



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: June 6, 2023

TO: Mayor and Town Council

FROM: Eddy Gomez, Town Clerk

PREPARED BY: John Ferons, Interim Town Manager

SUBJECT:

Discussion and possible action regarding appointment of a Town Council Member to the Alternate Position to the Napa County Climate Action Committee and to disband the NVUSD 2x2 "Standing Committee" and form the NVUSD 2x2 "Ad Hoc" Committee.

DISCUSSION/BACKGROUND

The Mayor and Council Members serve on various county-wide and regional committees representing the interests of the Town. At the December 6, 2022, Town Council meeting, the Town Council made appointments to the various Countywide boards, committees, and commissions the Councilmembers serve upon and made changes to the Council's Ad Hoc and Standing Committees. At the February 21, 2023, Town Council meeting with Council Member Reeves having filled the final seat, the Town Council revisited the assignments and reapportioned assignments as needed with full Town Council membership.

Per Town Council Protocols, Town Council committee assignments are reviewed on an annual basis and may be reassigned from time to time as the need arises. Appointments are subject to approval by a majority of the Town Council.

Napa County Climate Action Committee

The Napa County Climate Action Committee meets regarding the countywide commitment to address climate change and in 2020 formed the Napa County Climate Action Committee (CAC). The CAC is administered and staffed by Napa County.

At the time of Town Council appointments, the CAC bylaws provided for two elected officials from each of the six jurisdictions to participate on the committee with no provisions for an alternate. The CAC was experiencing difficulty meeting with a quorum therefore they have amended their bylaws to allow for an alternative.

At the present time Councilmembers Reeves and Trippe are the delegates to the CAC. This action is to appoint another Councilmember as the alternate delegate to the CAC.

NVUSD Standing Committee

Prior to the February 21st assignment of delegates, Mayor Mohler had received a request from Napa Valley

Unified School District Superintendent regarding resuming a NVUSD 2x2 committee meeting to provide regular informational updates on NVUSD activities and initiatives. With the prior Town Council, former Mayor Dunbar and former Vice-Mayor Dorman served as the Town's representatives in this joint 2x2 committee, which at that time was considered an Ad Hoc Committee. Meetings were held periodically to hear updates from NVUSD staff and trustees regarding general school district activities.

During the February 21st Town Council Meeting, the Town Council created the NVUSD 2x2 "Standing Committee" and voted to assign Vice-Mayor Knight and Councilmember Reeves to that standing committee. The Town Council Protocols and state law define Standing Committees as follows:

- Under the Brown Act, "standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body" are subject to all open meeting requirements. Standing Committees shall be established and consist of two Council Members appointed by the Council. Membership shall only be modified by Council action. Standing Committees shall select a Chair to conduct meetings.
- For the purposes of "subject to all open meeting requirements", this means the meetings must comply with the Brown Act, have a posted agenda, be available to the public, be within Town Limits and have a Chair to conduct the meetings on the Town's behalf.

Subsequent to the formation of the NVUSD 2x2 Standing Committee, on May 8th this committee received an invitation and agenda from NVUSD for a 2x2 meeting with NVUSD staff at the NVUSD location with an agenda that included "General District Update". NVUSD requested that the meeting take place outside the Town's boundaries. However, under the Brown Act, standing committees must meet inside the Town's boundaries. Town staff responded to NVUSD staff and informed them of this issue and the meeting was cancelled as a result.

In response to the Town's NVUSD 2x2 committee member's desire to meet with NVUSD to discuss general school district information, the Town Council may do the following:

- Disband the NVUSD Standing Committee
- Form a new NVUSD Ad Hoc Committee following the requirements of the Brown Act, which include:
 - Limited purpose and duration for the committee (i.e., no continuing subject matter jurisdiction);
 - No fixed meeting schedule; and
 - Automatic disbandment upon completion of the assigned task within the timeframe allowed (e.g., by the end of the calendar year).

Under the Brown Act, a properly created ad hoc committee is not required to comply with open meeting requirements. Ad Hoc Advisory Committees have a fixed, limited assignment and recommendations of the Committee must be presented to the entire Council at a noticed meeting. Any action to modify the Committee shall be placed on the Council agenda.

For the purposes of this agenda item Town Council may pass two separate motions:

1. Move to appoint a Councilmember as an Alternate to the Napa County Climate Action Committee.
2. Move to disband the NVUSD 2x2 Housing Committee, form a NVUSD Ad Hoc Committee, appoint two councilmembers to said committee, establish the purpose of the committee is to discuss general school district information and set the time limit of the committee to terminate.

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?

Is there a Staff Resource Impact? No

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yest

If yes, Identify Strategic Goal and Objective. Visionary Leadership

Briefly Explain Relationship to Strategic Plan Goal and Objective. By serving on the various Boards and Commissions, it supports the Council's visionary leadership role in maintaining effective Town Governance which includes partnerships with other local elected officials.

RECOMMENDATION

Receive staff report and direct questions to staff.

Receive public comment.

Conduct Council discussion.

By minute order motion, appoint Council Members to positions and make all other necessary changes.