



# 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:** April 6, 2021

**TO:** Mayor and Town Council

**FROM:** Mayor Dunbar and Council Member Dorenbecher, Countywide Climate Action Ad Hoc Committee Members

**PREPARED BY:** Steve Rogers, Town Manager

**SUBJECT:**

Consider Adoption of Resolution Number 21-4048 Authorizing the Town to enter into a Cooperative Joint Powers Agreement to Fund and Administer the Napa Countywide Climate Action Program.

### **DISCUSSION/BACKGROUND**

The Town of Yountville has appointed Mayor John Dunbar and Council Member Marita Dorenbecher to serve on the regional Napa County Climate Action Committee. This committee has met for over a year and has recommended the creation of a more formal structure to address organizational and operational issues to assist the committee in accomplishing its core goals and objectives. They are recommending creation of a "Cooperative Joint Powers Agreement to Fund and Administer the Napa Countywide Climate Action Program" (JPA) between the County of Napa and each individual city/town. The formal agreement outlines the scope of the Climate Action Program, governance structure, and funding structure for the program going forward.

As outlined in the Agreement, the purpose of this Agreement is to establish a collaborative framework to allow the Member Agencies to work with each other and with community organizations, businesses, schools, and regional partners and jurisdictions on coordinated actions to reduce greenhouse gas emissions and limit the adverse effects of future climate change. The Climate Action Committee (CAC) shall act as a community round table or forum for the sharing of information, providing public education, promoting events and grants relevant to climate change, developing a regional greenhouse gas inventory, and identifying mutually agreed upon climate goals and action items for consideration by the individual Member Agencies. A working group made up of staff from each Member Agency shall assist the CAC in working on the greenhouse gas inventory, developing draft mutual goals and action items, preparing joint draft ordinances or policies for consideration by individual Member Agencies, and supporting regional sustainability efforts.

Specific administrative and planning functions of the CCAP are more particularly described in the JPA as follows:

- Coordinate with Local Programs through the CAC. The CAC includes representatives from all Parties who meet monthly to discuss common issues and identify solutions.
- Manage and implement the Joint Powers Agreement regarding those tasks to be performed at a countywide level by the CCAP and coordinate with Parties regarding tasks to be performed on an individual municipal level.
- Develop and manage annual budgets and budget forecasts for work performed at the CCAP level.

- Develop supporting scopes of work for activities performed at the countywide level by the CCAP.
- Develop and manage contracts for activities performed at the countywide level by outside contractors and consultants. Oversee contractors; facilitate review of deliverables by permittees; approve final deliverables; and review and approve invoices.
- Track CCAP expenditures throughout the year and provide mid-year and end of year actual expenditures' accounting.
- Facilitate CAC meetings (work groups, sub-committees), prepare agendas and minutes, and staff and broadcast meetings.
- Disseminate information (e.g., training and/or workshop announcements), schedule presenters, and develop materials (e.g., brochures and/or electronic media) at the countywide level to the Parties and public.
- Make presentations to municipal city and town councils, as requested.
- Facilitate and encourage municipal implementation of plans and projects developed at the countywide level by the CCAP.
- Coordinate with other city, county, regional, and state agencies to stay informed of changes in State climate action policies and regulations, and/or recent court decisions, and provide regular updates to the CAC on this information.
- Track progress on CCAP measurable goals.

Under the Countywide Program structure, the Countywide Program will be responsible for facilitating the development of common regional climate action goals and standards for adoption by each member agency. Each individual jurisdiction is responsible for implementing specific climate action policies and tasks that may specifically be required to comply with State climate action requirements.

The JPA would be advised by a twelve member standing committee comprised of two elected officials from each participating jurisdiction. The JPA's activities will be subject to the Brown Act. Staffing and administrative support, including legal counsel will be provided by the County of Napa. The cost allocation methodology for the program shall be based on the County contributing 33% of actual CCAP Program Administration costs and member agencies sharing the remaining 67% cost allocated on a fifty percent (50%) equal share and fifty percent (50%) proportional population share exclusive of the unincorporated area population. The Town of Yountville's cost share estimate is in the range of 8.5% of the total CCAP administration cost under this cost methodology.

At its April 23, 2021 meeting, the members of the Napa Countywide Climate Action Committee took action to approve the proposed draft JPA agreement with the understanding that there may be some final edits to agreement based on ongoing Attorney and/or Manager review. The Town's representatives to the Countywide Climate Action Committee support approval of entering into this JPA agreement. Use of a JPA structure such as this is fairly common structure for regional partnerships and the Town has entered into similar agreements for provisions.

## **ENVIRONMENTAL REVIEW**

Not Applicable

## **FISCAL IMPACT**

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? No

Where is it Budgeted? N/A

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Yes

## **STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Quality of Life:** The Town enhances the livability of Yountville by providing well-maintained public facilities, parks, and trails, and quality programs and events. **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. The Town Council has made the decision to be part of the regional Napa Countywide discussion with regard to climate change and evaluating and recommending policies and operational changes that are necessary to address climate change.

## **RECOMMENDATION**

Receive staff report and direct questions to staff.

Receive public comment.

Conduct Council discussion regarding proposed Resolution.

Adopt Resolution Number 21-4048 Authorizing the Town to enter into a Cooperative Joint Powers Agreement to Fund and Administer the Napa Countywide Climate Action Program.