

## CITY COUNCIL AGENDA STAFF REPORT

**DATE:** April 27, 2023  
**TO:** Honorable Mayor and City Council Members  
**FROM:** Jason Shaw, Deputy City Clerk  
**MEETING:** May 17, 2023  
**SUBJECT:** Council Committees, Boards and Commissions

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### **Background:**

Periodically, the Council reviews appointments to Council Committees, Boards and Commissions. Traditionally, following the filling of a vacancy and reorganization of the Council, the Mayor makes appointments to vacancies at the next Council meeting.

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 the remaining ad-hoc committee 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**

Bill Powers  
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 Scarlett  
Needs Filled

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**

Jon Kennedy

Todd Roberts

This committee meets in coordination with Plumas County and meets intermittently in Quincy. This committee traditionally 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

Needs Filled

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  
Jason Shaw (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**

Jon Kennedy  
Needs Filled

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**

Needs Filled  
Pat Morton

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

### **Infrastructure Committee**

Bill Powers  
Needs Filled

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

### **Community Development**

Leah Turner  
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 Department Advisory Committee**

Pat Morton

Needs Filled

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.