



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

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

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### Yountville Town Council Staff Report

**DATE:** October 18, 2022

**TO:** Mayor and Town Council

**FROM:** Eddy Gomez, Town Clerk

**PREPARED BY:** Eddy Gomez, Town Clerk

**SUBJECT:**

Appoint one (1) individual to the Yountville Community Foundation with terms of office to commence immediately upon appointment and expire on August 1, 2023 and to waive Town Council Protocols to extend the appointment into the next term to commence August 2, 2023 and expire on August 1, 2025.

**DISCUSSION/BACKGROUND**

At the Town Council Meeting held January 19, 2016, Council adopted Resolution Number 16-3319 establishing the Town of Yountville Community Foundation (TOYCF).

The purpose of the TOYCF is to promote and raise funds to support community-based programming to benefit and serve the residents of the Town including, but not limited to:

- Youth recreation and education programs
- Community based wellness and enrichment programs
- Senior recreation, leisure, education programs and support services
- Parks and facilities improvements
- Cultural arts programs such as the Public Art Walk, the Gallery at the Community Hall, literary programs, visual and performing arts programs
- Initiatives for events and programs staffed by community volunteers
- Potential for other community organizations to partner with the foundation subject to development of a partnership agreement and approval by the Foundation Board of Directors of the partnership agreement as outlined herein.

The TOYCF is intended to operate as an administrative organization providing the financial and administrative support for various areas of specified interest, such as the Yountville Arts Fund and the Youth Subsidy Fund. The TOYCF will serve to facilitate local fund-raising and provide a structure for collection and distribution of funds consistent with the provisions of its Bylaws.

**TOYCF Composition/Membership**

The Board of Directors shall consist of no less than five (5) and no more than nine (9) members, to be known individually as Directors and collectively as the Board of Directors (hereinafter "the Board") serving staggered 2-year terms of office. A list of member types is shown below:

- One (1) Director, providing there is a willing applicant, should be a member of the Town of Yountville Parks

and Recreation Commission.

- One (1) Director, providing there is a willing applicant, should be a member of the Yountville Arts Commission.
- One (1) Director, providing there is a willing applicant, should be a member of the Yountville Chamber of Commerce.
- One (1) Director, providing there is a willing applicant, should be a member of each community partner organization that may enter into a partnership agreement with the TOYCF. Nothing shall prohibit additional representatives from such programs also being Directors.
- The balance of the remaining Directors shall be residents of the Town of Yountville.

Advisory Board Members: The Town of Yountville Town Manager and the Parks and Recreation Director or his/her designee shall serve as an ex officio member of the Board and shall be invited to all board meetings as a non-voting advisor to the TOYCF.

In addition, and at its discretion, the Board may invite community members and business owners to participate as non-voting advisors to the TOYCF.

### Recruitment

Town staff has kept a Notice of Vacancy posted and sent multiple social media recruitments for one unfilled position Resident category since the last set of interviews on July 14, 2022. The Town has since received two applications from the following individuals: Carol Fink and Shara Christensen.

The Town Council interviewed the above Applicants on October 11, 2022 and based on the ballot process, the recommended individual for appointment is Carol Fink. Staff is requesting the Council to appoint the individual to complete the unexpired vacant term that expires on August 1, 2023 and to waive Town Council Protocols to maintain the individual appointed into the next term commencing August 2, 2023 and expiring August 1, 2025.

Town Council Protocols state that Council makes appointments by interview and ballot process with a motion to confirm appointments. Should Council decide not to appoint from the current applicants, staff would re-advertise to fill any remaining vacancies.

### ENVIRONMENTAL REVIEW

Not Applicable

### 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? 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. The Town Council recognizes the importance of involving community members in the governance of the Town by interviewing and appointing volunteers to the Town's Boards and Commissions.

**RECOMMENDATION**

Appoint new applicant Carol Fink with terms of office to commence immediately on October 18, 2022 and expire August 1, 2023 and to waive Town Council Protocols to extend the appointment into the next term to commence August 2, 2023 and expire August 1, 2025.