City of St. Helena
Special City Council Meeting
Friday, January 17, 2020 @ 3:30 PM
Fire Department Training Room (Entrance on Railroad Avenue, 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: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, David Knudsen and Mary Koberstein

Mayor Geoff Ellsworth teleconferencing from Double Tree Rohnert Park Lobby, 1 DOUBLETREE DR , ROHNERT PARK, CALIFORNIA 94928

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. NEW BUSINESS:

4.1. Interview applicants and subject matter experts for the Financing Civic Infrastructure Task Force — 3 - 47

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Interview applicants and subject matter experts.
Staff Report - Pdf

4.2. ***Staff Report Posted 1-17-20 11:00 am** — 49 - 54
Consideration and Proposed Resolution: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-07, 1572 Railroad Avenue Repair Project; (2) Authorizing a budget of $150,000 for C20-07; (3) Authorizing a Transfer from General Fund Reserves for Civic CIP Fund 733 in an amount up to $150,000 for the Emergency Repairs and relocation expenses; and Discussion and Direction of Possible Relocation of Police and Parks and Recreation Department Offices. (~~Staff report forthcoming~~)

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities
Prepared By: April Mitts, Finance Director
Recommendation:

Staff recommends City Council adopt a Resolution: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-07, 1572 Railroad Avenue Repair Project; (2) Authorizing a budget of $150,000 for C20-07; (3) Authorizing a Transfer from General Fund Reserves for Civic CIP Fund 733 in an amount up to $150,000 for the Emergency Repairs and relocation expenses; and Discussion and Direction of Possible Relocation of Police and Parks and Recreation Department Offices.

Staff Report - Pdf

5. ADJOURNMENT

The next Regular City Council meeting is scheduled for January 28, 2020, 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 Fire Department Training Room, 1500 Main Street, St. Helena, California on January 16, 2020 at 2:15 pm.

Cindy Tzafopoulos

Cindy Tzafopoulos, 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.

Report to the City Council
Special City Council - 17 Jan 2020

Agenda Section: **NEW BUSINESS:**

Subject: **Interview applicants and subject matter experts for the Financing Civic Infrastructure Task Force**

CEQA Determination: **Not a CEQA project**

Prepared By: Cindy Tzafopoulos, City Clerk

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

At the December 10, 2019 regular City Council meeting, the City Council adopted resolution 2019-137 (Attachment 1) creating the Financing Civic Infrastructure Task Force.

The Task Force shall have the responsibilities as provided in this section and such other duties as the City Council may from time to time decide:

1. Review the September 17, 2018 City Council Report, which led to prioritization of civic building asset investments in order to limit the number of concurrent projects to a manageable number.
2. Consider the Civic Infrastructure Evaluation Criteria/Principles approved by the City Council.
3. Review Noll & Tam's cost estimates and options presented to the City Council during its November 12, 2019 City Council meeting.
4. Review preliminary Downtown Streetscape cost estimates.
5. Review preliminary Underground Utilities Master Plan estimates associated with Storm Drain infrastructure.
6. Work with City staff via the City Manager to evaluate and update the City's Long Range Financial Forecast (LRFF) to consider timing and scale of various infrastructure investments, revenue options, and financial strategies.

7. Consult with the City Manager and Police Chief to discuss potential alignment and/or synergies related to Police Department needs.
8. Provide a narrative report describing Task Force recommendations to the City Council.

DISCUSSION

The City Council established the Financing Civic Infrastructure Task Force for the purpose to review and analyze the financing options for the possible construction of new or remodeled civic institutions in St. Helena as well as other infrastructure, such as storm drains and downtown streetscape, and to provide recommendations to the City Council.

The City Council adopted resolution 2019-137 which established the membership to consist of five to seven members. The City Council will follow the Council adopted appointment process for the appointment of members to the task force.
The following is a list of applicants and subject matter experts:

The eight task force applicants are:

1. Philippa Ward
2. Tom McBroom
3. Daniel Hale
4. George David
5. Mark Smithers
6. Patrick Kenealy
7. Elaine Honig
8. Richard Walloch

The three subject matter experts are:

1. Glenn Goelz
2. Thomas Allen
3. Dale Grossman

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

Interview applicants and subject matter experts.

ATTACHMENTS

Reso 2019-137
Applicants

RESOLUTION NO. 2019-137

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA CREATING THE FINANCING CIVIC INFRASTRUCTURE TASK FORCE

WHEREAS, the City Council of the City of St. Helena created the St. Helena Assets Planning Engagement Committee ("SHAPE") on September 26, 2017, to advise the City Council on prioritizing and identifying strategies to address civic needs and opportunities, and the SHAPE Committee produced a report in May 2018 that provided a set of proposed strategies; and

WHEREAS, following receipt of the SHAPE Committee report, the City Council approved a "City of St. Helena Civic Infrastructure Strategy" framework to advance discussions for a new City Hall, improvements to the Library, and a possible community/recreation space; and

WHEREAS, the City Council's strategy consists of four phases, the second of which involves asset prioritization and analysis and is underway and nearing completion; and

WHEREAS, the City hired Noll & Tam Architects to provide massing sketches and develop preliminary cost estimates for different configurations for the City Council's consideration; and

WHEREAS, the City Council appreciates and values the work of the SHAPE Committee and wants to further refine the City's options by focusing in on financing mechanisms, options, and strategies for the construction or remodeling of the City's civic buildings, as well as other critical infrastructure including storm drains and downtown streetscape; and

WHEREAS, the City Council recognizes that its citizens have extensive knowledge and practical experience in specific subject matters, and believes that its Civic Infrastructure Strategy framework process will be enhanced if the City Council can further tap into this citizen expertise to provide advice and recommendations regarding financing the possible civic improvements; and

WHEREAS, the City Council believes that a task force of interested and engaged residents from a small number of finance-related disciplines would be a helpful means of vetting the financing and financial options; and

WHEREAS, on December 10, 2019, the City Council gave staff direction to begin the recruitment process for selection of the Financing Civic Infrastructure Task Force.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Helena does hereby resolve as follows:

1. CREATION, PURPOSE, AND FUNCTIONS

The Financing Civic Infrastructure Task Force (Task Force) is hereby created. The purpose of the Financing Civic Infrastructure Task Force is to review and analyze the financing options for the possible construction of new or remodeled civic institutions in St. Helena as well as other infrastructure, such as storm drains and downtown streetscape, and to provide recommendations to the City Council.

The Task Force shall have the responsibilities as provided in this section and such other duties as the City Council may from time to time decide:

A. Review the September 17, 2018 City Council Report, which led to prioritization of civic building asset investments in order to limit the number of concurrent projects to a manageable number.

B. Consider the Civic Infrastructure Evaluation Criteria/Principles approved by the City Council.

C. Review Noll & Tam's cost estimates and options presented to the City Council during its November 12, 2019 City Council meeting.

D. Review preliminary Downtown Streetscape cost estimates.

E. Review preliminary Underground Utilities Master Plan estimates associated with Storm Drain infrastructure.

F. Work with City staff via the City Manager to evaluate and update the City's Long Range Financial Forecast (LRFF) to consider timing and scale of various infrastructure investments, revenue options, and financial strategies.

G. Consult with the City Manager and Police Chief to discuss potential alignment and/or synergies related to Police Department needs.

H. Provide a narrative report describing Task Force recommendations to the City Council regarding:

- Evaluation of the City's financial capacity, financing vehicles, and revenue producing potential and options;
- Funding strategy(ies) to ensure cash flow stability and General Fund sustainability related to:
    - Construction and/or renovation of improvements,
    - Prioritization of improvements associated with City Hall, Library, conceptual Community/Recreation facility, downtown streetscape, and storm drain infrastructure,
    - Project and financing phasing timelines,
    - Site selection (if relevant); and

- Approach to architectural design/process (e.g. consideration of environmental elements, maintenance considerations, materials, process associated with design phase).

2. MEMBERSHIP

The Financing Civic Infrastructure Task Force shall consist of five to seven members, to be appointed as follows:

A. The City Council shall follow the Council-adopted appointment process for the appointment of members.

B. The City Council will interview applicants at a Special Meeting, anticipated to be completed by January 2020.

C. The City Council shall appoint members at the special meeting or soon thereafter. A majority of the City Council must approve the Task Force membership. The City Council shall appoint members who have expertise in the following areas: architecture, construction, economics/finance, and real estate, and will endeavor to have each of these disciplines represented on the Task Force.

All efforts shall be made to ensure that the Task Force membership reflects the City's diversity of interests and viewpoints, and care shall be taken to ensure broad-based community representation.

Additionally, applicants should be St. Helena residents although the City Council reserves its right to appoint members who do not reside in the City.

3. TERM OF OFFICE

Members of the Task Force shall serve until its work has been completed and recommendations from the Task Force are made to the City Council, which is expected to occur around April of 2020.

4. TERMINATION OF APPOINTMENT

Any member who has two unexcused absences from Task Force meetings shall have their membership automatically terminated. Members of the Task Force shall serve at the pleasure of the City Council and may be removed from office by a majority vote of the City Council.

5. VACANCIES

Vacancies on the Task Force shall be filled for the unexpired term in the same manner in which regular appointments are otherwise made.

6. OFFICERS

The City Council will appoint a Chairperson and Vice Chairperson. If the City Council does not appoint a Chairperson and/or Vice Chairperson, the Task Force shall nominate a Chairperson and/or Vice Chairperson, which shall be ratified by the City Council. The Chairperson shall call the meetings to order, shall serve as the presiding officer of the Task Force's meetings, and shall perform such other duties as may from time to time be prescribed by the Task Force. The Chairperson shall serve in that position at the pleasure of the City Council.

The Vice Chairperson shall have all of the powers and duties of the Chairperson in the event the Chairperson is absent or unable to act.

The Task Force may create and appoint members to subcommittees, but the City Council expects that such subcommittees would be formed for very specific and limited purposes.

7. MEETINGS

The Task Force shall establish a regular time and shall hold regular meetings at the St. Helena School Board Room, or other suitable meeting location. Special meetings of the Task Force may be called by the Chairperson, or by a quorum of the Task Force. All meetings shall comply with the Ralph M. Brown Act.

8. QUORUM

A quorum of the Task Force shall consist of a majority of the Task Force's membership.

Approved at a Regular Meeting of the St. Helena City Council on December 10, 2019 by the following vote:

Mayor Ellsworth:	**Yes**
Vice Mayor Dohring:	**Yes**
Council Member Chouteau:	**Yes**
Council Member Knudsen:	**Yes**
Council Member Koberstein:	**Yes**

APPROVED:

Geoff Ellsworth, Mayor

ATTEST:

Cindy Tzafopoulos, City Clerk

CITY OF ST. HELENA
Incorporated March 24, 1878
Re-incorporated May 14, 1889
STATE OF CALIFORNIA

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

APPLICATION FOR APPOINTMENT

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

Financing Civic Infrastructure Task Force

Application Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

- ☑ I am interested in being a member of this Task Force and expect to be available to attend all meetings.
- ☐ I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings.

Name: DANIEL HALE

Home Address: 1616 MADRONA AVE SAINT HELENA CA 94574

Mailing Address: ↓

Occupation: ARTIST / DESIGNER

Business Address: ↓

Telephone: Home _____ Cell 707-227-4322 Business _____

E-mail: daniel hale 64@yahoo.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? 19 years
Current occupation (within last 12 months) ARTIST DESIGN / ARCHITECTURAL DESIGN

Previous Committee/Commission Experience:
PLANNING COMMISSION

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.
Varied experience in design/architectural design/ development/real estate/construction

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:
I believe that for any of these solutions to be successful the entire ecosystem of St Helena needs to be considered. Undestanding construction methodoly/costs/ timelines/project flow should shape solutions.

Please explain how your participation will benefit the Task Force:
I believe the key to these solutions is scale. Appropriate scale that fits the needs of town. How massing of solutions engages and effects context is paramount.

Names, addresses, and phone numbers of three individuals familiar with your background:
Brent Randol
Chris Phelps
Tom Trainor

Signature of Applicant — 5 JAN 2020 Date

If you have any questions regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

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.

Civic Infrastructure Task Force

Application Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

- ☒ I am interested in being a member of this Task Force and expect to be available to attend all meetings.
- ☐ I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings.

Name: Elaine Honig

Home Address: 2140 Stockton St + 440 Crystal Springs Rd, St. Helena

Mailing Address: 440 Crystal Springs Rd, St. 94574

Occupation: Business owner

Business Address: Same

Telephone: Home _____ Cell 707.479.2055 Business _____

E-mail: elaine@studio4forty.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? 9 yrs
Current occupation (within last 12 months) see attached

Previous Committee/Commission Experience:
see attached + chaired multiple events

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

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:
~~[illegible]~~ see attached

Please explain how your participation will benefit the Task Force:
see attached

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

Signature of Applicant / Date 12/3/2020

If you have any questions regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

Elaine Honig
1248 Stockton Street
St. Helena, CA 94574
707-479-2055

Elaine is an entrepreneur who thrives on creating brands, building businesses and helping nonprofits thrive. A native Oklahoman with an Economics degree from Tufts University, she started out in the real estate development business then spent 21 years in the wine business helping grow a small family project into a nationally recognized wine brand. In 2005, she developed Wine Women & Shoes, her first fundraising event concept, as a local community fundraiser that exceeded expectations and paved the way for a new business category, licensed fundraising events. With a boundless love and thirst for art and literature, she conceived and launched her next fundraising concept—Farm to Table(aux)—in 2016, and created STUDIO 4Forty, where current and future event fundraising concepts live and grow. To date, STUDIO 4Forty has raised over $85mil net for their nonprofit partners.

In addition to her business interests, Elaine is actively involved in the Napa Valley community. She's currently on the board of the Napa Communities Firewise Foundation and has served on the boards of The Napa County Land Trust, where she was the President for 2 years, diRosa Center for Contemporary Art, The Napa County Farm Bureau, The Napa County Sierra Club, and the Board of Advocates for Planned Parenthood.

STUDIO 4Forty
Founder & CEO
2008 - Present

Honig Vineyard & Winery
Creative Director
1986 - 2008
Elaine joined Honig when it was a team of 2 people. During her 21 year tenure, she marketed, branded, communicated and sold Honig Wine, growing it from its garage roots to nationally recognized Napa Valley brand.

Diversified Properties
Project Development and Management
1983 - 1987
While in college, Elaine began purchasing multi-unit residential buildings with her father. She scouted, selected and purchased the properties, oversaw the renovations, managed the rentals, converted some of the apartments to condominiums, and managed the successful sales.

The Shorenstein Company
Property Management and Space Planning
1985 – 1986

Elaine Honig
Application for Appointment
City Infrastructure Task Force

1. Explain your reasons for wishing to serve on the Task Force:
I've been interested in city operations for years but have always lived outside town. A year ago, I bought a little cottage that needs a major remodel, which I have started the process of doing and is currently in the planning phase. Representative government works best when people get involved, and there is a lot to do, so I'm stepping up to help where I can add value.

In addition to wine and non-profit fundraising, I have a professional background in real estate, building, and development and have also remodeled 6 homes and built a 7th from the ground up. I have basic knowledge and skills in CAD as well as experience in design, both interior and architectural. I'm a bit of an urban planning geek and love topic.

2. Explain how your participation will benefit the Task Force:
I've served on many boards and committees and have experience in building consensus and steering towards solution. A few of the nonprofits were going through internal challenges, which gave me experience with difficult matters. I'm fair-minded, a good listener, know how to work with and be in a team, have experience in analyzing and synthesizing information, remain curious in conversation, and am focused on the big picture solutions. I also enjoy problem solving and big complex situations and have a positive attitude.

3. Names, addresses and phone numbers of 3 people familiar with background:

- Julie Jenanyan – Friend and St. Helena resident,
- Mike Thompson - Friend and St. Helena resident,
- Christopher Thompson – Chair of Napa County Firewise Foundation.

City of St Helena, City Hall
Received
JAN 07 2020
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.cityofsthelena.org

APPLICATION FOR APPOINTMENT

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

Financing Civic Infrastructure Task Force

Application Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

x☐ I am interested in being a member of this Task Force and expect to be available to attend all meetings.

☐ I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings.

Name: George David

Home Address:
451 Pope Street, Saint Helena, CA 94574

Mailing Address: 451 Pope Street, Saint Helena CA, 94574

Occupation: Retired real estate investment banker – Realty Financial Resources, Inc.

Telephone: Home 707-967-9266 Cell 707-249-2626 Business N/A

E-mail: george@rfrinc.com

- Please indicate if above numbers can be made available to the publicupon request: **Yes** or **No** YES

Resident of St. Helena? **Yes** or **No** Yes, how long have you lived in St. Helena? 24 Years
Current occupation (within last 12 months) Retired

Previous Committee/Commission Experience: Activist who has been involved in City affairs for 15 years including the General Plan, and efforts to locate and create the improvements under consideration by this Task Force.

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

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:

See attached resume for skills and experience. I want to share 60 years of real estate and financial knowledge to help create solutions that are responsive, fiscally prudent and achievable, and address the challenges for which this Task Force is being formed. Our family believes that community service is a privilege and can only be repaid by participation in City affairs such as this Task Force.

Please explain how your participation will benefit the Task Force: I have definitive experience In analysis and decision making related to over $12Billion in real estate transactions through out the US, Mexico, Central America and the Caribbean. While the primary focus of my business activities have been finance; I am thoroughly knowledgeable in all aspects of real estate as a principal, advisor and developer. My leadership style is collaborative, open minded and team oriented. My reward for participation will be helping achieve a long term, secure future for our City by creating an optimal plan for infrastructure repair and replacement and construction or renovation of City buildings proposed or existing. While making our citizens proud.

Names, addresses, and phone numbers of three individuals familiar with your background:
George Caloynidas
Thomas Ruhf
Glenn Goelz

January 7, 2020
Signature of Applicant Date

If you have any questions regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

GEORGE DAVID, CRE

Mr. David is acknowledged as one of the foremost senior advisors and executives in the resort industry. His blend of previous career experiences with face to face interplay among many of today's national resort and business leaders give him a leading edge in conceptualization, implementation and financing of multifaceted resort developments. His introduction to the field was made in 1978 by Mr. Harry B. Helmsley, one of America's most successful real estate entrepreneurs and managers, and Mr. David's partner during his tenure as founding Director of Hospitality at Helmsley Spear's Hospitality Division.

As a consultant and financier for over fifty years, Mr. David has served such clients as Merrill Lynch, Marriott Corporation, Hilton Hotels Corp., BBVA Bancomer, Citibank, Disney, Prudential Life Insurance Company, Royal Trust Company, the Related Companies, the Pueblo Bonito Companies and the Governments of the U.S., the Bahamas and Mexico, as an advisor and counselor. His forty years at the helm of The David Resort Group and Realty Financial Resources, Inc. has resulted in a highly professional, results oriented firm capable of optimization in every discipline of recreational resort development, from concept through implementation of each activity.

In 1981, David capitalized on his financial background to launch Realty Financial Resources, Inc. (RFR), a major source of debt and equity financing for the leisure real estate industry. RFR is the major thrust of DRG today as it continues to expand its investor and developer client base to serve their increasing needs. RFR operates with a philosophy that ensures both investors and borrowers will benefit permanently from the relationship building skills with which RFR helps its clients meet and exceed their goals

As an executive, Mr. David served as Chairman & CEO of Americas Resort Group, Inc. (ARG), a venture of BBVA, Hilton Hotels and Conrad Hotels, Hilton's International hotel group. He was responsible for creating the company, negotiating the venture relationships, and providing leadership in every facet of ARG's activities. ARG encompassed 1200 units in three luxury coastal resorts in Mexico. His ARG experience coupled with previous resort ownership and development experience underscores David's practical experience.

Mr. David previously owned David and Associates and other privately held real estate and development firms, engaged in all aspects of development of over 3500 single family housing and apartment units. He also served as a senior executive of Southeast Bank Corp., one of Florida's most established commercial banking groups, overseeing all real estate related operations, and also serving as President of its mortgage banking firm, and as a Director of the Bank's Holding Company.

Mr. David has been very active in industry affairs, serving multiple terms as Vice Chairman of the National Time Share Council's Governing Board, Chairman of the ARDA Education Institute, and three terms as a Director of the American Resort Development Association, and Chairman of NTC's Finance Committee and its Socio economic Study Committees. He has written many published articles and has appeared as a speaker at over ninety conferences throughout the world.

he entitlement process, project visioning (including identifying and attracting key elements such as brand and operator) and project structure and financial modeling, to ensure that a feasible project that can be capitalized is created. Greg has assisted in such a capacity in over two dozen projects and has capitalized in excess of $1BB of development projects in United States, Mexico and the Caribbean.

REALTY FINANCIAL RESOURCES, INC. ("RFR") is a boutique advisory firm with specific experience in all aspects of hospitality and a niche focus on hospitality finance and development. With five decades of financing and practical experience in a variety of economies, and an entrepreneurial, forward-looking approach to structuring and restructuring projects, RFR's financing activities have included hotels, resorts, private residence clubs, timeshare resorts, master planned resort communities, and related commercial real estate. RFR works throughout the United States, Mexico, Central America, the Caribbean and other select locations in the Americas, for and with major institutions, developers, owners, investors, managers and brands, of all sizes.

RFR is a pioneer consulting firm in the field of recreational real estate. Since its inception in 1981, RFR has acted as a Financial Advisor and Investment Banker involved exclusively in securing all forms of debt and equity for the leisure real estate industry. RFR has arranged over 350 capital transactions totaling in excess of $12 Billion. Active relations are maintained with extensive capital sources including hedge funds, investment and commercial banks, pension funds, thrift institutions and commercial credit companies.

A most important element in the success of RFR has been the expertise of a prior affiliate, The David Resort Group. DRG provided a broad range of advisory services to over 500 clients engaged in the leisure real estate sector. DRG is an acknowledged industry leader and its CEO, George David, is a past Vice Chairman and founding member of the American Resort Development Association (ARDA/NTC). He initiated the formation of the NTC Finance Committee and chaired it for several years. He led the formation of ARDA's Education Institute and served as Chairman. Mr. David is a member of the prestigious American Society of Real Estate Counselors and is a licensed California Real Estate Broker.

To assure a high standard of performance, RFR underwrites each project before it is offered for funding to one of its sources. RFR's professionals can readily identify and measure the elements required to assure a successful project and related capital returns and profitability. Many of DRG/RFR's clients have been Investors or Lending Institutions that have required project diligence or have called on us to help structure funding for a project, or their entire lending or investment program. Over the years, several of these Lenders and Investors have become sources of funds for RFR, sometimes on an exclusive basis.

RFR understands that to be successful each transaction must work for all involved. It is known for innovative structuring often enhancing project cash flow and maximizing profitability to borrower and Investor. DRG/RFR offers its expertise to its developer clients, Lenders and Investors on a continuing basis to evaluate and monitor performance and

to create lasting relationships through fostering success and excellent communications. Always aware of industry performance, financing trends and competitive differences, RFR works toward creating benefits for developers, Lenders and Investors that will provide satisfaction and profitability to all in the years ahead.

Additionally, RFR often assists developers in identifying and attracting key project components including brands and operators, sales and marketing agents, hospitality developers and project management firms. As a result, RFR maintains strong relationships with many luxury, lifestyle and boutique brands operating in North America.

RFR is a highly experienced, professional firm that creates lasting relationships. It acts as a catalyst and Advisor as we have a deep belief that it is our responsibility to remain actively involved in every transaction throughout its term. This is an added measure of security for all involved. In addition to traditional one-off transactions, RFR has significant experience in securitization, mortgage backed securities, and structured finance transactions. We have a well-grounded understanding of the resources required, innovative structures, and the mechanics and diligence in these undertakings.

Financial transaction size ranges from $2 million to $250 million, encompassing single or multiple projects, and portfolios. Products include equity, development and acquisition financing, working capital, bridge loans, warehouse facilities, receivables sale and financing, and capital leases. Our niche is resort or luxury leisure and hospitality real estate of all types. Most of our activity has been focused on ground up investments, but we also have extensive experience in the recapitalization of existing resort assets.

REALTY FINANCIAL RESOURCES, INC. PAST AND PRESENT PROJECT EXPERIENCE (PARTIAL)

- Aman Resort, Costa Baja, Baja Sur, Mexico
- Archer Hotel, Napa CA
- Aspen Valley Ranch, Aspen, CO
- Aspen Club and Resort, Aspen, CO
- Auberge at Sun Valley, Sun Valley, ID.
- Barefoot Beach Club, Grand Cayman Island
- Belvidere, Charleston, SC
- Bermuda Dunes Resort, Bermuda Dunes, CA
- Bishops Lodge, An Auberge Resort, Santa Fe, New Mexico
- Broken Top, Bend, OR
- Cacique, a Steve Case Development, Guanacaste, Costa Rica
- Calistoga Ranch, Calistoga, Napa Valley, CA
- Capella Resort and Residences at Pedregal, Cabo San Lucas, Mexico
- Carlsbad Inn, Carlsbad, CA
- Carlsbad Hotel and Residences, Carlsbad, CA
- Cedar Key Village Hotel and Marina, Cedar Key, FL
- Chileno Bay, Cabo San Lucas, Mexico
- Christie Lodge, Steamboat Springs, CO Phases 1 and 2
- Coral Reef Club, Hilton Head, SC
- Coral Sands, Hilton Head, SC

- Dancing Bear, Aspen, CO
- David Walters Enterprises (Multiple Site) Kuai, HA
- El Banco Hotel and Resort, an Auberge Resort, Punta de Mita, Mexico
- Elkhorn Lodge, Sun Valley, ID
- Epic Resorts, Various (7) Nationwide
- Esperanza, an Auberge Resort, Cabo San Lucas, Mexico
- Fairmont Heritage Club at Ghiardelli Square, San Francisco, CA
- Fairmont Seaside Hotel and Residences, Seaside, CA
- First Cabin Club, Lake Havasu, AZ
- Franz Klammer Lodge, Phases 1&2, Telluride, CO
- Four Seasons Resort, Los Barillas, Mexico
- Four Seasons Resort, Calistoga, Napa Valley, CA
- Golden Beach Resort, Freeport, Grand Bahama Island
- Grace Bay Club, Turks and Caicos Islands
- Grand Aspen Hyatt, Aspen, CO
- Grand Pacific Resorts, Various (6), CA
- Hearthstone at Spring Mountain Ranch, McCall, ID
- Hotel Costa Azul, Los Cabo, Mexico
- Hyatt Main Street Station, Breckinridge, CO
- Las Alcobas, A Luxury Collection Hotel, St. Helena, Napa Valley, CA
- J. W. Marriott Residential Hotel at Marbella, Loreto, BCS, Mexico
- Jumby Bay, Longs Island, Antigua
- Kahalu'u, Kona, Hawaii
- Kings Creek, Williamsburg, VA
- Kirkwood Village Residences, Kirkwood, CA
- Las Cabezas, Punta de Mita, Mexico
- La Capilla, Los Bariles, BCS, Mexico
- Las Tiendas de Palmilla, Cabo San Lucas, Mexico
- Las Ventanas al Paraiso, Cabos San Lucas, Mexico
- Les Saisons Private Residence Club, Ketchum, ID
- Lighthouse Point Marriott Suites, Grand Bahama Island, Bahamas
- Mountainside at Whistler, Canada
- Nawi Island Resort and Hotel, Suva Suva, Fiji
- NorthStar at Tahoe, NorthStar, CA
- Pacific Monarch Resorts, Palm Springs, CA
- Palmilla Oasis – HMB, Cabo San Lucas, Mexico
- Paraiso del Mar, La Paz, BCS, Mexico
- Punta Garrobo Hotel, Related Group, Zihuantanejo, Mexico
- Quivira, A Master Planned community, Cabo San Lucas, BCS, Mexico
- Rancho Valencia, Rancho Santa Fe, CA
- Ritz Plaza, South Beach, FL
- Ritz Residences and Club, San Francisco, CA
- Rosewood Celeste, Bahia des Banderas, PV, Mexico
- Rosewood Hotel and Residences, San Miguel d'Allende, Mexico
- Seven Canyons, Sedona, AZ
- Shock Hill, Breckinridge, CO
- Sky Lodge, Park City, UT
- Sorrel River Ranch, Moab, UT

- Southshore Residences, Puerto Vallarta, Mexico
- St. Regis Monarch Beach Resort and Spa, Dana Point, CA
- Sun Dance, Sundance, Utah
- Tallus, Mammoth Lakes, CA
- Taunova Beach Resort, (Auberge)Viti Levu, Fiji
- Teton Mtn. Private Residences, Teton Village, WY
- The Austria Haus, Vail, CO
- The Club at Big Bear Village, Big Bear, CA
- The Meadows at Del Mar, Del Mar, CA
- The Napa Gateway Project, (Meritage) Napa, CA
- The Owners Club's, CCA – four locations
- The Phillips Club (Millennium Partners), NY, NY
- The Pond Bay Club, St. Johns, VI
- The Regent Club at the Canyons, The Canyons, UT
- The Residence Club at Tucker's Point, Tuckers Point, Bermuda
- The River Club, Telluride, CO
- The Snowmass Club, Snowmass, CO
- The Telluride Club, Telluride, CO
- The Timbers, Snowmass, CO
- The Cape, a Thompson Hotel, Cabo San Lucas, Mexico
- Tonopalo, Lake Tahoe, CA
- Trails End, Deer Valley, UT
- Valdoro, Breckenridge, CO
- Via de Luna, Pensacola Beach, FL
- Villas Serena, Puerto Los Cabos, Mexico
- Villas del Oro at Palmilla, Cabo San Lucas, Mexico
- Warm Springs Club, Sun Valley, ID
- Westin Regina Cancun, Cancun, Mexico
- Westin Regina, Puerto Vallarta, Mexico
- Westin Regina, Cabo San Lucas, Mexico
- Wyndham Grand Vacation Club, Sonoma, CA
- Wyndham Grand Vacation Club, Carmel Valley, CA
- Wyndham Grand Vacation Club, Lake Tahoe, CA
- Windsor Vacation Club, Las Vegas, NV

THE INFORMATION CONTAINED HEREIN IS CONFIDENTIAL AND MAY NOT BE COPIED OR DISTRIBUTED WITHOUT THE EXPRESS APPROVAL OF REALTY FINANCIAL RESOURCES, INC.

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.

Civic Infrastructure Task Force Application

Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

X I am interested in being a member of this Task Force and expect to be available to attend all meetings.

☐ I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings.

Name: Mark Smithers

Home Address: 1819 Vallejo Street, St Helena, CA

Mailing: Same

Occupation: Financial Advisor and retired Chief Financial Officer

Business: Employed with Trinchero Family Estates

Address: 100 St Helena Hwy South, St Helena, CA

Telephone: Home 7072904508 Cell 7072904508 Business 7079633104

E-mail: msmithers@tfewines.com

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

Resident of St. Helena? **Yes** Yes, how long have you lived in St. Helena? 30+ years

Current occupation (within last 12 months): financial advisor to Trinchero Family Estates

Previous Committee/Commission Experience:

SHAPE Committee, Chair

Ad Hoc Utility Rate Committee, member

Bond Oversight Committee SHUSD, member

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

Trinchero Family Estates, Chief Financial Officer / Financial Advisor, 1995 to present

Joseph Phelps Vineyards, Chief Financial Officer, 1989 to 1995

KPMG International CPA firm, Senior Manager, 1981 to 1989

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:

There has been much said over the years regarding the finances of the city and its ability to fund our infrastructure needs. Some of what has been said is correct and some of it not. I want to bring an unbiased view and review the city's financial position and financing abilities to the Council and the residents.

I have years of experience in finance, accounting, and project finance that should be very helpful to this committee and Council. I have negotiated and placed hundreds of millions of dollars of short term and long-term loans and credit facilities with my employers over the years. I'm very familiar with the private financial markets and familiar with the municipal financial markets. I'm well versed in the options available to the city. I have

reviewed and consulted on many complicated construction projects in the hundreds of millions of dollars and I'm quite aware of issues regarding delays, costs, change orders, project creep, etc.

Please explain how your participation will benefit the Task Force:

Given my experience as summarized above, I think I can lend a great deal of knowledge and thoughtful discussion and review to the mission of the committee especially in the areas of finance and certainly be helpful from a construction cost estimate and architectural review standpoint. I'm a good listener and can also help to keep the committee focused on the requests of Council.

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

Bob Torkelson,

Lester Hardy, A

Kevin Horowitz,

Mark B. Smithers January 2, 2020
Signature of Applicant Date

regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

COMMITTEE/BOARD OR COMMISSION POLICY

The City Council establishes the following policy clarifying the role of advisory committees, commissions, and boards with respect to their responsibilities.

- The purpose of creating an advisory committee/commission is to seek a broader perspective on certain issues, and to provide a forum for public participation.

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

APPLICATION FOR APPOINTMENT

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

Financing Civic Infrastructure Task Force

Application Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

- [x] I am interested in being a member of this Task Force and expect to be available to attend all meetings.
- [ ] I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings.

Name: PATRICK KENEALY

Home Address: 2995 SPRING STREET, SAINT HELENA, 94574

Mailing Address: SAME

Occupation: VENTURE CAPITALIST

Business Address:

Telephone: Home 415-420-2881 Cell Business

E-mail: pkenealy

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

Resident of St. Helena? **Yes** or **No** Yes, how long have you lived in St. Helena? _____
Current occupation (within last 12 months) _____

SUMMERED HERE 8 YEARS, LIVED HERE 8 YEARS

Previous Committee/Commission Experience:

MORE THAN A DOZEN CORPORATE BOARDS, NUMEROUS NON-PROFIT BOARDS & COMMITTEES

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

BA, ECONOMICS, HARVARD
30 YEARS AT GLOBAL MEDIA COMPANY, IDG, LAST 4 AS CEO. 20 YEARS VENTURE CAPITAL EXPERIENCE AT IDG VENTURES, RIDGE VENTURES

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:

HAVE RUN BUSINESS UNITS IN THE TENS & HUNDREDS OF MILLIONS IN REVENUE, AND HOLDING COMPANY WITH MULT-BILLION DOLLAR MARKET CAP, PLUS SERVED ON MORE THAN A DOZEN START UP BOARDS. DEEP FORECASTING BUDGETING AND AND IT EXPERIENCE.

Please explain how your participation will benefit the Task Force:

HAVE BUILT, MANAGED AND APPROVED CAPITAL BUDGETS OF ALL SIZES, INCLUDING PURCHASE, SALE AND RENTAL OF BUILDINGS AND OFFICE SPACE

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

NEAL MOUNENS, SAIN
PASCAL LEVINSOHN,
LORRA STONE, RIDGE

Si _____ 1/4/2020
Date

If you have any questions regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

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.

Civic Infrastructure Task Force

Application Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

- ☑ I am interested in being a member of this Task Force and expect to be available to attend all meetings.
- ☐ I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings.

Name: Philippa Ward

Home Address:

Mailing Address:

Occupation: Real Estate Broker

Business Address:

Telephone: Home _____ Cell _____ iness _____

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? grew up here and gone from 2008-June 2019 had a home till 2013

Current occupation (within last 12 months) Real Estate Broker

Previous Committee/Commission Experience:

President of Commercial Brokerage groups, many Charitable boards

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

Bach at UCSB
CCIM candidate
licensed RE Broker in 3 states

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:

I have finance and real estate experience over 19 years. Also have worked on development projects

Please explain how your participation will benefit the Task Force:

I have real life and developer point of view as well as budgeting for projects.

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

William Densberger
Linda Reiff
Chuck Saundau

Signature of Applicant

12/20/19
Date

If you have any questions regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

RECEIVED

DEC 31 2019

CITY CLERK'S OFFICE
CITY OF ST. HELENA

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.

Civic Infrastructure Task Force

Application Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

- ☑ I am interested in being a member of this Task Force and expect to be available to attend all meetings.
- ☐ I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings.

Name: Richard Wallach

Home Address:

Mailing Address: As above

Occupation: Retired - Last Assignment was Project Consulting for Proctor & Gamble

Business Address: N/A

Telephone: Home Cell 925-818-9971 Business —

E-mail: rdwallach@gmail.com

- Please indicate if above numbers can be made available to the public upon request: **Yes** or **No** Cell & email only

Resident of St. Helena? **Yes** or **No** Yes, how long have you lived in St. Helena? 2 years
Current occupation (within last 12 months) Part time consulting on Capital Projects for Proctor & Gamble

Previous Committee/Commission Experience: None in Saint Helena. I was a member of The Front Street Enhancement Committee for the town of Avila Beach, CA

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

See resume attached

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:

I am in helping to develop Saint Helena's path to rehabilitation or replacement of City Building & Utility Infrastructure. My area of expertise is in Construction Planning & cost estimation.

Please explain how your participation will benefit the Task Force:

The Task Force will be reviewing & commenting on Architectural/Engineering Scopes of Work & Cost Estimates. I have over 20 years of experience in Project Cost Control & Project Schedule Development

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

Bob Frase
Gorg Fisher
Geoff Ellsworth

S _ 12/31/2019
Date

If you have any questions regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

Resume

Name: Richard Walloch

Qualifications: -BSME Washington State University 1969, Pullman, Washington
-Registered Professional Engineer in Mechanical Engineering, State of California #M 16487

Summary: Richard is a Management Consultant and Project Director with extensive experience in Project Development and Project Management. Rich has a proven record of successful assignments and projects with Unocal and Chevron, including the Project Management Institute Project of the Year runner up award for the North Pailin Project and two Unocal Chairman's Awards for outstanding achievement on the Avila Beach and Gunung Salak Projects.

Experience:

5/2018 to Present	Retired
8/2017 to 4/2018	Project Manager at Anvil Corporation, evaluating projects for Procter and Gamble, Sacramento.
4/2011 to 7/2017	Principal- Walloch Consulting LLC- Evaluation of Project Management systems/performance for the Oil and Gas and Chemicals Industries
4/2006 to 3/2011	Projects Director- Chevron Project Resources Company. Management of all Major Capital Projects for the Downstream refineries, chemical plants and Joint Ventures worldwide.
11/04 to 4/2006	Project Manager for the A&B Gas Development Project for Unocal/Chevron Netherlands, The Hague. Design and Construction of a 125 MMSCFD gas processing platform in the Dutch Sector of the North Sea.
8/02 to 11/04	Project Manager for the West Seno 2 Oil and Gas Processing Facility. This Project was for the Installation of a Tension leg Platform offshore Balikpapan, Indonesia. The initial phase of the Project was for Detailed Engineering in Houston, TX. I was transferred to Jakarta, Indonesia for the Procurement and bidding phase. The project was suspended when Phase 1 production did not meet forecast.
9/00 to 7/02	Engineering Manager- North Pailin Project. The Project constructed an 8 pile jacketed, 200 MMSCFD gas processing platform in the Gulf of Thailand. I was assigned to this project during the Engineering phase (Perth, Western Australia) and transferred to Batam, Indonesia for the Fabrication phase and Offshore in the Gulf of Thailand for installation and startup.

12/97 to 9/00	Project Manager- Avila Beach Remediation Project, Avila Beach, CA. Managed the demolition, remediation and reconstruction of the town of Avila Beach, CA, where oil leakage had caused contamination of the town and beach. Responsibilities included Project Management, Public relations, and environmental permitting.
6/95 to 12/97	Construction Manager- Salak Geothermal Project. Managed the construction of a 195 MW Geothermal Power Plant in the Rain Forest of Indonesia. Received the Unocal Chairman's award for outstanding achievement. The project has operated at over 98% on-stream time since it's startup.

1980-1995 Projects with Unocal San Francisco Refinery

6/93 to 6/95	Project Manager- Reformulated Fuels Project. A 100 MM$ revamp of the refinery to produce CARB Reformulated Gasoline. Added a new hydrogen plant, Isomerization unit. additional tankage and revised gasoline blending plus numerous minor refinery modifications.
6/87 to 6/93	Maintenance Superintendent, responsible for a 20 MM$ annual maintenance budget. The department had 200 full time employees and turnaround staffing in excess of 1000.
1/84 to 6/87	Project Manager for 3 large Refinery Projects which installed a new crude unit, Isomerization Unit and Cogeneration Plant.
9/82 to 12/83	Superintendent of Personnel
11/80 to 9/82	Project Manager- Unocal San Francisco Refinery

Project with Hallanger Engineers, Orinda, CA

9/77 to 11/80	Project Manager for the 50 Crude Unit revamp at Tosco's Avon refinery. Increased the Capacity of the Crude Unit from 65,000 to 100,000 BPD. Installed Crude Desalting Units at both 50 Crude Unit and Unit 33.

Initial Assignments with Unocal

6/69 to 8/77	Various Engineering and maintenance assignments at Unocal's refineries in San Francisco and Los Angeles.

Contact Information

rdwalloch@gmail.com
925 818 9971 (cell)

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.

Civic Infrastructure Task Force

Application Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

- ☑ I am interested in being a member of this Task Force and expect to be available to attend all meetings.
- ☐ I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings.

Name: Tom McBroom

Home Address:

Mailing Address: SAME

Occupation: RETIRED (BANKING)

Business Address: N/A

Telephone: Hor

E-mail: TCMCBROOM@SBCGLOBAL.NET

- Please indicate if above numbers can be made available to the public upon request: **Yes** or **No** EMAIL (ONLY) OKAY

Resident of St. Helena? **Yes** or **No** Yes, how long have you lived in St. Helena? 41 YRS
Current occupation (within last 12 months) RETIRED. NAPA VALLEY COMMUNITY FOUNDATION, FRIENDS OF THE CAMPO, HABITAT FOR HUMANITY

Previous Committee/Commission Experience:

SEE ATTACHED

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

SEE ATTACHED

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:

MY BACKGROUND IN PROPOSING, BUDGETING, EVALUATING, AND APPROVING FACILITY RELATED CAPITAL PROJECTS SEEMS TO LINE UP WELL WITH THIS COMMITTEE'S TASK.

Please explain how your participation will benefit the Task Force:

I HAVE SPENT MY ENTIRE CAREER PRIORITIZING AND ANALYZING CAPITAL PROJECTS, MANPOWER PLANS, AND EXPENSE BUDGETS. I GUESS IT COMES DOWN TO EXPERIENCE. THERE ISN'T TOO MUCH I HAVENT SEEN.

Names, addresses, and

CATHY BUCK, CAMP
IRENE MULLIGAN,
PAUL ROBERTS, NAPA

Signature of Applicant 1/7/2020 Date

If you have any questions regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

Thomas C. McBroom

Application for Appointment (Attachment)

Civic Infrastructure Task Force

City of St. Helena

Previous Committee/Commission Experience:

Napa County Civil Grand Jury (July 1, 2015-June 30, 2016). Secretary, Editorial Committee, Juror.

Evaluated and reported on several aspects of Napa County operations, including facility management, financial health, and performance measurement.

Napa Valley Community Foundation (July 2018 – Present). Board Member, Finance Committee member.

Mobilize resources, inspire giving, build knowledge, and provide leadership on vital community issues, including disaster relief, education, and housing.

Friends of the Cameo (2017-Present). Board Member, Treasurer.

Provide funding to enable the Cameo Cinema to provide a robust schedule of community programming. Monthly expense and capital analysis and reporting. Advise and fund capital projects such as HVAC upgrades, infrastructure support for new digital projection equipment, and repair and remodel activity.

Habitat for Humanity East Bay (1990-2019). Volunteer carpenter, board member, board treasurer.

Review and approve long range development plan, including revenue forecasts, project costs and schedules, site acquisition, and government relations. Review and monitor project status

Education/Experience:

Bucknell University, Lewisburg, PA

B. S. Civil Engineering (1969)
B. A. mathematics (1969)

Krannert Graduate School of Business, Purdue University, West Lafayette, IN

M. S. Industrial Administration (1973) – An intensive eleven-month business management program designed for math, science, and engineering undergraduates. Heavy emphasis on financial analysis

Work Experience:

World Savings, Golden West Financial, Oakland, CA (1983-2007).

Executive Vice President - responsible for annual budgeting and expense performance, security, compliance, customer service, legal, site acquisition for branch and headquarters facilities, and facilities construction and maintenance for multi-state 400+ branch network.

Budget Committee Member - Reviewed and approved all capital spending requests for facilities and equipment

Xerox Corporation, Rochester, NY, Los Angeles, CA (1973-1983)

Regional Controller, Business Products Division – Responsible for budgeting and monitoring manpower and expense performance for sales, service, and administrative functions for all West Coast BPD branch offices.

Financial Analyst – Responsible for budgeting and monitoring financial performance, including manpower, expense, and capital equipment for the company's warehousing and copy machine refurbishing operations

U. S. Navy (1969-1972)

Line officer in destroyers. Central and Western Pacific, Viet Nam. Communications Officer and Electronic Materials Officer. Qualified as Officer of the Deck and Command Duty Officer

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.

Civic Infrastructure Task Force

Application Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

- ☐ I am interested in being a member of this Task Force and expect to be available to attend all meetings.
- ☑ I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings.

Name: Dale Grossman

Home Address:
Saint Helena

Mailing Address: Same

Occupation: Retired

Business Address: _____

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? 6 years
Current occupation (within last 12 months) _____

Retired

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 attached

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:

Broad based experience in finance, real estate and financial elements of construction management

Please explain how your participation will benefit the Task Force:

I can provide leadership and direction on financial matters while working within a team framework. It is my intent to provide expertise in financial related matters, and stay out of the way as non-financial matters are discussed and decided.

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

Geoff Ellsworth

Paul Dohring

Pat Dell

_____ 12-24-19
Signature of Applicant Date

If you have any questions regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

DALE GROSSMAN

Summary

Diverse financial experience in real estate debt and equity due diligence in all major U.S markets. Proven track record in optimizing investment returns through creative problem solving.

Experience

Self Employed Real Estate Investment Consultant **2012 – Present**

Perform due diligence to support lending decisions on real estate projects in northern California. Property types / assignments include:

- **Apartments:**
  - San Jose, CA - $8,500,000 loan on a 90-unit garden apartment complex.
  - Salinas, CA - $12,900,000 loan on a 170-units garden apartment complex.
- **Office:**
  - Sunnyvale, CA - $245,000,000 loan on a Class A office building.
  - Hayward, CA - $25,000,000 loan on a flex/office facility
- **Hotel:**
  - Sonoma, CA - $31,000,000 loan on a five diamond resort.
- **Retail**
  - Redwood City, CA - $21,500,000 loan on a power center.
  - Salinas, CA - $78,700,000 loan on the inline space at a four anchor regional mall.

METROPOLITAN BANK GROUP, Chicago, Illinois **2010 – 2011**

Director of Commercial Risk Management

Duties include developing and implementing platform to manage commercial risk exposure for a mid-sized community bank holding company operating under an FDIC Consent Order.

- Reduced non-performing assets by 10% by improving loan delinquency.
- Implemented ALLL management program that reduced costs (by reducing over-impairments).
- Reduced rate of increase of new non-accruing loans and improved customer coverage on delinquent loans through enhancements in the management of Loan Administration Department.

CIENA CAPITAL, Chicago, Illinois **2008 - 2008**

Executive Vice President and Managing Director

Senior executive in developing a start up, small balance, multifamily lending platform for a GSE execution. Responsibilities included; hiring staff, managing GSE due diligence process, negotiating contract with GSE.

LASALLE BANK, Chicago, Illinois **2000 - 2008**

Managing Director and Chief Credit Officer – Real Estate Capital Markets

Provided credit management for three different real estate capital markets platforms. Annual securitized volume between $9 - $12 billion.

- Directed all elements of credit policy for a leading CMBS issuer. This included setting credit guidelines, warehouse management, loan inventory, interfacing with senior bank management.
- Served as lead contact in working with rating agencies and investors (b-piece buyers and roadshow investors) to optimize profitability and execution of securitizations.

COHEN FINANCIAL, Chicago, Illinois **1999 – 2000**
Director of Conduit Underwriting
Directed CMBS underwriting for a national mortgage banker (nine offices, $500 million annual volume).

- Managed all aspects of due diligence and underwriting for firm's private label program. Served as chief underwriting / due diligence liaison between company and CMBS lenders.

CAPITAL COMPANY OF AMERICA/CREDITVEST, Chicago, Illinois **1996 - 1999**
Assistant Vice President
Conducted field underwriting for Commercial Mortgage Backed Securities real estate lending.

- Conducted site inspections and underwriting on over 100 commercial properties ($700 million of loans). Responsibilities included borrower relations, market analysis, cashflow analysis/projections and property condition assessments. Property types included office, retail, industrial, multi-family and hotels.
- Supported negotiation of loan terms in a matrix-management structure. Interfaced with loan originators, third party consultants, outside brokers, legal department and internal credit department.

NOVAK CONSTRUCTION COMPANY, Chicago, Illinois **1995 - 1996**
Director of Finance
Managed financial analysis, budgeting and job costing for a mid-sized construction company

NORTHEAST ILLINOIS REGIONAL COMMUTER RAILROAD, Chicago, Illinois **1993 - 1995**
Project Financial Controller

HOMART DEVELOPMENT COMPANY, Chicago, Illinois **1988 - 1993**
Portfolio Financial Manager
Financial Manager for a $1 billion portfolio of office and retail properties. Duties included financial control of renovation and development properties.

LAVENTHOL & HORWATH San Francisco, California **1985 - 1988**
Consultant

MANVILLE CORPORATION, Denver, Colorado **1983 - 1985**
Manager – Financial Analysis

DINERS CLUB, Denver, Colorado **1982 - 1983**
Senior Planning Analyst

AMERICAN EXPRESS COMPANY, New York, NY **1981 - 1982**
Senior Planning Analyst

PRUDENTIAL INSURANCE COMPANY, Newark, NJ **1976 - 1981**
Security Analyst

EDUCATION

M.B.A. – Finance	Fairleigh Dickinson University	1979
B.S. – Economics/Finance	American University	1976
Post-Graduate Studies – Finance	New York University	1980

OTHER

Founding Board Member
Gregory J. Spevok Award of Excellence at New York University's Graduate Business School

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.

Civic Infrastructure Task Force

Application Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

- ☐ I am interested in being a member of this Task Force and expect to be available to attend all meetings.
- ☒ I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings. As I currently work down in the Bay Area during the week, but am retiring in January 2020, I will only be available part-time January - April 2020.

Name: Glenn Goelz

Home Address:

Saint Helena, CA 94574

Mailing Address: Same as above

Occupation: Consulting Chief Financial Officer (CFO)

Business Address: Retiring January 2020

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? 15 years
Current occupation (within last 12 months) Consulting CFO

Kranz & Associates, Menlo Park, CA

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 attached resume.

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:

I believe that my extensive accounting and financial experience could be of benefit to the Task Force. I am a long-time resident and very passionate about making Saint Helena a better place to live and visit.

Please explain how your participation will benefit the Task Force:

My experience includes extensive financial planning with both large public companies and small privately-held start-ups. I believe this experience could be of benefit to the task force in accomplishing its objectives.

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

Vickie Bradshaw -
George David -
Elizabeth Goelz -

Signature of Applicant

12/30/19
Date

If you have any questions regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

GLENN B. GOELZ

I

SENIOR FINANCIAL EXECUTIVE with broad experience in dynamic, fast-paced, global software and technology companies, ranging in size from small venture-backed start-ups to publicly-traded companies with over $1B in revenue. A strong understanding of SAAS business models, metrics and operations, focused on driving top-line growth and valuation, strategic and financial planning, international finance, turnarounds, and mergers and acquisitions. A results-oriented leader possessing a breadth of technical and operational experience which enables partnering with other members of the executive team, and an established reputation for building and leading world-class teams that effectively drive results across the organization.

PROFESSIONAL BACKGROUND

KRANZ AND ASSOCIATES, LLC, Menlo Park, CA **2009 - Present**

A small boutique financial consulting firm providing interim financial consulting services to small venture-backed companies.

Chief Financial Officer Consultant

Business partner to the CEO and a key member of the management team:

- Act as the part-time or interim CFO for venture-backed companies across a spectrum of clients, including SAAS companies in the big data customer intelligence, data integration, healthcare and automotive sectors.
- Lead financial planning activities with the executive team and develop multi-year plans to drive top-line growth, valuation and improved profitability.
- Assist in equity and debt fund raising activities.
- Prepare for and present at Board Meetings.
- Oversee all aspects of financial operations and cash management.

CAST IRON SYSTEMS, Mountain View, CA **2006 - 2008**

Venture backed start-up providing application integration appliances and services to the mid-market.

Chief Financial Officer

Business advisor to the CEO and a key member of the management team:

- Participated in the development of a new strategic plan focused on the SAAS data-integration market, and leveraging a subscription-based business model.
- Developed a three year business plan to achieve profitability and positive cash flow, which was instrumental in securing a $16M round of equity funding.
- Responsible for all financial operations and financial planning.

INFORMATICA, Redwood City, CA **2004 –2006**

Leading worldwide provider of enterprise data integration software and services, with revenues of $260 million.

Vice President of Finance

As a key member of the management team, responsible for all worldwide financial operations and planning.

GLENN B. GOELZ

- Instituted financial metrics across the organization that helped drive improved financial accountability, revenue growth, profitability and shareholder value.
- Stengthened the worldwide financé team, business processes and internal controls to achieve Sarbanes-Oxley compliance, and more effectively partner with the management team.
- Introduced an annual strategic planning process that aligned corporate objectives with the financial plan and employee compensation across the company.
- Presented at analyst conferences and other investor relations events.

BUSINESS OBJECTS, San Jose, CA **2000 - 2004**
Leading worldwide provider of business intelligence and analytics software, with annual revenues of $1billion.

Vice President of Finance, Americas
As a key member of the executive management team, responsible for all aspects of financial operations and planning within this $550M division, including all information technology, legal and facilities activities.

- Drove growth and profitability for division from $100M to $550M, including the post-acquisition integration with Crystal Decisions and their financial organization and systems.
- Provided financial support for successful penetration of Latin American market, including conducting due diligence of potential acquisitions and establishing a successful direct sales presence.
- Worked with the Professional Services group in developing a successful business model, driving performance metrics and management, resulting in both increased growth and profitability.
- Managed worldwide financial systems design and implementation, including conversion to PeopleSoft ERP.
- Developed and implemented quarterly customer satisfaction survey, significantly improving service levels to field organizations over a two-year period.

NETTAXI.COM, Campbell, CA **1999-2000**
A publicly-traded company developing online commerce-enabled communities with $3 million in revenue.

Vice President of Finance/Chief Financial Officer
Responsible for all financial, legal and administrative responsibilities including investor relations.

- Raised $24M in equity funding via private placement.
- Completed S-1 registration process with SEC achieving full reporting status.
- Consolidated manufacturing operations in Far East.

ADDITIONAL EXPERIENCE

Two year expatriate assignment in the United Kingdom as European Controller for Ungermann-Bass

Previous experience includes positions with Ernst & Young, HAJOCA Corporation, WILTRON, Silicon Graphics, Ungermann-Bass/Tandem Computers, Auspex Systems, Logitech, Simply Interactive and Pictra.

EDUCATION

Bachelor of Science, Accounting, Lehigh University, Bethlehem, PA, 1979
Certified Public Accountant (Inactive), 1982

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

APPLICATION FOR APPOINTMENT

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

Financing Civic Infrastructure Task Force

Application Due by January 7, 2020 at 5:00 p.m.

The expected timeframe for this Task Force is approximately 6 bi-monthly meetings that are expected to last up to 3 hours each (see the conceptual timeline on page three). These meetings are tentatively planned to start at 6:00 p.m. in the Vintage Hall Board Room – Second Floor at 465 Main Street in St. Helena, although alternate meeting dates and times may be set by the Task Force including a weekend(s). A copy of the Resolution 2019-137 describing the Task Force is attached for more information.

Please check a box:

- ☐ I am interested in being a member of this Task Force and expect to be available to attend all meetings.
- ☒ I am interested in volunteering my time as a subject matter expert for this Task Force. This means that I may be called to attend certain meetings, but not expected to attend all meetings.

Name: Thomas W. Allen

Home Address:

Mailing Address: " " " "

Occupation: Mgt Consultant

Business Address:

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? 15 years
Current occupation (within last 12 months) Mgt consultant

Previous Committee/Commission Experience:

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

See attached

Please explain your reasons for wishing to serve on the Task Force and what financial, real estate, architecture or other related specialties you believe would be valuable:

Concerned re: long term financial health of the city and vitality of downtown. I have significant financial experience: CPA, MBA in Finance from Stanford GSB, former CFO of major SF law firm.

Please explain how your participation will benefit the Task Force:

Help analyze & revise LRFF.

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

Stacey Bressler,
Rodney Friedrich
Eric Sklar, le

Signature of Applicant

1-6-20
Date

If you have any questions regarding the appointment procedure, please telephone Preya Nixon, Assistant to the City Manager at (707) 968-2635.

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

Save the Date! Interviews are tentatively scheduled for January 14, 2020 at 3:00 p.m.

Thomas W. Allen

Thomas W. Allen serves Bay Area organizations in the role of Interim Chief Financial Officer or consultant in financial management process improvement and management reporting.

Mr. Allen is a Principal of Bay Area Consulting Group LLC (BACG), a management consulting firm that focuses on middle market clients in the Bay Area. He has provided Interim Chief Financial Officer, financial management and information technology planning services to biotechnology, manufacturing & distribution, telecommunications, financial services, professional service firms and other companies and non-profit organizations.

From 1998-2001, Mr. Allen extended an Interim CFO assignment to serve full time as Chief Financial Officer of Brobeck, Phleger & Harrison LLP, a $600 million national law firm headquartered in San Francisco. Mr. Allen successfully managed a Firm-wide project to replace the Firm's general ledger, accounts payable, and billing and collections systems. As CFO, Mr. Allen was responsible for all accounting, financial planning and budgeting, renegotiation of long term and working capital credit facilities, equipment leasing, partnership accounting, and billing and collections, supervising a staff of 60 accounting personnel in San Francisco and 40 in the Firm's 8 other offices.

While with BACG and its predecessor firm, Mr. Allen has focused on the strategic use of information technology to achieve financial and business objectives, with a special emphasis on management information reporting in the executive decision-making process. He has conducted many IT "direction-setting" projects -- typically conducted for the client's CFO -- that include financial management process improvement, strategic systems planning, system requirements definition, software evaluation and selection, recovery of runaway IT projects, and the like. He has consulted for a variety of companies, including:

- Serving as CFO for Catenas Inc., an international network-based professional services firm funded by a Danish venture capital firm;
- Conducting a profit and process improvement project for Higgins Procurement, Inc.;
- Performance of a series of projects for Bio-Rad Laboratories related to improving the use of IT to support business processes, including the restructuring of a manufacturing systems selection project;
- The selection of a new financial management system for Lucasfilm, Ltd.;
- The development of strategic systems plans for Octel Corporation, Harder+Company, the Trust for Public Land, East Bay Regional Park District, and Northern California Presbyterian Homes;
- A variety of business process improvement projects for VLSI Technology,
- Reengineering of the equipment fulfillment process for CellularOne (later AT&T Wireless); and
- A series of other projects for Charles Schwab & Co., Homestake Mining, Amdahl Corporation, AirTouch, National Semiconductor, Failure Analysis Associates, Raynet Corporation and other commercial clients.

Prior to founding BACG's predecessor firm in 1989, Mr. Allen was a management consulting partner with KPMG Peat Marwick, where he consulted for major clients over a 14 year period. He managed a wide variety of projects for commercial clients and public sector organizations.

Mr. Allen served for two years as a U.S. Navy officer in the Vietnam War, including two combat deployments. He holds a BA from the University of Pennsylvania and an MBA from the Stanford University Graduate School of Business. He is a CPA and a Trustee Emeritus of the San Francisco Ballet Association.

Report to the City Council
Special City Council - 17 Jan 2020

Agenda Section: **NEW BUSINESS:**

Subject: ***Staff Report Posted 1-17-20 11:00 am**
Consideration and Proposed Resolution: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-07, 1572 Railroad Avenue Repair Project; (2) Authorizing a budget of $150,000 for C20-07; (3) Authorizing a Transfer from General Fund Reserves for Civic CIP Fund 733 in an amount up to $150,000 for the Emergency Repairs and relocation expenses; and Discussion and Direction of Possible Relocation of Police and Parks and Recreation Department Offices. (Staff report forthcoming)

CEQA Determination: **Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities**

Prepared By: April Mitts, Finance Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On December 18, 2019, at approximately 10:30 p.m., an HVAC system at City Hall failed resulting in smoke damage throughout City Hall.

Due to the nature of the damages, City Manager Prestwich declared an emergency for the City Hall location and began taking immediate corrective actions for the remediation of City Hall, including its closure on Thursday, December 19, 2019 and a temporary relocation of City Hall offices beginning on Friday, December 20, 2019. Immediate corrective actions included: smoke remediation and air quality testing. The costs for the immediate remediation was approximately $15,000. Initial estimates for the repair of City Hall to habitable conditions is $40,000 which includes: HVAC replacement, HVAC

air duct cleaning, deep clean of soot areas, replacement of an electrical panel, installation of a fire alarm, CO2 monitor, and a nox box.

Over the past four years, the City has expended approximately $200,000 to replace the HVAC unit in north City Hall, replace the HVAC unit in the server room, replace the HVAC unit in the Police Department, carpet replacement, breaker box repair, and flooring replacement following the sewer overflow in February 2019. A part of the $200,000 was reimbursed by the City's insurer; however, the insurance deductible has now increased from $10,000 per incident to $100,000 per incident.

DISCUSSION

On January 6, 2020, a Special City Council Meeting was held to discuss the cost and anticipated timing of repairs necessary for City Hall (1480 Main Street) and the City's Public Works Administration Building (1572 Railroad Avenue). Direction was provided to the City Manager to not move staff back into the current City Hall location (1480 Main Street), pause repairs to the Public Works Administration Building, and explore other alternatives for relocation of City staff.

Consistent with Council direction provided on January 6, 2020 and because the City is currently in the visioning stages of replacing City Hall, upgrading its Library, and considering a Community/Recreation facility, staff is recommending repairs and modifications be made to the existing City-owned facility located at 1572 Railroad Avenue to accommodate City Administration, Public Works Administration, Finance, and Building and Planning. Staff recommends City Council establish CIP C20-07, 1572 Railroad Avenue Repair Project with a budget of $150,000 for the necessary relocation expenses associated with moving City Hall staff. A transfer from the General Fund to CIP C20-07 is necessary to adequately fund repairs and relocation expenses.

Additionally, staff is seeking Council interest in further evaluating options to relocate the Police Department from the current City Hall location at 1480 Main Street. Relocation of the Police Department would allow the City Hall and Police Department buildings to be demolished. In the interim, the parcel could be used as a temporary parking lot serving downtown to offset street parking that will be temporarily impacted by the planned spring 2021 sidewalk replacement project. One option associated with relocation of the Police Department would impact the existing Parks and Recreation Office that serves three staff and its associated storage/programming space.

FISCAL IMPACT

The total costs for CIP C20-07 is estimated to not exceed $150,000. It is necessary to utilize General Fund Reserves for the repair costs.

RECOMMENDED ACTION

Staff recommends City Council adopt a Resolution: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-07, 1572 Railroad Avenue Repair Project; (2) Authorizing a budget of $150,000 for C20-07; (3) Authorizing

a Transfer from General Fund Reserves for Civic CIP Fund 733 in an amount up to $150,000 for the Emergency Repairs and relocation expenses; and Discussion and Direction of Possible Relocation of Police and Parks and Recreation Department Offices.

ATTACHMENTS

Resolution CIP C20-07 1572 Railroad Avenue Repair
CIP C20-07 1572 Railroad Avenue

CITY OF ST. HELENA

RESOLUTION NO. 2020-__

Resolution (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-07, 1572 Railroad Avenue Repair Project; (2) Authorizing a budget of $150,000 for C20-07; and (3) Authorizing a Transfer from General Fund Reserves to Civic CIP Fund 733 in an amount up to $150,000 for CIP C20-07 Repairs.

RECITALS

A. On December 18, 2019, an HVAC system at City Hall failed resulting in smoke damage throughout the building; and

B. Due to the nature of the damages, the City Manager declared an emergency for the City Hall location and began taking immediate corrective actions for the remediation and restoration of City Hall, including its closure on Thursday, December 19, 2019 and a temporary relocation of City Hall operations to 1572 Railroad Avenue; and

C. Under St. Helena Municipal Code Sections 3.04.170 and 3.04.175 the City Manager has the authority to declare a public emergency if there is an immediate threat to life, public health or safety, or an immediate threat of significant damage to improved public and private property; and

D. Immediate remediation was completed; and

E. On January 6, 2020, a Special City Council Meeting was held to discuss the cost and anticipated timing of repairs necessary for City Hall (1480 Main Street) and the City's Public Works Administration Building (1572 Railroad Avenue); and

F. At this meeting, direction was provided by the City Council to the City Manager to not move staff back into the current City Hall location (1480 Main Street) and explore other alternatives for location of staff; and

G. Because the City is currently in the visioning stages of a new City Hall, Library, and Recreation facility, it was recommended immediate repairs and modifications be made to the existing City-owned facility located at 1572 Railroad Avenue to be able to accommodate City Administration, Public Works Administration, Finance, and Building and Planning; and

H. The estimated cost for the immediate repairs and relocation expenses is estimated to not exceed $150,000.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. CIP C20-07 is exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities; and

2. Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-07; 1572 Railroad Avenue Repair Project; and

3. Authorizing a budget of $150,000 for C20-07; 1572 Railroad Avenue Repair Project; and

4. Authorizing a transfer of up to $150,000 from General Fund Reserves to Civic CIP Fund 733 for all costs associated with the repairs.

Approved at a Regular Meeting of the St. Helena City Council on January 17, 2020, by the following vote:

Mayor Ellsworth:

Vice Mayor Dohring:

Councilmember Koberstein:

Councilmember Chouteau:

Councilmember Knudsen:

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

1572 Railroad Avenue Repairs

Project No: **0111-C20-07**
Category: **Civic**

Project Location: **1572 Railroad Avenue**

PROJECT PURPOSE & DESCRIPTION: Repairs to 1572 Railroad Avenue and relocation costs associated with moving City Hall staff to 1572 Railroad Avenue.

FISCAL IMPACT: Total estimated cost is $150,000

EXPENDITURE ACCOUNTS: **Fund:** 733 **Dept:** 5010

EXPENDITURES	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
3160 - Construction Contract	150,000					150,000
EXPENDITURE TOTALS	150,000					150,000
FUNDING SOURCES						
101-General Fund	150,000					150,000
FUNDING TOTALS	150,000					150,000