

Sustainable City Committee – Structure Proposal

This proposal recommends the continued operation of the City of Signal Hill's Sustainable City Committee (SCC) in alignment with the City Council Committee Policy approved on December 9, 2025. The intent is to formally establish the committee's structure, term, scope of work, membership, meeting schedule, and level of staff support through FY 2026–2027, as outlined in the City Council Committee Policy.

I. Purpose of the Sustainable City Committee

The Sustainable City Committee (SCC) serves as an advisory body to the City Council on matters related to environmental sustainability. The SCC's purpose is to study, evaluate, and develop recommendations and best practices for a proposed privately operated farmer's market that promotes sustainability, health, and wellness, as directed by the City Council.

II. Committee Term and Sunset Provision

It is proposed that the Sustainable City Committee's term begin effective immediately and continue through the end of the 2026–2027 fiscal year (June 30, 2027).

- The committee shall sunset on June 30, 2027, unless otherwise extended or redesignated by action of the City Council.
- This defined term ensures a focused scope of work with clear deliverables and provides City Council with an opportunity to evaluate the committee's outcomes before determining any future continuation.

III. Membership Structure

- The proposed membership structure is to maintain the existing incumbent members of the Sustainable City Committee and fill vacant seats for a total of seven members, and three alternates.
- The proposed composition of the SCC is as follows:
 - Members
 - 2 Council Members
 - 1 Planning Commissioner
 - 1 Park and Recreation Commissioner
 - 1 Civil Service Commissioners
 - 1 Community Members (VACANT)
 - 1 Business Liaison (VACANT)
 - Alternates
 - 1 Planning Commissioner
 - 1 Park and Recreation Commissioner
 - 1 Civil Service Commissioners
 - Total: 7 members, plus 3 alternates
- Alternate members shall be non-voting members. Alternate members will still need to attend meetings to stay informed, provide expertise, and step in to vote only when a designated primary member (of any classification) is absent or has a conflict of interest. Alternate members shall act as a substitute to ensure a quorum is met when necessary.
- The two existing vacancies for (1) Community Member and (1) Business Liaison shall be filled by City Council appointment. Applications shall open on March 2, 2026 and close on April 2, 2026. Applications submitted for the prior recruitment period between May 8, 2025-June 8, 2025 will be

included for City Council appointment consideration. City Council will make their final selection after review of all applications, with appointment no later than April 30, 2026 by a majority vote of the City Council.

IV. Meeting Schedule

It is recommended that the Sustainable City Committee retain its current meeting schedule as follows:

- Full Committee Meetings:
 - Held quarterly the first Tuesday of the month in February, May, August & October (quorum required), with changes as determined by the SCC when City events conflict with regular meeting schedule.

This structure allows the committee to balance formal reporting and coordination with focused, task-oriented work between full committee meetings.

VI. Scope of Work and Deliverables

The primary deliverable of the Sustainable City Committee during its term shall be:

- List of proposed recommendations (vendor, location, product types, and size) for a potential privately operated farmer's market that promotes sustainability, health, and wellness, as directed by the City Council.
- Operational best practice guidelines for potential privately operated farmer's market that promote sustainability, health, and wellness (equipment and materials for the implementation of the farmer's market such as eco-friendly cutlery, paper/reusable bags).
- The committee shall prepare and submit their recommendations and guidelines no later than February 2027, allowing sufficient time for:
 - Review by the Community Development Department staff/management
 - Consideration by City Council
- City Council shall remain the final decision-making body regarding whether any recommended programs or elements thereof are implemented.

Upon submission and Council consideration of these recommendations, the committee's primary goal shall be considered completed and accomplished, consistent with the proposed sunset date.

VII. Staff Support and Fiscal Impact

Staff support for the Sustainable City Committee would continue as follows:

- Coordinate and manage SCC meetings
- Prepare meeting agendas and supporting materials
- Attend all SCC formal meetings and, upon request and based on staff availability, working committee meetings
- The estimated level of staff support is 5 to 10 hours per month, depending on meeting schedules and program development needs.
- The estimated annual cost associated with staff time and support is approximately \$10,000 to \$15,000, which can be accommodated within existing departmental resources unless otherwise directed by City Council.

VIII. Conclusion

This proposal provides a clear, time-limited structure for the Sustainable City Committee that aligns with the City Council Committee Policy, ensures fiscal and operational accountability, and focuses the committee's efforts on producing meaningful, actionable recommendations for City Council consideration. The proposed term, membership stability, meeting schedule, and defined deliverables allow the City to evaluate the effectiveness of the SCC and make informed decisions regarding its future role beyond June 30, 2027.

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