' Compensation	\$111,357.02	G	Disbursement of Workers Compensation Checks
8	XXXX-XX287	Trust & Agency	\$1,183,752.51	T	Holding Account
9	XXXX-XX803	Police Retiree Health Account	\$882,664.63	T	Interest Checking;T&A Holding Acct 1% per MOU
10	XXXX-XX267	Payroll	\$0.00	G	Checking Account;Process checks for Payroll
11	XXXX-XX362	Fire Retiree Health Account	\$395,105.94	T	Interest Checking;T&A Holding Acct 1% per MOU
			<u>\$10,613,944.21</u>		

STATE OF CALIFORNIA

	Account Number	Account Name	4/30/18	Type	Purpose
1	XX-XX-551	General	\$26,144,963.17	G	Invest Idle Cash
2	XX-XX-068	Successor Agency City of Mtb for Mtb RDA	\$3,404,080.30	S	Invest Idle Cash
			<u>\$29,549,043.47</u>		

EAST WEST BANK

	Account Number	Account Name	4/30/18	Type	Purpose
1	CD	Certificate of Deposit (5/15/17 - 5/15/18)	\$250,000.00	G	Investment
			<u>\$250,000.00</u>		

F&A FEDERAL CREDIT UNION

	Account Number	Account Name	4/30/18	Type	Purpose
1	XXXX30	Savings Account	\$5.38	G	Interest Savings Account
2	CD	Certificate of Deposit (4/27/18 - 4/27/19)	\$263,964.90	G	Investment
			<u>\$263,970.28</u>		

ST. VINCENT'S MEDICAL FEDERAL CREDIT UNION

	Account Number	Account Name	4/30/18	Type	Purpose
1	CD	Certificate of Deposit (4/2/18 - 4/2/19)	\$249,000.00	G	Investment
			<u>\$249,000.00</u>		

UNITED FEDERAL CREDIT UNION

	Account Number	Account Name	4/30/18	Type	Purpose
1	CD	Certificate of Deposit (7/25/17 - 7/25/18)	\$250,000.00	G	Investment
			<u>\$250,000.00</u>		

PACIFIC PREMIER BANK/PLAZA BANK

	Account Number	Account Name	4/30/18	Type	Purpose
1	XXXXXX181	Money Market Fund	\$4,666,731.48	G	Investment
			<u>\$4,666,731.48</u>		

FIRST MERCANTILE TRUST

	Account Number	Account Name	4/30/18	Type	Purpose
	XXX-XX-X746	CORPORATE ACCOUNT	\$12.98	M	401 a(h) employee benefit
	XXX-XX-X999	TRUST ACCOUNT	\$13,393.26	M	401 a(h) employee benefit
			<u>\$13,406.24</u>		

Total General Cash/Investments	\$38,093,635.54	G	General
Total SA Cash/Investments	\$5,276,465.62	S	Successor Agencies
Total T&A Cash/Investments	\$2,472,588.28	T	Trust & Agency
Total Trustee Cash	\$13,406.24	M	401 a(h) Trust Accounts
Total Cash/Investments	<u>\$45,856,095.68</u>		

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEBELLO APPROVING AND ALLOWING CERTAIN CLAIMS AND
DEMANDS**

**THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES
HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1. That the reference is hereby made to that certain
Register of Audited Demand Nos. 1446, consisting of seven pages, and
including**

Warrant No. 577917 through 578177;

Warrant No. 1394 through 1395;

**on file in the office of the City Clerk, the same having been audited and
approved by the Controller as required by law.**

**SECTION 2. That the said City Council having examined each such
demand does hereby approve and direct the payment of same, as set forth
in said Register, except the following Warrant No.**

**SECTION 3. That the City Clerk shall certify to the adoption of this
resolution and thence forth and thereafter the same shall be in full force
and effect.**

APPROVED AND ADOPTED THIS 23rd DAY OF MAY, 2018.

VANESSA DELGADO, Mayor

ATTEST:

IRMA BARAJAS, City Clerk

City of Montebello

Payment Register

From Payment Date: 4/19/2018 - To Payment Date: 5/2/2018

Number	Date	Payee Name	Transaction Amount
4331 - General Account			
<u>Check</u>			
577744	04/19/2018	BRILEY, KEITH	\$250.00
577745	04/24/2018	AFLAC	\$9,132.98
577746	04/24/2018	BIRCH COMMUNICATIONS	\$645.72
577747	04/24/2018	BIRCH COMMUNICATIONS	\$745.42
577748	04/24/2018	BIRCH COMMUNICATIONS	\$427.89
577749	04/24/2018	BIRCH COMMUNICATIONS	\$645.72
577750	04/24/2018	BIRCH COMMUNICATIONS	\$645.72
577751	04/24/2018	CENTRAL BASIN MUNICIPAL WATER DISTRICT	\$3,775.75
577752	04/24/2018	CHARTER COMMUNICATIONS	\$69.95
577753	04/24/2018	FLAIR DATA SERVICES, INC.	\$4,167.00
577754	04/24/2018	LOS ANGELES COUNTY DEPARTMENT OF PARKS	\$100.00
577755	04/26/2018	PASMANT, ANDREW	\$12,195.00
577756	05/02/2018	ACC BUSINESS	\$1,365.44
577757	05/02/2018	ADVANCED APPLIED ENGINEERING, INC.	\$2,712.45
577758	05/02/2018	ALL AMERICAN TROPHY & ENGRAVING COMPANY	\$76.21
577759	05/02/2018	ALTEC INDUSTRIES, INC.	\$815.23
577760	05/02/2018	APPLE ONE EMPLOYMENT SERVICES	\$1,389.46
577761	05/02/2018	AT&T	\$12,663.55
577762	05/02/2018	AT&T	\$53.60
577763	05/02/2018	AT&T TELECONFERENCE SERVICES	\$40.69
577764	05/02/2018	BEST BUY CHEMICAL & SUPPLY CO.	\$222.41
577765	05/02/2018	CALIFORNIA STATE BOARD EQUALIZATION	\$67.13
577766	05/02/2018	CALIFORNIA WATER SERVICE COMPANY	\$129.71
577767	05/02/2018	CHARTER COMMUNICATIONS	\$1,281.83
577768	05/02/2018	CHARTER COMMUNICATIONS	\$1,286.18
577769	05/02/2018	CINTAS CORPORATION	\$133.01
577770	05/02/2018	CLEAN SWEEP SUPPLY CO. INC	\$471.07
577771	05/02/2018	DAILY JOURNAL CORPORATION	\$2,440.20
577772	05/02/2018	ENTERPRISE FM TRUST	\$54,359.92
577773	05/02/2018	ERGOMETRICS	\$25.00
577774	05/02/2018	FORD OF MONTEBELLO	\$212.98
577775	05/02/2018	GALLS/UNIFORM CENTER	\$2,409.00
577776	05/02/2018	GOLDEN STATE ELEVATOR SERVICE INC.	\$120.00
577777	05/02/2018	GRAINGER, INC.	\$70.26
577778	05/02/2018	LINCOLN TRAINING CENTER	\$1,961.95
577779	05/02/2018	LOS ANGELES COUNTY SUPERIOR COURT	\$13,636.00
577780	05/02/2018	MISSION LINEN SUPPLY	\$1,637.80
577781	05/02/2018	MONTEBELLO CHAMBER OF COMMERCE	\$2,000.00
577782	05/02/2018	MONTEBELLO TIRE PROS	\$15,480.38
577783	05/02/2018	PALARDY & MILLER AUTOBODY	\$406.32
577784	05/02/2018	RICOH AMERICAS CORP.	\$10,671.98
577785	05/02/2018	ROUTE 66 TIRE PROS	\$1,020.88

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577786	05/02/2018	SAWYER PETROLEUM	\$128,317.74
577787	05/02/2018	SOUTHERN CALIFORNIA EDISON	\$1,358.45
577788	05/02/2018	SOUTHERN CALIFORNIA GAS CO.	\$21,120.77
577789	05/02/2018	SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FED.	\$112.00
577790	05/02/2018	STANDARD INSURANCE COMPANY	\$204.24
577791	05/02/2018	STATE WATER RESOURCES CONTROL BOARD	\$1,400.00
577792	05/02/2018	TPX COMMUNICATIONS	\$2,726.34
577793	05/02/2018	TRANSTECH ENGINEERS, INC.	\$9,143.00
577794	05/02/2018	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, IN	\$258.06
577795	05/02/2018	UNITED PARCEL SERVICE	\$32.20
577796	05/02/2018	VISION SERVICE PLAN	\$1,153.85
577797	05/02/2018	ADVANCED APPLIED ENGINEERING, INC.	\$3,060.00
577798	05/02/2018	APPLE ONE EMPLOYMENT SERVICES	\$1,116.46
577799	05/02/2018	ARTE PRINTING	\$686.57
577800	05/02/2018	CENTRAL SUPPLY INTERNATIONAL	\$467.51
577801	05/02/2018	COMMUTER SERVICES GROUP	\$300.00
577802	05/02/2018	CRISTANDO HOUSE, INC.	\$299.00
577803	05/02/2018	DAILY JOURNAL CORPORATION	\$466.20
577804	05/02/2018	DELTA DENTAL OF CALIFORNIA	\$47,441.44
577805	05/02/2018	EASTERN GROUP PUBLICATIONS, INC.	\$225.00
577806	05/02/2018	HAWK II ENVIRONMENTAL CORP.	\$160.97
577807	05/02/2018	JACKSON, LARRY	\$314.21
577808	05/02/2018	KEYSTONE UNIFORMS	\$346.10
577809	05/02/2018	KRONOS INCORPORATED	\$5,784.77
577810	05/02/2018	LOS ANGELES COUNTY POLICE CHIEFS' ASSOC.	\$500.00
577811	05/02/2018	OFFICE DEPOT	\$85.25
577812	05/02/2018	ORANGE COUNTY SHERIFF'S DEPARTMENT	\$70.00
577813	05/02/2018	READY REFRESH BY NESTLE	\$572.06
577814	05/02/2018	SAWYER PETROLEUM	\$1,698.64
577815	05/02/2018	STATE WATER RESOURCES CONTROL BOARD	\$7,753.50
577816	05/02/2018	SUEZ WTS SERVICES USA, INC.	\$1,255.97
577817	05/02/2018	VERIZON WIRELESS	\$38.01
577818	05/02/2018	02NAILS BEAUTY	\$124.00
577819	05/02/2018	A-1 STEEL FENCE CO., INC.	\$2,750.00
577820	05/02/2018	ADCO SERVICES, INC.	\$6,185.00
577821	05/02/2018	ADORNO YOSS ALVARADO & SMITH	\$2,646.10
577822	05/02/2018	ADVANCED APPLIED ENGINEERING, INC.	\$15,375.00
577823	05/02/2018	AGUAYO, RUBEN	\$250.00
577824	05/02/2018	ALFONSO TIRES & REPAIRS, INC.	\$25.00
577825	05/02/2018	ALL AMERICAN ASPHALT	\$8,474.60
577826	05/02/2018	ATHENS SERVICES	\$236,254.40
577827	05/02/2018	AVANT GARDE	\$9,020.50
577828	05/02/2018	BACH, ROBERT	\$14,500.00
577829	05/02/2018	BACKYARD BOX LLC.	\$1,852.00
577830	05/02/2018	BRIGADE PEST MANAGEMENT	\$423.00

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577831	05/02/2018	CAMACHO, TOM	\$21,709.82
577832	05/02/2018	CLEAN SWEEP SUPPLY CO. INC	\$2,799.35
577833	05/02/2018	COLBY'S TOTAL LAWN CARE	\$275.00
577834	05/02/2018	DARKTRACE LIMITED	\$1,500.00
577835	05/02/2018	DELL MARKETING L.P.	\$156.03
577836	05/02/2018	DODGE DATA AND ANALYTICS LLC	\$2,121.25
577837	05/02/2018	EMERGENCY RESPONSE CRIME SCENE CLEANING	\$270.00
577838	05/02/2018	EWING IRRIGATION PRODUCTS	\$287.61
577839	05/02/2018	FAZEKAS & ASSOCIATES, INC., SCOTT	\$6,468.09
577840	05/02/2018	FIESTA TAXI COOPERATIVE, INC.	\$33,880.84
577841	05/02/2018	FLEET PRIDE, INC.	\$576.15
577842	05/02/2018	GENUINE PARTS COMPANY	\$120.55
577843	05/02/2018	GEO CORRECTIONS & DETENTION, INC.	\$36,705.17
577844	05/02/2018	GILLIG LLC	\$575.42
577845	05/02/2018	GNA-BROOK FIRE PROTECTION, INC.	\$107.10
577846	05/02/2018	GOLDEN STATE ELEVATOR SERVICE INC.	\$1,100.00
577847	05/02/2018	GRAFFITI SHIELD, INC.	\$458.83
577848	05/02/2018	GRAINGER, INC.	\$163.07
577849	05/02/2018	H.A. BUILDERS	\$275.00
577850	05/02/2018	H.A. BUILDERS	\$4,100.00
577851	05/02/2018	H.A. BUILDERS	\$825.00
577852	05/02/2018	HARRIS CORPORATION	\$15,561.76
577853	05/02/2018	HD INDUSTRIES	\$3,901.75
577854	05/02/2018	HDL COREN & CONE	\$3,962.50
577855	05/02/2018	HOSE-MAN, INC.	\$202.74
577856	05/02/2018	HYDRAULIC ELECTRIC INC.	\$93.62
577857	05/02/2018	IRON MOUNTAIN INC.	\$294.44
577858	05/02/2018	ISLAS, ELENA , FABIOLA	\$250.00
577859	05/02/2018	JACKSON, LARRY	\$791.18
577860	05/02/2018	JACOBSEN WEST	\$1,064.74
577861	05/02/2018	LAM, VO, SI	\$43.22
577862	05/02/2018	LIEBERT CASSIDY WHITMORE	\$25,224.24
577863	05/02/2018	LINCOLN TRAINING CENTER	\$500.11
577864	05/02/2018	LITTLEJOHN - REULAND CORPORATION	\$1,142.75
577865	05/02/2018	LOS ALAMITOS AUTO PARTS	\$365.17
577866	05/02/2018	LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS	\$223.16
577867	05/02/2018	McHUGH, BRYAN	\$600.00
577868	05/02/2018	MICHAEL BAKER INTERNATIONAL, INC.	\$8,906.25
577869	05/02/2018	MONTEBELLO AUTOCRAFT	\$362.45
577870	05/02/2018	MR. ROOTER PLUMBING	\$370.00
577871	05/02/2018	MUNCIE TRANSIT SUPPLY	\$407.59
577872	05/02/2018	NAVARRO'S TOWING SERVICE	\$225.00
577873	05/02/2018	NEW FLYER AMERICA (USA) INC.	\$1,988,167.89
577874	05/02/2018	NEW FLYER PARTS	\$12,665.91
577875	05/02/2018	NIVEL PARTS & MFG CO., LLC	\$122.96

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577876	05/02/2018	OFFICE DEPOT	\$1,468.77
577877	05/02/2018	ORKIN EXTERMINATING	\$153.24
577878	05/02/2018	PACIFIC OIL COMPANY	\$712.50
577879	05/02/2018	PALARDY & MILLER AUTOBODY	\$283.65
577880	05/02/2018	PAYAN, LINDA	\$499.68
577881	05/02/2018	PENUELAS-SOLIS, MARCO	\$750.00
577882	05/02/2018	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.	\$400.00
577883	05/02/2018	REDFLEX TRAFFIC SYSTEMS	\$20,000.00
577884	05/02/2018	S & A ENGINE, INC.	\$172.87
577885	05/02/2018	SAN GABRIEL VALLEY WATER CO.	\$1,592.72
577886	05/02/2018	SAN GABRIEL VALLEY WATER CO.	\$4,637.68
577887	05/02/2018	SAN GABRIEL VALLEY WATER CO.	\$5,067.16
577888	05/02/2018	SAN GABRIEL VALLEY WATER CO.	\$20,846.94
577889	05/02/2018	SAN GABRIEL VALLEY WATER CO.	\$8,634.40
577890	05/02/2018	SAN GABRIEL VALLEY WATER CO.	\$4,820.47
577891	05/02/2018	SAN GABRIEL VALLEY WATER CO.	\$4,042.58
577892	05/02/2018	SEQUEL CONTRACTORS. INC.	\$246,297.80
577893	05/02/2018	SIEMENS INDUSTRY INC.	\$12,376.06
577894	05/02/2018	SIMONIAN, GEORGE S.	\$1,650.67
577895	05/02/2018	SIRCHIE FINGER PRINT LABORATORIES	\$671.91
577896*	05/02/2018	SITEONE LANDSCAPE SUPPLY, LLC.	\$3,831.57
577897	05/02/2018	SOUTHERN COACH PARTS COMPANY	\$398.91
577898	05/02/2018	SOUTHWEST WEAR PARTS CO., INC	\$1,907.83
577899	05/02/2018	SUN BADGE COMPANY	\$116.12
577900	05/02/2018	SUNSET DETECTIVES	\$3,920.00
577901	05/02/2018	TINAJERO, KEVIN	\$600.00
577902	05/02/2018	TUFANO, ROBERT C.	\$475.43
577903	05/02/2018	UNIQUE GENERAL SERVICES	\$7,520.00
577904	05/02/2018	VASQUEZ, ALMA	\$250.00
577905	05/02/2018	VELJACIC, LAURA	\$250.00
577906	05/02/2018	VILLANUEVA, MARIA	\$332.00
577907	05/02/2018	VORTEX INDUSTRIES	\$605.87
577908	05/02/2018	WAYNE ELECTRIC COMPANY	\$5,704.21
577909	05/02/2018	WEST COAST ARBORISTS, INC.	\$3,300.00
577910	05/02/2018	WESTERN ALLIED CORPORATION	\$682.00
577911	05/02/2018	WESTRUX INTERNATIONAL INC.	\$3,971.66
577912	05/02/2018	WILLDAN FINANCIAL SERVICES	\$6,437.50
577913	05/02/2018	WINCAL TECHNOLOGY CORPORATION	\$987.00
577914	05/02/2018	WINZER CORPORATION	\$435.81
577915	05/02/2018	WRITERANNE COMMUNICATIONS	\$530.00
577916	05/02/2018	YOUNGBLOOD & ASSOCIATES	\$400.00
Type Check Totals:			\$3,255,968.42

4331 - General Account Totals

6093 - Successor Agency

Check

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1393	05/02/2018	BLODGETT BAYLOSIS ENVIRONMENTAL PLANNING	\$8,900.00
Type Check Totals:			
6093 - Successor Agency Totals			\$8,900.00

*Pursuant for Resolution #17-40-Any new contract not submitted for approval by the City Council the first time a payment for any such contract is listed on a warrant register.



CHECK REGISTER DETAIL SUMMARY

CHECK #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
4331 - General Account					
577917	05/08/2018	\$250.00	REFUND	1834	ADAN CONTRERAS
577918	05/08/2018	\$48.00	RECREATION CLASSES	65000	JOAQUIN B. RENTERIA
577919	05/09/2018	\$617.21	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
577920	05/09/2018	\$675.41	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
577921	05/09/2018	\$46.04	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
577922	05/09/2018	\$29.05	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
577923	05/09/2018	\$15,494.67	CONTRACT SERVICES	807	FOOTHILL COMMUNICATIONS, LLC
577924	05/09/2018	\$1,736.31	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
577925	05/09/2018	\$1,868.43	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
577926	05/09/2018	\$2,530.11	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
577927	05/09/2018	\$1,472.22	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
577928	05/09/2018	\$1,443.42	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
577929	05/09/2018	\$1,521.50	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
577930	05/09/2018	\$1,267.77	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
577931	05/09/2018	\$1,454.05	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
577932	05/09/2018	\$1,264.38	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
577933	05/09/2018	\$80.00	DUES & SUBSCRIPTIONS	9200	LOS ANGELES COUNTY ASSESSOR OFFICE
577934	05/09/2018	\$9,014.63	CONTRACT SERVICES	1658	GOVERNMENT STAFFING SERVICES, INC.
577935	05/09/2018	\$31.50	UTILITY SERVICES	100	PICO WATER DISTRICT
577936	05/09/2018	\$293.05	SUPPLIES	1120	NESTLE WATERS NORTH AMERICA
577937	05/09/2018	\$5,030.67	FUEL	1059	AMBER RESOURCES LLC/SAWYER PETROLEUM
577938	05/09/2018	\$128.61	PERMITS AND FEES	28240	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
577939	05/09/2018	\$128.61	PERMITS AND FEES	28240	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
577940	05/09/2018	\$13,217.52	FUEL INVENTORY	40520	SOUTHERN CALIFORNIA GAS CO.
577941	05/09/2018	\$456.31	UTILITY SERVICES	23610	VERIZON WIRELESS
577942	05/09/2018	\$5,445.83	FRINGE BENEFITS	58990	VISION SERVICE PLAN
577943	05/09/2018	\$2,282.36	CONTRACT SERVICES	47600	VORTEX INDUSTRIES

577944	05/09/2018	\$523.73	TRAVEL & MEETINGS	75560	KRISTINA ZENDZHIRYAN
577945	05/10/2018	\$606.63	UNIFORM EXPENSE	20350	ALLSTAR FIRE EQUIPMENT INC.
577946	05/10/2018	\$2,154.30	VEHICLE MAINTENANCE/EXPENSES	47980	AMERICAN MOVING PARTS
577947	05/10/2018	\$1,959.36	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
577948	05/10/2018	\$1,214.26	SUPPLIES	614	ARROW INTERNATIONAL, INC.
577949	05/10/2018	\$578.80	UTILITY SERVICES	38380	AT&T
577950	05/10/2018	\$618.45	UTILITY SERVICES	39550	AT&T
577951	05/10/2018	\$10,899.60	CREDIT CARD CHARGES	13240	BANKCARD CENTER
577952*	05/10/2018	\$238.70	DUES & SUBSCRIPTIONS	2032	BLUE 360 MEDIA, LLC
577953	05/10/2018	\$1,660.00	FRINGE BENEFITS	37550	STATE OF CALIFORNIA
577954	05/10/2018	\$8,980.66	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
577955	05/10/2018	\$789.60	CONTRACT SERVICES	40850	MARIA E. CASAS
577956	05/10/2018	\$344.95	CONTRACT SERVICES	36870	CINTAS CORPORATION
577957	05/10/2018	\$438.09	SUPPLIES	1294	CINTAS CORPORATION NO. 2
577958*	05/10/2018	\$375.00	MACHINERY & EQUIPMENTS	2033	FREDERICK I. YOUNA/COLTON SURVEYING
577959	05/10/2018	\$546.00	ADVERTISING/PRINTING SERVICES	1354	DAILY JOURNAL CORPORATION
577960	05/10/2018	\$208.03	SUPPLIES	13360	DELL MARKETING L.P.
577961	05/10/2018	\$15.41	SUPPLIES	3560	ENTENMANN-ROVIN CO.
577962	05/10/2018	\$117.80	VEHICLE MAINTENANCE/EXPENSES	33720	ARKAY ACQUISITION LLC/GILLIG
577963	05/10/2018	\$194.70	PREVENTIVE MAINTENANCE	70140	GNA-BROOK FIRE PROTECTION, INC.
577964	05/10/2018	\$850.00	CONTRACT SERVICES	58030	JOHN HELMUTH
577965	05/10/2018	\$40.00	TRAINING	32950	INTERNATIONAL CODE COUNCIL, INC
577966	05/10/2018	\$249.00	SUPPLIES	26670	LIFE-ASSIST, INC.
577967	05/10/2018	\$1,337.68	SUPPLIES	585	KENNEY HOLDINGS, LLC/LOS ALAMITOS AUTO PARTS
577968	05/10/2018	\$3,500.00	CONTRACT SERVICES	1797	MARTINEZ CONSULTING SERVICE LLC
577969	05/10/2018	\$1,662.50	VEHICLE MAINTENANCE/EXPENSES	35240	ERL BERNARD/MOBILE FIRE TECH
577970	05/10/2018	\$6,282.59	UTILITY SERVICES	4760	MONTEBELLO LAND & WATER CO.
577971	05/10/2018	\$4,634.71	VEHICLE MAINTENANCE/EXPENSES	54300	SHAK ENTERPRISES, INC./MONTEBELLO TIRE PROS
577972	05/10/2018	\$332.16	SUPPLIES	15620	OFFICE DEPOT
577973	05/10/2018	\$260.71	SUPPLIES	13010	PAR WEST TURF SERVICES, INC,
577974	05/10/2018	\$5,840.00	MISCELLANEOUS EXPENSE	665	POINT EMBLEMS
577975	05/10/2018	\$333.69	CONTRACT SERVICES	56260	PRUDENTIAL OVERALL SUPPLY
577976	05/10/2018	\$84.28	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH

577977	05/10/2018	\$134,066.39	UTILITY SERVICES	14730	SAN GABRIEL VALLEY WATER CO.
577978	05/10/2018	\$4,766.06	UTILITY SERVICES	51430	SOUTH MONTEBELLO IRRIGATION DISTRICT
577979	05/10/2018	\$71,466.92	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
577980	05/10/2018	\$113.88	CONTRACT SERVICES	1963	SUEZ WTS SERVICES USA, INC.
577981	05/15/2018	\$310.91	SUPPLIES	62880	AMERICAN EMBLEMATIC, LLC
577982	05/15/2018	\$491.63	TRAVEL & MEETINGS	402	DANILO R. BATSON
577983	05/15/2018	\$2,530.92	PERMITS AND FEES	49090	CALIFORNIA STATE BOARD EQUALIZATION
577984	05/15/2018	\$127.11	CONTRACT SERVICES	36870	CINTAS CORPORATION
577985	05/15/2018	\$73.47	MAIL/ POSTAL EXPENSE	22400	FEDERAL EXPRESS CORPORATION
577986	05/15/2018	\$227.53	TRAVEL & MEETINGS	29610	JACK H. HADJINIAN
577987	05/15/2018	\$180.42	SUPPLIES	59300	HODGE PRODUCTS, INC.
577988	05/15/2018	\$572.90	SUPPLIES	48400	HOME DEPOT CREDIT SERVICES
577989	05/15/2018	\$131.67	REIMBURSEMENT	31360	DAVID J. KIM
577990	05/15/2018	\$14,261.76	VEHICLE MAINTENANCE/EXPENSES	54300	SHAK ENTERPRISES, INC./MONTEBELLO TIRE PROS
577991	05/15/2018	\$725.80	SUPPLIES	70710	NIVEL PARTS & MFG CO., LLC
577992	05/15/2018	\$31,549.76	VEHICLE MAINTENANCE/EXPENSES	1059	AMBER RESOURCES LLC/SAWYER PETROLEUM
577993	05/15/2018	\$10,902.80	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
577994	05/15/2018	\$90.06	UTILITY SERVICES	526	T-MOBILE USA, INC.
577995	05/15/2018	\$38.01	UTILITY SERVICES	23610	VERIZON WIRELESS
577996	05/15/2018	\$3,477.36	UTILITY SERVICES	23610	VERIZON WIRELESS
577997	05/15/2018	\$3,485.28	CONTRACT SERVICES	20060	WATER REPLENISHMENT DISTRICT
577998	05/16/2018	\$715.60	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
577999	05/16/2018	\$484.49	TRAVEL & MEETINGS	35140	ART BARAJAS
578000	05/16/2018	\$15.04	PERMITS AND FEES	49090	CALIFORNIA STATE BOARD EQUALIZATION
578001	05/16/2018	\$21.09	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
578002	05/16/2018	\$21.09	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
578003	05/16/2018	\$783.00	CONTRACT SERVICES	49400	U.S. MOBILE WIRELESS/DAY WIRELESS
578004	05/16/2018	\$300.00	ADVERTISING/PRINTING SERVICES	36250	EASTERN GROUP PUBLICATIONS,INC
578005	05/16/2018	\$432.31	TRAVEL & MEETINGS	29610	JACK H. HADJINIAN
578006	05/16/2018	\$16,539.00	POLICE RELATED FEES	692	LOS ANGELES COUNTY SUPERIOR COURT
578007	05/16/2018	\$487.76	TRAVEL & MEETINGS	24930	WILLIAM M. MOLINARI
578008	05/16/2018	\$8,040.75	CONTRACT SERVICES	1658	GOVERNMENT STAFFING SERVICES, INC.
578009	05/16/2018	\$250.00	TRAVEL & MEETINGS	1950	ANDREW PASMANT
578010	05/16/2018	\$617.53	UTILITY SERVICES	72570	U.S. TELEPACIFIC CORP

578011	05/16/2018	\$2,014.38	UTILITY SERVICES	23610	VERIZON WIRELESS
578012*	05/16/2018	\$54.38	SUPPLIES	1954	ZEP SALES & SERVICE
578013	05/16/2018	\$862.50	REFUND	2049	901 UNION, LLC
578014	05/16/2018	\$1,400.00	ADVERTISING/PRINTING SERVICES	1293	923 MEDIA GROUP INC.
578015	05/16/2018	\$40.00	CARPOOL INCENTIVE	27220	ANTHONY ACEVEZ
578016	05/16/2018	\$955.00	CONTRACT SERVICES	11820	ADCO SERVICES, INC.
578017	05/16/2018	\$2,343.25	CONTRACT SERVICES	17680	ALVARADOSMITH
578018	05/16/2018	\$21,199.28	CONTRACT SERVICES	37720	ADVANCED APPLIED ENGINEERING, INC.
578019	05/16/2018	\$250.00	REFUND	2039	IRMA ALVARADO
578020	05/16/2018	\$29,813.50	CONTRACT SERVICES	16120	ALVAREZ-GLASMAN & COLVIN
578021	05/16/2018	\$457.54	SUPPLIES	62880	AMERICAN EMBLEMATIC, LLC
578022	05/16/2018	\$40.00	CARPOOL INCENTIVE	567	ARTHUR P ANCHONDO
578023	05/16/2018	\$40.00	CARPOOL INCENTIVE	289	ANDREA ANDRADE
578024	05/16/2018	\$40.00	CARPOOL INCENTIVE	61470	ERIKA L. ANDRADE
578025	05/16/2018	\$250.00	REFUND	2038	YADIRA ANDRADE
578026	05/16/2018	\$40.00	CARPOOL INCENTIVE	29630	RICHARD APARICIO
578027	05/16/2018	\$70.00	REFUND	2045	FRANKLIN AQUINO
578028	05/16/2018	\$30.66	ADVERTISING/PRINTING SERVICES	35980	SAEED RADMEHR/ARTE PRINTING
578029	05/16/2018	\$70.00	REFUND	2041	LEONARDO ASTILLA JR.
578030	05/16/2018	\$39.78	SUPPLIES	31270	STARBOARD TACK SUPPLY INC.
578031	05/16/2018	\$150.00	CONTRACT SERVICES	40970	ARAKELIAN ENTERPRISES/ATHENS
578032	05/16/2018	\$12,005.70	CONTRACT SERVICES	16710	ATKINSON, ANDELSON, LOYA, RUUD & ROMO
578033	05/16/2018	\$80.00	CARPOOL INCENTIVE	291	ROSA AVALOS
578034	05/16/2018	\$1,476.23	CONTRACT SERVICES	1237	AZTECA LANDSCAPE
578035	05/16/2018	\$70.00	POLICE RELATED FEES	2046	BRYAN BECERRA
578036	05/16/2018	\$195.00	CONTRACT SERVICES	983	ABBA TERMITE AND PEST CONTROL, INC.
578037	05/16/2018	\$34.58	CONTRACT SERVICES	27170	BEVERLY HOSPITAL
578038	05/16/2018	\$197.10	MACHINERY & EQUIPMENTS	45580	BISHOP SUPPLY COMPANY, INC.
578039	05/16/2018	\$158.00	CONTRACT SERVICES	1170	BRIGADE PEST MANAGEMENT
578040	05/16/2018	\$70.00	POLICE RELATED FEES	2047	JOSE JAIME BUITRON
578041	05/16/2018	\$375.00	EDUCATION REIMBURSEMENT	1190	DONALD CADENA
578042	05/16/2018	\$128.00	CONTRACT SERVICES	58240	STATE OF CALIFORNIA-DEPARTMENT OF JUSTICE
578043	05/16/2018	\$40.00	CARPOOL INCENTIVE	3780	JACOB CASTILLO

578044	05/16/2018	\$40.00	CARPPOOL INCENTIVE	68640	LAURA CASTRO
578045	05/16/2018	\$2,750.00	CONTRACT SERVICES	1619	CAT TRACKING INC.
578046	05/16/2018	\$395.00	REFUND	2056	WINNIE HUE CHU
578047	05/16/2018	\$250.00	REFUND	2055	MODUS CHURCH
578048	05/16/2018	\$279.16	CONTRACT SERVICES	36870	CINTAS CORPORATION
578049	05/16/2018	\$193.82	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO. INC
578050	05/16/2018	\$500.00	CONTRACT SERVICES	72	COGRAN SYSTEMS LLC
578051	05/16/2018	\$4,380.86	ADVERTISING/PRINTING SERVICES	21690	COLUMBIA BUSINESS FORMS, INC.
578052	05/16/2018	\$480.00	INCURRED CLAIMS	1643	COMPANY NURSE
578053	05/16/2018	\$360.20	SUPPLIES	325	COMPLETE OFFICE OF CALIFORNIA, INC.
578054	05/16/2018	\$251.00	REFUND	2040	ANNETTE CONTREAS
578055	05/16/2018	\$80.00	CARPPOOL INCENTIVE	29020	RAPHAEL DE LA TORRE
578056	05/16/2018	\$447.69	SUPPLIES	13360	DELL MARKETING L.P.
578057	05/16/2018	\$191.88	SUPPLIES	68080	DERIAN FOODS
578058	05/16/2018	\$340.00	CONTRACT SERVICES	19300	CARLOS DIAZ
578059	05/16/2018	\$50.00	CONTRACT SERVICES	1569	DISCOVERY BENEFITS
578060	05/16/2018	\$1,032.50	ADVERTISING/PRINTING SERVICES	1847	DODGE DATA AND ANALYTICS LLC
578061	05/16/2018	\$199.03	SUPPLIES	40930	EASTMONT PAINT & DECORATING
578062	05/16/2018	\$109.00	SUPPLIES	3560	ENTENMANN-ROVIN CO.
578063	05/16/2018	\$275.32	SUPPLIES	7610	EWING IRRIGATION PRODUCTS,INC.
578064	05/16/2018	\$1,622.91	UNIFORM EXPENSE	908	FIRE FIGHTERS SAFETY INC.
578065	05/16/2018	\$29,833.34	CONTRACT SERVICES	807	FOOTHILL COMMUNICATIONS, LLC
578066	05/16/2018	\$122.20	VEHICLE MAINTENANCE/EXPENSES	3350	GARVEY EQUIPMENT COMPANY
578067	05/16/2018	\$36,705.17	CONTRACT SERVICES	76070	GEO CORRECTIONS & DETENTION, INC.
578068	05/16/2018	\$40.00	CARPPOOL INCENTIVE	809	NATALIE GLASMAN
578069	05/16/2018	\$120.00	CONTRACT SERVICES	1650	GOLDEN STATE ELEVATOR SERVICE INC.
578070	05/16/2018	\$211.65	SUPPLIES	455	GOLDEN STATE FASTENERS & SUPPLY, INC.
578071	05/16/2018	\$40.00	CARPPOOL INCENTIVE	8260	BEATRICE GOMEZ
578072	05/16/2018	\$638.86	SUPPLIES	9470	GRAINGER, INC.
578073	05/16/2018	\$40.00	CARPPOOL INCENTIVE	38440	ANDREW GUZMAN
578074	05/16/2018	\$70.00	REFUND	2042	ANAHIT HARUTYUNYAN
578075	05/16/2018	\$889.05	VEHICLE MAINTENANCE/EXPENSES	270	HARBOR DIESEL AND EQUIPMENT, INC.
578076	05/16/2018	\$40.00	CARPPOOL INCENTIVE	568	JUAN M HERNANDEZ
578077	05/16/2018	\$40.00	CARPPOOL INCENTIVE	4280	NADINE HERNANDEZ

578078	05/16/2018	\$450.00	REFUND	2036	RENATA HERNANDZ
578079	05/16/2018	\$2,600.16	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
578080	05/16/2018	\$2,239.55	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
578081	05/16/2018	\$2,171.14	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
578082	05/16/2018	\$2,129.51	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
578083	05/16/2018	\$2,125.01	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
578084	05/16/2018	\$2,159.41	CONTRACT SERVICES	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
578085	05/16/2018	\$40.00	CARPOOL INCENTIVE	73180	MONICA HUERTA
578086	05/16/2018	\$50.60	SUPPLIES	46770	INDUSTRIAL PIPE & STEEL, LLC
578087	05/16/2018	\$525.30	CONTRACT SERVICES	1054	IVAN STEPANYAN/IVAN'S AIR CONDITIONING
578088	05/16/2018	\$40.00	CARPOOL INCENTIVE	48610	CRYSTAL JAIMEZ
578089	05/16/2018	\$302.22	PREPAID EXPENSES	43680	J.J. KELLER & ASSOCIATES, INC.
578090	05/16/2018	\$40.00	CARPOOL INCENTIVE	50070	JENNY CHAN KESHISHYAN
578091	05/16/2018	\$1,215.00	EDUCATION REIMBURSEMENT	2008	JOHN KESTERSON
578092	05/16/2018	\$25.00	REFUND	2051	ZENAIDA LARA
578093	05/16/2018	\$961.20	CONTRACT SERVICES	2001	LAW OFFICES OF DAVID J. WEISS
578094	05/16/2018	\$2,809.87	CONTRACT SERVICES	8130	RICHARD D. JONES, A PROFESSIONAL LAW CORP.
578095	05/16/2018	\$595.00	CONTRACT SERVICES	750	LIFTECH ELEVATOR SERVICES, INC
578096	05/16/2018	\$23,655.37	CONTRACT SERVICES	1886	LINCOLN TRAINING CENTER AND REHABILITAION WORKSHOP
578097	05/16/2018	\$2,840.26	CONTRACT SERVICES	1923	LOS ANGELES CONSERVATION CORPS.
578098	05/16/2018	\$30.00	CONTRACT SERVICES	147	LOS ANGELES COUNTY AUDITOR CONTROLLER
578099	05/16/2018	\$555.10	CONTRACT SERVICES	37280	LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
578100	05/16/2018	\$2,400.00	CONTRACT SERVICES	1585	DR. ANGELICA LOZA-GOMEZ, M.D., PC
578101	05/16/2018	\$384.00	SUPPLIES	18300	M.C. MIETH MFG., INC.
578102	05/16/2018	\$40.00	CARPOOL INCENTIVE	71590	LUZ MARIA
578103	05/16/2018	\$40.00	CARPOOL INCENTIVE	1778	ILENE MARTINEZ
578104	05/16/2018	\$5,795.00	CONTRACT SERVICES	19040	MUNICIPAL CONTRACT ADMINISTRATORS, INC
578105	05/16/2018	\$40.00	CARPOOL INCENTIVE	35830	JOSE MELENDEZ
578106	05/16/2018	\$80.00	CARPOOL INCENTIVE	2048	STEPHANIE MEZA
578107	05/16/2018	\$653.72	CONTRACT SERVICES	74640	MISSION LINEN SUPPLY
578108	05/16/2018	\$3,459.50	CONTRACT SERVICES	1200	MOBILITY ADVANCEMENT GROUP
578109	05/16/2018	\$1,998.29	REIMBURSEMENTS	790	CITY OF MONTEBELLO PETTY CASH
578110	05/16/2018	\$70.00	REFUND	881	SANDRA MORALES

578111*	05/16/2018	\$472.95	CONTRACT SERVICES	2028	LUCY CORTEZ/MR. G'S CUSTOM UPHOLSTERY
578112	05/16/2018	\$4,080.00	CONTRACT SERVICES	26880	SEBASTIAN WATERWORKS, INC.
578113	05/16/2018	\$425.00	REFUND	2037	MARIA DIANA MUNOZ
578114	05/16/2018	\$375.00	CONTRACT SERVICES	1845	MYVAR, LLC
578115	05/16/2018	\$92,329.05	CONTRACT SERVICES	35250	NATIONWIDE ENVIRONMENTAL SERVICES
578116	05/16/2018	\$249.67	MAIL/ POSTAL EXPENSE	503	NEOPOST USA INC.
578117	05/16/2018	\$6,730.78	VEHICLE MAINTENANCE/EXPENSES	60710	THE AFTERMARKET PARTS COMPANY, LLC
578118	05/16/2018	\$73.69	VEHICLE MAINTENANCE/EXPENSES	70710	NIVEL PARTS & MFG CO., LLC
578119	05/16/2018	\$378.00	CONTRACT SERVICES	41180	MANUEL NUNEZ
578120	05/16/2018	\$2,200.70	SUPPLIES	15620	OFFICE DEPOT
578121	05/16/2018	\$237.83	VEHICLE MAINTENANCE/EXPENSES	1999	OMNISOURCE UNITED, INC.
578122	05/16/2018	\$600.00	EDUCATION REIMBURSEMENT	1686	ERIC ORTIZ
578123	05/16/2018	\$400.37	CONTRACT SERVICES	19480	ORKIN EXTERMINATING CO., INC.
578124	05/16/2018	\$40.00	CARPPOOL INCENTIVE	1596	JESSICA ORTIZ
578125	05/16/2018	\$40.00	CARPPOOL INCENTIVE	138	BRIANNON PADILLA
578126	05/16/2018	\$452.79	SUPPLIES	26500	PALARDY & MILLER AUTOBODY
578127	05/16/2018	\$40.00	CARPPOOL INCENTIVE	59960	JO ANN PANOSIAN
578128	05/16/2018	\$35,135.10	CONTRACT SERVICES	42180	PCAM, LLC
578129	05/16/2018	\$65.61	SUPPLIES	9480	DERIAN FAMILY FOODS INC.
578130	05/16/2018	\$9,087.75	CONTRACT SERVICES	1950	ANDREW PASMANT
578131	05/16/2018	\$40.00	CARPPOOL INCENTIVE	65330	WENDY PEREZ
578132	05/16/2018	\$40.00	CARPPOOL INCENTIVE	34240	ROBERT PORTILLO
578133	05/16/2018	\$1,128.19	CONTRACT SERVICES	59760	POWER PLUS INTERNATIONAL, INC.
578134	05/16/2018	\$40.00	CARPPOOL INCENTIVE	13220	JESUS RABELERO
578135	05/16/2018	\$790.15	SUPPLIES	1925	CENTRAL SANITARY SUPPLY
578136	05/16/2018	\$102.00	CONTRACT SERVICES	952	RELIANT IMMEDIATE CARE MEDICAL GROUP INC
578137	05/16/2018	\$120.00	CONTRACT SERVICES	65000	JOAQUIN B. RENTERIA
578138	05/16/2018	\$90.00	PARKS AND RECREATION	2044	PEDRO REYES
578139	05/16/2018	\$40.00	CARPPOOL INCENTIVE	56830	ESTHER ROBLES
578140	05/16/2018	\$600.00	EDUCATION REIMBURSEMENT	1874	CHRISTOPHER ROMO
578141	05/16/2018	\$2,529.37	CONTRACT SERVICES	1860	HSW RR, INC.
578142	05/16/2018	\$1,083.58	VEHICLE MAINTENANCE/EXPENSES	1495	SHAK ENTERPRISES, INC./MONTEBELLO TIRE PROS
578143	05/16/2018	\$201.56	VEHICLE MAINTENANCE/EXPENSES	52940	S & A ENGINE, INC.

578144	05/16/2018	\$3,585.35	CONTRACT SERVICES	1225	SALDANA LANDSCAPE INC.
578145	05/16/2018	\$5,254.74	CONTRACT SERVICES	14730	SAN GABRIEL VALLEY WATER COMPANY
578146	05/16/2018	\$4,421.65	CONTRACT SERVICES	14730	SAN GABRIEL VALLEY WATER COMPANY
578147	05/16/2018	\$40.00	CARPOOL INCENTIVE	69960	NICOLE I. SAUCEDO
578148	05/16/2018	\$40.00	CARPOOL INCENTIVE	61140	MICHAEL SAVEDRA
578149	05/16/2018	\$129,121.15	IMPROVEMENTS OTHER THAN BUILDING	20770	SEQUEL CONTRACTORS. INC.
578150*	05/16/2018	\$262.50	CONTRACT SERVICES	73600	SHAW HR CONSULTING, INCORPORATED
578151	05/16/2018	\$202.50	CONTRACT SERVICES	1868	SHEPPARD MULLIN RICHTER & HAMPTON LLP
578152	05/16/2018	\$736.05	CONTRACT SERVICES	36350	SHRED-IT USA
578153	05/16/2018	\$40.00	CARPOOL INCENTIVE	24280	MARTIN SOLANO
578154	05/16/2018	\$40.00	CARPOOL INCENTIVE	33960	DAVID SOSNOWSKI
578155	05/16/2018	\$2,980.00	CONTRACT SERVICES	68000	JORGE SOTO
578156	05/16/2018	\$40.00	CARPOOL INCENTIVE	1091	JANELLE TORRES
578157	05/16/2018	\$150.48	CONTRACT SERVICES	387	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS,INC.
578158*	05/16/2018	\$3,500.00	CONTRACT SERVICES	1949	TRC ENGINEERING SERVICES, LLC
578159	05/16/2018	\$250.00	GENERAL GOVERNMENT	2054	ESTHER TRUJILLO
578160	05/16/2018	\$48.21	TRAVEL & MEETINGS	18940	TAIVAI (DAVID) TSUEN
578161	05/16/2018	\$216.25	CONTRACT SERVICES	57140	UNDERGROUND SERVICE ALERT OF SOUTHERN CA
578162	05/16/2018	\$1,920.00	CONTRACT SERVICES	74850	UNIQUE GENERAL SERVICES
578163	05/16/2018	\$40.00	CARPOOL INCENTIVE	595	MATTHEW A VALENZUELA
578164	05/16/2018	\$40.00	CARPOOL INCENTIVE	52570	CLAUDIA S. VARGAS
578165	05/16/2018	\$40.00	CARPOOL INCENTIVE	62650	DELFINA VARGAS
578166	05/16/2018	\$40.00	CARPOOL INCENTIVE	395	MARIA TERESA VASQUEZ
578167	05/16/2018	\$2,835.62	VEHICLE MAINTENANCE/EXPENSES	25860	WAYNE HARMEIER INC.
578168	05/16/2018	\$8,562.98	CONTRACT SERVICES	22290	WESTERN ALLIED CORPORATION
578169	05/16/2018	\$767.36	CONTRACT SERVICES	1685	WHITTIER CAR WASH , INC.
578170	05/16/2018	\$5,300.00	CONTRACT SERVICES	443	THE WHOLE CHILD
578171	05/16/2018	\$100.00	CONTRACT SERVICES	8160	WINCAL TECHNOLOGY CORPORATION
578172	05/16/2018	\$1,905.30	SUPPLIES	67320	WINZER CORPORATION
578173	05/16/2018	\$12,231.25	CONTRACT SERVICES	1432	SUSAN M. WOOLLEY
578174	05/16/2018	\$25,649.25	CONTRACT SERVICES	1631	YORK RISK SERVICES GROUP, INC.
578175	05/16/2018	\$40.00	CARPOOL INCENTIVE	75930	DELFINO RANGEL ZARAGOZA
578176	05/16/2018	\$40.00	CARPOOL INCENTIVE	351	STEVE ZARAGOZA

578177	05/16/2018	\$5,913.00	VEHICLE MAINTENANCE/EXPENSES	288	ZEMARC CORPORATION
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Total	\$1,031,098.86
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6093 - Successor Agency

1394	05/16/2018	\$2,237.50	CONTRACT SERVICES	16120	ALVAREZ-GLASMAN & COLVIN
1395	05/16/2018	\$2,050.00	CONTRACT SERVICES	15180	STEARNS, CONRAD AND SCHMIDT CONSULTING ENG.

Total	\$4,287.50
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* Pursuant to Resolution #17-40 - Any new contract not submitted for approval by the City Council the first time a payment for any such contract is listed on a warrant register.

MINUTES

THE CITY OF MONTEBELLO CITY COUNCIL MET AT THE ABOVE TIME AND PLACE IN A REGULAR SESSION.

OPENING CEREMONIES

1. **CALL MEETING TO ORDER:** Mayor Delgado called the meeting to order at the hour of 5:44 p.m.
2. **ROLL CALL:** City Clerk I. Barajas
MEMBERS PRESENT: Molinari, Barajas, Hadjinian, Romero (joined the meeting at 6:32 p.m.), Delgado
STAFF PRESENT: Acting City Manager Pasmant, City Attorney Alvarez-Glasman
3. **STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS:** Assistant City Attorney Chris Cardinale

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

Charles Pell asked that case numbers be noted on Closed Session descriptions.

Mayor Delgado recessed the meeting into Closed Session at the hour of 5:50 p.m. At the hour of 6:32 p.m., Mayor Delgado reconvened the meeting.

CLOSED SESSION

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

4. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Government Code Section 54956.9(d)(1)
Name of Cases: M. Sanchez v. City of Montebello; N. Slevcove v. City of Montebello; A. Fivecoat v. City of Montebello; P. Sherrick v. City of Montebello

Councilmembers received a briefing, direction was provided, no final action, nothing further to report.
5. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Government Code Section 54956.9(d)(1)
Name of Cases: Aguilera v. City of Montebello and Lopez v. City of Montebello

Councilmembers received a briefing on the Aguilera matter, direction was provide to the City Attorney regarding possible resolution. No final action.
6. **CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION**
Government Code Section 54956.9(d)(1)
Name of Case: Costco v. City of Montebello Successor Agency

Councilmembers received a briefing. No action taken.

CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

Government Code Section 54956.8
Property: 1345 N. Montebello Blvd.
Agency Negotiator: City Manager
Negotiating Parties: Costco
Under Negotiation: price and terms

City Councilmembers received a briefing and provided direction to the City Attorney and City Manager. Nothing further to report.

7. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Government Code Section 54956.9(d)(2))
One matter

This matter was not heard.

8. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

Government Code Section 54957(b)(1)
Title: City Manager
Title: Assistant City Manager

A briefing was presented to City Councilmembers. No action taken.

9. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code Section 54957(b)(1)

City Councilmembers received a briefing, direction was provided, no action taken.

REGULAR SESSION

10. INVOCATION City Clerk Barajas

PLEDGE OF ALLEGIANCE Interim Chief Keller

11. PRESENTATIONS

A. RECOGNITION OF RESERVE OFFICER RETIREES JOHN JIMENEZ AND ERIC KAWAGUCHI

B. OFO BICYCLE RENTAL SERVICE PRESENTATION

C. RECOGNITION OF APPLIED TECHNOLOGY CENTER, COOL KID, DIANA KNOBLER

12. STATEMENT OF PUBLIC ORAL COMMUNICATIONS: Assistant City Attorney Chris Cardinale

13. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

John Paul Drayer, Candidate for Assembly, spoke about Homelessness and added that representation is need in Sacramento.

Charles Pell spoke about the search for a new Police Chief and asked about the requirements and processes.

Avik Cordiero stated that concerns regarding mosquitos began is 2004, and stated that mosquito season will begin in March 2018.

Linda Nicklas asked when the Home2 Suite project would be completed and added that KPRS should be fined for each day the project is not completed after the due date.

Claudia Salinas stated concerns with getting a permit from the City, in order to make improvements to her home.

Maribel Briseno spoke in support of the bike presentation by OFO but added that the City of Montebello does not have any bike lanes. She asked if the Bicycle Coalition could make a presentation to the Council at a future meeting.

Travel Agency asked why the City does not support the use of banners by businesses to advertise their business.

Celeste Zepeda, Alicia Amamoto and Astrid Herrera from the Montebello Ashiya Association, invited everyone to their 1st Annual Golf Tournament at the Montebello Country Club on April 13, 2018.

14. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

Acting City Manager Pasmant stated that Montebello Bus Lines buses assisted those displaced by an apartment fire in Pico Rivera, with transportation to shelters.

15. CORRECTIONS TO THE AGENDA – CITY MANAGER

None.

16. APPROVAL OF AGENDA: Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas that all items be approved in a single motion with the exception **Item Nos. 17 (pulled), 19, 20 and 27**. Such approval will also waive the reading of any ordinance. Motion carried unanimously.

CONSENT MATTERS

17. ENCUMBERING / EXPENDING REMAINING PROCEEDS OF THE MONTEBELLO REDEVELOPMENT AGENCY TAX ALLOCATION BONDS, 2009 SERIES A

This item was pulled from the agenda and not discussed.

18. 2017 HAZARD MITIGATION PLAN

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas adopt Resolution No. 18-20 approving the 2017 Hazard Mitigation Plan. Motion carried unanimously.

19. CITY PLANNING GRANT TO PREVENT AND COMBAT HOMELESSNESS

Maribel Briseno asked that businesses and residents be included to serve on the Homelessness Ad Hoc Committee.

Acting City Manager Pasmant stated that there will be input sessions for those who would like to participate, but added that a sub-committee will be formed.

Mayor Pro Tem Hadjinian stated that he would be happy to chair the sub-committee but reminded everyone that the City only received \$50,000 in grant money.

Councilmember Romero stated that she would like to include agencies associated with the riverbed, Army Corps of Engineers, Flood Control, and mental health clinicians.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to consider the following alternatives and how best to obtain City Council direction and input with the development of the Montebello Homelessness Plan: (1) Create and appoint an Homelessness Ad Hoc Committee; or (2) Allow the Mayor (Delgado, Alternate) and Mayor Pro Tem (Hadjinian) to work with the Acting City Manager on the subject of homelessness in the City, as related to the plan development. Motion carried unanimously.

20. SALE OF VACANT LOT AT SOUTHWEST CORNER OF UNION STREET / CHAPIN ROAD IN THE CITY OF MONTEBELLO, APN # 6354-030-901

Assistant City Manager gave a brief staff report.

Councilmember Molinari stated that the property should be able to sell for more than \$3,000.00

City Councilmembers asked that this item be tabled for 30 days.

21. AWARD OF CONSTRUCTION CONTRACT FOR C.P. 862 – ELLINGBROOK DRIVE STREET IMPROVEMENTS FROM FIRVALE AVENUE TO EASTERLY END CUL-DE-SAC, RFP NO. 18-15 TO SEQUEL CONTRACTORS, INC.

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to approve awarding a Construction Contract for C.P. 862 – Ellingbrook Avenue Street Improvements from Firvale to Easterly end Cul-de-Sac, RFP No. 18-15 in the amount of \$227,182.00 to Sequel Contractors, Inc., authorize the Acting City Manager to review and approve all change orders within a 14% contingency of the contract amount as recommended by the Assistant City Manager/Director of Public Works, and authorize the Acting City Manager to execute Contract Agreement No. 3358 on behalf of the City. Motion carried 4-0-1 (Romero abstained).

22. AGREEMENT FOR UTILITY BILLING ANALYSIS, REQUEST FOR PROPOSALS NO. 17-27 - UTILITY BILLING ANALYSIS

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to (1) Award an Agreement in an amount not exceed 29% of any fees recovered by the City to Troy & Banks, Inc., for the professional services provided under Request for Proposals No. 17-27 – Utility Billing Analysis (RFP No. 17-27); and (2) Authorize the Acting City Manager to execute Agreement No. 3359 on behalf of the City. Motion carried unanimously.

23. AUTHORIZATION FOR PTMISEA ACCOUNT BOND PROGRAM

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to adopt Resolution No. 18-21 appointing the Acting City Manager as the authority to execute the Certifications and Assurances for the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) account bond program. Motion carried unanimously.

24. AUTHORIZATION FOR CALIFORNIA TRANSIT SECURITY GRANT PROGRAM, CALIFORNIA TRANSIT ASSISTANCE FUND, ACCOUNT BOND PROGRAM

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to adopt Resolution No. 18-22 appointing the Acting City Manager as the authority to execute the Certifications and Assurances for the California Transit Security Grant Program (CTSGP), California Transit Assistance Fund (CTAF), and account bond program administered by the California Governor's Office Emergency Services (Cal OES). Motion carried unanimously.

25. PARTNERSHIP WITH MONTEBELLO-COMMERCE YMCA FOR COMMUNITY GARDEN

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to partner with the Montebello-Commerce YMCA in applying for a grant through the Kaiser Permanente Baldwin Park Medical Center Grant Program to establish a Community Garden at a City Park and, if awarded, enter into Temporary Use Agreement No. 3360 with the YMCA to operate and manage the space. Motion carried unanimously.

26. REQUEST FOR AUTHORIZATION TO USE ASSET FORFEITURE FUNDS

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to approve the appropriation of Drug Asset Forfeiture funds to purchase four (4) leased vehicles at the conclusion of the 4-year lease agreement (set to expire February of 2018). Resolution No. 18-23 would approve the transferring of funds from the Asset Forfeiture account to a Police Department account. Motion carried unanimously.

27. SECOND READING – AMENDMENT TO THE CHAPTER 5.90 OF THE MONTEBELLO MUNICIPAL CODE, AND AN AMENDMENT TO THE ZONING CODE, BOTH RELATING TO COMMERCIAL CANNABIS ACTIVITIES; ISSUANCE OF SOLICITATION FOR APPLICATIONS FOR CULTIVATION, MANUFACTURING, AND TESTING SITES

Councilmember Molinari stated that he does not support the approval of the ordinance.

Mayor Pro Tem Hadjinian stated support of the ordinance.

Councilmember Romero stated that there are no reports from the Police and Fire Departments, and stated concerns regarding gases, liquids, etc.

Mayor Pro Tem Hadjinian moved, seconded by Mayor Delgado to approve: (a) the Second Reading of: (1) Ordinance No. 2400 amending Chapter 5.90, “Commercial Cannabis Activities,” of the Montebello Municipal Code, and; (2) an Ordinance approving an Amendment to the Montebello Zoning Code relating to commercial cannabis cultivation, manufacturing, and testing activities; and (b) direct the issuance of the Solicitation for Applications approved by the City Council at its previous meeting. Motion carried 3-2 on the following roll call vote of the City Council:

AYES: Barajas, Hadjinian, Delgado

NOES: Molinari, Romero

28. CITY WARRANTS AND AUTHORIZED SIGNATURES

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to approve and adopt Resolution No. 18-24 related to “authorized signatories” for City Warrants, Checks, and Bank Accounts. Motion carried unanimously.

29. CITY OF MONTEBELLO-LOCAL AGENCY INVESTMENT FUND (LAIF)

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas approve and adopt Resolution No. 18-25 (LAIF) and Resolution No. 18-26 (Successor Agency) to update the authorized officers for the Successor Agency and City LAIF accounts. Motion carried unanimously.

30. MONTHLY INVESTMENT REPORT – JANUARY 2018

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to approve and file said report. Motion carried unanimously.

31. CLAIMS AGAINST THE CITY

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas Move to **DENY** the following claims: D. Chan in the amount of \$417.00. Motion carried unanimously.

32. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCY WARRANT REGISTER OF DEMANDS DATED FEBRUARY 28, 2018

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to approve Resolution No. 18-27 approving the Warrant Register dated February 28, 2018. Motion carried unanimously.

33. APPROVAL OF MINUTES: REGULAR MEETINGS OF OCTOBER 11, AND OCTOBER 25, 2017, AND SPECIAL MEETING OF NOVEMBER 8, 2017

Mayor Pro Tem Hadjinian moved, seconded by Councilmember Barajas to approve and file said minutes. Motion carried unanimously.

33. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (CONTINUED IF NECESSARY)

None.

COUNCIL ORALS

34. COUNCILMEMBER MOLINARI

None.

35. COUNCILMEMBER BARAJAS

None.

36. MAYOR PRO TEM HADJINIAN

None.

37. COUNCILMEMBER ROMERO

a. Report on ICA Conference – this item was held over.

b. Update on Caltrans

Councilmember Romero spoke about infrastructure issues on the 60 freeway, and spoke about addressing issues regarding irrigation, striping, drainage and erosion.

c. Update on recent legislative bills – this item was held over.

38. MAYOR DELGADO

None.

ADJOURNMENT

Upon motion carried unanimously, Mayor Delgado adjourned the meeting at the hour of 8:52 p.m., in memory of the 17 victims of the recent mass shooting in Florida, and asked for a moment of silence.

IRMA BARJAS, City Clerk