



CITY OF SIGNAL STAFF

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12/9/2025

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: YVETTE E. AGUILAR
DEPUTY CITY MANAGER/
PARKS, RECREATION AND LIBRARY SERVICES DIRECTOR**

SUBJECT: PROPOSED POLICY FOR CITY COUNCIL COMMITTEES

Summary:

At the City Council meeting of July 8, 2025, the City Council discussed the purpose and support requirements for the Sustainable City Committee (SCC) and Diversity Coalition Committee (DCC). Staff outlined the differences between commissions and committees, explained the formation and purpose of the SCC and DCC, and presented estimates of staff resources dedicated to supporting each committee. The City Council then directed staff to return with a framework for ad hoc and standing committees that provides structure and establishes criteria to ensure that all committees have a specific workplan and to ensure the City allocates resources appropriately. Staff drafted a proposed policy that provides parameters for both standing and ad hoc committees for City Council consideration.

Strategic Plan Goal(s):

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Staff recommend the City Council approve the proposed City Council Committee Policy.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Background:

At the City Council meeting of May 13, 2025, Mayor Jones received support from Council Member Woods to enable further discussion to review the formation guidelines, staff resources and budget

requirements, and other similar details of the SCC and DCC. During this meeting, the City Council also requested that staff approximate staff costs to support City committees. Staff drafted a report in response to the City Council's request for a more robust policy discussion and to facilitate the conversation.

At the City Council meeting of July 8, 2025, the City Council discussed the purpose and support requirements for both the SCC and the DCC. The City Council then directed staff to return with a framework for ad hoc and standing committees that provides structure and establishes criteria to ensure that all committees have a specific workplan and the City allocates resources appropriately. Staff drafted a proposed policy that provides parameters for both ad hoc and standing committees and recommends City Council provide direction to staff as desired.

Analysis:

The City Council requested that staff consider guidelines for standing committees, ad hoc committees, and blue-ribbon committees. To further enable understanding and discussion of this issue, staff is providing a short explanation below of the different types of committee structures commonly utilized by municipal organizations.

- Standing Committees are permanent, ongoing committees that handle work or issues that are continuously relevant to an organization. Because their responsibilities are long-term, these committees meet regularly, follow established procedures, and provide consistent guidance or oversight of topics that do not have a specified term and are considered ongoing.
- Ad hoc committees are temporary committees formed to address a specific purpose or project. These committees exist only as long as the task exists. Once the committee completes its assignment or achieves its identified purpose, the committee is dissolved. Their focus is narrow, time-bound, and targeted and these types of committees may be established to study a particular issue or plan a one-time event.
- A blue-ribbon committee is a specialized form of an ad hoc committee. These committees are typically made up of experts, respected community members, or individuals with specialized knowledge who are brought together to study a specific issue in depth. These types of committees are typically created for a distinct purpose and function similar to ad hoc committees in that they form, complete their work, and then disband. The term "blue ribbon" is typically used as a symbol of high caliber and is used to recognize excellence.

Over the past several years, both committees have initiated events and programs to advance their respective goals. The SCC holds two Mayor cleanup events each year and the City has incorporated recommendations related to recycling and environmental efforts. Similarly, the DCC acts as community ambassadors and engage in community conversations at City parks, hold flag-raising events throughout the year, and plan an annual diversity breakfast.

Each committee holds regular meetings; the SCC meets quarterly and the DCC meets every other month. Each committee establishes the frequency of their respective meetings based on the timing of their self-directed work plans. Staff provides ongoing support to both committees to advance their respective effort.

Considering the current initiatives of both committees, and the City Council's desire to have a framework for ad hoc committees and standing committees, staff drafted a policy for City Council

consideration. The policy establishes guidance for committee structure, committee formation procedure, term and sunset provisions, work plan and organization structure, committee deliverables, staff support and resources, membership and appointments, operational guidelines, and oversight and transparency.

This City Council Committee Policy ensures that committees operate with a clear focus, deliver measurable outcomes, and use staff and City resources efficiently, and that committees have a work plan from the onset to allow for deliverables at the time of the committee's term conclusion. The City Council would have discretion to reauthorize additional terms as deemed appropriate by a majority vote.

The proposed policy identifies the City Council as the governing body authorized to form committees when it identifies a policy issue and provides discretion to create either a standing or ad hoc committee. Staff would return to the City Council with a report that includes the purpose and focus of the committee, estimated number of meetings and defined term, anticipated level of staff support and city resources, a proposed membership structure, and expected timeline of deliverables upon conclusion of the committee term. The City Council may then approve the committee formation via a resolution establishing the approved specifications.

Upon approval of the committee formation, the City Council would then appoint members to the committee via an application process and by majority vote of the City Council. The membership may include City Council Members, community stakeholders, commissioners, or subject matter experts, and the committee would then select a chair and vice chair within 30 days of its formation. The City Manager would use their discretion and may assign a liaison to help with committee facilitation and would also schedule period updates to the City Council to summarize committee activities and upcoming term expirations.

Next Steps:

Staff recommends that the City Council approve the proposed City Council Committee Policy. If the City Council approves of the proposed Policy, staff would return with a report with recommendations to ensure that currently active committees, including the SCC and DCC, fall within the current policy framework. The City Council may also wish to discuss whether the current structure and scope of the existing committees remain appropriate or if the City Council desires to refine its direction to better align with the approved policy.

Reviewed for Fiscal Impact:

Siamlu Cox
Administrative Services Officer/Finance Director

Attachment:

A. Proposed City Council Committee Policy