

Diversity Coalition Committee – Structure Proposal

This proposal recommends the continued operation of the City of Signal Hill's Diversity Coalition Committee (DCC) 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 Diversity Coalition Committee

The Diversity Coalition Committee serves as an advisory body to City Council, focused on promoting diversity, equity, inclusion, and belonging within the City of Signal Hill. The committee's role is to study, evaluate, and develop programmatic recommendations that support inclusive community engagement, equitable access to City services, and initiatives that reflect the City's diverse population. The DCC operates in an advisory capacity only and does not possess decision-making authority. Final policy and budget decisions remain the responsibility of City Council.

II. Committee Term and Sunset Provision

It is proposed that the Diversity Coalition 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 re-designated 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 committee shall consist of ten (10) members, allowing the current committee members to complete a full one-year term and fulfil their assigned objectives without disruption. The proposed membership structure is to maintain the existing committee members.
- Maintaining the current membership supports continuity, efficiency, and accountability in completing the committee's work plan.

IV. Meeting Schedule

It is recommended that the Diversity Coalition Committee retain its current meeting schedule as follows:

- Full Committee Meetings:
 - Held bi-monthly during odd-numbered months (quorum required)
- Working Committee Meetings:
 - Held during even-numbered months, as needed, to advance specific elements of the committee's work plan (quorum not required)

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 Diversity Coalition Committee during its term shall be:

- Development of proposed programs that would foster and promote inclusivity, encourage community engagement, and advance the City's efforts to provide equitable access to services and

resources to the City's diverse population. The DCC will also provide feedback about existing programs and recommendations for ways in which to incorporate the aforementioned elements. The proposal will be presented to the City for consideration and potential implementation.

- The committee shall prepare and submit a proposed program plan inclusive of a proposed budget and community partners no later than February 2027, allowing sufficient time for:
 - Review by City Management
 - Consideration by City Council
 - Integration into the City's FY 2027–2028 operating budget, if approved.
- 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 Diversity Coalition Committee would continue as follows:

- Coordinate and manage DCC meetings
- Prepare meeting agendas and supporting materials
- Attend all DCC and working committee meetings
- Provide logistical and administrative support for DCC-related activities and programs, as outlined in the approved work plan.
- The estimated level of staff support is 10 to 20 hours per month, depending on meeting schedules and program development needs.
- The estimated annual cost associated with staff time and support, including the Diversity Breakfast, is approximately \$12,000 to \$20,000 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 Diversity Coalition 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 DCC and make informed decisions regarding its future role beyond June 30, 2027.