

**TOWN OF YOUNTVILLE**  
**MINUTES OF COUNCIL BUDGET WORK SESSION**  
*May 23, 2007*

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**1. CALL TO ORDER; ROLL CALL – 9:00 A.M.**

Mayor Saucerman called the Town Council Budget Work Session to order at 9:01 a.m.

**Mayor and Town Councilmembers Present:**

Mayor Cynthia L. Saucerman, Vice Mayor John F. Dunbar and Councilmembers William “Bill” Dutton, Steven C. Rosa and Lewis G. Chilton

**Town Staff Present:**

Bob Tiernan, Interim Town Manager/Planning Director; Amy Valukevich, Town Attorney; Michelle Price, Town Clerk; Myke Praul, Public Works Director/Town Engineer; Richard Stranzl, Finance Director; Barney LaRue, Public Works Supervisor; and Don Moore, Wastewater Treatment Plant Supervisor

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**2. Public Comment on Matters Not Listed on the Agenda (FIVE MINUTE LIMITATION PER speaker)**

No Public Comment

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**BUDGET WORK SESSION**

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**3. INTRODUCTION & OVERVIEW OF BUDGET DOCUMENT (FINANCE DIRECTOR)**

Richard Stranzl, Finance Director, introduced the Proposed Operations Budget for Fiscal Year 2007-2008.

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**4. INTRODUCTION & OVERVIEW PUBLIC WORKS BUDGET PLAN (PUBLIC WORKS DIRECTOR)**

Myke Praul, Public Works Director/Town Engineer, provided introduction and overview for the Public Works Budget Plan for Fiscal Year 2007-2008 including a reorganization and succession plan for the department.

Public Works Director Praul commented on the following budget highlights:

- As part of the proposed reorganization, the current Waste Water Treatment Plant Supervisor position allocation is proposed to be increased from 35% to 50% to provide support for administration and management. This increased allocation would create a mid-management position between the Public Works Director and the rest of the Public Works Divisions and that position would involve several programs including Storm Water Prevention Program (SWPP), Fats, Oils and Greases (FOG), Groundwater Monitoring, and Sidewalk Repair and Replacement. The ultimate goal is to transition the proposed position into the replacement of the Public Works Director as part of a Department succession plan.

- The Capital Improvement Program (CIP) which is a little over \$8 million with most going to the Town Center project and \$2 to \$3 million designated for normal CIP that have been on-going for several years.
- Three trucks need to be replaced.
- Propose new position for Maintenance Worker I in response to what is coming from Council and the Community to address landscape needs.

Following discussion with Council, concerns were expressed with regard to long-term, high-level maintenance of parks and high-visibility areas within Town and whether or not to create an additional Maintenance Worker I position or contract out for some services, Council expressed support of the prospect of a new Maintenance Worker position. Councilmember Chilton expressed hesitation and would like staff to consider contracting out and compare costs.

Mayor Saucerman would like the Public Works Department to make the effort to contract out with someone to provide landscape services to clean up the high visibility areas of Town, particularly the entrance to Town and Washington Street, and to do what is necessary in the interim to upgrade those areas. Other members of Council concurred.

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<b>5. PUBLIC WORKS</b>	<b>PAGES</b>
A. <u>General Departments</u>	
1. Public Works & Engineering	52
2. Government Buildings	54
3. Streets Maintenance	56
4. Parks Maintenance	58

Richard Stranzl, Finance Director, presented Public Works General Department overview.

Following discussion with Council, there were no major changes to this section of the proposed budget.

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<b>6. ENTERPRISE FUNDS</b>	<b>PAGES</b>
A. <u>Water Operations</u>	
1. Overview	73
2. Revenues	75
3. Operations	76
4. Purchases & Conservation	78

Richard Stranzl, Finance Director, presented the budget overview for the Water Operations Enterprise Funds noting that the budget assumes Council will give direction to staff to explore the feasibility options to negotiate to sell or lease a portion of the Town's NBA Kern County water rights; therefore, what is budgeted in 4507 is a half-year reduction in costs and clearly if Council does not want to go in that direction or it turns out there is not a deal to the Town's liking then the budget has to be rearranged or a retooling of the operating budget.

Following discussion with Council, Council concurred to proceed with budget assumptions as shown.

B. Wastewater Operations

1. Overview	87
2. Revenues	89
3. Operations	90
4. Treatment	92

Richard Stranzl, Finance Director, presented budget overview for the Wastewater Operations Enterprise Funds.

Following discussion with Council, there were no major changes to this section of the proposed budget.

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7. **CAPITAL IMPROVEMENT PROGRAM (CIP 2007-2011)** (DEPUTY TOWN ENGINEER)

- A. Civic Facilities
- B. Parks & Recreation
- C. Drainage & Flood Control
- D. Special Projects
- E. Streets & Transportation
- F. Water
- G. Wastewater

Paul Klassen, Assistant Town Engineer, presented budget overview for the Capital Improvement Program (CIP) for Fiscal Years 2007- 2011 and commented on the following:

- New and Significantly Changed Projects, as referenced on Page v of the CIP
- Fiscal Year 2008 Projects, as referenced on Page vi of the CIP

Council requested modification to the CIP switching funding years for the Tot Lot to 2008 and Forrester Park to 2010.

Vice Mayor Dunbar requested status of changes to the Parking Lot next to Community Hall.

Public Works Director Praul responded he is currently looking into the project to make changes during the current fiscal year (2007).

Director Praul commented on proposing a future Townwide Forestation Plan for Council consideration.

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**8. CAPITAL FUNDS REVIEW - STATUS (FINANCE DIRECTOR)**

A. Water Capital Improvement	84
B. Wastewater Joint Treatment	94
C. Wastewater Capital Improvement	96
D. Community Hall Building	104
E. Flood Barrier Capital Maintenance	110
F. Housing Opportunity	112
G. State Gas Tax	120
H. Street Reserve	122
I. Utility Undergrounding	126
J. Special Projects	141
K. Community Center Fund	144

Richard Stranzl, Finance Director, presented budget overview for the Capital Funds.

Staff to monitor the Napa Valley Housing Contribution in the amount of \$30,000 and recommend adjustments to Council based on outcome of the transition from City of Napa to County of Napa for the provision of various affordable housing services.

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**9. IMPACT FEE FUNDS - STATUS (FINANCE DIRECTOR)**

A. Water Connection	80
B. Sewer Connection	98
C. Civic Facilities	130
D. Drainage & Flood Control	132
E. Parks & Recreation	134
F. Public Safety	136
G. Traffic Facilities	138

Richard Stranzl, Finance Director, presented budget overview for the Impact Fee Funds.

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**10. SUMMARY AND FOLLOW-UP ISSUES**

Vice Mayor Dunbar expressed concern that the Town's CIP Program may be too aggressive and suggested backing off a few projects.

Myke Praul, Public Works Director/Town Engineer, responded that he is not sure where staff would back off and stated that the CIP is not normally completed and projects are kept on as a placeholder in order to keep pressing forward.

Councilmember Dutton commented that he hopes staff can do something to explain the budget increases to the public.

Councilmember Chilton agreed with the comments from Councilmember Dutton and suggested putting out a press release highlighting upcoming projects.

Mayor Suacerman commented that the Town's Beautification Program will incorporate some of the suggestions made by residents at the Budget Study Session and agreed with other Councilmember's comments to get information out to the public.

Vice Mayor Dunbar suggested using the Town's newsletter to get information out to the public.

Mayor Saucerman reiterated comments from earlier regarding doing something to clean up the entrance to Town even if it means coordinating with other agencies.

Vice Mayor Dunbar commented regarding the Yountville Cross Road entrance to Town and asked if discussions are still going on regarding that area.

Councilmember Rosa commented regarding the Countywide Bicycle Study and asked if it would help the Town make headway for the bicycle path under the overpass.

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**11. CLOSED SESSION**

**Supplemental Agenda**

A. Public Employee Appointment/Recruitment/On-going Recruitment of the following Positions - Government Code Section 54957:

Title: Finance Director

Title: Town Manager

**Closed Session Held – No Reportable Action**

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**12. ADJOURNMENT**

Adjourned to the next Regular Town Council meeting June 5, 2007.

ATTEST:

/s/ Michelle Price, Town Clerk

Approved by Town Council:

July 17, 2007