



A Tradition of Stewardship  
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Agenda Date: 8/11/2015

Agenda Placement: 6L

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Greg Clark - Agricultural Commissioner  
Agricultural Commissioner

**REPORT BY:** Jaspreet Faller, Staff Services Analyst II - 253-4973

**SUBJECT:** Authorization of Out Of Country Travel For County Representatives to GWC General Assembly Conference

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### **RECOMMENDATION**

Agricultural Commissioner/Sealer of Weights and Measures requests the following actions related to the Great Wine Capitals program:

1. Authorization for out of country travel for Chair Dillon, Supervisor Pedroza and Agricultural Commissioner/Sealer of Weights and Measures Clark to attend the Great Wine Capitals General Assembly Conference in Rioja, Spain from November 8-12, 2015; and
2. Authorize changes to the Agricultural Commissioner's Office policy relating to the Great Wine Capitals program and authorize the Agricultural Commissioner to make future changes as needed.

### **EXECUTIVE SUMMARY**

On August 7, 2007, the Board approved the Great Wine Capital (GWC) policy [Part 1, Section 8B, Rule 25-E], which provides for the involvement of Napa County officials in the Great Wine Capitals. Today's action will authorize out of country travel for those attending the GWC General Assembly in Rioja, Spain, from November 8-12, 2015, at a cost not to exceed \$17,500.

Additionally, the Agricultural Commissioner's Office internal policy relating to the Great Wine Capitals program, discussed and adopted by the Board on July 17, 2007, needs updating due to changes in the participating members from the Napa Valley-San Francisco delegation. The proposed revisions included in the departmental policy are intended to provide guidance and flexibility to the department in order to deal with changes in member participation and fees for the Great Wine Capitals organization. Staff requests the Board authorize the changes and authorize the Agricultural Commissioner to make any future changes to the departmental policy at his/her discretion.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	\$17,500 is currently budgeted for this purpose in the Agricultural Commissioner/Sealer budget (16000-01).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County Board of Supervisors have discussed the County's involvement in the Great Wine Capitals on several occasions and have decided on its importance to the Napa County wine industry with the participation of County officials. Section (E) of Part 1, Section 8B, Rule 25 of the Napa County Policy Manual establishes the policy for appointments of Napa County representatives to the Great Wine Capitals General Assemblies.
Is the general fund affected?	Yes
Future fiscal impact:	It is anticipated the County will participate in future years and this will be an annual expenditure.
Consequences if not approved:	Napa County and the industry representatives would not benefit from the County's participation.
Additional Information:	

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The Global Network of Great Wine Capitals (GWC) is an organization that works to encourage international winery tourism as well as economic, academic and cultural exchanges between the regions that are members. The Board of Supervisors have agreed on the importance of County officials participating in the GWC program due to the global nature of the wine business in Napa County and the forum created by the GWC to discuss issues of economic significance to the County and the local wine industry.

On August 7, 2007, the Board approved the GWC Policy, which can be found in the "Rules of Conduct of Business" section in the Napa County Policy Manual, Part 1, Section 8B, Rule 25-E (Rule 25-E), which provides for the involvement of Napa County officials in the GWC program. That policy states that the Agricultural Commissioner, Board Chair and a designated Supervisor (Vice Chair) will represent the County at the GWC General Assembly. Today's action will confirm Chair Dillon, Supervisor Pedroza and Agricultural Commissioner/Sealer of Weights and Measures Clark, to represent the County at the GWC 2015 General Assembly conference in Rioja, Spain, from November 8-12, 2015, and authorize out of country travel for those attending the conference at a cost not to exceed \$17,500.

Additionally, a policy discussed at the July 17, 2007 meeting is used internally by the Agricultural Commissioner's Office and needs to be updated to reflect the establishment of Rule 25-E and to make it a more flexible guideline, as originally intended, for departmental use only. Staff is recommending the section discussing the designated representatives to the GWC General Assembly be revised to now appropriately reference Rule 25-E. In addition, the current departmental policy states that the County will contribute \$2,500 towards the annual fee; however, due to two of the five participants dropping out, the County's share will increase to \$3,214 for FY 2015/16, which can be accommodated within the Agricultural Commissioner's Office budget. Since it is unknown if there will be additional participants in future years, staff is recommending the departmental policy be revised to state the Agricultural Commissioner's Office will include the costs in the annual budget preparation for Board approval. Finally, staff is seeking authorization to allowing the Agricultural Commissioner to make any future changes to the internal policy document at his/her discretion.

**SUPPORTING DOCUMENTS**

- A . Departmental Policy - tracked changes
- B . Departmental Policy - clean

CEO Recommendation: Approve

Reviewed By: Liz Habkirk