

## CITY COUNCIL AGENDA STAFF REPORT

**DATE:** January 20, 2023  
**TO:** Honorable Mayor and Members of the City  
**FROM:** Council Jason Shaw, Deputy City Clerk  
**MEETING:** January 25, 2023  
**SUBJECT:** Council Committees, Boards and Commissions

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### **Background:**

Annually the Council reviews appointments to Council Committees, Boards and Commissions. Traditionally, following an election and reorganization of the Council, the Mayor makes appointments to vacancies at the first meeting in January.

Below staff has outlined the current Council Committees, Boards and Commissions with information regarding its purpose, meeting times and location so the Council can review the committees and talk about each of them.

Council Committees, Boards and Commissions are made through Mayoral appointments. Staff recommends that the Council review and discuss the list and the Mayor may make appointments to all/some or none of the below.

Staff has also noted two ad-hoc committees below and recommends the Council review their status and decide if they should continue or be disbanded.

### **Regional Commissions/Committees/Boards**

#### **Airport Land Use Commission**

Jon Kennedy  
Todd Roberts

This committee meets in coordination with Plumas County and meets on a quarterly basis, meeting may be held at various locations

#### **Abandoned Vehicle Abatement**

Susan Scarlet  
Tom Cooley

This committee meets in coordination with Plumas County and meets intermittently in Quincy. This committee must include at least one Council member.

### **Plumas County Integrated Waste Management Task Force**

Needs filled

Todd Roberts

This committee meets in coordination with Plumas County and meets intermittently in Quincy. This committee traditional included staff members and should continue to include at least one, if not two, staff members. The Committee needs one member and one alternate, it is preferred if the alternate is also able to attend meetings.

### **Plumas LAFCo**

Bill Powers

Tom Cooley

Pat Morton (alternate)

This Commission meets in coordination with Plumas County and meets every other month on the second Monday of the month in Quincy. The Plumas LAFCo Commission is comprised of two members appointed from the Plumas County Board of Supervisors, two members appointed from the City Council of the city of Portola, and one member appointed from the public-at-large. The Plumas Local Agency Formation Commission was created by the Legislature in 1963 to discourage urban sprawl and encourage the orderly formation and development of local government agencies within Plumas County. There is a LAFCo in each county in California. Any member appointed on behalf of local governments shall represent the interests of the public as a whole and not solely the interests of the appointing authority. This Commission must include at least two Council members and one Councilmember alternate.

### **DEAL**

Bill Powers

This Committee meets in Susanville. Mayor Bill Powers will provide additional information.

### **Transportation Commission**

Stan Peilar

Bill Powers

Susan Scarlett

This committee meets in coordination with Plumas County and meets on the third Monday of every month as necessary in Quincy.

## **SCORE**

Jon Kennedy

Susan Scarlett (alternate)

This is the Small City Organized Risk Effort Board. This organization manages the Cities workers compensation and liability insurance coverage pool. This Board meets quarterly in Anderson, CA. This Board can include Council and staff. However, this committee has traditionally included the Finance Officer and a staff member on its Board. It is recommended that this committee include at least include at least one staff member as the Board meetings include information needed by staff.

## **City of Portola Committees**

### **Emergency Services Policy Committee**

Needs filled

Pat Morton

This is a City of Portola Committee which meets intermittently and would be called to meet during any Emergency. This Committee should include the City Manager and the Mayor.

### **Finance and Administration**

Tom Cooley

Pat Morton

This Committee meets intermittently and discusses Finance an Administration issues and makes recommendation to the City Council. This Committee should consist of two Councilmembers.

### **Infrastructure Committee**

Tom Cooley

Bill Powers

This Committee meets intermittently and discusses infrastructure issues and makes recommendation to the City Council. This Committee should consist of two Councilmembers.

### **Community Development**

Needs filled

Stan Peiler

This is a City of Portola Committee which meets intermittently, this Committee discusses community development issues and makes recommendation to the City Council. This Committee should consist of two Councilmembers.

## *Ad Hoc Committees*

### **Fire Wise Ad Hoc Committee**

Needs filled

Bill Powers

This committee meets intermittently and was created May 24, 2017 to assist the community in becoming FireWise and beginning its own Fire Wise Committee. The Council should discuss if its purpose has been reached and if the Committee should be disbanded or maintained and to what goal and potential end date.

### **Fire Department Advisory Committee**

Pat Morton

Tom Cooley

This committee meets intermittently and was created October 11, 2017 to assist the staff in overcoming obstacles facing the Portola Volunteer Fire Department and to make recommendation to staff and the Council with regard to the Fire Department. The Council should discuss if its purpose has been reached and if the Committee should be disbanded or maintained and to what goal and potential end date.

### **Recommendation:**

Staff recommends that the Council review and discuss the list and the Mayor may make appointments.