



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}D

Yountville Town Council Staff Report

DATE: January 7, 2025

TO: Mayor and Town Council

FROM: Hilary Gaede, Communications Director/ Town Clerk

PREPARED BY: Hilary Gaede, Communications Director/ Town Clerk

RECOMMENDATION

Consider appointment of one (1) individual to serve on the Parks and Recreation Advisory Commission to commence January 21, 2025 and to expire on January 20, 2027.

DISCUSSION/BACKGROUND

On November 18, 2008, Council adopted Resolution Number 2731-08 dissolving the Community Hall Commission and establishing the Parks and Community Services Commission (PCSC) for the purpose of advising the Council and staff on matters that pertain to facilities, parks, public recreation, library, arts and cultural and historical activities, senior citizen and teen activities, volunteer services and user fees.

On December 4, 2012, the Town Council created the Yountville Arts Commission, which allowed staff to review the PCSC By-laws, which included removing the reference to the “arts” and reducing the composition of PCSC from 8 to 6 members.

On March 5, 2013, the Parks & Recreation Director brought forward additional changes to the PCSC By-laws, including changing the name to the Parks & Recreation Advisory Commission (PRAC), modifying the purpose, and changing the meeting frequency. PRAC serves in an advisory capacity to the Town Council in matters pertaining to parks, public recreation, library services, facilities, historical activities, senior citizens, youth and teen activities, volunteer services, and other program activities related to the mission of commission.

PRAC consists of five (5) voting community representatives serving two-year terms of office and one (1) Student member serving a one-year term of office. PRAC meets regularly during the odd months of the year (January, March, May, July, September, and November) on the third Thursday of the month at 6:00 p.m.

Recruitment

The Town posted a Notice of Vacancy on November 20, 2024 for the recruitment of two (2) community volunteers to serve on the Parks and Recreation Advisory Commission as well as one (1) student representative. The two (2) positions are vacant due to expiration of terms and one is an unfilled vacancy for the student representative position. At the time of agenda publication on January 3, 2024, one (1) application has been received from Vincent Courtney who currently serves on PRAC. The Town will continue to recruit until the additional applications are received and bring forth additional appointments at a later date. No applications were received for the open student representative seat or and one commissioner vacancy remains.

The Town Council Handbook, Chapter II, Section Boards, Commissions, and Committee Appointments outlines

a procedure for appointments. In the event the number of applicants equals the number of vacancies, the Town Council may waive the interviews and make the appointments based on the applicants' qualifications. This allows the Town Council to promptly fill available positions while ensuring all selected candidates meet the qualifications for their respective roles.

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? No

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Engaged Residents:** The Town embraces our residents' commitment to community as seen through volunteerism, civic engagement, and public participation that enhances the quality of life in Yountville.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Fostering active participation in Town governance empowers volunteers to contribute their expertise and strengthening connections between the community and local government.

ATTACHMENTS

1. Redacted Application – Vincent Courtney
2. Application – Vincent Courtney (Confidential)
3. Vincent Courtney 2024 Resume & Profile (Confidential)