



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: December 7, 2021

TO: Mayor and Town Council

FROM: Steven Rogers, Town Manager

PREPARED BY: Steven Rogers, Town Manager

SUBJECT:

Consideration and possible action requested by Vice-Mayor Dorman regarding formation of a Community Economic Development Committee by Town Council.

DISCUSSION/BACKGROUND

In accordance with the Town Council's adopted Town Council Protocols there is a process for a Council Member to bring up an item under Council Meeting Reports and Comments that they would like for future discussion by the Council as outlined below:

"Council Meeting Reports, Comments and Agenda Item Requests – During this Agenda Item, Council Members may request an item be considered on a future agenda. A majority of Council Members present must consent to this request. Placing items on the agenda for initial review shall not exceed 1 to 2 hours of time for the Town Manager or his/her designee. Review requiring more than two hours shall be agendaized for Council consideration and shall be approved by a majority of the Council. Council may provide direction -23- 221510.1 regarding the scope and time for review for items that are not part of the current budget priorities approved by Council. "

At the October 5, 2021 Council meeting, Town Council approved the Vice Mayor's request to schedule a discussion on her request for consideration of establishment of a Town Council Ad Hoc Committee or other body as an Economic Development Committee.

Attached to this staff report is Vice Mayor Dorman's written proposal for the establishment of a Community Economic Development Committee. The Vice Mayor will provide an overview of her proposal for Council discussion and consideration.

Typically when establishing an Ad Hoc Committee or other body the Town Council would evaluate the following when considering establishment of a new council committee or other body:

- Purpose and Intent of the body?
- Intended outcome or objective of the body?
- Is it a standing or temporary body?
- Expected duration and number of meetings.
- Composition of body. If a Council Ad Hoc Committee it would be comprised of two council members.
- If another body, what is the expected membership, composition of the membership, and how would potential members be selected, or would members apply and be appointed by the Town Council?

- Are there other external organizations related to the topic that should be consulted or included?
- What town staff would need to be assigned to support this body? Does that staffing allocation impact other existing projects?
- Does the new body require a budget allocation to support its efforts?
- Is this effort consistent with the Town Council's adopted Strategic Framework?

The Town Council will discuss the Vice Mayor's proposal to establish a Community Economic Development Committee and provide feedback and direction to town staff.

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? Indirectly

If yes, Identify Strategic Goal and Objective.

Briefly Explain Relationship to Strategic Plan Goal and Objective. N/A

RECOMMENDATION

Receive staff report and direct questions to Vice Mayor and staff.

Receive public comment.

Conduct Council discussion, provide feedback and direction on Vice Mayor's request to establish a Community Economic Development Committee.