



CITY COUNCIL AGENDA

DECEMBER 16, 2025

STAFF REPORT

BUSINESS

ITEM NUMBER: 13.

TITLE

Selection of Vice Mayor and City Council Committee Appointments for 2026

RECOMMENDATION

1. By Minute Order, nominate and select a Vice Mayor to serve for a one-year term, January to December 2026.
2. By Minute Order, approve the 2026 City Council Appointments List.

CONTACT

Teresa Geilfuss, City Clerk

BACKGROUND & ANALYSIS

Per **Resolution No. 2008-46**, the City Council annually nominates and selects a Council member to serve as Vice Mayor for a one-year term. The Mayor or any Council member may nominate another Council member to assume this role for 2026, with the term beginning January 1, 2026. The nomination must be affirmed by a majority vote of the Council.

The **Vice Mayor's** primary responsibilities include:

- Presiding over meetings and signing documents in the mayor's absence.
- Serving on the Finance Subcommittee alongside the Mayor.
- Organizing the Council's efforts for the annual performance evaluation of the City Manager and City Attorney.

Finance Committee Responsibilities

The **Finance Committee** is tasked with reviewing and making policy recommendations to the Council on several key areas, including:

- Investment Policy
- Comprehensive Annual Financial Report (CAFR) – “the audit”
- Self-Insurance Program
- Salary and Retirement Policy
- Employee Benefits Policy
- Liability Insurance Coverage
- Budget and Fiscal Policy
- Retention of a Financial Advisor

The Committee meets at least quarterly on Thursday mornings at 9:00 a.m.

2026 City Council Committee Appointments

Each year, the City Council evaluates and assigns its members to various boards and committees. Some assignments are **predesignated** by City Governance Protocols, such as:

- The mayor and vice mayor serving on the Finance Subcommittee.
- The mayor acting as one of the City's two representatives to the Napa Valley Transportation Authority Board.

When making assignments, it is essential to consider the time commitment involved, including attending meetings and reviewing materials. These assignments provide Council members with opportunities to deepen their knowledge of subject matters relevant to these boards and commissions, representing an investment in their expertise.

While changing assignments is at the Council's discretion (except for predesignated roles), consideration should be given to the value of continuity and the potential benefits of gaining new experiences through reassignment. A balanced approach ensures that changes support both council members' professional growth and the city's overall governance.

Appointments for 2026

Last year, the Council approved the "2025 Committee Appointments List" shown in Attachment 1. Staff recommends the Council review the 2025 List and approve changes by Minute Order.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Not applicable.

ENVIRONMENTAL REVIEW

None

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

[1. 2025 City Council Appointments List](#)