

DATE: December 9, 2025

City of Signal Hill Policy

City Council Committees

REVISION NO.: _____ **1** _____

APPROVED: _____

DEPARTMENT: ADMINISTRATION

I. PURPOSE

To provide a consistent and transparent framework for the formation, operation, and dissolution of City Council-created committees. This City Council Committee Policy ensures that committees operate with a clear focus, deliver measurable outcomes, and use staff and City resources efficiently.

A. COMMITTEE STRUCTURE

- Committees formed by the City Council are generally envisioned as ad hoc in nature, created to explore specific topics or initiatives within a defined timeframe that fall outside the subject matter jurisdiction of the Planning Commission, Parks and Recreation Commission, and Civil Service Commission.
- While standing committees are not prohibited, the City Council will identify a compelling and ongoing need to establish standing committees. Any proposed standing committee must include a defined scope of work, justification and identify any anticipated need for City resources.

B. COMMITTEE FORMATION PROCEDURE

When the City Council expresses interest in forming a committee, the following process will be followed:

1. Initial Direction:

The City Council identifies the policy issue or need at a public meeting.

2. Staff Action:

Staff returns with a report that includes:

- Committee purpose and focus
- Estimated number of meetings and term
- Expected level of staff support and estimated cost
- Proposed membership structure
- Anticipated deliverables and timeline

3. City Council Action:

The City Council may approve committee formation via resolution establishing its scope, term, and appointments

II. TERMS AND SUNSET PROVISIONS

- Committees will be formed with a maximum one-year term, unless otherwise determined by the City Council during the establishment of the committee.
- Reauthorization may occur by formal City Council action for an additional term.
- Committees not reauthorized by the end of their term shall sunset automatically.

III. WORK PLAN AND ORGANIZATIONAL STRUCTURE

- Within 30 days of formation and upon filling all seats, each committee shall:
 - Select a Chair and Vice-Chair
 - Develop a work plan identifying 1–2 focused goals or issues, outline meeting dates, key milestones, and expected deliverables.

IV. COMMITTEE DELIVERABLES

- At the end of the committee's term, a summary report/presentation shall be provided to the City Council.
- The report shall include:
 - Summary of accomplishments
 - Findings or recommendations
 - Suggestions for future efforts (if any)

V. STAFF SUPPORT AND RESOURCES

- Staff support must be scoped and approved at the time of formation.
- Estimated staff hours and program costs will be reviewed by the City Council during the formation process.
- Continued staff support is tied to the approved term and scope.

VI. MEMBERSHIP AND APPOINTMENTS

- Membership shall be defined at formation and may include:
 - City Council Members
 - Community stakeholders
 - Commissioners or subject matter experts
- Appointments shall be made by the City Council, and will occur through an application process. Appointments will be made by a majority vote of the City Council.
- Each committee shall select its Chair and Vice-Chair within 30 days of formation

VII. OPERATIONS GUIDELINES

- All Committees will comply with the same procedural and transparency rules that apply to other governing bodies of the City (City Council and Commissions).

VIII. OVERSIGHT AND TRANSPARENCY

- The City Clerk will maintain a list of active committees.
- The City Manager will use their discretion and may assign a staff/department liaison, as appropriate.
- The City Manager will use their discretion to schedule periodic updates to the City Council summarizing committee activities and upcoming term expirations.