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**CITY OF MONTEBELLO CITY COUNCIL**  
**CALL AND NOTICE OF A SPECIAL MEETING AND AGENDA**

**WEDNESDAY, MARCH 3, 2021 AT 5:30 P.M**

**CITY HALL COUNCIL CHAMBERS  
1600 WEST BEVERLY BOULEVARD  
MONTEBELLO, CALIFORNIA<sup>1 1[2]</sup>**

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**NOTICE IS HEREBY GIVEN** that a Special Meeting for the City of Montebello City Council is hereby called to be held on March 3, 2021 at 5:30 p.m. in the Council Chambers, 1600 West Beverly Boulevard, Montebello City Hall and via telephonically and/or electronically. The Agenda for this Special Meeting is as follows:

**OPENING CEREMONIES**

- 1. CALL MEETING TO ORDER: Mayor Cobos-Cawthorne**
- 2. ROLL CALL: City Clerk Christopher Jimenez**
- 3. STATEMENT OF PUBLIC ORAL COMMUNICATIONS:** Members of the public interested in addressing the City Council during this Special Meeting may *only* address the items which have been described in the notice of this Special meeting in accordance with Government Code Section 54954.3(a). This also includes any request for Public Comments on items listed for Closed Session prior to the City Council recessing into Closed Session. At this City Council meeting and consistent with the Governor's Executive Order No N-29-20, the City Council meeting will continue to be live streamed and can be watched at [www.cityofmontebello.com](http://www.cityofmontebello.com) under the "City Council AGENDAS" tab and clicking the "Live Stream" tab. The City has created an email address [ccpubliccomment@cityofmontebello.com](mailto:ccpubliccomment@cityofmontebello.com) where the public can submit public comments the day of the meeting, **March 3, 2021 from 7:30 a.m. – 4:30 p.m.** These comments will be read out loud and submitted for the record. Members of the public that are interested in addressing the City Council telephonically may contact the City Clerk's office the day of the meeting, **March 3, 2021 from 7:30 a.m. – 4:30 p.m.** Staff will complete Public Comment cards in the order received and the public will be called during the meeting.

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<sup>1</sup> *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 II1203). If you require translation services, please contact the City Clerk's Office 24 hours before this meeting. Si necesita servicios de traducción, comuníquese con la Oficina del Secretario Municipal 24 horas antes de esta reunión.*

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**OPEN SESSION – CONSENT AGENDA**

- 4. REVIEW OF CURRENT AD HOC COMMITTEES AND DISCUSS ALTERNATIVE FORMATS FOR ESTABLISHMENT OF CITY COUNCIL SUBCOMMITTEES RELATED TO DISCUSSING A SPECIFIC SUBJECT MATTER.**

**RECOMMENDATION:** Staff recommends that the City Council:

- 1) Review background information about the current use of ad hoc committees; and
- 2) Discuss the specific purpose, timeframe and continuance of existing ad hoc committees; and
- 3) Take such additional, related action that may be desirable.

- 5. APPROVE THE 2021 NATIONALLY RECOGNIZED HEALTH AND HERITAGE MONTHS.**

**RECOMMENDATION:** Staff recommends that the City Council approve the proposed 2021 calendar establishing special observance of nationally recognized health and heritage months to be acknowledged during the presentation portion of a regular City Council meeting.

**ADJOURNMENT**

The City of Montebello will adjourn to the next Regular Meeting on March 10, 2021 at 5:30 p.m. which can be live streamed at [www.cityofmontebello.com](http://www.cityofmontebello.com) (Click on Live Stream).

Dated: March 1, 2021

I, Alicia Fernandez, Deputy City Clerk for the City of Montebello hereby certify that the foregoing Notice of the Special Meeting for the City of Montebello City Council to be held on March 3, 2021, at 5:30 p.m., was posted at City Hall and the City's website no less than 24-hours before the start of the Special Meeting, and delivered to each member of the City of Montebello City Council all on or before March 2, 2021.



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Alicia Fernandez, Deputy City Clerk

## CITY OF MONTEBELLO

## SPECIAL CITY COUNCIL AGENDA STAFF REPORT

**TO:** Honorable Mayor and City Council Members

**FROM:** René Bobadilla, P.E., City Manager

**SUBJECT:** **Review Of Current Ad Hoc Committees And Discuss Alternative Formats For Establishment Of City Council Subcommittees Related To Discussing A Specific Subject Matter**

**DATE:** March 3, 2021

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**RECOMMENDATIONS:**

Staff recommends that the City Council:

- 1) Review background information about the current use of ad hoc committees; and
- 2) Discuss the specific purpose, timeframe and continuance of existing ad hoc committees; and
- 3) Take such additional, related action that may be desirable.

**BACKGROUND**

Each year, following the City Council reorganization meeting, the City Council reviews assigning members of the City Council to represent the City Council on various Boards, Agencies, Committees, Commissions and Ad Hocs. In continuing this practice, at the January 13, 2021, City Council meeting staff presented a staff report for City Council consideration. Action was taken by City Council to assign representatives to the various regional boards. At the January 13, 2021 City Council meeting, Mayor Pro Tem David Torres recommended the Council discuss the existing list of Ad Hoc Committees at a future special meeting to evaluate the viability of each Ad Hoc. The table below provides the list of Ad Hoc's that have been identified in historical documents and the most recent assignments.

SPECIAL CITY COUNCIL MEETING AGENDA REPORT – MEETING OF MARCH 3, 2021  
**Review Of Current Ad Hoc Committees And Discuss Alternative Formats For Establishment Of City Council Subcommittees Related To Discussing A Specific Subject Matter**

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CITY AD HOCS		
Ad Hoc	Current City Council Assignment	City Council Assigned 2020
Beautification (City Hall) Established January 8, 2020		Cobos-Cawthorne and Torres
Cannabis Ad Hoc Established January 9, 2019	Cobos-Cawthorne	Cobos-Cawthorne and Hadjinian
Centennial Ad Hoc Established January 8, 2020 to establish a committee		Melendez
Economic Development Ad Hoc Established 2017		Cobos-Cawthorne and Jimenez
Homelessness Ad Hoc Established February 28, 2018		Melendez and Hadjinian
Solid Waste Ad Hoc		Hadjinian
Street Ad Hoc Established February 2017		Cobos-Cawthorne and Hadjinian
Transit Ad Hoc Established 2017		Jimenez and Hadjinian
Washington Coalition Established November 18, 2020	Melendez	Melendez and Hadjinian

\*City Council Members assigned from 2020 continue to serve on Ad Hoc’s if a meeting is necessary to continue to advance the project until a new assignment is made.

Beautification (City Hall) – the purpose of this Ad Hoc is to provide input on City Hall design improvements.

*Past Ad Hoc Meeting Date: January 28, 2020*

Cannabis Ad Hoc – the purpose of this Ad Hoc was to consider and develop recommendations in implementing the establishment of the Commercial Cannabis Program by reviewing and approving cannabis applicants, development of the fee schedule and provide staff direction to complete the Program implementation process.

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*Past Ad Hoc Meeting Dates:*

January 15, 2019

August 8, 2019

October 10, 2019

January 28, 2020

June 23, 2020

Centennial Ad Hoc – the purpose of this Ad Hoc was to create a working committee with the Mayor as chair and a rotating co-Chairperson. Other Councilmembers would participate in different projects proposed by the Centennial committee. This Ad Hoc did not convene due to the restrictions associated with the COVID-19 Stay-At-Home Orders issued in March 2020. Centennial events were planned and approved by City Council through the budget process and implemented as permitted by the limitations of the Stay-at-Home Orders. Centennial promotional items were purchased, banners installed, a history pamphlet created, a city-wide caravan event was hosted and 100 year logo branding were implemented along with print media to name a few.

Economic Development Ad Hoc – the purpose of this Ad Hoc was created to discuss economic development strategies and the Whittier Boulevard corridor.

*Past Ad Hoc Meeting Date:* August 8, 2019

Homelessness Ad Hoc – this Ad Hoc was established on February 28, 2018, as part of a City Planning Grant to Prevent and Combat Homeless award of \$50,000 from the San Gabriel Valley Council of Government to work with LeSar's Development Consultants to develop the Montebello Homelessness Plan. The Plan was approved by the City Council on June 27, 2018. Four different community meetings were held by the consultant and representatives from the Ad Hoc attended. The following dates represent the community meeting dates hosted by the City and Consultant.

*Past Meeting Dates:*

- February 27, 2018
- March 28, 2018
- May 3, 2018
- May 10, 2018

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Solid Waste Ad Hoc – the purpose of this Ad Hoc was created to discuss existing solid waste operators and future timeline to incorporate state mandates and compliance. This Ad Hoc should continue as needed.

*Past Ad Hoc Meeting Date: August 20, 2019*

Street Ad Hoc – the purpose of this Ad Hoc was created to discuss work on street segments consisting of concrete repairs to curbs, gutters, sidewalks, concrete drainage areas and ADA ramps that must be completed prior to pavement resurfacing including the Paving the Way Project.

*Past Ad Hoc Meeting Dates:*

- February 20, 2019
- May 14, 2019
- July 16, 2019
- August 8, 2019
- August 21, 2019
- August 27, 2019
- September 10, 2019
- September 24, 2019
- December 19, 2019
- January 28, 2020
- February 25, 2020
- March 24, 2020
- May 26, 2020
- June 23, 2020
- September 02, 2020
- January 14, 2021
- February 18, 2021

Transit Ad Hoc – the purpose of this Ad Hoc was created to evaluate the City’s Montebello Bus Line operations including bus stop amenities, transit assessments and other transit planning actions. Staff was unable to locate past Ad Hoc meetings dates.

Washington Coalition – the purpose of this Ad Hoc is to provide City Council input on the Metropolitan Transportation Authority Eastside Gold Line Phase II light rail project that will extend the Gold Line rail service east from the current terminus along Washington Boulevard towards the City of Whittier. The Ad Hoc members attend Coalition meetings as needed when designated staff request the presence of coalition elected officials.

*Past Joint Coalition Elected Officials - Ad Hoc Meeting Dates:*

January 29, 2020

February 27, 2020

February 4, 2021

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**ANALYSIS**

A common practice among local municipalities is the establishment of subcommittees or ad hoc committees to have direct involvement by representatives of the Council regarding specific subject matters. These subcommittees or ad hoc's should report to, and solicit feedback from, the full City Council at the conclusion of the assignment. This will help ensure that staff efforts reflect the priorities and concerns of the City Council.

The Brown Act applies to “legislative bodies,” including standing committees or commissions or a body created by charter, ordinance, resolution or other formal action of a legislative body. Any committee, regardless of its composition, that has either continuing subject matter jurisdiction or a meeting schedule fixed by formal action of the legislative body is a legislative body. Under the Brown Act, the term “legislative body” excludes temporary advisory committees (often referred to as “ad hoc” committees) composed solely of less than a quorum of members of the legislative body, provided they are not committees that have continuing subject matter jurisdiction or a fixed meeting schedule. If the advisory committee membership includes persons other than members of the legislative body, then it is a legislative body subject to the Brown Act. To be an ad hoc committee exempt from the Brown Act, the advisory body should have a defined task or item to address and be of a limited or defined duration.

Another option available to the City Council is establishing a standing committee. Standing committees of a legislative body, which consist solely of less than a quorum of the body, are subject to the requirements of the Brown Act. Standing committees exist to make routine and regular recommendations on a specific subject matter. The Council could create a standing committee with continuing subject matter jurisdiction regarding a specific subject matter. The standing committee could include citizens and staff members, if desired, but would have to comply with the meeting noticing and other requirements of the Brown Act.

Task Force (also referred to as Blue Ribbon Committees)– generally comprised of two City Council members and members of the general public to address a specific community wide issue. The issue would be discussed and evaluated by the Task Force and recommendations would be formally made to the City management and City Council on decisions related to the subject that affect the community and proposing local solutions. Cities that establish Task Forces to discuss, identify, and then educate the public about “best practices” and approaches to address the defined issue. The Task

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Force would consider input from the community, consider guidelines, and propose recommendations including financial impact to provide recommendations for a local response. Generally, Blue Ribbon Committees are not subject to the Brown Act, but may be, if developed by formal action of the City Council.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Staff recommends that the City Council consider the dissolution of the Cannabis Ad Hoc as the process has been established and Development Agreements have been approved by the City Council. Community and Economic Development staff can provide periodic updates to the City Council as needed.

In addition, staff recommends the dissolution of the Centennial and Transit Ad Hoc Committees. Due to the nature of the complexities related to homelessness, staff is recommending the transition from an Ad Hoc Committee to a taskforce.

Further, staff recommends the establishment of a Joint City/School District Task Force to discuss matters of mutual concern with two representatives of the legislative body, the City Manager, the Superintendent and or their designated staff with subject matter expertise on the item(s) of concern.

Finally, staff is seeking direction on the appropriateness of maintaining other Standing, Ad Hoc or Blue Ribbon Committees.



**CITY OF MONTEBELLO****SPECIAL CITY COUNCIL AGENDA STAFF REPORT**

**TO:** Honorable Mayor and City Council Members

**FROM:** René Bobadilla, P.E., City Manager

**SUBJECT:** **Approve the 2021 Nationally Recognized Health and Heritage Months**

**DATE:** March 3, 2021

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**RECOMMENDATION**

It is recommended that the City Council approve the proposed 2021 calendar establishing special observance of nationally recognized health and heritage months to be acknowledged during the presentation portion of a regular City Council meeting.

**BACKGROUND**

A number of nationally recognized calendars exist that provide a summary of standardized themes for each month for planning by various disciplines both in public and private sectors. These themes acknowledge contributions or further advance public education on health and wellness. For purposes of providing themes that can resonate with our community at large, staff is proposing the monthly list below for consideration of approval for the remainder of the 2021 calendar year. Approval of specific themes will allow the Public Affairs staff the ability to create print, visual and digital media to further promote to our community.

For March, Women's History Month will be recognized with a series of short interviews that will highlight local women in leadership that will be posted throughout the month on social media. In addition, staff will recommend acknowledgment of other important dates such as Memorial Day and Veterans Day as part of specific programming.

**Proposed Nationally Recognized Health and Heritage Months:**

April Is:

- National Child Abuse Prevention
- National Volunteer Month (Ties into City programming)
- Autism Awareness Month

**Approve the 2021 Nationally Recognized Health and Heritage Months**

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May Is:

- Asian Pacific Heritage Month
- National Pet Month
- Mental Health Month

June Is:

- LGBTQ Pride Month

July Is:

- July is Parks and Recreation Month

August Is:

- National Wellness Month

September Is:

- National Hispanic Heritage Month (Sept 15- Oct 15)
- National Preparedness Month

October Is:

- Breast Cancer Awareness Month
- Bullying Prevention Month
- Domestic Violence Awareness Month

November Is:

- Movember – Events to raise awareness for men’s health issues (like prostate cancer and depression)
- Alzheimer Disease Awareness Month

December Is:

- Human Rights Month

**FISCAL IMPACT**

There is no fiscal impact to this action of establishing dates for City Council recognition of Nationally Recognized Health and Heritage Months.

**ATTACHMENT(S)**

None