



Town of Yountville

“The Heart of the Napa Valley”

ZONING & DESIGN REVIEW BOARD (ZDRB) MEMBER HANDBOOK

UPDATED FEBRUARY 2024

CONTENTS

Purpose	3
General Town Information.....	4
Appointment of Board Members.....	4
Oath of Office.....	4
Resignation.....	4
Quasi-Judicial Functions of the Board	5
Relations with the Public	5
Staff Liaisons	6
Town Attorney	6
Attendance.....	6
Ethics Training	7
Types of Meetings.....	7
Public Meetings.....	7
Agenda Preparation	7
Order of Business	8
Meeting Minutes.....	8
Presiding Chair	9
Right to Address the Board	9
Debate and Decorum	9
Motions	9
Voting	10
Recusals and Conflicts of Interest	10
Reports to Town Council.....	10
Training Programs	10
Expense Reimbursement	11
The Brown Act.....	11
Standing and Ad Hoc Committees	11
E-Mail Communications	12
Appendices	
• Appendix A – Town Resources	
• Appendix B – External Resources	

Town of Yountville Mission Statement

**Connected to our community.
Delivering exceptional public services for our residents.
Supporting a world-class destination with HEART.**

Purpose

Welcome to Town of Yountville government! We appreciate your willingness to serve on the Zoning & Design Review Board (“ZDRB” or “Board”). The Town created this handbook to help you understand your role and responsibilities as a Board member.

The ZDRB assists and advises the Town Council in seeing a broad perspective on community goals, problems, and possibilities for improvement. Members use their lay perspectives and professional talents to ensure effective community planning and organization.

Members should develop their work plans based on their knowledge of the community and subject matter. They should promote inclusivity to help promote effective community-wide involvement.

The Role of the Zoning & Design Review Board:

- Evaluate key trends and developments in the subject area.
- Identify the most critical concerns that need to be addressed.
- Develop specific recommended actions.
- Advise the Town Council on relevant matters that will be coming before them.
- Allow the Town to fulfill its mission statement.

All Board members are encouraged to attend Town Council meetings and/or other local public meetings to observe the legislative body in action and get a sense of various matters coming before the Council.

General Town Information

The Town of Yountville was incorporated on February 4, 1965.

The Town of Yountville operates according to the Council-Manager form of government, which vests authority in an elected Town Council which, in turn, hires an appointed executive. It comprises five members elected from the town on a nonpartisan basis to serve staggered four-year terms. The Mayor is elected at-large to serve a four-year term as presiding officer at Town Council meetings and as the official head of the town for legislative and ceremonial purposes. The Town Manager is appointed by the Town Council and serves at the pleasure of that body.

The Town Council is the Town's legislative and policy-making body. Acting as a whole, the Town Council passes ordinances and orders to govern the Town, as well as to set the direction of Town policy. The Town Manager is responsible for the overall administration of the Town, which includes implementation of the general policies set by the Town Council in addition to the day-to-day operation of all Town functions and staff. The Town Manager, with the help of the staff, provides the Town Council with the information needed to fulfill its policy-making role.

The Town Council utilizes its Strategic Plan, a top-level planning document, to establish clear policy direction over all operational aspects of its vision.

Appointment of Board Members

Following a recruitment process coordinated by the Town Clerk's Office, the Town Council appoints members to the Board. Initial appointments are made in the event of vacancies and prior to scheduled terms of office expiring. While there is no maximum length of time a member may serve, each must seek and apply for reappointment when their terms expire.

Refer to Appendix A for information about Town board, committee, and commission members, term dates, and meeting dates and locations.

Oath of Office

Prior to participating on the Board, the Town Clerk must administer the Oath of Office to new members.

Resignation

If a Board member is unable to complete their term of office, or if they move outside the Town limits, the member must notify the Town Clerk and the staff liaison in writing of the effective date of their resignation.

Quasi-Judicial Functions

The Town of Yountville ZDRB performs quasi-judicial functions and takes actions that apply existing rules to past facts. Conversely, legislative actions create new rules for future facts.

“Findings” are required for all quasi-judicial actions, some by state law and others by Town Ordinance. They explain and justify ZDRB decisions. Quasi-judicial decisions are reviewed to determine whether there is substantial evidence in the record to support the decision.

The importance of findings*:

- “facilitate orderly analysis by the agency;
- “enable (a) reviewing court to trace and examine the agency’s analysis;
- “enable the parties to the agency proceeding to determine whether and on what basis to see review; and
- “serve a public relations function by helping to persuade the parties that administrative decision-making is careful, reasoned, and equitable.”

It is important to consider the purpose of ZDRB findings while creating them. Purposes include:

1. To show the public that the Town has made a careful, reasoned, and equitable decision.
2. To notify the person subject to the decision of the reasons for the decision.
3. To create a clear record for litigation.
4. To dissuade potential litigation challenges to Town actions by showing reasoned decision-making.

Please refer to Appendix B to learn more about findings, examples, requirements, exceptions and how they apply to ZDRB functions, actions, and decisions.

*Source: *Topanga Assn. for a Scenic Community v. County of Los Angeles* (1974) 11 Cal.3d 506, 516.

Relations with the Public

An important part of a Board member’s role is to know how the public feels about Town services related to the Board. Members are encouraged to talk to as many residents as possible about matters that pertain to Board topics and issues.

At public meetings, members should conduct themselves in a manner that is fair, understanding, and as gracious as circumstances permit. They should be considerate of all interests, attitudes, and differences of opinion. Public comments at meetings are always welcome and, in fact, state law (The Brown Act) requires a public comment period at all meetings.

Staff Liaisons

The Town Manager assigns Town staff to support the Board and manage the required administrative duties. These duties include providing an agenda to guide the formal meetings, preparing staff reports, providing the analysis and technical data needed to develop recommendations for the Town Council, and taking and maintaining minutes to serve as the official record of Board activities.

The staff role is to provide limited support and advice as well as to motivate and guide the members. Town staff are not voting members of the Board and do not participate in the decision-making process. Because their role is purely to support, they will not respond to questions from the public unless requested to do so by the Board Chair. Staff serve the members in an advisory capacity, much the same as the Board serves the Town Council. The Town requires staff to make recommendations based on objective technical analysis of the situation.

Board members should be aware of staff responsibilities to provide technical advice to the Board and Town Council. When staff disagree with the Board's recommendations, they are obligated to advise the Town Council, through the Town Manager, of the staff recommendations as well as the Board. In making a final decision, the Town Council will consider the advice of the Board and staff, as well as other interested individuals.

Town Attorney

The Town Attorney is responsible for advising the Town Council and staff on legal matters. Staff liaisons will obtain any required advice from the Town Attorney prior to meetings requiring legal review.

Attendance

Attendance at Board meetings is vital. Members shall notify the Board Chair and staff liaison at least 96 hours or at the earliest possible opportunity in the event of an anticipated absence from a regularly scheduled meeting.

Town Council may review the appointment of members who have three absences during a calendar year. If the Town Council recommends the resignation of a member due to absence, the resigned position will be announced publicly and filled under the appointment process. Staff will provide the Town Council with an Annual Meeting Attendance Report for the Board.

A simple majority (51% or more) of the members of a Board shall constitute a quorum. When fewer than a majority of a Board members attend a regular meeting, the only action that may be taken is to adjourn for lack of quorum. Unless otherwise directed by the chair or a majority of the Board, the meeting is automatically adjourned until the next regularly scheduled meeting.

Ethics Training

State law requires that all appointees to any Town board, committee, or commission are required to complete ethics training within 30 days of appointment and again every other year for those continuing service. The training is provided by the Fair Political Practices Commission (FPPC) and compliance is tracked by the Town Clerk's Office. Appointees not fulfilling this requirement in a timely manner will be dismissed from service.

Types of Meetings

There are three categories of Board meetings: regular, adjourned regular, and special meetings. All meetings are geared toward the public and must be conducted in accordance with established procedures and the Brown Act.

Regular meetings are those that by ordinance or resolution are scheduled on a regular basis. There is no action required to set up a regular meeting. To enable adequate public discussion, an agenda is prepared showing the items planned for discussion. All items for discussion should be included on the agenda. If for some reason it is not possible to hold a regular meeting, a notice of cancellation of the meeting must be posted.

An adjourned regular meeting is one that is adjourned by the chair to another date for lack of quorum or for additional need of a meeting and rescheduled to a later date. Meetings may not be adjourned to a time beyond the next regular meeting. Although the Board secretary can adjourn a meeting for lack of quorum, a date for an adjourned regular meeting can only be set with the direction of the chair or a majority of the Board members. A notice announcing the date, time, and location of the adjourned meeting must be posted. An adjourned meeting is considered a regular meeting for the purposes of transacting business.

A special meeting is a meeting that takes place outside of the regular meeting schedule. Notice of a special meeting must be posted.

Public Meetings

Board meetings must comply with the Brown Act. All regular, adjourned, and special meetings must be open to the public. A 72-hour notice must be given when a regular meeting is called. A 24-hour notice must be given when a special meeting is called.

Agenda Preparation

To facilitate the conduct of the Board meeting and provide advance notice of the business scheduled for discussion, an agenda is prepared for each meeting. The agenda provided for the Board prior to the meeting includes staff reports and materials necessary for the decision-making process. Agendas and staff reports are available for interested members of the public on the Town website, State law requires that the agenda be posted at the meeting location at least 72 hours before a regular meeting and 24 hours before a special meeting.

[Click here to see agendas for the ZDRB.](#)

The staff liaison prepares the agenda in coordination with the Board Chair. Items included in the agenda are:

- Approval of minutes from prior meetings.
- Items where staff needs direction from the Board.
- Town Council referral items for Board review and direction.
- Public comment on matters on or not on the agenda.

Board members who want to have an item included on the printed agenda should contact the staff liaison at least ten (10) days prior to the meeting.

Order of Business

Routine items, such as approval of minutes or other non-discussion items may be listed together on the agenda under the “consent” portion if the consent calendar is part of the agenda. The consent agenda may contain several items that can be approved all together with a majority vote of the Board.

Meeting Minutes

The staff liaison is responsible for taking minutes of all Board meetings. These minutes provide an official record of the actions taken and a summary of the important topics raised in the discussion. Minutes are not intended as a verbatim transcript. The template for preparation of the minutes will be the same as that of the Town Council meeting minutes.

At each meeting, Board members will be given the opportunity to review minutes of previous meetings as they will typically be placed on the next agenda for Board approval. Prior to the vote, the minutes may be ordered corrected at the request of the Board to ensure they accurately reflect the prior proceeding.

Minutes become the official record of a meeting only after the Board has approved them. Originals of meeting minutes must be signed and maintained as permanent record and uploaded to Meetings and Agendas on the Town’s website and Laserfiche after Board approval.

Presiding Chair

The Chair, selected annually by the members of the Board, serves as the presiding Chair of all Board meetings. In the Chair’s absence, the Vice-Chair, also elected annually by the Board members, assumes this role. If both the Chair and the Vice-Chair are absent, the staff liaison will call the meeting to order and the Board members will select a temporary Chair to serve until meeting adjournment or the arrival of the Chair or Vice-Chair. The presiding Chair retains the right to make and second motions, participate in debate, and vote on all Board matters.

The Board Chair is responsible for maintaining order and decorum throughout the meeting. This includes directing discussion and limiting debate if and when it ceases to be productive, in accordance with *Rosenberg’s Rules of Order* (see Appendix B).

The Board Chair may also consult with the staff liaison in drafting the meeting agenda, attend Town Council meetings as needed to represent the Board, and sign correspondence on behalf of the Board.

Right to Address the Board

Subject to the provisions listed below, any member of the public has the right to address the Board during that portion of the meeting allocated for such comments. In addition, any interested person may request permission for the Chair to address the Board regarding the subject under consideration or any other subject within the Board's jurisdiction.

When granting permission to speak, the Chair should request that the speaker state their name for the record. Comments from the audience should be directed to the Board and not to the staff present. If a response is needed from the staff, the Chair will direct the question to the appropriate person who will then respond to the Chair.

The presiding officer shall rule "out of order" any testimony not relevant to the agenda item under discussion or outside of the subject matter jurisdiction of the Board if during general public comment. The presiding officer has the authority to order removal of any person disrupting the meeting. For purposes of this paragraph, "disrupting" means engaging in behavior during a meeting that disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:

- failure to comply with these procedures, policies, and practices, or other lawfully adopted rules, regulations, and/or policies regarding the conduct of meetings, or
- engaging in behavior that constitutes use of force or a true threat of force.

Prior to removal, the presiding officer or designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease such behavior may result in their removal. A warning is not required when the individual engages in behavior that constitutes use of force or a true threat of force. Nothing in this section shall prohibit or discourage orderly criticism of any Town decision or policy. The presiding officer has the discretion to recess or adjourn the meeting if disruptions persist.

Debate and Decorum

A Board member wishing to speak must first gain recognition by the presiding Chair and then confine comments to the question under debate. Once they have the floor, a Board member shall not be interrupted unless called to order by the Chair or by yielding to another member. After recognition by the Chair, members of the public and Town staff will likewise hold the floor until completion of their remarks or until recognition is withdrawn by the Chair.

Motions

A motion is the formal statement of a proposal or question to the Board for consideration or action. Each member of the Board has the right to present motions. Motions may only be voted on if they receive a second.

Voting

After a motion has been made and seconded, all members of the Board have the opportunity to vote unless: 1) they have a conflict of interest on the proposed matter; 2) they have not read the associated documentation; or 3) they did not participate in the hearing, if one was held.

Only those motions that receive a majority vote of the present and voting Board members become official actions of the Board. Those members not in attendance either physically or on a virtual platform may not vote.

Recusals and Conflicts of Interest

Board members may recuse themselves from voting but, in doing so, must explain for the record why they wish to recuse themselves. No member can be forced to vote on an issue, although abstentions that will result in a tie vote should be avoided. Members who abstain are, in effect, permitting the majority to act for them. Tie votes are lost motions that may be reconsidered.

Due to their role in property-related decisions, members of the ZDRB will be provided with a “Conflict of Interest Map” which identifies its sphere of influence on maps identifying any property conflicts each individual member may have. The information is based on the member’s residential and/or business address, and members must evaluate based on information filed on their annual statement of economic interest. If a Board member has any questions regarding a conflict of interest, they should contact the FPPC, staff liaison, Town Manager, or Town Clerk for clarification.

If it is determined a conflict exists that would prevent a Board member from participating in discussion or voting on a matter, the member must recuse themselves from the meeting explaining a potential conflict exists and must leave the meeting AND the room during discussion and when the vote is taken. This will be noted in the minutes. The Board member may rejoin the meeting once the matter is no longer before the Board.

ZDRB members are required to file statements of economic interest with the Fair Political Practices

Commission (FPPC) through the Town Clerk. Statements are required to be filed electronically through the Town’s website. The Town Clerk’s office tracks and will send system notifications. Non-compliance with this requirement is enforceable by the FPPC.

Reports to Town Council

Board recommendations are typically included in a staff report from the staff liaison to the Town Council or through the Town Manager. In the report, the staff liaison summarizes the Board’s recommendation as well as the pertinent discussion that led to the recommendation for action. Staff routinely provides copies of Board agendas and minutes to Town Council Members.

Training Programs

Periodically, the Town will host an internal Board, Committee, or Commission Workshop for members – including members of the ZDRB – featuring instruction about various topics including the Brown Act, how to hold a meeting, parliamentary procedures, etc. In addition, the League of California Cities will occasionally host regional training programs.

Expense Reimbursement

Staff must approve:

- Training not provided by the Town.
- Purchase of any item or service for the benefit of the Board.

Board members are eligible to be reimbursed for miscellaneous expenses – such as office supplies and automobile travel – incurred in the conduct of Board business in Yountville and the surrounding Napa County communities. These expenses shall be documented, itemized, and submitted to the Town for reimbursement using the appropriate reimbursement form and consistent with Town policy. Requests for the expense form may be emailed to the Town of Yountville Human Resources Department at humanresources@yville.com.

The Brown Act

The State of California Brown Act is often described as the strictest open meeting law in the United States. As it applies to Boards, the law requires that meetings at which a majority of the Board members are in attendance must be open to the public. Members of a Board subject to the provisions of the Brown Act are in violation of the law and subject to criminal penalties if they knowingly take action held in violation of the Brown Act at a meeting.

For purposes of the Act, an “action” is:

1. A collective decision made by a majority of the members.
2. A collective commitment by a majority of the members to make a specific decision.
3. An actual vote by a majority of the members when they act as a body.

If meetings are scheduled, publicized, and held pursuant to Town policies and procedures as outlined in this manual, the Brown Act requirements for public discussion will have been met.

Standing and Ad Hoc Committees

There are two types of Board sub-committees – standing and ad hoc. Standing and ad hoc committee membership comprises less than a quorum of the full Board. Board members who are not members of a standing or ad hoc committee shall not typically attend those meetings.

A standing committee is a permanent committee established to consider subjects of a particular topic with regularly scheduled meeting dates and times. The are subject to the Brown Act. Agendas will be prepared, posted, and distributed in accordance with the Brown Act stating the time and place of the meeting and the subject matter to be discussed.

An ad hoc committee is a temporary committee established for a special purpose and limited duration. The Town staff shall work with the Town Attorney's Office to review the creation of an ad hoc committee to ensure that the committee's purpose is truly ad hoc in nature. The Board Chair, together with Town staff, will determine the scope and approximate length of time the ad hoc committee will be needed.

Email Communication between Board Members

Because email communication can ultimately lead to the exchange of information intended to, or which may, create collective concurrence among a quorum of the Board members, email communication between members relative to Board business, should be avoided. While two members of a five-member body, for example, may appropriately communicate with one another by way of email, the “forwarding” of such an email message on to a third or subsequent member would result in a Brown Act violation. Best and most cautious practice is to avoid using the “Reply All” feature in email.



APPENDIX A

TOWN RESOURCES

[Elected Officials, Town Leadership, Departments, and Staff](#)

[Town of Yountville Boards, Committees, and Commissions \(BCCs\)](#)

[Email, Text, Voicemail, and Social Media Guidelines](#)

[Service Delivery Statement: Contracted Services](#)

[Return to Table of Contents](#)

Elected Officials, Town Leadership, Departments, and Staff

Council-Manager Form of Government

The Town of Yountville was incorporated on February 4, 1965. The Town is a General Law City under the provisions of the State of California Government Code. Yountville is governed by a five-member Town Council and operates under the Council-Manager form of government, a system that combines the policy leadership expertise of the locally elected Council with an appointed Town Manager who serves as the chief administrative officer. The Town Council functions as the policy-making body and has the ultimate responsibility to the residents of Yountville for the implementation of all programs and Town services. The Council approves all ordinances, resolutions, and major contracts; modifies and approves the budget; and has the responsibility of employing the Town Manager and Town Attorney.

The Council appoints citizens to the following Yountville advisory boards, committees, and commissions.

- Zoning & Design Review Board (ZDRB)
- Parks & Recreation Advisory Commission
- Yountville Arts Commission
- Yountville Community Foundation
- Affordable and Workforce Housing Oversight Committee (Measure S)

The Council also makes several Yountville representative appointments to countywide boards, committees, and commissions.

Elected Officials

Town Council

The Town Council is the legislative body for the Town of Yountville. Five (5) members are elected by the citizens of the Town of Yountville to serve staggered four (4) year terms of office.

Mayor

The citizens of the Town of Yountville directly elect the Mayor who serves a four (4) year term of office.

Town Leadership

[Click here to view current Town staff roster.](#)

Town Manager

The Town Manager is appointed by the Town Council and serves at the will of the Council. The Town Manager provides overall administration, leadership, and direction for the Town organization, functioning in a role similar to that of a chief executive officer (CEO) in a private company. The Town Manager's Office is also directly responsible for oversight of the Town's human resources, budgeting, purchasing, labor relations, public information, and technology services operations.

The Town Manager's duties include the following:

- Oversees the Town's organizational and fiscal management efforts; program development and evaluation processes; service delivery mechanisms; and organizational structure.
- Coordinates the preparation of the annual Operating and Capital Budget.
- Provides staff support to the Mayor and Town Council.
- Oversees the Town Council agenda process.
- Administers contracts for law enforcement, fire, and emergency medical services.
- Administers the Town's human resources and personnel functions.
- Builds relationships with the community, including the business community.
- Addresses citizen complaints, inquiries, and requests.
- Works with key organizations to monitor and respond to proposed state and federal legislation.
- Provides fiduciary support to and serves on Napa Valley Tourism Improvement District NVTID)-Yountville governing board.
- Works cooperatively within the region and state on issues affecting the Town of Yountville.

Town Attorney

The Town Attorney serves as the chief legal advisor to the Town Council and provides legal guidance and support to the Town staff in a quasi "department head role." Effective as of May 2015, the Town Council has contracted with the law firm of Colantuono, Highsmith and Whatley, PC to serve as Town Attorney. The Town Attorney is appointed by the Town Council and serves at the will of the Town Council.

Town Clerk

The Town Clerk is responsible for duties mandated by the State of California, the Yountville Municipal Code, and additional duties as established by the Town Manager.

The Town Clerk's duties include the following:

- Manages Agenda Workflow System for paperless agendas for Town Council, Yountville Housing Authority, Yountville Parking Authority, and Yountville Finance Authority, and attends and records the proceedings of all meetings.
- Prepares minutes of Town Council, Yountville Housing Authority, Yountville Parking Authority, and Yountville Finance Authority meetings.
- Records Management Program.
- Administers all resolutions, ordinances, agreements, and proclamations of the Town Council.
- Coordinates Municipal Code Updates.
- Coordinates General Municipal and Special Elections.

- Posts and publishes Town legal publications according to government codes.
- Acts as custodian of the Town Seal.
- Administers the Oath of Office to all elected and appointed Town officials.
- Serves as filing official and manages the electronic filing of Form 700-S and campaign statements, as required by the Fair Political Practices Commission (FPPC) and updates Conflict of Interest Code.
- Conducts recruitment for appointments to Town boards, committees, and commissions, as well as regional boards, committees, and commissions.

Town Treasurer

The Town Treasurer is an appointed position responsible for activities as mandated in the Town Code and the State Government Code. The Treasurer is the custodian of all Town funds and is responsible for the Town's investments and bond services. The Finance Director serves as the Town Treasurer.

Finance Department

The Finance Department is responsible for the financial management and oversight of all Town funds, provides centralized accounting and administrative support services to all departments, and provides customer service and information to the public.

Planning & Building Department

The Planning and Building Department is responsible for preparing, amending, maintaining, and implementing policies and regulations contained in the Town's General Plan, Zoning Ordinance, Design Ordinance, Subdivision Ordinance, and Building Code. The implementation of these plans, ordinances, and codes ensures balanced land uses, orderly development, protection of public health and safety, and conservation of environmental resources. Department staff, consisting of the director, a shared management analyst, a shared part-time office assistant, and contracted part-time plan check and building inspection staff, is responsible for all aspects of community development.

The Planning & Building Department also serves as the staff liaison department to the Zoning & Design Review Board (ZDRB).

Public Works Department

The Public Works Department is responsible for the development, planning, design, construction, operations, maintenance, and management of the Town's public infrastructure, which includes private development review and the Capital Improvement Program (CIP). The Public Works Department is also responsible for providing safe and well-maintained public facilities and operations in the Town, which is detailed in each division narrative. The divisions include Administration & Engineering, Municipal Operations, and Utility Operations.

The funding of all projects and programs for the department are distributed among the Administration & Engineering, Streets Maintenance, Parks Maintenance, Government Buildings, Water, and Wastewater divisions. The department is committed to the following:

- Street pavement, sidewalks, curbs and gutters, medians, and streetlights
- Parks, trails, urban forests, playgrounds, play fields, and play lots
- Sanitary sewer systems
- Wastewater Treatment Plant
- Water distribution system
- Storm drainage systems
- Public facilities, equipment, and parking lots
- Traffic control signs and features
- Automotive services for Town vehicles and equipment
- Capital Projects Program
- Emergency response

The Public Works Department consists of 14 full-time staff, a full-time Management Analyst, and five part-time staff, with assistance for capital improvement projects from the contracted part-time Town Building Inspector.

Parks & Recreation Department

The Parks & Recreation Department provides a wide range of recreation programs, events, and services to the residents and visitors of Yountville as well as residents of surrounding communities. The department provides many areas of service for preschoolers, youth, teens, adults, and older adults. Programs and services include fitness classes, lifelong learning programs, dance, martial arts, sports, school break camps, and special events.

The Parks & Recreation Department is committed to the following:

- Identifying and responding to the needs of a diverse population with programs that serve seniors, youth, families, homeowners, renters, and low-income residents.
- Promoting a spirit of hometown community by including volunteers and program participants as integral parts of ongoing projects.
- Facilitating communication between local human service providers to increase effectiveness and continually improve programs through shared expertise.
- Managing Town compliance with a variety of federally mandated programs and targeting those resources towards identified local priorities.
- Operating the Community Center as a community recreational facility, local affordable events center, and heating or cooling shelter for residents and those living in unincorporated areas of the County of Napa during Pacific Gas & Electric Company (PG&E) Power Safety Power Shutoffs (PSPS).
- Facilitating the Yountville Art Walk, Art @ the Community Center, and the Literary Arts.

The Parks & Recreation Department serves as the staff liaison department to the Parks & Recreation Advisory Committee, the Yountville Arts Commission, and the Yountville Community Foundation.

Law Enforcement / Sheriff's Department

The Town has contracted with the Napa County Sheriff's Office to provide law enforcement services to the Town since incorporation on February 4, 1965. These services include three dedicated personnel, one sergeant (who acts as a department head and patrol supervisor) and three patrol deputies. Because this department is not fully staffed, these four dedicated positions are further supported by the full resources of the Napa County Sheriff's Office and Town Staff. The Sheriff is responsible for the protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations.

Fire and Emergency Medical Services

The Town has a unique hybrid collaborative partnership which funds the operation of Yountville Fire Station 12 on Solano Avenue with the funding from the Town, County of Napa, and Veterans Home. Station 12 includes one two-person engine company and one two-person 105-foot ladder truck company for large commercial buildings and Veterans Home structures.

The Town of Yountville provides the community with fire protection and emergency medical services through a contract for services with the Napa County/CAL FIRE Department. The Fire Department is responsible for protecting life and property from the hazards of fire, hazardous materials incidents, and assisting in emergency medical incidents. The department also provides the Town of Yountville with an effective fire suppression force and fire prevention, inspection, and education organization.

Town of Yountville Boards, Committees, and Commissions (BCCs)

The Town Council recognizes there is a vast and largely untapped reservoir of talent that exists among the Town's citizenry and, to encourage public input and citizen participation, it appoints representatives to various local and countywide boards, committees, and commissions (BCCs).

[Click here to read descriptions of the BCCs and current BCC appointments.](#)

Zoning & Design Review Board (ZDRB) – Three-Year Terms of Office

Meets Second Tuesday Monthly at 5:30 p.m.

Town Council Chambers, 6550 Yount Street

Parks & Recreation Advisory Commission – Two-Year Terms of Office

Meets Thursdays in January, March, May, July, September, and November at 6:00 p.m.

Town Council Chambers, 6550 Yount Street

Yountville Arts Commission – Two-Year Terms of Office

Meets First Monday Monthly at 4:00 p.m.

Town Council Chambers, 6550 Yount Street

Yountville Community Foundation – Two-Year Terms of Office

Meets Fridays in March, July, September, and December at 3:00 p.m.

Town Council Chambers, 6550 Yount Street

Affordable and Workforce Housing Oversight Committee (Measure S)

Two-Year Terms of Office; Meets Annually

Town Council Chambers, 6550 Yount Street

[Click here to see a list of countywide representatives.](#)

Napa Valley Transportation Agency (NVTA) Active Transportation Advisory Committee (ATAC)

(Formerly Bicycle Advisory Committee)

Napa Valley Transportation Agency (NVTA) - Citizen Advisory Committee

Napa County Library Commission

Napa County Mosquito Abatement District

Town of Yountville Service Delivery Summary: Contracted Services

The Town of Yountville is a small but full-service community of nearly 3,000 residents delivering a broad, comprehensive, and high-quality range of municipal services to its residents and visitors. The Town has a permanent staff of 33 full-time employees supplemented by seasonal and part-time staff.

The Town uses a hybrid service delivery model to provide a full range of municipal services including a combination of Town personnel, contracted consultants, contracted services with other public agencies, shared services, and contracted services with private sector firms as shown below.

Contracted Services with Other Public Agencies:

- Law enforcement services provided by Napa County Sheriff Department.
- Fire and emergency medical services provided by Napa County/CAL Fire.
- Elections, tax assessment, and collection provided by Napa County.
- Yountville Housing Authority management services provided by the City of Napa.
- Animal Shelter services contracted with the County of Napa.
- Napa County Flood Control District and Water Conservation Districts and the Napa County-wide Stormwater Pollution Prevention Program provide Storm Water Pollution Prevention (SWPP) management support services, training, and annual report compliance.

Contracts for Professional Services (managed by Town staff):

- Town attorney services are provided under contract by Colantuono, Highsmith & Whatley.
- Town engineering and project management services provided by private civil engineering and consulting firms.
- Plan Check and Plan Review services provided by private consulting firms.
- Building inspection services provided under contract with a consultant firm.
- Information Technology consultant and system maintenance provided by a private contracted firm.
- Certified arborist services provided under contract by several licensed arborists.
- Specific water and wastewater laboratory analysis provided by various labs and firms.
- Consulting engineers for water, drainage, and sewer projects and regulatory compliance provided by private consultant firms.

Contracts for Services with Vendors/Firms:

- Janitorial services provided by a private firm.
- Cable casting of Town Council, ZDRB, and PRAC meetings, and Channel 28 programming support and administration by Napa Valley TV (non-profit).
- Street sweeping services under contract by a private firm.
- Electrical and street light maintenance services provided by local firms and Pacific Gas & Electric (PG&E).
- Street striping and painting provided by various companies.
- Specialty recreation class instructors.

- Parks and Recreation Transportation Services.
- Contract to host the online filing of the Fair Political Practices Commission (FPPC) Statements on Economic Interest (Form 700) and Campaign Statements on the Town website.
- Contract to host on the Town website the Yountville Municipal Code, Code Alerts, Master Fee Schedule, Town's Board and Commissions, agenda management system, and online filing of applications.
- Contract for the Town's Records Management Program for a Trusted Electronic Content Management System for electronic and hard copy records.
- Street paving and improvement projects provided by low-bid contractors.
- Sewer/water main replacement/repairs provided by low-bid contractors.
- Emergency water main and lateral repairs contracted to private firms on an on-call basis.
- Water meter calibration services under contract.
- Trash collection provided by Upper Valley Waste Disposal under franchise agreement.
- Heating, ventilation, and air conditioning provided by contractor.
- Comprehensive tree management program services by a licensed arborist and tree service firm.
- Large tree removal and limb management provided by various tree removal companies.
- Security services for Community Center events provided by a private security firm.
- Fire alarm services provided by private contractor.
- Contract from the Veterans Home of California for water purchase.

Email, Text, Voicemail, and Social Media Guidelines

Town of Yountville Resolution Number 18-3489

A Resolution of the Town Council of the Town of Yountville 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

Recitals

- A. The California Public Records Act ("CPRA") grants California residents important rights to obtain access to records held by California public agencies; and
- 8. On March 2, 2017, the California Supreme Court published its decision in *City of San Jose v. Superior Court*, concluding the CPRA applies to electronic communications that Councilmembers and administrative staff send on private devices from private accounts, subject to the provisions of the CPRA including, but not limited to, the definitions and exemptions from disclosure contained in the CPRA; and
- C. To ensure compliance with the CPRA, the Town Council wishes to authorize @yville.com email addresses for members of the Town's Boards and Commissions for use in conducting official Town business related to those Boards and Commissions; and
- D. The Town Council wishes to update its CPRA response procedures and electronic document retention policy for social media, text messages, and voicemail messages to clarify which types of documents will be maintained during the ordinary course of business and provided upon a CPRA request; and
- E. The Town Council wishes to update its CPRA response procedures to ensure public access to disclosable public records held by the Town of Yountville.

Now, therefore, the Town Council of the Town of Yountville does resolve as follows:

1. @yville.com email addresses are hereby authorized for all members of Town Boards and Commissions, including, but not limited to, the Zoning and Design Review Board, the Parks and Recreation Advisory Commission, and the Yountville Arts Commission, for use in conducting official Town business related to those Boards and Commissions.
2. The Town Manager may authorize @yville.com email address for additional persons on a case- by-case and as-needed basis including for those persons representing the Town on County and District Boards and Commissions.
3. The "Town of Yountville California Public Records Act Response Procedures and Electronic Document Retention Policy", attached hereto as Exhibit "A", is hereby adopted.
4. The Resolution shall take effect immediately upon its adoption.

Resolution Number 18-3489

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Yountville, State of California, held on this 15th day of May, 2018 by the following vote:

AYES: Dorman, Dorenbecher, Mohler,

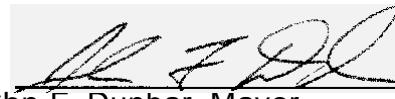
Dunbar NOES: None

ABSENT:

Dur

ham ABSTAIN:

None



John F. Dunbar, Mayor

t/

ATTEST:



MiGelle Datlme, CMC
Town Clerk

EXHIBIT "A"

TOWN OF YOUNTVILLE CALIFORNIA PUBLIC RECORDS ACT RESPONSE PROCEDURES AND ELECTRONIC DOCUMENT RETENTION POLICY

(Approved by the Town Council on May 15, 2018)

CALIFORNIA PUBLIC RECORDS ACT RESPONSE PROCEDURES

The California Public Records Act (Government Code, section 6250 et seq.) grants California residents important rights to obtain access to records held by public agencies. The Town of Yountville ("Town") adopts this Policy to clarify how it will respond to requests for records under the California Public Records Act ("CPRA"). It does not apply to other activities of the Town.

1. All requests for public records shall be in writing on a form approved by the Town Council or as otherwise required by law, unless the request is to review an agenda, agenda reports, or minutes of the Town, the Town's General Plan, which are available at the office of the Town Clerk or on the Town's website.
2. The Town Clerk's office will respond to all requests as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code section 6253.
 - a. The Town Clerk's office shall review each request and determine whether it seeks identifiable records and, if not, the administrative staff shall help the requestor identify records responsive to the request.
 - b. The Town Clerk's office shall request all Councilmembers and administrative staff who may have the records requested to search their files and report back to the administrative staff whether they have the records and, if so, when the records can be made available to the requestor.
 - c. The Town Clerk's office shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the CPRA. As the CPRA requires, to the extent feasible, the administrative staff will provide suggestions to overcome any practical basis for denying access to the records sought.
 - d. If a request is made for copies of records, the Town Clerk's office shall also advise the requestor of the estimated copying cost.
 - e. The person requesting the copies shall pay the charges for the requested copies established by the Town. At present those are: \$0.30 per page and \$.10 per page for Political Reform Act materials. The Town Clerk's office shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.

3. In accordance with the CPRA, the Town Clerk's office will provide specific, identifiable records but will not research Town records for particular types of information or analyze information which may be contained in public records.
4. The Town Clerk's office will respond to requests for public records in accordance with the CPRA as the CPRA now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the CPRA.

APPENDIX B

EXTERNAL RESOURCES

[ZDRB Findings \(Colantuona, Highsmith & Whatley, PC\)](#)

[Rosenberg's Rules of Order \(Revised 2011\)](#)

[California State Legislature Ralph M. Brown Act](#)

[Ethics Law Principles for Public Servants: Key things to know](#)

[Good Governance Checklist: Good and better practices](#)

[Return to Table of Contents](#)