

# Town of Yountville

6550 Yount Street  
Yountville, CA 94599



*Town of Yountville*

*"The Heart of the Napa Valley"*

## Meeting Agenda - Final

**Tuesday, May 15, 2018**

**6:00 PM**

**Town Hall Council Chambers**

### **Town Council**

**Mayor John Dunbar**  
**Vice Mayor Marita Dorenbecher**  
**Council Member Margie Mohler**  
**Council Member Jeffrey Durham**  
**Council Member Kerri Dorman**

**1. CALL TO ORDER; CONVENE REGULAR MEETING - 6:00 P.M.****2. ROLL CALL****3. PLEDGE OF ALLEGIANCE****4. ADOPTION OF AGENDA****5. PROCLAMATIONS AND RECOGNITIONS**

- A. [18-1604](#) Proclamation declaring May 20 to 26, 2018 as National Public Works Week.
- B. [18-1650](#) Proclamation recognizing May as Building and Safety Month.
- C. [18-1635](#) Recognition of Sharon Stensass and the Yountville Sun celebrating its 20th Anniversary.

**6. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA**

Individuals will be limited to a five-minute presentation. No action will be taken by the Council as a result of any item presented at this time.

**7. CONSENT CALENDAR**

- A. [18-1703](#) Receive and file Monthly Financial Report for March 2018.

Attachments: [Monthly Financial Report](#)

- B. [18-1707](#) Second Reading and Adoption of Ordinance Number 18-471 Amending Chapter 8.05 of Title 8 of the Yountville Municipal Code Regarding Administrative Enforcement.

Attachments: [Ordinance](#)

- C.     [18-1668](#)     Adopt Resolution Number 18-3485 Approving Updates to Job Descriptions for Management Analyst I/II, Water Systems Maintenance Worker I/II and Associate/Assistant Planner and Approval of new Job Description and Salary Schedule for Financial Analyst/Accountant.

**Attachments:**     [Resolution](#)  
                          [Draft Management Analyst I-II Job Description](#)  
                          [Management Analyst I-II Job Description with Track Changes](#)  
                          [Draft Assistant/Associate Planner Job Description](#)  
                          [Assistant Associate Planner Job Description with Track Changes](#)  
                          [Draft Water System Maintenance Worker I-II Job Description](#)  
                          [Water System Maintenance Worker I-II Job Description with Track Changes](#)  
                          [Draft Financial Analyst/Accountant](#)

- D.     [18-1667](#)     Adopt Resolution Number 18-3486 Approving Memorandum of Understanding (MOU) with Yountville Employees' Association (YEA) and YEA Mid-Management Professional Unit for the Period July 1, 2018 to June 30, 2021.

**Attachments:**     [Resolution](#)  
                          [Mid Mgmt MOU 2018 DRAFT](#)  
                          [YEA MOU](#)

- E.     [18-1666](#)     Adopt Resolution Number 18-3487 Awarding the Bid for the Sanitary Sewer Sliplining Project - Lines "A" and "F" (WW-2018 and WW-3018), Approving a Construction Contract with Miksis Services, Inc. for \$130,600; and Authorizing the Town Manager to execute the Construction Contract, Change Orders and Amendments up to the budget amount.

**Attachments:**     [Resolution](#)  
                          [Bid Package](#)  
                          [Sewer Collection System](#)

- F.     [18-1554](#)     Approve minutes of the meetings held February 20, March 6, May 1, and May 8, 2018.

**Attachments:**     [February 20, 2018 Regular Meeting Minutes](#)  
                          [March 6, 2018 Special Meeting Minutes](#)  
                          [March 6, 2018 Regular Meeting Minutes](#)  
                          [May 1, 2018 Special Meeting Minutes](#)  
                          [May 1, 2018 Regular Meeting Minutes](#)  
                          [May 8, 2018 Special Meeting Minutes](#)

**8. PRESENTATIONS - NONE****9. PUBLIC HEARINGS - NONE****10. ADMINISTRATIVE / REGULAR ITEMS**

- A.     [18-1641](#)     GANN LIMIT OVERVIEW  
Discussion and direction regarding Increase of Appropriation Limit (Gann Limit) to be considered at the November 6, 2018 General Municipal Election.

Attachments:     [Gann Limit Projections and Recommendations](#)

- B.     [18-1702](#)     MEASURE "A" MAINTENANCE FUNDING AGREEMENT  
Consider Adoption of Resolution Number 18-3488 Approving Amendment 1 to the Napa County Flood Protection and Watershed Improvement Authority Joint Powers Agreement (JPA) Regarding the Use and Equitable Distribution of Flood Protection Sales Tax Revenues - Measure "A" Maintenance Funding Agreement.

Attachments:     [Resolution](#)  
                          [JPA Agreement Amendment 1](#)  
                          [Exhibit A - Close out Process for the Flood Authority](#)  
                          [Exhibit B - Summary of Projects](#)

- C.     [18-1723](#)     EMAIL ADDRESSES FOR MEMBERS OF TOWN BOARDS AND COMMISSIONS  
Consider Adoption of Resolution Number 18-3489 Adopting the "Town of Yountville California Public Records Act Response Procedures and Electronic Document Retention Policy" and Authorizing @yville.com Email Addresses for Members of Town Boards and Commissions and Other Authorized Persons.

Attachments:     [Resolution](#)  
                          [CPRA Response Procedures and E-Document Policy](#)

- D.     [18-1709](#)     CANNABIS QUESTIONNAIRE RESULTS  
Yountville Cannabis Community Questionnaire Results.

Attachments:     [Cannabis Community Questionnaire Results](#)

- E. [18-1714](#) COUNTYWIDE WORKING GROUP TO EVALUATE 1% TOT BALLOT MEASURE FOR WORKFORCE HOUSING  
Discussion and consideration of Request by Visit Napa Valley (VNV) for the Town to appoint the Mayor and one Council Member to a Countywide Working Group to evaluate the feasibility of and potentially draft a Measure for the November Ballot that would increase the Transient Occupancy (Hotel) Tax by 1% to raise funds for workforce housing and related programs.

Attachments:     [TOT Proposal](#)  
                          [TOT Overview PowerPoint Presentation](#)  
                          [Draft TOT Ordinance dated May 15, 2018](#)

- F. [18-1715](#) COUNCIL EMERGENCY PREPAREDNESS AD HOC COMMITTEE  
Consider establishment of an Emergency Preparedness Ad Hoc Committee and appoint two Council Members to the Ad Hoc Committee.

## **11. STAFF INFORMATIONAL REPORTS**

## **12. COUNCIL MEETING REPORTS, COMMENTS AND AGENDA ITEM REQUESTS**

- A. Napa County Flood Control & Water Conservation District (Dunbar/Dorenbecher)
- B. Napa Valley Transportation Authority (NVTa) (Dunbar, Dorman, Mohler, Durham)
- C. Upper Valley Waste Management Authority (Mohler/Dorman)
- D. CALAFCO Meeting (Mohler)
- E. Reports and Announcements

## **13. ADJOURNMENT**

Adjourn to the Town Council Special Meeting to Conduct Budget Workshop Tuesday, May 22, 2018 at 1:30 p.m. being held in Town Council Chambers located at 6550 Yount Street, Yountville.

I certify that a copy of this Town Council Agenda was posted at a location freely-accessible to the public at Yountville Town Hall, 6550 Yount Street within the Town of Yountville, the Friday before the meeting.

/s/ Michelle Dahme

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Michelle Dahme, Town Clerk