

# City Clerk's Office FAQs

**PRA Requests** - Please be advised that due to the COVID-19 pandemic, and the "Stay at Home" Orders / "social distancing" guidelines issued by State and County officials, there has been a significant reduction of staffing at City Hall. Additionally, be advised that City Hall and other public facilities are closed to public access, and consistent with the "local emergency" declared by the Montebello City Council on March 12, 2020 and subsequent action on March 16, 2020, staff is prioritizing the continued provision of essential services to residents. Staff's access to public records is also limited at this time, as telecommuting and social distancing prevents staff from easily accessing the documents and files of other departments / employees.

For these reasons, the City is processing requests for public records on a "first-come, first-served" basis, and as staffing levels and availability permit. However, the City's capacity to respond promptly during this crisis is limited, and the City estimates it will take at least thirty (30) days to identify any non-exempt records that are responsive to your request, and to make those copies available for review. If the request is complex or seeks a large volume of materials, there may be additional delays.

The City recognizes and takes seriously the public's right to obtain copies of public records and appreciates your understanding of delays during this difficult time. Because staff schedules and work responsibilities may change over the coming weeks, if you have not received a further response to your request within thirty (30) days of this letter/message, please contact the City Clerk's Office. Finally, the City maintains a large volume of public records on its website ([www.cityofmontebello.com/org](http://www.cityofmontebello.com/org)), which are available for public review at any time.

## **Suspend Physical Access and Inspection of Public Records:**

The Public Records Act (PRA) requires public records to be "open to inspection at all times during the office hours of the state or local agency..." (Gov't Code § 6253(a)). Because City Hall will be closed to the public, except for essential services, and to maintain "social distancing" requirements imposed by Federal, State, and County health orders, the City will not have "office hours" and cannot make its records open for public inspection.

## **Subpoenas and other Service Documents to be Received Electronically :**

Until further notice, the City Clerk's Office will be accepting delivery of subpoenas, claims and other time-sensitive documents via email at [Lguzman@cityofmontebello.com](mailto:Lguzman@cityofmontebello.com). Where applicable, originals with checks for witness or record(s) fee should be mailed to: Office of the City Clerk, City of Montebello, 1600 W. Beverly Blvd., Montebello, CA 90640.