



**City of St. Helena
Special City Council Meeting
Tuesday, June 23, 2020 @ 5:00 PM**

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for City Council meetings will be accepted via email to publiccomment@cityofsthelena.org.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/89946585999>

Or iPhone one-tap :

US: +16699006833,,89946585999# or +13462487799,,89946585999#

Or Telephone: Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Meeting ID: 899 4658 5999

International numbers available: <https://us02web.zoom.us/j/89946585999>

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. FLAG SALUTE

3. ROLL CALL

Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members:
Anna Chouteau, David Knudsen and Mary Koberstein

4. 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.

5. NEW BUSINESS:

5.1. The City Council may interview the following Applicants:

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Parks and Recreation Commission

Parks and Recreation Commission members Tye Taylor, Susan Kenward and Robert Frescura's term of office will expire June 30, 2020.

Five applications were received from Susan Kenward, Kristine Coryell, Tye Taylor, Michelle Deasy and Robert Frescura for two available terms.

Active Transportation & Sustainability Committee

Active Transportation & Sustainability Committee members Glenn Smith, Tom Vence, and Denise Henquet Sprengers term of office expire June 30, 2020. One vacant regular expiring June 30, 2021 and one alternate term expiring June 30, 2020 remains available and the recruitment will be left open until filled.

One application was received from Glenn Smith for five available terms. Staff recommends appointing Glenn Smith to the ATSC, otherwise the ATSC will not have a quorum to conduct business.

Library Board of Trustees

Library Board of Trustee members Skip Lane, Rebecca Wendt, Susan Swan and Emily Armstead's term of office will expire June 30, 2020.

Two applications were received from Susan Swan and Emily Armstead for four available terms.

Planning Commission

Planning Commissioner Autumn Anderson's term of office will expire June 30, 2020.

One application was received from Autumn Anderson for one available term.

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Recommendation:

Interview applicants and make appointments at the regular June 23, 2020 City Council meeting.

[P&R Commission Applicants Redacted](#)

[ATSC Applicant Redacted](#)

[Board of the Library Trustees Applicants Redacted](#)

Planning Commission Applicant Redacted

6. ADJOURNMENT

The next Regular City Council meeting is scheduled for June 23, 2020, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on June 18, 2020.



Cindy Tzaopoulos, 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.

**THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC
PARTICIPATION IN
VIRTUAL CITY COUNCIL MEETINGS**

St. Helena, CA— The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena City Council will host a Virtual Council Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: <https://sthelena.civicweb.net/Portal/>

The ZOOM web link, meeting ID, and phone number will be listed at the top of the City Council Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Council Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Council Agenda
4. Listen only by calling the Zoom number listed on the Council Agenda

Watch Council Meeting by Joining the Zoom Meeting:

1. By Computer, Tablet, or Smart Phone:

- a. Before joining the virtual City Council Meeting, it is highly encouraged that you download the Zoom App. To sign up for

your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.

- b. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
- c. Select if you would like to connect audio and/or video and tap **Join Meeting**.
- d. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

2. Listen Only by Telephone:

- a. **Dial** the number listed on the Council Agenda.
- b. At the prompt, enter the **Meeting ID** provided on the top of the City Council Meeting Agenda and **Press #. A participate ID is not required.**
- c. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual City Council Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. Send a Public Comment in Advance to publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

2. Provide Comment through Zoom meeting from a computer, tablet, or smart phone

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

3. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



CITY HALL, 1572 RAILROAD AVENUE
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.cityofsthelema.org

APPLICATION FOR APPOINTMENT

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

Board/Committee/Commission to which you are applying:

Name: Susan Kenward

Home Address:

Mailing Address: Dame

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 ☒ No

Resident of St. Helena? ☐ Yes ☒ No Yes, how long have you lived in St. Helena? 30+

Current occupation (within last 12 months) retired

Business interests in last 12 months: TOR Kenward Family Winery LLC

Previous Committee/Commission Experience:

Parks & Recreation last year
Commission

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

BA of FIT, NYC

Professional and/or community service activities:

Rianda House Board of directors, St. Helena Beautification Foundation, Federated Women of St. Helena

Local government related experience: Park & Recreation Commission

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

I enjoyed being on this committee for the past two years. With what I have learned with two years experience will help me move forward quickly. I am a member of garden conservation, international group.

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

Mary Koberstein
Julie Spencer
Pat Dell - (707)

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

Signature of Applicant

Date

June 1, 2020

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

Please return the completed application to:
City of St. Helena
City Clerk
1572 Railroad Avenue
St. Helena, CA, 94574

I have years of garden experience, classes at Berkeley garden design courses.



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APPLICATION FOR APPOINTMENT

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

Board/Committee/Commission to which you are applying:

PARKS & RECREATION COMMITTEE

Name: KRISTINE CORYELL

Home Address:

110 REED COURT, ST. HELENA, CA 94574

Mailing Address: SAME

Occupation: RETIRED; WINE EDUCATOR (P/T)

Business Address: —

Telephone: Home 312-259- Cell 7797 Business —

E-mail: CORYELLCONSULTING@GMAIL.COM

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

Resident of St. Helena? ☒ Yes ☐ No Yes, how long have you lived in St. Helena? 2003

Current occupation (within last 12 months) TEACH EXERCISE CLASS AT

R. ANDA HOUSE; P/T WINE EDUCATOR @ HALL RUTHERFORD

Business interests in last 12 months: —

Previous Committee/Commission Experience:

ACTIVE TRANSPORTATION COMMITTEE

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

PHD, CLINICAL PSYCHOLOGY,
WSET ADVANCED WINE CERTIFICATION
SR DIRECTOR, WORLDWIDE GOVT RELATIONS, PFIZER INC

Professional and/or community service activities:

RIANDA HOUSE, BOARD CHAIR 2014-2018, BOARD
OF DIRECTORS TREASURER, 2018-CURRENT

Local government related experience:

SR. DIRECTOR, WORLDWIDE
GOVT RELATIONS & PUBLIC AFFAIRS, PFIZER;
CORYELL CONSULTING LLC, CONTRACT LOBBYIST

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

I've been involved with Rianda House
for many years. Want St Helena's commitment
to seniors to continue & grow, esp in recreation
& sports

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

JULIE SPENSER,
PRISCILLA UPTON,
MARY STUARD, IS

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

6/4/20

Signature of Applicant

Date

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

Please return the completed application to:

City of St. Helena
City Clerk
1572 Railroad Avenue
St. Helena, CA, 94574



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ST. HELENA, CA 94574
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APPLICATION FOR APPOINTMENT

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

Board/Committee/Commission to which you are applying:

Parks and Recreation Commissioner

Name: Tye Taylor

Home Address:
90 Dahlia Street, 94574

Mailing Address: same

Occupation: Engineering

Business Address: PO BOX 248, St Helena

Telephone: Home _____ Cell _____ Business _____

E-mail: tyertaylor@yahoo.com

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

Resident of St. Helena? ☒ Yes ☒ No Yes, how long have you lived in St. Helena? 8

Current occupation (within last 12 months) DIR Engineering

Business interests in last 12 months: Food / Bev production and packaging design (currently wine related)

Previous Committee/Commission Experience:

Parks and Rec Commission

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

Previous Parks and Rec Commissioner

Professional and/or community service activities:

Previous Parks and Rec commissioner

Local government related experience: none

none

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

Someday I would like to be a Planning Commissioner and eventually a City Council member.

Would like to stay on the Parks and Rec commission to further experience how our local government functions.

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

Andre Pichly-

Kent Mann -

Neil Gehrke -

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

Tye Taylor

Signature of Applicant

June 3, 2020

Date

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

Please return the completed application to:

City of St. Helena

City Clerk

1572 Railroad Avenue

St. Helena, CA, 94574



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ST. HELENA, CA 94574
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APPLICATION FOR APPOINTMENT

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

Board/Committee/Commission to which you are applying:
Parks & Recreation Commission

Name: Michelle Deasy

Home Address:
702 McCorkle, St. Helena, CA 94574

Mailing Address: Same

Occupation: Director, The QA Commons (A 501c3 nonprofit focused on higher education & workforce development)

Business Address: This is a remote organization (with technical "HQ" in Oakland, CA)

Telephone: Home _____ Cell 415.577.0915 Business _____

E-mail: michellecdeasy@gmail.com

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

Resident of St. Helena? ☒ Yes ☐ No Yes, how long have you lived in St. Helena? 1 year

Current occupation (within last 12 months) Director, The QA Commons

Business interests in last 12 months: N/A

Previous Committee/Commission Experience:

I do not have previous experience on committees/commissions for the City of St. Helena

I have experience on boards and committees for a number of other organizations.

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

Please see attached (resume)

Professional and/or community service activities:

Please see attached (resume)

Local government related experience: NA

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

I am life-long lover of parks and recreation, who now has children growing up in the community. My experience includes years of tennis play as a nationally ranked junior player, time as a Division I NCAA championship athlete in cross-country and track & field, time as a professional triathlete, and a competitive long-distance open-water swimmer. My business experience is diverse and I have served on a number of boards and committees (which I have loved) through the years.

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

Bill Wygant, Former President, South End Rowing Club

Robert Sindelar, Regional Exec Officer, Playworks, For

Ilona Falvy, Physical Therapist and St. Helena Resider

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

5/31/2020

Date

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

Please return the completed application to:

City of St. Helena

City Clerk

1572 Railroad Avenue

St. Helena, CA, 94574

MICHELLE DEASY

mcd1@cornell.edu | 415.577.0915

Profile

Seasoned and thoughtful leader with breadth of experience in the non-profit, higher education, and corporate realms. Accomplished presenter with degrees in the social sciences. Strong interpersonal skills with the ability to connect with high-level stakeholders. Passionate about issues of social equity.

Skills & Expertise

Non-Profit Management

- > Providing operational leadership at the QA Commons as the organization moves through beta testing, brings bellwether product to market, scales, and designs complementary programs.
- > Led the implementation of new accounting, banking, HR, IT and legal infrastructure at the RP Group within an accelerated time frame, creating streamlined and efficient processes.
- > Re-shaped operations for a \$5.5m 501(c)3 non-profit organization (the RP Group) by championing the concept of in-house backoffice vs. outside management service provider. Proposed to board and executed, reducing annualized administrative costs by over 65%.
- > Worked closely with consultants in a board and leadership development engagement to leverage organizational strategy, structure and culture in order to advance the mission of the RP Group.

Strategic Planning

- > Responsible for oversight of all strategic initiatives at the QA Commons, collaborating with key business partners and consultants to share information and align strategies.
- > Led the RP Group management team in a collaborative process of creating key performance indicators.
- > Working with consultants, participated in strategic planning exercises for each the RP Group, Atlas Capital Advisors, the Presidio YMCA and the Mural, Music & Arts Project; identifying strategies to best advance each organization's theory of change, and make the greatest impact.

Business Development

- > Responsible for generating new business relationships, sourcing prospective clients, making contact, and closing contracts - at Atlas Capital Advisors, Merrill Lynch, Morgan Stanley, and Oracle Corp.
- > Achieved 166% of quota in Oracle Corp in Higher Education Sales.
- > Pitched Atlas Capital Advisors' services to ultra-high net worth investors and family offices; clearly communicating complex investment concepts. During time at firm, AUM grew from \$150m to \$400m.
- > Researched philanthropic foundations, wrote letters of interest and grant proposals, and communicated with program officers, at the QA Commons and the RP Group.
- > Implemented Salesforce CRM systems at the QA Commons and the RP Group.

Financial Acumen

- > Developed financial model for organizational decision-making at the QA Commons.
- > Built from scratch the RP Group's FY2017-18 budget of \$5.5m, collaborating with department directors.
- > Prepared and delivered values-based, comprehensive financial plans, inclusive of charitable giving strategies, to clients within Merrill Lynch's Global Wealth Management division. Maintained relationships and conducted quarterly reviews.

Professional Experience

- > **The QA Commons/NCHEMS** – Oakland, CA/Boulder, CO

Director, Operations & Planning

Start-up workforce development non-profit striving to narrow the gap between higher education and employment, and ensure all post-secondary students are prepared for the changing world of work.

2019 - present
- > **The RP Group** – San Rafael, CA / Sacramento, CA

Director, Organizational Strategy

\$6m 501c3 non-profit organization focusing on research for student equity-based policy and practice within the California Community Colleges; working to improve the achievement of learners historically underserved by our institutions. (Promoted from Corporate Secretary.)

2016 – 2019
- > **Atlas Capital Advisors** – San Francisco, CA

Managing Director

Wealth management firm focused on research-driven, quantitative global equity strategies; serving ultra-high net worth clients and family offices.

2012 – 2016
- > **Bank of America / Merrill Lynch** – San Francisco, CA

Senior Financial Advisor, Global Wealth Management

Provided values-based financial planning and investment guidance to individuals and families. Partnered with Private Banking team on ultra-high net worth opportunities (over \$10m).

2006 – 2012
- > **Morgan Stanley** – San Francisco, CA

Financial Advisor, Global Wealth Management

Division working with individuals, families, businesses and institutions to preserve and manage wealth.

2003 – 2006
- > **TS MultiSport LLC** – Menlo Park, CA

Director of Sales, Marketing & Events

Offering community-based programs to triathletes, adventure racers, and life explorers.

2000 – 2001
- > **Oracle Corporation** – Redwood Shores, CA

Account Manager, Higher Education Sales

Began in the marketing department and participated in a one-year sales training program before moving into account management position.

1996 – 1999

Board Leadership

- > **Cornell Track Association** – Ithaca, NY

Executive Committee member; Secretary & Head of Nominating Committee

2012 – 2018
- > **Mural Music & Arts Project** – East Palo Alto, CA

Board of Directors; Treasurer

2004 – 2015
- > **South End Rowing Club** – San Francisco, CA

Board of Directors; Swim Commissioner

2011
- > **Presidio YMCA** – San Francisco, CA

Board of Directors

2005 – 2010

Formal Education

- > **University of California, Berkeley** – Berkeley, CA 2002 – 2003
M.A., Demography
 Quantitative study of the causes and consequences of population change.
 Conducted original research using SPSS, R, S-Plus and other statistical computing packages.
 Coursework inclusive of statistics, demographic methods and economic demography.
- > **Cornell University** – Ithaca, NY 1990 – 1994
B.S. with Honors, Rural Sociology
 Integrated package of scholarship on development, environment, population and community.
 Concentration in Social Indicators, Data Management and Analysis.
 Dean's List, Alpha Kappa Delta International Honor Society.

Continuing Education

- > **UC Berkeley Haas Center for Social Sector Leadership** – Berkeley, CA 2017 – present
 Completed Philanthropy University's Essentials of Non-Profit Strategy course on achieving organizational goals and making strides toward meaningful impact. Currently enrolled in Social Impact: Planning for Success course, examining how to serve beneficiaries effectively, sustainably, and at scale.
- > **Institute for the Future** – Palo Alto, CA 2019
 Completed Design Futures Training course, immersing in design futures, thinking skills, methodologies, and processes.
- > **Toastmasters International** – San Francisco, CA 2006 – 2012
 2011 Club Champion and (San Francisco) Area Runner-Up
 Invited to present to the ASUS North America Business Systems Group, giving a presentation titled, "The Key to Success is Failure"
- > **CFA Institute** 2010
 Passed CFA Level 1 exam, covering the topics of ethics, quantitative methods, economics, corporate finance, financial reporting and analysis, security analysis, and portfolio management.

Athletic Achievements

- > **Olympian of the Year**
 Honored by The Olympic Club of San Francisco, 2005.
- > **Open Water Swimmer**
 Completed the 20-mile Catalina Channel swim, the 28.5-mile Manhattan Island Marathon swim, and the 23-mile swim across the length of Lake Tahoe.
- > **Professional Triathlete**
 Turned pro after finishing as top amateur female at the 1999 Ironman World Championships.
 Competed as a professional, from 2000 to 2004. Top five finishes at the Escape from Alcatraz Triathlon and several international Ironman competitions.
- > **Cornell Track & Cross Country**
 Five-time Division I NCAA Championship qualifier.

Former Education

- > **University of California, Berkeley - Berkeley, CA**
MA, Geography
 Degree earned in 1981. The major field of study was Geography. The minor field of study was History. The thesis topic was "The Geography of the San Francisco Bay Area." The thesis was supervised by Professor [Name].
- > **University of California, Berkeley - Berkeley, CA**
B.S. in Geography
 Degree earned in 1978. The major field of study was Geography. The minor field of study was History. The thesis topic was "The Geography of the San Francisco Bay Area." The thesis was supervised by Professor [Name].

Continuing Education

- > **University of California, Berkeley - Berkeley, CA**
Ph.D. in Geography
 Degree earned in 1984. The major field of study was Geography. The minor field of study was History. The thesis topic was "The Geography of the San Francisco Bay Area." The thesis was supervised by Professor [Name].
- > **University of California, Berkeley - Berkeley, CA**
Ph.D. in Geography
 Degree earned in 1984. The major field of study was Geography. The minor field of study was History. The thesis topic was "The Geography of the San Francisco Bay Area." The thesis was supervised by Professor [Name].
- > **University of California, Berkeley - Berkeley, CA**
Ph.D. in Geography
 Degree earned in 1984. The major field of study was Geography. The minor field of study was History. The thesis topic was "The Geography of the San Francisco Bay Area." The thesis was supervised by Professor [Name].
- > **University of California, Berkeley - Berkeley, CA**
Ph.D. in Geography
 Degree earned in 1984. The major field of study was Geography. The minor field of study was History. The thesis topic was "The Geography of the San Francisco Bay Area." The thesis was supervised by Professor [Name].

Alumni Achievements

- > **Alumni of the Year**
 Awarded by the Club of the Year Award.
- > **Dean's Award**
 Awarded by the Dean of the College of the Year Award.
- > **Professional Achievement**
 Awarded by the Professional Achievement Award.
- > **Community Service Award**
 Awarded by the Community Service Award.
- > **Research Award**
 Awarded by the Research Award.
- > **Teaching Award**
 Awarded by the Teaching Award.
- > **Leadership Award**
 Awarded by the Leadership Award.
- > **Service Award**
 Awarded by the Service Award.



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

APPLICATION FOR APPOINTMENT

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

Board/Committee/Commission to which you are applying:

Parks and Recreation Commission

Name: Robert A. Frescura

Home Address:

1416 Sulphur Springs Avenue, St. Helena, California 94574

Mailing Address:

Occupation: Retired - former State Licensed Landscape Contractor and Landscape Manager.

Business Address:

Telephone: Home 707-963-3432 Cell _____ Business _____

E-mail: raf1416@yahoo.com

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

Resident of St. Helena? ☒ Yes ☐ No Yes, how long have you lived in St. Helena? 41 yr

Current occupation (within last 1 months): _____

Business interests in last 12 months: None

Previous Committee/Commission: _____

St. Helena Parks & Recreation Commission 1986-1995

St. Helena Tree Committee 1995-2000

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

UC Davis - Bachelor of Science - Landscape Horticulture 1964

UC Davis - post graduate study- Environmental Horticulture 1970

35 years as a Landscape professional including 3 years in park & recreation work.

Professional and/or community service activities:

Member of Board of Directors - Napa Valley State Park Association

Volunteer - Land Trust of Napa County

Local government related experience: Part-time Landscape and Tree Inspector - City of St. Helena 2000-2001

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

My past experience as a landscape professional and former commission member

along with my continuing interest in how our parks are managed would help to

balance the current make-up of the commission and fill a vacancy.

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

Richard Seiferheld, St. Helena

Kathy Carrick, St. Helena, CA

Carol Spencer, St. Helena, CA

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

Signature of Applicant _____ August 28, 2018
Date

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

Please return the completed application to:

City of St. Helena

City Clerk

1480 Main Street

St. Helena, CA, 94574



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www.cityofsthelema.org

APPLICATION FOR APPOINTMENT

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

Board/Committee/Commission to which you are applying:

ATSC

Name: Glenn Smith

Home Address:

1730 Dean York Ln., St. Helena, CA

Mailing Address: same

Occupation: retired

Business Address:

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

E-mail: glenn@smith-carr.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? 6

Current occupation (within last 12 months) retired

Business interests in last 12 months: none

Previous Committee/Commission Experience:

Served on Sustainability Committee; ATSC,
and SHAPE Committee

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

AB - UC Berkeley 1960
MBA - Ohio State 1984
CEBS - Univ of Penn. 1979

Professional and/or community service activities:

See previous page

Local government related experience: Employed by UC Davis ANR
for 2 years to support Master Gardener Marin volunteers

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

Interest in resource conservation and
global warming; desire to support our
local community

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

Doug Barr, St. Helena
Pat Dell, St. Helena
Pam Smithers, St. Helena

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

Si

5/20/2020
 Date

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

Please return the completed application to:

City of St. Helena
 City Clerk
 1572 Railroad Avenue
 St. Helena, CA, 94574



CITY HALL, 1572 RAILROAD AVENUE
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.cityofstheleena.org

APPLICATION FOR APPOINTMENT

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

Board/Committee/Commission to which you are applying:

The Board of the Library Trustees

Name: Susan Swan

Home Address:

1000 Spring Road, St. Helena, CA 94574

Mailing Address: Same as above

Occupation: Library Media Specialist

Business Address: St. Helena High School,

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? 25 years

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

Business interests in last 12 months: _____

Previous Committee/Commission Experience:

Library Board of Trustees

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

B.A. in Linguistics, UC Berkeley. Please see attached resume for experience.

Professional and/or community service activities:

St. Helena Public Schools Foundation Arts Committee, 1998-present.

Past member of the St. Helena Public Schools Foundation Board, 2000-2018.

St. Helena Junior Women's Club Spelling Bee Judge, 2011- present

Local government related experience: _____

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

The SHPL has been a cornerstone of my life since my family moved to St. Helena in 1995. I have seen SHPL expand physically and to continuously broaden patrons' access to technology and digital resources. I want to be a part of securing that growth and relevance in our community for the present and the future. I bring my knowledge of and my experience with libraries, resources, research, books, and the community to the board, and I have a vested interest in seeing our library remain a vital destination for every segment of our population. I believe I am a good choice to help do that. My work in the community and my relationships and experience with high school students and administration help me serve the best interests of those patrons and strengthens the connection between the schools and the library. I work well with other people, and believe that my participation on this board makes a difference in what we achieve. I receive positive feedback about the minutes I take as board secretary.

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

Ben Scinto, SHHS Principal, _____

Leslie Stanton, SHPL Childre _____

Terri Linder, SHHS Academi _____

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

<u>Susan Swan</u>	<u>29 May 2020</u>
Signature of Applicant	Date

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

Please return the completed application to:
 City of St. Helena
 City Clerk
 1572 Railroad Avenue
 St. Helena, CA, 94574

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.
- The committee/commission members should understand that they are to function in an advisory capacity to the City Council and management, and that the City Council reserves the right to use its own judgment in any matters which are brought before them for a decision.
- Your committee/commission is governed by ordinance or resolution in such a manner to insure efficient and democratic operation of its meetings and responsibility.

All committee/commission members should understand that their appointment is for a limited purpose and time, and that once the assigned time is completed they are excused from this appointment unless re-appointed in compliance with the applicable City ordinance or resolution.

PLANNING COMMISSION

The Planning Commission is a five member advisory board to the City Council on matters pertaining to planning. The Planning Commission reviews Subdivision Maps, Parcel Maps, Use Permits, Variances, and Design Review for consistency with the General Plan and Zoning Ordinance regulations.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.
- **Term** - Four years
- **Residency Requirement** - Must Reside in City Limits
- **Meets** - First and Third Tuesdays of each month at 6:00 p.m.

ACTIVE TRANSPORTATION AND SUSTAINABILITY COMMITTEE

The Active Transportation and Sustainability Committee is a five member advisory commission with two alternate members, and advises the City Council on matters pertaining to active transportation and matters pertaining to sustainability and the environment.

- **Appointment Process** - the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may

SUSAN SWAN

WORK EXPERIENCE

St. Helena High School **Library Media Specialist**

May 2006 – present

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

St. Helena Unified School District **Long-term Library Media Specialist Substitute**

2000-May 2006

- Worked regularly as the only substitute librarian in the four District school libraries. Duties included circulation, helping students locate books, assisting students with research, importing or writing MARC records, adding titles to Destiny library catalogue using MARC Magician, organizing and maintaining library shelves and classroom sets.
- Read aloud to SHIES and SHPS classes; assisted students with *ReadingCounts!* quizzes. Recommended books to students, teachers, and other librarians; provided lessons in library use and Dewey Decimal System.
- Hired by SHUSD to prepare the library for opening after SHIES library media specialist resigned. Tasks included adding new students and newly acquired titles to library database, preparing physical space for school and training incoming SHIES Library Media Specialist.

EDUCATION

The University of California, Berkeley, Bachelor of Arts, Linguistics

- *Phi Beta Kappa* Honors

VOLUNTEER WORK

- | | |
|--|--------------|
| • St. Helena Public Schools Foundation Arts Committee, <i>Member</i> | 1998-present |
| • St. Helena Junior Women's Club Spelling Bee, <i>Judge</i> | 2011-present |
| • St. Helena Public Schools Foundation Board, <i>Board Member</i> | 2000-2018 |
| • St. Helena Public Schools Foundation Technology Committee, <i>Member</i> | 2003-2008 |
| • St. Helena Elementary/Primary School Parent Group, <i>Treasurer and Board Member</i> | 2000-2004 |
| • St. Helena Public Schools Read Aloud Program, <i>Program Coordinator</i> | 1999-2007 |

SUSAN SWAN

May 29, 2020

Cindy Tzafopoulos
City Clerk
City of St. Helena
1572 Railroad Avenue
St. Helena, CA 94574

Dear Ms. Tzafopoulos,

I would greatly appreciate the opportunity to continue serving on the Board of Library Trustees. I believe I am an asset to the Board because of my experience as a librarian and my commitment to ensuring that the library remains a vital part of St. Helena. As an avid patron of the library for many years, I have a vested interest in seeing the St. Helena Public Library, the Library Board, and the library community thrive. I consider my work on the Board to be one of the most important and enjoyable things I do in this community.

I am currently working with the Board to provide input on revisioning the library building, services, and programs as part of the City's larger revisioning project. I am also a member of the three-person subcommittee specifically tasked with updating the library's mission and vision statements to reflect the goals of the library and the ways it inspires, educates, and supports the St. Helena community. While COVID-19 has forced us to pause, I would love to have the opportunity to continue my work on both projects, and I look forward to playing an active role on future projects as well. As secretary of the Board, I enjoy the process of writing minutes that inform the community about the board's work and clarify the issues that the board addresses.

My long-time role as Library Media Specialist at St. Helena High School enables me to offer unique and informed input to the Board. I am constantly researching different programs, resources, lecturers, platforms, etc., to encourage reading and enhance learning and research skills in order to keep the high school library vital and relevant. I enjoy using this knowledge to benefit the public library as well.

In our increasingly digital world, I want my high school students to experience the value of a public library, so make it a point to provide instruction in and facilitate access to the public library's vast resources. I have worked with library staff on different projects for many years, and our collaborative efforts create a seamless interaction between the two libraries that benefits everyone and creates a positive force in our community.

I would be happy to meet with you or other City representatives to discuss my qualifications and my interests further in depth. Thank you for your time and consideration of my application. I have also attached my resume for your review.

Sincerely,

Susan Swan



CITY HALL, 1572 RAILROAD AVENUE
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.cityofstheleena.org

APPLICATION FOR APPOINTMENT

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

Board/Committee/Commission to which you are applying:

Board of Library Trustees

Name: Emily Armstead

Home Address:

Mailing Address: _____

Occupation: Financial Analyst

Business Address: _____

Telephone: Home _____ Cell _____ Business _____

E-mail: emilyarmstead@gmail.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? _____

Current occupation (within last 12 months) Financial Analyst, Trinchero Family Estates

Business interests in last 12 months: None conflicting.

Previous Committee/Commission Experience:

St. Helena Public Library Trustee, 9/27/2016 - present

Undergrad. Rep. to the University Librarian Hiring Committee (Santa Clara University, 2013)

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

Resume attached.

Professional and/or community service activities:

Advanced Tax Preparer, Volunteer Income Tax Assistance program (Upvalley Family Centers)

Local government related experience: Current Library Trustee

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

The St. Helena Public Library is one of my favorite parts of the St. Helena community. I am proud to serve on the Board of Trustees and enthusiastic about the opportunity to help shape the future of the Library.

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

Chris Kreiden, chri

Michael Caldarola,

Vinny Estrada, vest

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

Signature of Applicant

5/22/2020

Date

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

Please return the completed application to:

City of St. Helena

City Clerk

1572 Railroad Avenue

St. Helena, CA, 94574



CITY HALL, 1572 RAILROAD AVENUE
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www.cityofsthelema.org

APPLICATION FOR APPOINTMENT

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

Board/Committee/Commission to which you are applying:

Planning Commission

Name: Autumn Anderson

Home Address:

Mailing Address:

Occupation: Marketing

Business Address: n/a

Telephone: Home n/a Cell Business n/a

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) Senior Marketing Manager

Business interests in last 12 months: None

Previous Committee/Commission Experience:

Parks and Recreation Commission November 2017 - January 2019

Planning Commission January 2019 - June 2020

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

See Attached

Professional and/or community service activities:

n/a

Local government related experience: Parks and Recreation Commission & Planning Commission

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

As a long-term resident and mother, it is extremely important to me that our city make sustainable decisions that enable our community to remain family friendly. To me this means resolving the issues related to building and maintaining reasonably priced housing, retaining open space and parks, and ensuring new and existing local business are supported and given every opportunity to thrive.

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

Gordie Adams -

Jeff Feeney - Cr

Annette Smith -

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

Signature of Applicant

5/31/2020

Date

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

Please return the completed application to:

City of St. Helena
City Clerk
1572 Railroad Avenue
St. Helena, CA, 94574

A U T U M N A N D E R S O N

WINE MARKETING PROFESSIONAL

 Saint Helena, Ca.

EDUCATION

WINEMAKING & VITICULTURE
Napa Valley College | 2014

WINE ANALYSIS
UC Davis Extension | 2012

ADOBE APPLICATIONS
Santa Rosa JC | 2009

CERTIFICATION

PROFESSIONAL DIGITAL MARKETER
Digital Marketing Institute | 2020

SKILLS

Marketing Strategies & Campaigns

Web & Print Content Development

Email & Mobile Marketing

Search Engine Optimization

Public & Media Relations

New Product Launch

Vendor Management

SUMMARY

I hold myself to high standards and continually strive to create and maintain a clean and organized physical and digital environment where quality can be maintained, and potential issues promptly identified and managed. This attention to detail enables my team and I to bring products of the highest quality and acclaim to market. In turn, allowing us to grow our brand while building and maintaining a flawless reputation and prestigious brand image.

WORK EXPERIENCE

SENIOR MARKETING MANAGER
Elizabeth Spencer Winery | 2018 - 2019

As Senior Marketing Manager, I strived to use my extensive industry knowledge to streamline brand messaging, develop and implement a strategic marketing plan, and increase sales through customer loyalty and advocacy.

GENERAL MANAGER
Outland Wines | 2018

I oversaw all aspects of daily operations in the tasting room, managed an outside agency for the development of all marketing campaigns and materials including digital/social and print.

PRODUCTION & MARKETING DIRECTOR
Locations Wine | 2015 - 2018

I joined the Locations team for the 2015 Harvest to manage the California wines and Orin Swift lots being produced at Artesa Winery, successfully managing 75+ high risk fermentations ranging from 5 to 25 tons. After harvest I transitioned out of the cellar and began assisting the Director of Winemaking for Codorniu, and president of Locations Wine, with the General Management of the Locations Brand, the logistics of international winemaking, and launching new wines in the wholesale market, in doing so I developed and maintained relationships with all of our winemaking teams, vendors and outside agencies including compliance, transportation, warehousing, packaging, growers, marketing agencies, photographers, video producers, web developers, CRM & PR.

TECHNOLOGY

Wine Direct

Microsoft Office – Word, Excel, Outlook

Mailchimp

Adobe Creative Cloud - Ai, Ps, In

Google Analytics & Ads

WordPress

Social Media Platforms:

- Twitter
- Facebook
- Instagram
- YouTube
- LinkedIn

COMMUNITY

PLANNING COMMISSIONER

City of Saint Helena | 2019 - current

As a commissioner I participate in twice monthly public meetings where we make decisions regarding various project applications including use permits, variances, parcel maps and design review for residential, commercial and industrial development. Additionally, we make recommendations to the City Council on Amendments to the General Plan and Zoning Ordinance and subdivision maps. All with the long-term sustainability for our community in mind.

PARKS & RECREATION
COMMISSIONER

City of Saint Helena | 2017 – 2019

As a commissioner I participated in monthly public meetings in a group advisory role to the City Council, Recreation, and Public Works Departments regarding matters pertaining to public recreation and park development and management, the annual budget and long-term capital improvement projects.

WINEMAKING ASSISTANT

Ladera Vineyards | 2014 - 2015

I executed all laboratory analysis and records keeping from vineyard to bottle, monitored 100+ small lot fermentations, organized bench trials, tastings and cork sensory evaluations, played an active role in lot evaluations and blending trials, and supported the winemaker and cellar master in all aspects of production throughout the year.

ASSISTANT WINEMAKER

Rudius, TOR, Anthem, Boich | 2013 - 2014

I coordinated the execution of winemaking tasks through every stage of production, from harvest through to bottling, communicated the status of 50+ lots between the out-of-state winemaker, clients, and contract facility; maintained client barrel inventories, production and analysis records, and reviewed analysis for accuracy and potential QC issues.

VINTAGE CELLAR HAND

Revenir Winemaking | 2013

A contract facility located in South Australia, I worked with many of the area's best winemakers on projects ranging from 1 ton to 50 tons, and from regions such as Adelaide Hills, Barossa, and McLaren Vale.

HARVEST INTERN

Realm Cellars | 2012

The efforts of our small, dedicated team were amply rewarded with both the Dr. Crane and 'The Absurd' bring awarded 100-point scores from Robert Parker.

HARVEST INTERN & OFFICE MANAGER

Terra Valentine | 2011 - 2012

WINE CLUB & OFFICE MANAGER

Casa Nuestra | 2010 - 2011

WINE CLUB & DTC SALES MANAGER

Burgess Cellars | 2008 - 2010

LEASED & OPERATED

Wisteria Garden Cottages B&B | 2007 - 2008

PLATINUM ACCOUNT MANAGER

55 Degrees | 2006 - 2008

EVENTS SERVER

Merryvale Vineyards | 2006 - 2011