



**City of St. Helena
Special City Council Meeting
Tuesday, June 26, 2018 @ 4:30 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "public comment" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER
2. ROLL CALL
Mayor: Alan Galbraith, Vice Mayor: Peter White, City Council: Paul Dohring, Geoff Ellsworth and Mary Koberstein
3. PUBLIC COMMENT:
Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.
4. BOARD, COMMITTEE AND COMMISSION APPLICANT INTERVIEWS:
 - 4.1. The City Council will interview the following Applicants:

3 - 30

Planning Commission

Planning Chair Grace Kistner's term of office expires June 30, 2018.

No applicants to date.

Active Transportation & Sustainability Committee

Active Transportation & Sustainability Committee members Tom Vence, Kris Coryell, Donna Hinds and Glenn Smith's term of office expire June 30, 2018. In addition, there is one vacant alternate term available expiring June 30, 2019.

Two applications were received from Tom Vence and Glenn Smith for five available terms. If the two applicants are appointed the committee will have a quorum to meet and conduct business.

Library Board of Trustees

Library Board of Trustee members Skip Lane, Bob Dye, Susan Swan and Emily Armstead's term of office will expire June 30, 2018.

Five applications were received from Emily Armstead, Mark Epstein, Skip Lane, Susan Swan and Rebecca Martin for four available terms.

Parks and Recreation Commission

Parks and Recreation Commission members Donna Hinds, Noelle Strouss and Tracy Smith's term of office will expire June 30, 2018.

Two applications were received from Donna Hinds and Noelle Strouss for three available terms. If the applicants are appointed the committee will have a quorum to meet and conduct business.

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzaferopoulos, City Clerk

[ATSC Applicants](#)

[Parks and Rec Applicant Redacted](#)

[Parks and Rec - Noelle Strouss](#)

[Library Board Applicants Redacted](#)

[Public Comment](#)

5. ADJOURNMENT

The next Regular City Council meeting is scheduled for June 26, 2018, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on June 22, 2018.



Cindy Tzaferopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelenacalifornia.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

Active TRANSPORTATION / SUSTAINABILITY

Name: THOMAS D. VENCE

Home Address: 22 SAN LUCAS CT

Mailing Address: SAME

Occupation: Retired

Cell 707 815 9566
~~Business Address:~~

Telephone: Home _____ Cell _____ Business _____

E-mail: TVence @earthlink.net

➤ Please indicate if above numbers can be made available to the public upon request: (Yes) or No

Resident of St. Helena? (Yes) or No Yes, how long have you lived in St. Helena? 9 yrs

Current occupation (within last 12 months) Retired

Business interests in last 12 months: part time consulting
energy + Resource Mgt.

Previous Committee/Commission Experience:

① Current ^{alternate} Member of Active TRANSPORTATION /
Sustainability

AND has been elected to VICE Chairman

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

ON FILE - BS Engineering, MBA

Professional and/or community service activities:

member utility AD Hoc committee
member Active Transportation/Sustainability committee

Local government related experience: NONE

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

want to move from alternate to member
of committee

Names, addresses, and phone numbers of three individuals familiar with your background:

Grace Kistner
Pat Dell
Glen Smith

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date

15 Feb 2018

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574



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APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

Active Transportation Sustainability Comm.

Name: Glenn Smith

Home Address:

1730 Deza York Ln.

Mailing Address: Same

Occupation: Retired

Business Address: none

Telephone: Home ⁷⁰⁷ 244-5030 Cell ⁷⁰⁷ 320-7612 Business 0

E-mail: glenn@smith-care.com

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena? Yes or No Yes, how long have you lived in St. Helena? 5 years

Current occupation (within last 12 months) Retired

Business interests in last 12 months: Retired

Previous Committee/Commission Experience:

Sustainability Committee ; SHAPE Committee

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

BA - UC Berkeley; MBA - Ohio St.; various professional designations from Univ of Penn. and Stanford

Professional and/or community service activities:

UC Master Gardeners - Marin Co. & Napa Co. 36 years;
2 years UC-ANR Marin office; Marin Muni Water Dist

Homeowner conversion program - 2 years; Marin AIDS Foundation Board; Marin Community Clinics Board

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

Have served two terms and wish to continue, we are engaged in an important sustainability project that I want to see implemented

Names, addresses, and phone numbers of three individuals familiar with your background:

David Lewis - County Director/UC ANR (Napa & Marin)
Geoff Ellsworth - City Council liaison to Sustainability Comm.
Steve Peterson - Pres/Central Valley Builders Supply - former Sustainability Committee Chair -

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date

4/24/2018

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574



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APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

Parks & Recreation

Name: Donna Hinds

Home Address:

1685 Voorhees Cir, St. Helena, CA 94574

Mailing Address: same

Occupation: real estate agent

Business Address: Coldwell Banker, 1200 Main St. St. Helena

Telephone: Home 707-799-4844 Cell 707-799-4844 Business 707-799-4844

E-mail: donna@donnahinds.com

➤ Please indicate if above numbers can be made available to the public upon request: Yes

Resident of St. Helena? Yes or Yes, how long have you lived in St. Helena? 4 years full time, 10 years part time

Current occupation (within last 12 months) real estate agent

Business interests in last 12 months: assisting clients with the purchase and sell of real estate,

Previous Committee/Commission Experience:

Chairman of Ad Hoc Revenue Task Force, Parks & Recreation Committee, Active Transportation Committee, Napa County Active Transportation,

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

see attached resume

Professional and/or community service activities:

See attached resume

Local government related experience: See attached resume

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I am currently on the committee and feel we can keep improving community events and parks

Names, addresses, and phone numbers of three individuals familiar with your background:

Ward Smith 707

Celeste Neeley

Alan Galbraith

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date

4-25-18

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena

City Clerk

1480 Main Street

St. Helena, CA, 94574

DONNA HINDS

1352 Magnolia Ave, St. Helena CA 94574 • Cell: 707-799-4844 • donna@donnahinds.com

Education

Bachelor of Business Administration, University of Texas, Austin, 1982
Doctor of Jurisprudence, University of Houston, 1986

Work

Watt, White & Craig, Private Law Firm, Houston (1986-1990)
Crady, Jewett & McCulley, Private Law Firm, Houston (1990-1992)
Donna P. Hinds, Attorney at Law, Houston (1992-1994)
Exxon-Mobil, Attorney, Houston (1994-2000)
General Contractor (2000 – 2013)
Real Estate Agent, Coldwell Banker Brokers of the Valley (2016 – present)

Boards/Committees

- Council, Secretary, Vice-President and President of the Oil and Gas Section of the Houston Bar Association. (1990-1994)
- Board Member, President, CBB Homeowners Association, Houston (1992-1995)
- Executive Committee, Hunter's Creek Elementary Parent Teacher Association (2002-2006)
- Member, Greater Houston Builders Association (2001-2013)
- Board Member, President, Women's Association of Houston Racquet Club (1,000+ members) (2005-2010)
- Class Representative, Steering Committee, UC Master Gardeners of Napa County (2015)
- Chair, St Helena Ad Hoc Revenue Task Force (Nov 2015 – Feb 2016)
- Member, St Helena Representative, Napa County Active Transportation & Planning Committee (2015-2017)
- Chair, Master Gardeners; St. Helena Pollinator Garden at St. Helena Library (2016 – current)
- Member, St Helena Active Transportation Committee (current)
- Vice Chair, St. Helena Parks & Recreation Committee (2017 – current)
- President, Magnolia Oaks Homeowners Association (2015 – current)
- Member – Savvy Saints Investment Club, St Helena (current)

Personal/Hobbies

Married to Rusty Hinds (24 years)
Two children (Kelly Hinds, 19, Grant Hinds, 21)
Master Gardener of UC Master Gardeners of Napa County
Hobbies: gardening, cycling, tennis, yoga, cooking, reading, bocce, home decorating/designing

References:

Cyd Greer, St. Helena
Shannon Raggio, St. Helena/San Francisco
Patrice Ferguson, St. Helena/Houston

Real Estate Specific:

- Coldwell Banker Presidents Circle Award – for top producing 6% of agents world-wide
- Legal experience with oil and gas transactions/title work, litigation, real estate
- Experience with contract drafting and interpretation
- Experience with negotiating
- Experience with purchasing/selling properties (have been personally involved in buying or selling of 20 real estate transactions)
- Acted as general contractor for three ground up residential homes
- Acted as general contractor for four home remodel projects
- Experience working with architects and house plans (developed 5 sets of new construction plans)
- Experience working with city planners (St Helena and Houston)
- Strong understanding of St. Helena zoning laws
- Strong understanding of St. Helena planning commission process
- Strong understanding of St. Helena housing market/pricing

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 968-2792
www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

PARKS AND RECREATION COMMISSION

Name: Noelle Strauss

Home Address: 555 Liparita Ave., Angwin, Ca 94508

Mailing Address: Same as above

Occupation: REALTOR at Coldwell Banker, Brokers of the Valley

Business Address: 1289 Main Street, St. Helena, CA 94574

Home Telephone: 707-965-3536 ___ Business Telephone: 707-925-0111

E-mail: NStrauss@cbnapavalley.com

Please indicate if above numbers can be made available to the public upon request: YES

Are you a resident of St. Helena? No If yes, how long have you lived in St. Helena?

Current occupation (within last 12 months) REALTOR

Business interests in last 12 months: Residential Realtor

Previous Committee/Commission Experience: St. Helena Parks and Rec, Commissioner 2016-Present
Almaden Oaks Community Center, VP 2004-2005
Las Madras Community Group, VP and Treasurer
Various parent-teacher-student associations

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

As a licensed Realtor for over 2 decades, I specialize in single family residential properties. I also have extensive experience in mortgage banking as a REO Asset Manager. Additionally, my husband and I have owned and operated a full service concrete construction company located in the South Bay.

Professional and/or community service activities:

Santa Clara County ESH Foster Care Parent 2002 - 2014

Down Syndrome Buddy Walk Fundraiser 2006 - Present

One Step Closer - Adaptive horseback riding and equine-assisted-therapy for individuals with physical and/or emotional disabilities and U.S. Veterans recovering from trauma.

Branham Hills Little League committee

Sunrise Horse Rescue volunteer

Local government related experience: None other than SH Parks and Rec Dept.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute. As a local Realtor, I have the opportunity to learn the desires of our residents.

Names, addresses, and phone numbers of three individuals familiar with your background:

Courtenay Fletcher,

Lori Price,

Will Bauer,

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Noelle Strouss
Signature of Applicant

06/1/2018
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.



CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelenacalifornia.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying: Board of Library Trustees

Name: Emily Armstead

Home Address: { _____ } St. Helena, CA 94574

Mailing Address: (see above)

Occupation: Financial Analyst

Business Address: _____

Telephone: Cell (707) _____

E-mail: { _____ }

- Please indicate if above numbers can be made available to the public upon request: or No

Resident of St. Helena? Yes or Yes, how long have you lived in St. Helena? 28 years

Current occupation (within last 12 months) Production Financial Accounting Analyst

Business interests in last 12 months: None conflicting

Previous Committee/Commission Experience: Current Library Trustee (appointed 9/27/2016); Undergraduate Representative to the University Librarian Hiring Committee (Santa Clara University)

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. See attached.

Professional and/or community service activities: Advanced Tax Preparer for the IRS's Volunteer Income Tax Assistance program (Upvalley Family Centers site)

Local government related experience: current Trustee on the Library Board of Trustees

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I've been volunteering for the St. Helena Public Library since 2005, and it's been a consistently enriching experience year-over-year. My most recent term on the Library Board has been a satisfying way to serve the community, and it gives me great meaning to support an organization that I'm passionate about. My greatest strengths to the Board are my generational perspective and my work in the field of financial analysis.

Names, addresses, and phone numbers of three individuals familiar with your background:

1. Michael Caldarola,
2. Chris Kreiden, chris@shpl.org, (707) 968-2742
3. Jennifer Kresge,

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

05/31/2018
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

Emily Armstead

Experience

Production Financial Accounting Analyst, Trinchero Family Estates, St. Helena, CA September 2016 - Present

- Month-end reconciliations; preparation, review, posting, and filing of journal entries and records relating to winery cost centers
- Maintenance of fixed asset ledgers for assigned production cost centers within the SAP fixed asset management module (configuration, master data maintenance, and capitalization)
- Tracking and review of asset and project purchase orders for proper coding, completeness and accuracy
- Standard cost estimates for assigned brands including costing of packaging materials, wine and finished goods
- Cost Center Budget-to-Actual analysis for specific cost centers or facilities
- Month-end, quarter-end and planning data organization, analysis, research, and investigation
- Case goods and bulk wine inventory analysis
- Preparation of quarterly memos to Executive Management relating to winery production actual expenses compared to budget and 24-month rolling forecasts for assigned winery cost centers
- Determination and review of standard costs for wine programs and brands
- Development and maintenance of CIP and cash flow projections for assigned wineries (including maintaining information within SAP, analyzing projects for budget updates, developing latest estimates and updating cash flow projections)

Compliance Specialist II, Trinchero Family Estates, St. Helena, CA

July 2016 – September 2016

Compliance Specialist I

July 2015 – July 2016

Compliance Clerk

July 2014 – July 2015

- Bulk wine tracking, including processing of daily work orders and month end inventory reports for all locations on a daily and monthly basis
- Preparation of daily bulk wine shipping reports and bills of lading
- Assistance with preparation of monthly state shipping reports
- Preparation and distribution of various daily, monthly, and annual production reports and spreadsheets
- Maintenance of TTB required records for bonded wineries, distilled spirits plant, and beverage location
- Certificate of Label Approval (COLA) submissions to the TTB and subsequent product set-ups in Ship Compliant
- Weekly preparatory reconciliation for the transition of bulk wine to cased goods
- Direct-to-consumer shipping compliance for Sales and Marketing

Social Networking Manager, Gordon Biersch Brewing Company, San Jose, CA

September 2009 - January 2013

- Ghost-writer for Oxford Companion to Beer articles, "Brewpub" and "Weihestephan" (Oxford University Press)
- Comprehensive management of each social media platform
- Content development for all areas of marketing, including press releases, social networking/web content, newsletter content
- Development and execution of marketing surveys related to product development
- Member of packaging design team

Psychology Lab Research Assistant, Santa Clara University, Santa Clara, California

June 2012 - June 2013

- Participation on the research team for research studies, including manipulation of proprioception in college students and manipulation of working memory in older adults

Education

Bachelor of Science, Psychology, Santa Clara University

June 2013

Academic & Professional Development

- Stanford Continuing Studies, WSP 245: The Neuroscience of Creative Writing (February 2015)
- President, Santa Clara Entrepreneurs' Organization (SCU), 2012-2013
- ASG Undergrad. Representative to the Hiring Committee for the University Librarian (SCU), 2012-2013
- WIPS, SAP, Ship Compliant, Microsoft Office

Volunteer Work

- Upvalley Family Centers Volunteer Income Tax Assistance (VITA) Advanced Tax Preparer (Spring 2018)
- George & Elsie Wood Public Library Board of Trustees (September 2016 – Present)
- Co-leader for Head Coach Training & Executive Support Staff, Girls on the Run, St. Helena, California (Spring 2015 – Spring 2016)



City of St. Helena, City Hall
Received

JUN 05 2018

1480 Main St.
St Helena, CA 94574

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelena.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

LIBRARY BOARD OF TRUSTEES

Name:

MARK G. EPSTEIN

Home Address:

ST. HELENA, CA 94574

Mailing Address:

11

Occupation:

WRITER / CONSULTANT

Business Address:

(HOME)

Telephone: Home

Cell

Business

E-mail:

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena?

Yes or No

Yes, how long have you lived in St. Helena? 17 yrs

Current occupation (within last 12 months)

WRITER / CONSULTANT

Business interests in last 12 months:

N/A

Previous Committee/Commission Experience:

MANY YEARS SERVICE ON MY HOMEOWNERS' ASSOCIATION
BOARD (65 ST. HELENA HOMES)

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

CORNELL - A.B.
PRINCETON - MPA

Professional and/or community service activities:

14 YRS - COLUMNIST, ST. HELENA STAR

Local government related experience: N/A

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

LIBRARY SUPPORTER (X) AND USER;
PERIODICALLY HAVE WRITTEN ABOUT LIBRARY
ISSUES IN MY 'STAR' COLUMN.

Names, addresses, and phone numbers of three individuals familiar with your background:

FRED CROSHAW
JOHN MILLIKEN
SCOTT SNOWDEN

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant _____ Date 6/4/18

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

OFFICE OF
CITY CLERK
JAN 10 1964

APPLICATION FOR APPOINTMENT

LIBRARY BOARD

SCHOOL BOARD, ~~LIBRARY~~ LIBRARY BOARD.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

SEE PREVIOUS APPLICATION

Professional and/or community service activities:

Local government related experience:

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

Names, addresses, and phone numbers of three individuals familiar with your background:

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date

5/2/18

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena

City Clerk

1480 Main Street

St. Helena, CA, 94574



CITY OF
ST. HELENA
MAY 17 2018

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelenacalifornia.org

OFFICE OF
CITY CLERK
APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

The Board of Library Trustees

Name: Susan Swan

Home Address:

St. Helena, CA 94574

Mailing Address: Same as above

Occupation: Library Media Specialist

Business Address: St. Helena High School, 1401 Grayson Ave, St. Helena, CA 94574

Telephone: Home 707 Cell 707 Business 707

E-mail: _____

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena? Yes or No Yes, how long have you lived in St. Helena? 23 years

Current occupation (within last 12 months) Library Media Specialist,
St. Helena High School

Business interests in last 12 months: N/A

Previous Committee/Commission Experience:

Board of Library Trustees

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Please see attached resume.

Professional and/or community service activities:

St. Helena Public Schools Foundation Arts Committee, 1998 - present.
St. Helena Junior Women's Club Spelling Bee Judge.

Local government related experience:

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I wish to continue serving my community as a member of the library board because the SHPL is a vital part of our town (and my life) and I want to support it, protect it, and help it grow and evolve by donating my time, energy, passion, and ideas. I bring my experience & my knowledge to,

Names, addresses, and phone numbers of three individuals familiar with your background:

Ben Scinto, St. Helena High School principal, 1401 Grayson,
Dorothy Mondavi, St. Helena,
Leslie Stanton, Children's Librarian, St. Helena

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

5/12/18

Signature of Applicant

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

our excellent group of trustees. I believe I contribute not only my knowledge & resources, events, and libraries, I also bring my students' perspectives & knowledge, and I strengthen the close connection between SHPL and the SHUSD libraries, which benefits both. I enjoy taking minutes of the board meetings once a month meeting with the mayor and city administrator, >

offering my ideas, opinions and expertise, and working with the other trustees to support The Library, Chris, and our patrons.

Thank you for considering my reappointment!

SUSAN

SWAN

WORK EXPERIENCE

LIBRARY MEDIA SPECIALIST, St. Helena High School, May 2006 – present. Responsible for day-to-day operation of the St. Helena High School Library, including purchase, circulation, and inventory of books, textbooks, and ebook readers. Instruct students and staff in information literacy, from locating books on shelves to advanced Internet searches. Lead classes for students on digital citizenship, plagiarism, paraphrasing, keyword searches of print and online materials, using St. Helena Public Library print and eresources, and correct citation of sources in MLA and APA format. Work with public library staff on an almost daily basis to expand offerings to meet high school students' needs. Work closely with students at every stage of the research and writing process. Help students and teachers locate and obtain materials for research and teaching, including ILLs. Provide literature enrichment activities, including poetry submissions for library and for published Literary Journal, and book recommendations for coursework and for pleasure. Read a wide variety of publications to gain knowledge, gather data, and discover information sources for student research. Work closely with teachers on collection development to ensure library materials align with and enhance the curriculum; review CDE standards and Follett Titlewave for collection development, and with department chairs, school counselors, and student assistance personnel, work on collection development in complementary/supplemental areas, including drug and alcohol abuse, gangs, college test preparation, Spanish and French language materials, periodicals, and DVDs with an international perspective. Work with teachers and administrators to research the best textbooks for new course offerings and to supplement existing collection. Order periodicals, materials, and supplies for library; budget for same. Research and write grants to various organizations for materials and equipment to benefit library and computer lab. Write grants for and organize guest speakers and author workshops; assist teachers in writing grants for field trips, projects, and materials. Attend continuing education workshops, Computer Using Educators conferences and Google Apps for Education conferences. Attend workshops and webinars on 21st century literacy skills, library resources, writing MARC records, and collection development. With academic counselors, plan and carry out Brown Bag Lunch meetings and summer Boot Camps to help sophomores, juniors, and seniors prepare for and navigate the college application process. Work one-on-one with students on applications, brag sheets, and personal statements. Attend counselors' conferences to keep up to date on college admissions. Contact college representatives and organize visits to meet with high school students. Prepare POs for purchase of high school textbooks, library supplies, new books, magazine and newspaper subscriptions, and library memberships, online academic resources, and online textbook accounts. Supervise library aides and instruct them on various library skills and tasks on a daily basis. Fundraise to finance and create, using Adobe InDesign, an annual Literary Art Journal of student poetry, prose, and artwork.

LONG-TERM LIBRARY MEDIA SPECIALIST SUBSTITUTE, St. Helena Unified School District, 2000-May 2006. Worked regularly as the only substitute librarian in the four District school libraries. Duties included circulation, helping students locate books, assisting students with research, importing or writing MARC records, adding titles to Destiny library catalogue using MARC Magician, organizing and maintaining library shelves and classroom sets. Read aloud to SHES and SHPS classes; assisted students with ReadingCounts! quizzes. Read and recommended books to students, teachers, and other librarians. When SHES library media specialist resigned, SHUSD hired me to prepare the library for opening, which included adding new students and newly acquired titles to library database, preparing physical space for school and training incoming SHES Library Media Specialist.

SUSAN SWAN

14 May 2018

Cindy Tzafopoulos
City Clerk
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Dear Ms. Tzafopoulos,

Enclosed please find my Application for Appointment to The Board of Library Trustees, and my resume in support of my application.

Please feel free to call me or email me if you have any questions or need additional information.

Thank you very much for your consideration of my reapplication.

Sincerely,

Susan Swan



City of St Helena, City Hall
Received

MAY 09 2018

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St Helena, CA 94574

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www.sthelena.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

Board of Library Trustees _____

MAY 09 2018

1480 Main St.
St Helena, CA 94574

Name: Rebecca Martin _____

Home Address:

Saint Helena CA 94574 _____

Mailing Address: Same _____

Occupation: Director of Membership at Ehlers Estate _____

Business Address:

Saint Helena CA 94574 _____

Telephone: Home _____

Cell 314-808-3404 _____

Business _____

E-mail: rdsoxnation@gmail.com _____

- Please indicate if above numbers can be made available to the public upon request: **Yes** or **No - Yes on my Cell phone**

Resident of St. Helena? **Yes** Yes, how long have you lived in St. Helena? 4 yrs

Current occupation (within last 12 months): Operations Manager at William Cole Vineyards and Membership Director at Ehlers Estate (starting in Feb of 2018) _____

Business interests in last 12 months: _____

Previous Committee/Commission Experience:

None _____

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

See Resume _____

Professional and/or community service activities:

I have been a volunteer at the St Helena Library since June of 2014 in events and tech services. I am also a member of the St Helena Chapter of Soroptimist. _____

Local government related experience: None. _____

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I have been involved in the Library for the last four years and I really enjoy volunteering my time there and would like the opportunity to expand my role there. I believe that the Library is an important part of our community and needs to be protected and promoted.

Names, addresses, and phone numbers of three individuals familiar with your background:

Peter Wendt – ☒

Lynn Albrecht –

Kevin Morrissey :

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant _____ Date 5.7.18

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:
City of St. Helena

REBECCA MARTIN

ST HELENA, CA 94574

EDUCATION

The Culinary Institute of America

Bachelors of Professional Studies Degree in Culinary Arts Management

Hyde Park, New York

December 2005

EXPERIENCE

Ehlers Estate

Membership Director

- Responsible for managing and executing all aspect of the Wine Club.
- Reconciling inventory in four locations.
- Host tastings for members and trade.
- Maintain accurate customer data base
- Work with the General Manager to develop a comprehensive marketing program including social media.
- Handle all shipping logistics for direct to consumer orders.
- Work in various systems including Wine Direct, Ship Compliant, AMS, Wine Shipping and Payment Gateway.
- Compose e-mail campaigns

Saint Helena, California

February 2018

William Cole Vineyards

Allocation Manager / Operations Manager

- Responsible for all general operations of the winery including tasting room and production.
- Grew Allocation membership by 40 percent by marketing to current customers.
- Plan and manage release parties and private events for members at the winery and across the country.
- Host tastings for members and trade.
- Compose e-mail campaigns and marketing materials for sales purposes.
- Handle all shipping logistics for direct-to-consumer, in compliance to different state laws.
- Work with various systems including eCellars, AMS, Open Edge and Wine Shipping.
- Coordinate with wine maker and clients to schedule and order all bottling supplies.
- Worked with owner to develop and design 4 new member only products.

Saint Helena, California

Aug 2013- Dec 2017

Chase Cellars

Direct Sales, Wine Club Manager

- Responsible for marketing, booking and conducting tours and tastings.
- Grew Wine Club by 50 percent by changing the structure and marketing to current customers.
- Responsible for all social media including, Facebook, Twitter, Instagram, and blog.
- Worked closely with the wine maker Joel Aiken in production and post production of the wine

Saint Helena, California

Feb 2010 – Aug 2013

Signorello Estate

Hospitality and Marketing

- Responsible for hosting guests in both Tasting Room and Private Tastings.
- Conducted a marketing/outreach program through the North Bay Area.

Napa Valley, California

June 2009 – Feb 2010

Melissa Teaff Catering/Napa Valley Cookie Company

Event Coordinator/Sales and Marketing

- In charge of sales and marketing for the new product “Wine Snaps” in and around Napa Valley.

Oct 2009 – Feb 2010

Elephant Hill Estate and Winery

Assistant Manager

- Created a food & wine training manual for all staff (front/back of house and Tasting Room).
- Prepared a 12 month budgetary structure for the restaurant and tasting room in conjunction with other Senior Management.

Hawke's Bay, New Zealand

Dec 2008 – June 2009

Whole Foods Market

Specialty Associate Team Leader Napa, California

- Helped manage the specialty team along with the specialty team leader.
- Bought all wine and beer for the store.

Multiple Locations

Dec 2007 – Oct 2008

Wine Specialist Chandler, Arizona

- Opened the store, heavily involved in the design and execution of the wine set.

Oct – Dec 2007

Wine Specialist Phoenix, Arizona

- Purchased within proposed budget while reducing total stock.

Jan 2006 – Oct 2007

COMPUTER SKILLS AND SOCIAL MEDIA

- Microsoft Office, Outlook, Publisher, Google apps, Mac and PCs.
- Fluent in Facebook pages, Twitter, Instagram, Pinterest, Blogspot

OTHER

ABC Responsible Beverage Service Certification

Member of the Saint Helena Chapter of Soroptimist

Volunteer at the Saint Helena Library in Technical Services

Cindy Tzafopoulos

From: Susan Swan <sswan@sthelenaunified.org>
Sent: Friday, June 22, 2018 12:12 PM
To: Cindy Tzafopoulos
Subject: St. Helena Public Library Board of Trustees application

Dear Cindy,

Thanks so much for contacting me and inviting me to meet with City Councilmembers on Tuesday in support of my application for a position on the Library Board of Trustees. Unfortunately, my family and I have had to change the dates of our annual trip to Lake Tahoe. As a result, I will no longer be in town on Tuesday evening. I truly hope my absence will not affect my chance at reappointment because I feel strongly that I am a good candidate, and that I am one of many excellent trustees now serving on the board.

I am committed to the public library and the board for many reasons, and wish to continue serving to help safeguard and enhance the library's programs and resources, the staff, and the physical space. Because I can't be in attendance, I would like to briefly state why I believe I am a strong member of the board of trustees, and why I so strongly believe my "trusteeship" should be renewed.

As a librarian for the past 11+ years, I am extremely knowledgeable about 21st century libraries, and the resources out there in cyberspace and on earth that enhance our library, and I share that knowledge with library staff and trustees. I am always "thinking" library and research, because it's my job and because I love the world of libraries. When I first moved to St. Helena when my children were small, the library was our second home. I want to help our library remain a vital part of our community – the third destination after home and work – because it is so important to my family and me.

I have worked closely with library staff for years in my role as high school librarian and when Leslie Stanton and I attended a conference a few years ago to learn how high school and public libraries can collaborate effectively, we discovered that we were already doing everything the conference suggested and more. We offered the presenters some tips for how to collaborate better! By serving on the library board of trustees, I keep that connection vital and evolving and the collaborative services library staff and I offer – for example I am right now boxing up our school's summer reading novels to take to the children's room for patrons to check out when the high school closes for the summer – benefits our community's patrons. On Monday I am bringing discarded materials to the library for recycling, which enables SHPL to make a little money from our school's surplus.

I take minutes at the library board meetings and work well with Chris Krieden to make sure the final draft that goes up on the City's website accurately reflect the trustees' conversations and the issues we discuss. I take this responsibility seriously, and I enjoy it.

I believe I have made a positive impact on the public library as a trustee, and I think the group of trustees now serving is a very positive group, supportive of each other yet willing to respectfully disagree and work out solutions. We all have the best interests of the library and the community at heart, and we all want to see the library move along in this 21st century as a strong community base with excellent resources, exciting activities, and great communication with the community. There is no negativity on the board, and I believe that's important. I would like to continue on as part of this great group that brings new ideas and questions to the table every month.

Thanks for reading this! If any questions arise that need immediate answers, please call me at 707 363 4194.

Susan Swan | Library Media Specialist | St. Helena High School

Cindy Tzaopoulos

From: Noelle Strouss <nstrouss@cbnapavalley.com>
Sent: Tuesday, June 26, 2018 10:36 AM
To: Cindy Tzaopoulos
Subject: June 26th Special City Council Meeting

Good morning Cindy-

Unfortunately, I will not be at tonight's meeting due to a client meeting I can't reschedule. I'm hoping this does not spoil my application process as I would love to continue my position as Commissioner on Parks and Rec.

Thank you,

Noelle Strouss
Realtor ®

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