



**Report to the City Council
Council Meeting of September 27, 2016**

Agenda Section: New Business

Subject: Consideration and proposed approval of a resolution appointing an applicant to fill the vacant Library Board of Trustees position expiring on June 30, 2018; and provide additional direction regarding the unfilled Tree Committee position

CEQA Status: Not a CEQA Project

Prepared By: Cindy Black, City Clerk

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The City Clerk held a recruitment seeking applicants from the community to fill a vacant position on the Library Board of Trustees and Tree Committee. The vacancies were generated after receiving two resignations.

The City continues to experience a decline in responsive applicants. No applicants applied to fill the Tree Committee vacant position.

DISCUSSION

The City Clerk's office used various forms of communication reaching out to the community to publicize the recruitment.

The City received two applications for consideration from Bill Ryan and Emily Armstead to fill the Library Board of Trustees vacant position. The term expires June 30, 2018.

The City did not receive any applications for the vacant Tree Committee position that expires on June 30, 2017.

Council may want to consider continuous open recruitment until the Tree Committee vacancy is filled.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

Per resolution 2011-17 Council Rules of Procedure, appointments shall be made by the Mayor and subject to the City Council approval.

Appoint one applicant to the Library Board of Trustees for one term expiring on June 30, 2018.

Provide additional direction to staff regarding the unfilled Tree Committee vacancy.

ATTACHMENTS

Attachment 1 - Resolution Appointing a Member to the Library Board of Trustees

Attachment 2 - Applications for appointment

CITY OF ST. HELENA

RESOLUTION NO. 2016-

**APPOINTING A MEMBER TO THE ST. HELENA
LIBRARY BOARD OF TRUSTEES**

RECITALS

- A. One vacancy for a term of office expiring on June 30, 2018 exists for the Library Board of Trustees.
- B. Two applications have been received from the community for the opening. Protocol calls for appointments to be made by the Mayor and approval by the City Council.

RESOLUTION

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

Library Board of Trustees

- 1. The Mayor hereby appoints _____ to the St. Helena Library Board of Trustees for the remainder of a term expiring on June 30, 2018.

Approved at a Regular Meeting of the St. Helena City Council on September 27, 2016, by the following vote:

Mayor Galbraith: _____
 Vice Mayor White: _____
 Councilmember Crull: _____
 Councilmember Dohring: _____
 Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



CITY OF
ST. HELENA
SEP 12 2016
OFFICE OF
CITY CLERK

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

APPLICATION FOR APPOINTMENT

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

Committee/Commission to which you are applying:

Board of Library Trustees

Name: Emily Armstead

Home Address: [Redacted] St. Helena, CA 94574

Mailing Address: (see above)

Occupation: Production Financial Accounting Analyst

Business Address: [Redacted] St. Helena, CA 94574

Home Telephone: [Redacted] Business Telephone: _____

E-mail: [Redacted]

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

Are you a resident of St. Helena? Yes If yes, how long have you lived in St. Helena? 26 years

Current occupation (within last 12 months) Production Financial Accounts Analyst - transition (recent) from Compliance Specialist (same company)

Business interests in last 12 months: (none conflicting)

Previous Committee/Commission Experience:

Undergraduate Representative to the University Librarian Hiring Committee
(Santa Clara Univ.)

Attachment 2
Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Bachelor of Science - Santa Clara University (2013)

- see attached resume

Professional and/or community service activities:

40 hours community service, 2005-2006

Girls on the Run Napa-Solano, 2014-Present

President, Santa Clara Entrepreneurs' Organization, 2012-2013

Local government related experience: None

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

Many of my formulative years were spent at SHPL - it served me well, and I wish to return the favor.

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

Janet Todd, Executive Director, Girls on the Run Napa-Solano [REDACTED]

Angela Baxter, Director of Food Services, SHUSD [REDACTED]

Michael Caldarola, attorney-at-law (retired) [REDACTED]

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

[REDACTED]
Signature of Applicant

09/02/2016
Date

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

Please return the completed application to:

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

Emily Armstead

██████████ Street, St. Helena, CA 94574 • ██████████

Experience

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

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

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

July 2016 – September 2016

Compliance Specialist I

July 2015 – July 2016

Compliance Clerk

July 2014 – July 2015

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

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

September 2009 - January 2013

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

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

June 2012 - June 2013

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

Education

Bachelor of Science, Psychology, Santa Clara University

June 2013

Academic & Professional Development

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

Volunteer Work

- Co-leader for Head Coach Training & Executive Support Staff, Girls on the Run, St. Helena, California (Spring 2015 – Present)
- Head Coach, Girls on the Run, St. Helena, California (Spring 2007, Fall 2014, Spring 2015)

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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.

Committee/Commission to which you are applying:

LIBRARY

Name:

BILL RYAN

Home Address:

923 MARIPOSA LN

Mailing Address:

PO BOX 964, ST HELENA

Occupation:

RET.

Business Address:

Home Telephone: 707 963 7726 Business Telephone:

707 529-6444

E-mail:

ACORN_3@COMCAST.NET

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

Yes

Are you a resident of St. Helena? yes If yes, how long have you lived in St. Helena?

40 years

Current occupation (within last 12 months)

fishing columnist
notary public

Business interests in last 12 months:

same

Previous Committee/Commission Experience:

current member of N.S. Wildlife Conservation Commission;

Queen's HEARTSAFE Steering Committee

Pres. of S.H. Farm & Mkt Board ^{FED CPR TRAINING}

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

BS degree in MARKETING + ADVERTISING from

U. of R.I.

U.S. ARMY officer w/ service in Korea

Professional and/or community service activities:

member (former Board Member) - SHAC: Outdoor

Writers Assn of California

Napa Valley Fly Fishing Club

Local government related experience:

member of Nancy Leventberg's St Helena

Economic Development Commission some

years ago.

Volunteer for SH PL outdoor picnic

celebration in 1990.

Former Pres. of Bd of Directors -
- S.H. Farmers Market

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

I have been reading since before TV
and the web. I have written a newspaper
column on fishing for 14 years, newspaper
fishing report for 10 years.

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

Steve Reed ([redacted]) [redacted]

Janet Poirach ([redacted]) St. Helena

Thomas Kern ([redacted]) ST. HELENA

LN

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

[redacted]
Signature of Applicant

Date 8/31/16

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

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