



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

**Agenda Item #:** {{section.number}}A

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## Yountville Town Council Staff Report

**DATE:** August 6, 2024

**TO:** Mayor and Town Council

**FROM:** Brad Raulston, Town Manager

**PREPARED BY:** Hilary Gaede, Communications Director/ Town Clerk

### **RECOMMENDATION**

Consider and Discuss Approving the Proposed Town Council Meeting Calendar for Calendar Year 2025, and Approving Closing Town Offices for Winter Break Holiday in 2024.

### **DISCUSSION/BACKGROUND**

In anticipation of the 2025 calendar year, Town staff are proposing a draft schedule to accommodate the regular first and third Tuesday meetings throughout the year, with a few adjustments to account for holidays and other considerations. In addition to the meeting calendar, staff is also considering the closure of Town offices to the public during the winter holiday week in 2024 as we did in 2023. The following is an overview of the proposed calendar and office closure.

#### **Regular Meetings:**

Town Council meetings will be held on the first and third Tuesday of each month, as is customary.

#### **Canceled Meetings:**

The second meeting in August (August 19, 2025) and the first meeting in September (September 2, 2025) are proposed to be canceled to provide a legislative break.

Special meetings may be scheduled throughout the year as needed. Advance notice will be given to all council members and relevant stakeholders.

#### **Holiday Adjustments:**

Meetings that fall on or after recognized holidays may be rescheduled as needed based on agenda items requiring Council action. Potential adjusted dates are as follows:

**January 20, 2025**  
**February 17, 2025**

#### **Winter Holiday Week Office Closure:**

In addition to the meeting calendar, staff is recommending the closure of Town offices to the public during observation of a winter holiday break in 2024 (December 23 through December 27). December 24 and December 25 are regularly scheduled holidays and office closures.

This closure is intended to allow staff members to observe the holidays and engage in necessary year-end activities. Essential services will continue to operate, and public notices will be provided well in advance to inform residents about any potential impacts. For the 2023 holiday week break, Town Council approved a paid holiday closure days for benefitted Town employees scheduled to work during the Winter Holiday Break as a holiday thank you to staff by issuing a proclamation at the December 5, 2023 Town Council meeting. This is the intention for the 2024 Holiday Week Closure.

### **ENVIRONMENTAL REVIEW**

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

### **FISCAL IMPACT**

Is there a Fiscal Impact? No

Is it Currently Budgeted? N/A

Where is it Budgeted? N/A

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

### **STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? Indirectly

If yes, Identify Strategic Goal and Objective. **Visionary Leadership:** The Town's leadership maintains an open-minded, forward-thinking decision-making process. We value engagement and participation from all members of the community as we work together to create policies and plan for the future.

Briefly Explain Relationship to Strategic Plan Goal and Objective. By planning all Council meetings in advance, the Council, staff and public can plan accordingly preparing for all Town Council meetings held for the year.