

Committee Governance Framework Updates

PARADISE TOWN COUNCIL

MAY 12, 2026

Background

Committee structure has evolved significantly during Camp Fire recovery efforts

Several committees have completed their original intended purpose

Other committees now represent ongoing operational or policy functions

Recommendations aim to improve clarity, consistency, accountability, and governance practices

Updates establish clearer reporting expectations and sunset review procedures

Recommendations: Committees for Sunset

Legislative Committee

- Not an actual committee and instead its only purpose is to designate two members for legislative advocacy and representation
- Continue model of Mayor and Vice Mayor as primary and secondary

Onsite Ad Hoc Committee

- Purpose complete

Downtown Phase 3 Working Group

- Purpose complete and duties transitioned to Economic Development

Recommendations: Committees for Renaming

Building Committee → Building Division Corrective Action Plan Ad Hoc Committee

Solid Waste Committee → NRWS Franchise Agreement Committee

Recommendations: Committees for Conversion

To improve transparency, public noticing, and continuity, the following Committees are being recommended to move from Ad Hoc to Standing:

- NRWS Franchise Agreement Committee (bi-annual meetings)
- Economic Development Committee (quarterly meetings)
- Insurance Committee (quarterly meetings)
- Healthcare Committee (quarterly meetings)

Recommendations: Committee Governance

All committees now have documented

- Purpose/Scope
- Members (including staff)
- Records responsibilities
- Frequency
- Duration and Sunset

New Committees will need to establish these items as they are created

Recommendations: Committee Reporting

For the purpose of increasing public awareness, Council would be requested to provide concise written updates (2-3 bullet points) summarizing meaningful activities that benefit or inform the community.

- Submitted monthly to the Town Clerk
- Included in the regular Council meeting agenda packets

These written updates could streamline the portion of the Council meeting titled “Item 7b. Council reports on committee representation”.

Requested Council Action

1. Approve Committee Changes:
 - a. Sunset the Onsite Ad Hoc Committee, Downtown Phase 3 Working Group, and Legislative Committee
 - b. Rename the Building Committee to the Building Division Corrective Action Plan Ad Hoc Committee
 - c. Rename the Solid Waste Committee to the NRWS Franchise Agreement Committee;
2. Approve Conversion to Standing Committees:
 - a. NRWS Franchise Agreement Committee (bi-annual)
 - b. Economic Development Committee (quarterly)
 - c. Insurance Committee (quarterly)
 - d. Healthcare Committee (quarterly);
3. Approve Legislative Representation Model: Designate the Mayor (primary) and Vice Mayor (secondary) for legislative affairs;
4. Approve Governance Updates: Adopt revisions in the Committee Inventory, including administrative roles, purpose statements, and ongoing review of sunset triggers as well as establishing standardized questions for creation of new committees;
5. Approve Monthly Reporting: Request Councilmembers to submit brief monthly written updates for inclusion in Council agendas; AND
6. Adopt Resolution No. 2026-__ “A Resolution of the Town Council of the Town of Paradise Approving Updates to the Town’s Committee Structure, Governance Framework, and Reporting Practices” (ROLL CALL VOTE)