

Town of Yountville

6550 Yount Street
Yountville, CA 94599



Meeting Minutes – Final

Wednesday, May 5, 2021

9:30 AM

Town Hall Council Chambers

Town Council

Mayor John Dunbar
Vice Mayor Kerri Dorman
Council Member Margie Mohler
Council Member Marita Dorenbecher
Council Member Eric Knight

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1. CALL TO ORDER; CONVENE SPECIAL MEETING - 9:30 A.M.

Mayor Dunbar called the special meeting to order at approximately 9:30 a.m.

2. ROLL CALL

Present: 5 Mayor John F. Dunbar, Vice Mayor Kerri Dorman, Council Member Margie Mohler, Council Member Marita Dorenbecher, Council Member Eric Knight

Absent: None

3. PLEDGE OF ALLEGIANCE

The pledge of allegiance was held.

4. ADOPTION OF AGENDA

A motion was made by Council Member Dorenbecher, seconded by Council Member Knight to Adopt the Agenda. The motion carried by the following roll call vote:

AYES: 5; Mayor Dunbar, Vice Mayor Dorman, Council Member Mohler, Council Member Dorenbecher, Council Member Knight

NOES: 0

ABSTAIN: 0

5. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA

None Submitted

6. BUDGET WORKSHOP #2 - FISCAL YEAR 2021-2022

A. Fiscal Year 2021/2022 Budget Workshop #2 - General Fund, Special Revenue Funds, Tourism Improvement District Fund, Impact Fee Funds and Debt Service Funds.

Steve Rogers, Town Manager and Celia King, Finance Director, provided budget overview.

B. GENERAL FUND SUMMARY REVIEW

(General Fund Summary, General Fund Revenues, General Fund Expenditures)

Steve Rogers, Town Manager and Celia King, Finance Director, provided General Fund Summary Review.

C. GENERAL FUND DEPARTMENT REVIEW

(Town Council – Mayor, Non-Departmental, Information Technology, Community Promotion, Town Manager, Finance, Risk Management, Town Attorney, Town Clerk, OPEB – Retiree Benefits, PERS UAAL, Emergency Reserve, Revenue Stabilization Reserve, Planning and Building, Law Enforcement Services, Fire and Emergency Services, Public Works (Administration, Streets Maintenance, Parks Maintenance, Government Buildings Maintenance), Parks and Recreation (Administration, Day Camp, Pool & Aquatic, Community Center, After School Program, Leisure Program, Sports Program, Community Events, Yountville Arts Program)).

Michelle Dahme, Town Clerk; Eddy Gomez, Management Fellow; Julie Baldia, Human Resource Manager; Kyle Batista, Financial Analyst, Sandra Liston, Planning & Building Director, Joe Tagliaboschi, Public Works Director; and Samantha Holland Parks & Recreation Director presented the General Fund Review.

Public Comment – None Submitted

Following Town Council discussion, Council recommended changes to the following:

Non-Departmental – Review Accomplishments to make sure what is listed is in the correct location.

Community Promotion and Programs – Recommended \$3,000 in funding for the Small Projects Grant (formerly the Happiness Grant).

Emergency Reserve (Fund 04) and Revenue Stabilization Reserve (Fund 05) – A majority of Council recommended Fund 04 and Fund 05 be used to cost share to cover the revenue loss in Transient Occupancy Tax (TOT) resulting from COVID-19 Pandemic.

All other Department Budgets will proceed as presented.

D. SPECIAL REVENUE FUNDS REVIEW

(Public Education and Government Access (P.E.G.) Fund, Public Art Program Fund, Housing Grant Fund, Fire Emergency Services Fund, CASp Certification and Training Fund, Housing Opportunity Program Fund, Measure S - Affordable and Workforce Housing Fund, Youth Subsidy Program Fund, Tallent Lane Private Road Benefit District Fund, Mesa Court Drainage Benefit District Fund).

Michelle Dahme, Town Clerk; Samantha Holland, Parks & Recreation Director; Sandra Liston, Planning & Building Director; and Eddy Gomez, Management Fellow; presented Special Revenue Funds Review.

Public Comment – None Submitted

Special Revenue Funds will proceed as presented.

E. CUSTODIAL FUND REVIEW (Previously Referred to as the Agency Fund)
(Tourism Improvement District Assessment Fund)

Steve Rogers, Town Manager, presented Custodial Fund Review.

Public Comment – None Submitted

Custodial Fund will proceed as presented.

F. DEBT SERVICE FUNDS REVIEW

(2008 Lease Revenue Bond Debt Service, 2013 Lease Revenue Bond Debt Service Fund, 2017 Lease Revenue Bond Debt Service Fund, 2020 Direct Placement Funding Debt Services Fund, Measure A Debt Service Fund)

Kyle Batista, Financial Analyst, presented the Debt Services Funds Review.

Public Comment – None Submitted

The Debt Services Funds will proceed as presented.

G. IMPACT FEE FUNDS REVIEW

(Civic Facilities Impact Fee Fund, Drainage & Flood Control Impact Fee Fund, Parks & Recreation Impact Fee Fund, Public Safety Impact Fee Fund, Traffic Facilities Impact Fee Fund, Utility Underground Impact Fee Fund.)

Sandra Liston, Planning & Building Director, presented Impact Fee Funds Review.

Public Comment – None Submitted

The Impact Fee Funds Review will proceed as submitted.

7. **CLOSING COMMENTS**

Celia King, Finance Director, summarized Budget changes recommended by the Town Council below:

Non-Departmental – Review Accomplishments to make sure what is listed is in the correct location.

Community Promotion and Programs – Recommended \$3,000 in funding for the Small Projects Grant (formerly the Happiness Grant).

Risk Management – Provide additional information regarding contract services.

Emergency Reserve (Fund 04) and Revenue Stabilization Reserve (Fund 05) – A majority of Council recommended Fund 04 and Fund 05 be used to cost share to cover the revenue loss in Transient Occupancy Tax (TOT) resulting from COVID-19 Pandemic provided Fund 05 meets its minimum reserve per current policy.

Mayor Dunbar requested that one email be distributed to Council regarding budget changes rather than multiple emails for each subject.

8. **ADJOURNMENT**

Adjourned to the Town Council Planning Retreat Tuesday, May 18, 2021 at 9:00 a.m. being held by remote Teleconference.

ATTEST:

Michele Dahme, CMC, Town Clerk

Date Approved: June 1, 2021