

Committee Inventory & Review

MARCH 10, 2026



Background

Under Council Initiated Items, Councilmember Lange asked for a review of all Committees which the Council has initiated and/or participate on for the purposes of understanding roles, responsibilities, goals and areas of improvement

Staff has prepared an inventory of all Committees (external, internal and liaison) with some general input for Council discussion and direction

Brown Act & Committees

Defined as:

“A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body.”

The Brown Act provides a limited exception for ad hoc committees created for a **specific and limited purpose that dissolve once that purpose is completed (Gov. Code §54952(b)(1))**. Over time, committees that were initially established as ad hoc may evolve in duration, scope, or meeting regularity such that their structure merits reconsideration by the full Council.

Committee Inventory - External

- Butte County Air Quality Management District
- Butte County Association of Governments
- City Selection Committee
- Butte Countywide Homeless Continuum of Care
- Disaster Council
- Butte County Fire Safe Council
- Butte County Mosquito & Vector Control Board
- Butte Local Agency Formation Commission
- Paradise Community Village
- Butte County Tourism & Business Improvement District
- Butte County Consolidated Oversight Board
- Butte County Waste Management Local Task Force
- City/County Ad Hoc Committee

Committee Inventory - Liaison

- Town of Paradise – Paradise Unified School District
- Town of Paradise – Paradise Irrigation District
- Town of Paradise – Paradise Recreation & Parks District

Committee Inventory - Internal

- Finance Committee
- Building Stakeholder Committee
- Downtown Phase 3 Working Group
- Economic Development Committee
- Healthcare Committee
- Facilities Committee
- Insurance Advocacy Committee
- Legislative Committee
- Onsite Ad Hoc Committee

Committee Assessments

Goals

- Prepare full listing and centralize details
- Compare Brown Act Requirements against functional reality of each Committee
- Assess needs, goals and recommendations for Council review
- Staff contacted leads and asked 15 set of questions to best understand which Committees warrant review to meet intent of Brown Act exceptions for Ad Hoc Committees

| Committee Profile | |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category | Response |
| Committee Name | Facilities Committee |
| Type | Internal - Ad Hoc Committee |
| Date Established | February 11, 2025 |
| Method of Establishment | Minute order |
| Meeting Frequency & Location(s) | As needed, Town Hall |
| Typical Meeting Length | 1 hour |
| Sunset Date/Trigger | None identified |
| Town Budget Authority | None |
| Town Policy Authority | None |
| Representation Standard | 2 Councilmembers |
| Active Primary Representative(s) | Greg Bolin, Steve Culleton |
| Active Alternate Representative | N/A |
| Staff Participants | Town Manager, Public Works Director/Town Engineer, other staff as directed |
| External Participants | None |
| Committee Chair Responsibility | Public Works Director/Town Engineer |
| Agenda Preparation Responsibility | No Agendas/Minutes are prepared |
| Minutes Preparation Responsibility | No Agendas/Minutes are prepared |
| Records Retention Responsibility | Various records are retained by staff for implementation actions/normal course of work |
| Purpose Statement (if available) or Committee Description and other important notes. | Review and advise on next steps relating to the Town of Paradise's overall facilities as well as facilities replacement needs resulting from the 2018 Camp Fire. |

| Internal Committee Structural Fit Review | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Question | Response |
| 1. Does the Committee's function match its designated type (External/Standing/Ad Hoc/Liaison)? (Yes/Partially/No) | Yes |
| 2. Does the Committee have continuing subject matter jurisdiction? (Yes/No) | Yes |
| 3. Does the Committee have a fixed schedule by formal action? (Yes/No) | No |
| 4. Does the original need for the Committee still exist? (Yes/No) | Yes |
| 5. Does the Committee overlap with another Committee or Body? (Yes/No) | No |
| 6. Are there tangible outputs of the Committee within the last 12 months? (Many, some, low) | Low |
| 7. Are there forecasted outputs of the Committee within the next 12 months? (Many, some, low) | Some |
| 8. What are the estimated staff hours per month dedicated to this Committee? (less than 5, 5-15, 15-30 or 30+) | Less than 5 |
| 9. What is the level of time intensity for Council representatives? (High, medium, low) | Medium |
| 10. Which of the following best describes the Committee's primary function? (Information sharing, oversight/monitoring, policy exploration, external representation, mixed) | Mixed |
| 11. Does the Committee routinely discuss matters that would otherwise require full Council policy direction or action? (Yes/No) | Yes |
| 12. Is the Committee providing regular and documented updates to the full Town Council? (Yes/No) | No |
| 13. Has the sunset or trigger date for Committee conclusion been reviewed within the last two years? (Yes/No) | No |
| 14. What is the overall structural alignment assessment? (Well aligned, mixed alignment, misaligned) | Mixed alignment |
| 15. Based on the above information, should the Committee structure be reviewed by the full Town Council? (Yes/No) | Yes |

Committees Not Requiring Further Review

Clear and limited scopes of work

Liaison or coordination functions rather than policy-direction roles

Appropriate alignment with their designated committee type

These include:

- Paradise Irrigation District Liaison Committee
- Paradise Recreation & Park District Liaison Committee
- Paradise Unified School District Liaison Committee
- Paradise Solid Waste Committee
- Paradise Sewer Project Ad Hoc Committee

Committee Recommended for Sunset

Following review, the Onsite Ad Hoc Committee has not met in many years as its purpose was specific to multiple amendments proposed in the Onsite Manual and Title 13 that were codified in 2011.

Committees Identified for Council Direction

Committees flagged for review may have a need to clarify the one or more of the following items:

1. Forum & Role
2. Purpose or Scope
3. Administration and Documentation Responsibilities
4. Meeting Cadence
5. Reporting to Full Council
6. Duration or Sunset

Committees needing additional review:

- Building Committee
- Facilities Ad Hoc Committee
- Legislative Ad Hoc Committee
- Finance Committee
- Economic Development Committee
- Healthcare Ad Hoc Committee
- Insurance Advocacy Ad Hoc Committee

Standard Governance Questions

1. Forum & Role

Is this topic best addressed by the full Town Council through direct staff reporting, or by a committee in an advisory role that returns recommendations or options to the full Council for direction?

2. Purpose & Scope

What is the clear and limited purpose statement for this committee?

What matters fall within the committee's scope, and what matters should remain with the full Council?

Standard Governance Questions

3. Administration and Documentation Responsibilities

Who serves as Chair or convenor?

Who prepares agendas?

Who prepares minutes and retains records?

What level of formal notice and documentation is expected?

4. Meeting Cadence

Regular schedule (monthly or quarterly), or

As-needed, tied to defined deliverables?

Standard Governance Questions

5. Reporting to the Full Council

Written updates, verbal reports, or scheduled agenda items?

What issues should trigger return to the Council for direction?

6. Duration and Sunset

Completion of a defined task or milestone,

A fixed end date with possible reauthorization, or

Periodic formal Council review (e.g., annually or biennially)?

Next Steps

Staff open to suggestions and or direction for any/all next steps to help support the goals of the Council and the respective Committees

Recommendations:

Review each committee identified above using the standardized governance questions during the meeting, with staff facilitating the discussion for consistency and clarity (now or future meeting);

Approve the recommendation to sunset the Onsite Ad Hoc Committee effective immediately;

Provide direction that the standardized governance questions (Questions 1–6) be required each time:

- A new committee is established, or
- An existing committee is reaffirmed or modified; and

Direct that the full Committee Inventory be reviewed annually at the time Council assignments are considered each December, to confirm:

- Which committees remain necessary,
- Whether their purposes and structures remain appropriate, and
- Whether any committees should be modified or sunset as part of the annual appointment process.

Committees Recommended for Review

- Building Committee
- Facilities Ad Hoc Committee
- Legislative Ad Hoc Committee
- Finance Committee
- Economic Development Committee
- Healthcare Ad Hoc Committee
- Insurance Advocacy Ad Hoc Committee