



# PROCLAMATION

## Recognizing the Public Service and Retirement of Michelle Dahme, Yountville Town Clerk

**WHEREAS**, Michelle Dahme has worked for the Town of Yountville as Town Clerk since 2006, after working for the City of Napa from 1997 to 2005 and the County of Napa in 2005-06. She has the unique distinction of working for both the largest and smallest jurisdictions in Napa County; and

**WHEREAS**, in addition to regular Town Clerk duties and general support of the Town Council, Michelle was responsible for records management. Michelle led a years-long project organizing decades of town records, storing hundreds of boxes of paper files, and transferring those documents into an electronic system that established the Town's new records management standard; and

**WHEREAS**, accomplishments during Michelle's municipal service include helping recruit and hire our Town Manager, developing a document image repository and electronic agenda management systems, coordinating the community's annual Shred-It Day, crafting a Boards and Commissions Handbook, updating the Town's municipal code, co-managing the Town's website; and adapting to virtual Town meetings and electronic public comments to comply with COVID-19 public health orders; and

**WHEREAS**, Michelle prepared over 357 agenda packets, over 1,100 resolutions, 114 ordinances, responded to 197 Public Records Act requests, coordinated five municipal elections, and helped craft 15 budgets and numerous Board and Commission recruitments for the Town; and

**WHEREAS**, Michelle earned International Institute of Municipal Clerks (IIMC) certification and was featured in the Clerk's Association of California (CCAC) Member Spotlight with emphasis on the Town's accomplishments, and she initiated the annual recognition of Municipal Clerks Week; and

**WHEREAS**, in 2015, Michelle was involved in the Town's 50<sup>th</sup> Anniversary Ad Hoc Committee and helped create the historical timeline still displayed in Town Hall. She also helped design a special lapel pin for the festivities, and she enjoyed interviewing Ella Gates, the Town's first Town Clerk; and

**WHEREAS**, keys to Michelle's effectiveness are her attention to detail, knowledge of laws, legislative activity and election protocols, and a professional approach to the role of the Town Clerk; and

**WHEREAS**, Michelle experienced several personal milestones during her tenure in Yountville, including marrying her husband, Doug, in 2008, becoming a dog mom to Gunner and Gabby in 2009, and conquering a medical health challenge in 2016. Michelle also enjoyed sharing fresh catches from her family fishing trips over the years.

**NOW, THEREFORE LET IT BE RESOLVED**, that I, John F. Dunbar, Mayor, on behalf of the Town Council, Town staff, and our community express our sincere appreciation to Michelle Dahme for her many accomplishments and contributions to Yountville, and her decades of dedicated public service. We wish Michelle and her family health and happiness in her retirement.

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John F. Dunbar, Mayor