




**SAN RAFAEL CITY COUNCIL STAFF REPORT**

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: 

**TOPIC: PICKLEWEED ADVISORY COMMITTEE INTERVIEWS**

**SUBJECT: INTERVIEW APPLICANTS AND CONSIDER APPOINTMENTS TO FILL TWO UNEXPIRED FOUR-YEAR TERMS, ONE REGULAR VOTING MEMBER AND ONE ALTERNATE MEMBER, ON THE PICKLEWEED ADVISORY COMMITTEE TO THE END OF DECEMBER 2022**

**RECOMMENDATION:**  
Interview the following applicants and consider appointments to fill two unexpired four-year terms, one regular voting member and one alternate member, on the Pickleweed Advisory Committee to the end of December 2022.

Name
Andrew Cullen
Jairo Ceballos
Janet T Sanchez
Keyly Gonzalez

**BACKGROUND:**  
At the meeting of [October 7, 2019](#), the City Council called for applications for the Pickleweed Advisory Committee to fill one unexpired four-year term and one unexpired four-year alternate member term to the end of December 2022.

The [Pickleweed Advisory Committee](#) provides valuable input in representing and advocating for the Canal area residents' needs and wishes for programs and services; and is a primary public networking resource between the Canal residents, representatives from governmental and non-profit agencies, and others. The Pickleweed Advisory Committee works in conjunction with the City of San Rafael to review and evaluate "Use Agreements for Co-Sponsored Programming" at the Community Center.

**ANALYSIS:**  
The deadline for submitting applications was November 12, 2019, and the City Clerk's Office received one application. The application period was extended to 'Open Until Filled' to recruit for additional applicants, and four applications had been received as of February 3, 2020. Staff recommends the City Council interview the four eligible applicants and make appointments to fill

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**FOR CITY CLERK ONLY**

**File Number:**

**Council Meeting:**

**Disposition:**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2**

two unexpired four-year terms, one regular voting members and one alternate member, to the end of December 2022.

[Meetings](#) are held on the first Wednesday of every other month, odd months, at 7:00 p.m. at the Albert J. Boro Community Center, Room 3, 50 Canal Street, San Rafael, CA 94901.

**FISCAL IMPACT:** There is no fiscal impact associated with this action.

**COMMUNITY OUTREACH:**

The call for applications for the Pickleweed Advisory Committee was advertised through mass email notification, Canal Alliance, the City website, Nextdoor and Facebook social media platforms.

**RECOMMENDED ACTION:**

Interview applicants and consider appointments to fill two unexpired four-year terms, one regular voting member and one alternate member, on the Pickleweed Advisory Committee to the end of December 2022.

**ATTACHMENT:**

1. Four (4) applications
2. Pickleweed Advisory Committee Bylaws

**Profile**

Question applies to Pickleweed Advisory Committee

**Pickleweed Advisory Committee:** The deadline for filing applications is **open until filled.**

Andrew J Cullen  
First Name Middle Initial Last Name

**Which Boards would you like to apply for?**

Fire Commission: Submitted  
Special Library Parcel Tax Committee (Measure D): Submitted  
Pickleweed Advisory Committee: Submitted

[Redacted]  
Email Address

[Redacted]  
Street Address

[Redacted]  
Suite or Apt

San Rafael CA 94901  
City State Postal Code

**Are you a resident of San Rafael**

Yes  No

**Resident of the City of San Rafael for how many years?**

San Rafael

[Redacted]  
Primary Phone

[Redacted]  
Alternate Phone

Lawrence Berkeley National Laboratory EHS Professional  
Employer Job Title

**Business Address**

[Redacted]

**How did you learn about this vacancy? \***

NextDoor

**Interests & Experiences**

**Do you participate in any civic activities?**

Not currently.

List any civic organizations of which you are a member:

MCBC.

Education:

UC Berkeley B.S. Chemistry (2013)

Why are you interested in serving on a board or commission?

To serve the community I live in.

Describe possible areas in which you may have a conflict of interest with the City:

None.

[Andrew Cullen Resume\\_013020.docx](#)

Upload a Resume

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## Demographics (Optional)

The demographic information you choose to provide is **VOLUNTARY** and **OPTIONAL** and refusal to provide it will not subject you to any adverse treatment. This information will be considered confidential, kept separate from your application and will not be used for evaluating applications or making appointments. The City of San Rafael will use this information solely to conduct research and compile statistical reports regarding the composition of its Board and Commission applicants.

Ethnicity:

To which gender do you most identify?

How old are you?

# ANDREW CULLEN

## CONTACT



Tel: [REDACTED]



[REDACTED]



Linkedin.com/andrew-cullen



[REDACTED]  
San Rafael, CA, 94901

## Certifications

**CHMM, 2018-Present**

Certified Hazardous Materials Manager

**CSP, 2019-Present**

Certified Safety Professional

## Training

- OSHA 40-Hour HAZWOPER
- DOT 40-Hour Basic Awareness
- DOT Advance Mixed/Radiation Shipper
- EPA RCRA/CWA/CAA
- CA Title 22/HSC
- IATA

## Skills and Abilities

- Project Management
- Program Development/Implementation
- Research Methods
- Waste Management Regulations
- Chemistry, Statistics and Public Health
- Written and Oral Communication
- Self-Motivated and Independent
- Collaborative with Diverse Groups
- Resourceful

## PUBLICATIONS

Peyton Shieh, M. Sloan Siegrist, **Andrew J. Cullen**, and Carolyn R. Bertozzi. "Imaging bacterial peptidoglycan with near-infrared fluorogenic azide probes" *Proceedings of the National Academy of Sciences U. S. A.* **2014**, *111*, 5456-6461.

## EDUCATION

**University of California, Berkeley**

School of Public Health

*Masters of Public Health, Environmental Health*

*Anticipated 2020*

**University of California, Berkeley**

College of Chemistry

*Bachelors of Science, Chemistry*

**2013**

## RELEVANT EXPERIENCE

**Environment/Health/Safety Professional**

**June 2018 - Present**

*Lawrence Berkeley National Laboratory*

- Provide guidance, direction and recommendations to research and operations personnel to improve safety and regulatory compliance of hazardous materials
- Develop relationships with multi-disciplinary teams to support planning and implementing improvements to EH&S programs
- Identify and strengthen technical program areas to ensure compliance with applicable regulations and to reduce risk to the institution
- Classify and certify waste with the application of generator process knowledge to meet on-site and off-site TSDF WACs and DOT regulations
- Interpret regulations applicable to environmental compliance

**Chemistry Lab Technician**

**August 2016 – June 2018**

*College of Marin*

- Oversaw and strengthened EH&S procedures in chemistry teaching labs
- Optimized chemical inventories, safety inspections and labeling programs
- Projected and purchased supplies and equipment by managing a budget
- Strategized meeting program needs of students, faculty and staff

**Junior Research Specialist I**

**July 2013 – July 2014**

*University of California, Berkeley*

- Influenced and implemented new EH&S policies by participating in the Chemical Safety Committee
- Optimized EH&S controls in a research space that contained chemical, biological (BSL2), and radioactive hazards
- Oriented and oversaw training of new lab members in EH&S
- Conducted organic synthesis and biological labeling research under limited supervision and collaborated with a team of scientists
- Communicated research findings through written reports and presentations

**Undergraduate Researcher**

**August 2012 – July 2013**

*University of California, Berkeley*

- Invented a synthetic pathway for Si-Rhodamines and cyclooctynes for use in copper-free click labeling of bacterial and mammalian cells
- Analyzed data and constructed manuscripts to communicate results
- Publicized research results through poster and PowerPoint presentations

**Profile**

Question applies to Pickleweed Advisory Committee

**Pickleweed Advisory Committee:** The deadline for filing applications is **open until filled.**

Jairo \_\_\_\_\_ Ceballos \_\_\_\_\_  
First Name Middle Initial Last Name

**Which Boards would you like to apply for?**

Special Library Parcel Tax Committee (Measure D): Submitted  
Pickleweed Advisory Committee: Submitted

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Suite or Apt

San Rafael \_\_\_\_\_  
City

CA \_\_\_\_\_  
State

94901 \_\_\_\_\_  
Postal Code

**Are you a resident of San Rafael**

Yes  No

**Resident of the City of San Rafael for how many years?**

3 1/2

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

San Francisco YMCA-Marin \_\_\_\_\_  
Employer

Program Leader \_\_\_\_\_  
Job Title

**Business Address**

\_\_\_\_\_

**How did you learn about this vacancy? \***

City Council Agenda

**Interests & Experiences**

**Do you participate in any civic activities?**

I have previously been involved with CASA, special olympics, highway cleanup, medical services and other volunteer efforts during my undergraduate career. During my time in the bay area I have helped at the San Francisco-Marin food pantry and worked with my mentor Dr. Joel White at UCSF as a dental research assistant primarily on quality metrics in dentistry.

**List any civic organizations of which you are a member:**

CASA, ADEA

**Education:**

Porterville High School Graduate BA in Psychology/Pre-dental from University of California, Merced PBC from the University of California, San Francisco MPH in Community Health Education at San Francisco State University (1st year)

**Why are you interested in serving on a board or commission?**

I have always felt an urge to help aid in the good cause and therefore, as a now 3 year resident of San Rafael feel encouraged to build on my foundation as a community leader. Additionally, I feel that I bring a diverse background with different experiences that can help in efforts brought forward by boards/commissions/committees, but also learn from my involvement.

**Describe possible areas in which you may have a conflict of interest with the City:**

No identifiable areas.

[Jairo\\_Ceballos\\_2020\\_.docx](#)

Upload a Resume

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**Demographics (Optional)**

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**Ethnicity:**

**To which gender do you most identify?**



How old are you?

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A solid black rectangular redaction box covering the answer to the question.



# Jairo Ceballos

[REDACTED]

San Rafael, CA 94901

[REDACTED]

[REDACTED]

[REDACTED]

## EDUCATION:

<b>Porterville High School</b>	Porterville, CA
Honors Partnership Academy of Health Student	May 2011
<b>University of California, Merced</b>	Merced, CA
B.A. Psychology/Pre-Dental	May 2015
<b>University of California, San Francisco</b>	San Francisco, CA
Dental Post Baccalaureate Program	May 2017
<b>University of California, Berkeley-Extension</b>	San Francisco, CA
Continuing Upper-Division Courses	July 2019
<b>San Francisco State University</b>	San Francisco, CA
MPH in Community Health Education	Present

## Computer Skills and Language Proficiency

I have experience using various computer applications, software, and tools. I am familiar with Macintosh and Windows operating systems. My experience with Excel, Powerpoint, GoogleDocs, Word, Axium, Box, VPN protected sites have afforded me further skills. I have 85+ WPM count.

I am advanced in both my primary language Spanish and secondary language English.

## DENTAL EXPERIENCE:

<b>Dental Research Assistant</b>	San Francisco, CA
Clinical Assistant and Research	December 2017-Present

- Assist in the clinical setting with patient care and education in preventative and

restorative dentistry. Additionally, work on projects pertaining to quality improvement/ quality metrics and applied science in the field of dentistry; adherence to radiographic guidelines, decision to treat, 504nm Lares Fluorescence handpiece vs. intraoral camera, sealants in children; primarily underserved populations, and crown/implants preparation and delivery.

- Co-Author of abstract on “Implementation of Validated Caries Indices in an Electronic Health Record”

**Continuous Quality Improvement Project**

San Francisco, CA

Student Participant

September 2016-May 2017

- Collaborated with Dr. Joel White (faculty at UCSF) and 4 other students on reviewing dental care provider’s adherence to radiographic guidelines in the clinic at University of California, San Francisco. Quality improvement was studied by patient health record information and radiographs processed for treatment planning.

**Dr. Israel Trujillo D.D.S Periodontics Office**

Merced, CA

Student Intern

July 2014-When Time Permits

**Dr. Nathan Miller D.D.S Office**

Merced, CA

Student Intern

June 2014-January 2016

**Dr. Joshi Nina D.D.S Office**

Porterville, CA

Student interest in Health Professions

November 2009-May 2010

**EMPLOYMENT:**

**Marin YMCA: After School Program**

San Rafael, CA

Program Lead

January 2018-Present

- Implement high quality programs and activities (art, nature, sports, and education) for kindergarten through fifth grade students at Sun Valley Elementary School.
- Help in building a stronger connection with the community and YMCA Organization.

**California Vote Project**

Merced, CA

Voter Registration

April 2016-June 2016

- House to house registration for qualified nonregistered residents in the Central Valley.
- Empowering Democrats to understand their rights and the impact of voting.

**Field Work** Porterville, CA

Seasonal/Temporary field work (Orange, Blueberries, Grapes) Seasonal/School Breaks

**Borba Dairy** Porterville, CA

Calf Maintenance Assistant 2009-Present

**River Island/Mr. Mahoney landscaping** Porterville, CA

Landscaping/Special Projects Seasonal/December 2014-June 2015

**Great Valley Center** Modesto/Merced, CA

Computer Literacy Instructor January 14-June 1, 2015

- Instrumental in delivering computer skills to Non-English speaking parents to facilitate their Interactions with teachers, school work, and student grades.

**Merced County Office of Education** Merced, CA

School Connect Home Tutor (Migrant Students) February 2014-August 2014

**University of California, Merced Graduate Division** Merced, CA

Data Input Student Assistant October 2013-February 2014

**Galaxy 9 Theater, Galaxy Theatres** Porterville, CA

Floor Staff November 2009-Seasonal

**Porterville Convalescent Home/**

**Porterville Unified School District** Porterville, CA

Certified Nurse Assistant Curricula/Tdap Admin. Assistant/Tutor August 2010-August 2011

- Completed a total of 150 hours of training to obtain certification eligibility
- During Tdap vaccination administration worked approximately 20 hours/weekly
- Tutoring position for Porterville Unified School District worked approximately 10 hours/weekly

#### **EXTRA CURRICULAR ACTIVITIES:**

**The American Student Dental Association** San Rafael, CA

Student Member Present

- Active member benefits comprised of Dental Health news and activities
- Networking with current and aspiring dental professionals and community outreach

**Omega Delta Phi Fraternity, Inc.**

Merced, CA

Vice President /Service Chair

April 2012-December 2014

**Academy of Health Sciences (PAHS)**

Porterville, CA

Health Student Representative/Alumni/Special Speaker

August 2008–Present

- Special invitations to speak to students/board of directors/teachers in regards to college experiences of a first-generation student interested in the health professions. Visits varying from 2 hours to 8 hour days
- Conference guest for Porterville Unified School District students interested in Health Professions
- Board meeting consulting and academic plan of action for recruitment and retention
- Key note speaker for Partnership Academy of Health Sciences graduation

**Pre-Health at UC Merced**

Merced, CA

Student Participant

January 2012-May 2015

**Latino Associated Students de UC Merced (LAS)**

Merced, CA

Student Advocate

September 2011-December 2014

**Health Occupations Students of America (HOSA) Alumni**

Porterville, CA

Student/Alumni

September 2010-Present

**Licensure/Certifications**

Certified Nurse Assistant: Certificate number: 781471

Effective: July 2010-October 2013

Radiation Safety Certification

Effective: August 2018-Present

**COMMUNITY SERVICE/VOLUNTEER WORK:**

- Academy of Health Sciences (PAHS) Special Speaker May 2017, 2018
- San Francisco-Marin Food Bank volunteer 2017-Present
- Walk n Roll Cure SMA San Francisco August 2016-Present
- Special Olympics volunteer coach/event setup and management 2012-2015
- Special Olympics practice volunteer: basketball and track&field 2012-2015
- Boys and Girls Club of Merced, CA yearly Easter Egg Hunt and Haunted House set-up and administration: 2012-2014.
- Early Childhood Education Center volunteer: 2012-2014. Monthly
- Highway Cleanup designated location for Omega Delta Phi Fraternity Inc.
- Can food drive hosted by Omega Delta Phi Fraternity Inc. for Merced, CA

- Walk for Cancer, Porterville California. Annually
- SMA: Spinal Muscular Atrophy Walk: 2014, 2015 Merced, CA.
- Health Fair volunteer through Family Healthcare Network, Porterville, CA. Annually
- Porterville, CA. Homeless initiative and Holiday food & clothing distribution.
- FACES: Challenger Center. 2013, 2014.
- Kicking it for Cancer volunteer/participant at UC Merced.
- LAS: Annual Cinco de Mayo Celebration Volunteer. Annually
- LAS: Car Show Event volunteer. 2012.
- Dental Health visits to rural communities by University of Southern California. Terrabella, CA
- Volunteer: Caesar E. Chavez Blood drive at UC Merced. 2012

**COLLEGE SCHOLARSHIPS:**

- NATO: National Association of Theatre Owners of California/Nevada
- The Charles E. Saak Scholarship Fund
- Tulare County Dairy Women Scholarship
- Bobcat Scholarship
- Partnership Academy of Health Scholarship

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## Profile

Janet \_\_\_\_\_ P \_\_\_\_\_ T Sanchez \_\_\_\_\_  
First Name Middle Initial Last Name

### Which Boards would you like to apply for?

Pickleweed Advisory Committee: Submitted

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Street Address

San Rafael  
Suite or Apt

San Rafael  
City

CA 94901  
State Postal Code

### Are you a resident of San Rafael

Yes  No

### Resident of the City of San Rafael for how many years?

29

Mobile: \_\_\_\_\_  
Primary Phone

Home: \_\_\_\_\_  
Alternate Phone

Rafael Racquet Club Inc  
Employer

Assistant Manager  
Job Title

### Business Address

95 Racquet Club Drive San Rafael, CA 94901

### How did you learn about this vacancy? \*

Friend / Colleague

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## Interests & Experiences

### Do you participate in any civic activities?

I have not participated in any civic duties.

### List any civic organizations of which you are a member:

N/A

**Education:**

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Currently attending College of Marin and will be transferring to Sonoma State to do a Business Administration Program in Fall 2020.

**Why are you interested in serving on a board or commission?**

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I would like to serve to be more involved with my community. I have lived in the canal my whole life and think I can help give back to my community. Along with making it a better place for my family and friends that still live here. Finally, it would be a great experience to have under my belt to work with people to achieve goals and make my community better would be a reward.

**Describe possible areas in which you may have a conflict of interest with the City:**

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I don't believe I have a conflict of interest with the city.

[resume\\_2019.docx](#)

Upload a Resume

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**Demographics (Optional)**

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**Ethnicity:**

[Redacted]

**To which gender to your most identify?**

[Redacted]

**How old are you?**

[Redacted]

**JANET TANCHEZ**

San Rafael, CA 94901

**EMPLOYMENT HISTORY**

*Rafael Racquet Club Inc – San Rafael, CA 2012-present*

Assistant Manager

- Hire, train and supervise front desk staff and camp staff
- Supervise all staff and making sure all our members and there guests are following rules
- Member accounts/billing for our 500 family memberships and non-member users; using ClubAutomation
- Collecting money and depositing checks

*The Marin Youth Center – “The MYC”- 2006 - 2011*

Front Desk Supervisor, March, 2010 – September, 2011

- Hire, train and supervise interns staffing busy front desk.
- Train interns to represent the MYC - greet visitors, handle inquiries, give tours.
- Use computer skills (MS Office) to coordinate scheduling and assist MYC staff.
- Provide youth leadership, motivating and coaching. Focus on outreach to different cultures while teaching employment skills.

*Huckleberry Teen Health Program – San Rafael, CA, 2007*

Peer Health Counselor

- Facilitated intake for health clinic providing confidential services to teens.
- Hosted clinic waiting room, providing entertainment to put patients at ease.
- Performed demonstrations providing health and sex education to teens.

*ZBath – San Rafael, CA, August, 2006-June, 2010*

Product Shipper

- Packaged and labeled bath, body & personal products for shipment to national distributors. Part-time job at manufacturer’s warehouse while in high school.

*Youth Leaders in Progress (Ylip) – San Rafael, CA, 2004*

Peer Resource Counselor, Freshman Year, San Rafael High School

- Advised peers in a health education program with curriculum ranging from teen pregnancy and HIV prevention to eating disorders and alcohol and drug prevention education.

*Latinas – San Rafael, CA, 2003*

Internship while in 8<sup>th</sup> grade

- Awarded a stipend to participate in health education program for teen girls.
- Gained experience in teaching health education, abstinence, and outreach.

**EDUCATION**

**San Rafael High School**, 2009. AP Spanish, Advanced Algebra. Honor Roll.

**College of Marin – Degree Transfer Program** - Currently taking 7 units: Calculus and Business Law. Plan to transfer for a degree in Business Administration at Sonoma State University Fall 2020. Goal: To work and manage a business.

English/Spanish Translation Skills.

References:

Ariel Gutierrez (Current Manager)---(415)497-2370  
Rachel Watts (Past Supervisor/Friend)---(917)624-4002





**SAN RAFAEL**  
THE CITY WITH A MISSION

**City of San Rafael  
Pickleweed Advisory Committee**

**Boards and Commissions Application**

**Applicant Information**

Full Name: Keyly Gonzalez

\*Address: [Redacted] 3  
Street Address Apartment/Unit #

San Rafael CA 94901  
City State ZIP Code

\*Phone: [Redacted] \*Email \_\_\_\_\_

Resident of San Rafael for 12 years.

Employer: \_\_\_\_\_

Occupation: Ama de stay at home mom

Business Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_  
City State ZIP Code

**Education**

Middle school in Guatemala

**Supplemental Questions**

Participation in the following civic activities:

- participated in Apreniendo Juntos
- Canal arts
- daughter goes to Bahia Vista and Pickleweed Daycare
- Comes to Pickleweed Library

Member of the following civic organizations:

NONE

My reasons for wanting to serve are:

The reason is to help out the community by seeing what they need.

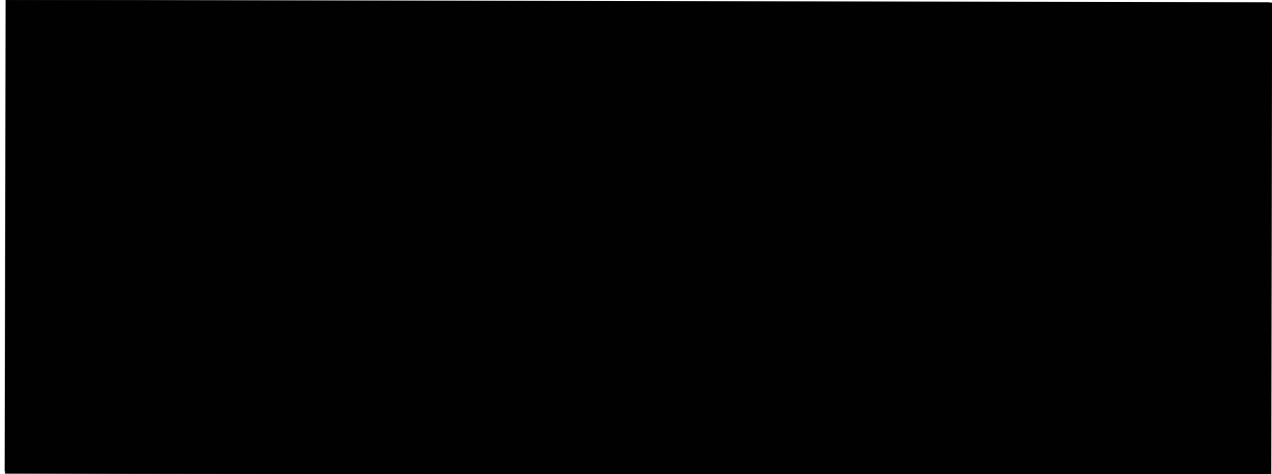
Describe possible areas in which you may have a conflict of interest with the City:

NONE-

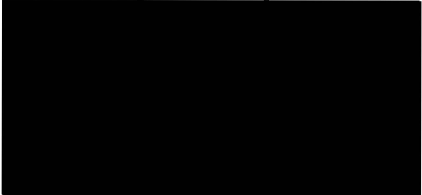
**Demographics (Optional)**

The demographic information you choose to provide is **VOLUNTARY** and **OPTIONAL** and refusal to provide it will not subject you to any adverse treatment. This information will be considered confidential, kept separate from your application and will not be used for evaluating applications or making appointments. The City of San Rafael will use this information solely to conduct research and compile statistical reports regarding the composition of its Board and Commission applicants.

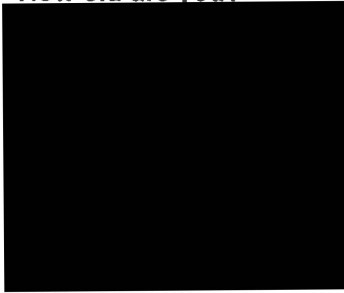
**Ethnicity:**



**To which gender to your most identify?**



How old are you?



Signature

Signature:

*[Handwritten Signature]*

Date:

12-11-19

**Mall or deliver to:**

City of San Rafael, Dept. of City Clerk  
City Hall, 1400 Fifth Avenue, Room 209  
San Rafael, CA 94903

\*Information kept confidential, to the extent permitted by law.

# PICKLEWEED ADVISORY COMMITTEE BYLAWS

## ARTICLE I. NAME AND PURPOSE

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Pickleweed Advisory Committee, hereinafter referred to as the "Pickleweed Advisory Committee," or the "Committee."

**Section 1.2. Purpose.** The Pickleweed Advisory Committee provides valuable input in representing and advocating for the Canal area resident's needs and wishes for programs and services; and is a primary public networking resource between the Canal residents, representatives from governmental and non-profit agencies, and others. The Pickleweed Advisory Committee works in conjunction with the City of San Rafael.

**Section 1.3. Committee Responsibility.** The Pickleweed Advisory Committee's responsibilities shall be in accord with these Bylaws, as amended from time-to-time by the City Council. The Pickleweed Advisory Committee's authority is advisory only. The Pickleweed Advisory Committee has no power to act on behalf of the City of San Rafael or any other entity.

The duties of the Pickleweed Advisory Committee shall include the following:

1. The Advisory Committee shall be responsible for advising the Park and Recreation Commission, City Council and City Staff on all matters pertaining to the facilities, programs and services of the Albert J. Boro Community Center and Pickleweed Park
2. As needed, make recommendations on policies and procedures governing the use of the Albert J. Boro Community Center and Pickleweed Park in accordance with the mission of the City of San Rafael;
3. Assist the City with reviewing and evaluating "Use Agreements for Co-Sponsored Programming" at the Albert J. Boro Community Center and Pickleweed Community Park;
4. Promote the use and support of the Albert J. Boro Community Center and Pickleweed Park within Canal area neighborhood, including working in cooperation with citizen and business organizations, foundations, school districts and other governmental agencies.
5. The Committee shall have no authority to direct, nor shall it direct, City staff, officials or volunteers;

**Section 1.4. Brown Act.** All meetings of the Pickleweed Advisory Committee shall be open and public, and all persons shall be permitted to attend any meeting of the Pickleweed Advisory Committee, except as otherwise provided in Government Code Section 54952.

## ARTICLE II. MEMBERSHIP

**Section 2.1. Number of Members.** The Pickleweed Advisory Committee shall consist of a total of eight (8) members as follows: five (5) voting members, one (1) alternate member, one (1) non-voting representative from the Park and Recreation Commission and one (1) non-voting City staff member who will act as the Committee Chairperson. The City staff member will typically be the Albert J. Boro site supervisor, but in all instances shall be appointed by the City Manager.

**Section 2.2. Eligibility.** The Committee shall be composed of five (5) regular voting members which may include a youth member, plus one (1) alternate member. Each shall have the same duties and responsibilities and shall consist of the following:

1. Members of the Committee shall be at least 18 years of age, except for the youth member which shall be a minimum age of a first-year high school student
2. At least four (4) members of the Committee shall reside within the Canal neighborhood
3. One (1) member of the Committee must be a City of San Rafael resident but may reside outside of the Canal neighborhood.

**Section 2.4. Appointment of Committee Members.** With exception of the representative of the Park and Recreation Commission and City staff, all other regular voting members and alternate member shall be appointed by the City Council. Appointments shall be published on the website for the City of San Rafael in accordance with Government Code Section 54973, as amended from time to time. The representative from the Park and Recreation Commission will be selected by the Park and Recreation Commission on an annual basis.

**Section 2.5. Terms of Appointment.** With exception of the representative from the Park and Recreation Commission, each Committee member shall serve a minimum term of four (4) years but not more than two consecutive terms. However, if there is a vacancy on the Committee, the City Council has the authority to extend a current Committee member's term at their discretion. Members may also reapply to Committee following an absence of at least one term. An effort will be made to ensure that the terms are staggered, and not all of the appointments expire in the same year. A Committee member whose term is expiring should notify the Chairperson at least thirty (30) days before the end of his/her term whether he/she wishes to continue his/her membership.

The representative from the Park and Recreation Commission shall serve a term of one (1) year, but not more than two consecutive terms. However, if there is a vacancy, the Park and Recreation Commission has the authority to extend the current representative's term at their discretion.

**Section 2.6. Resignation.** All resignations from the Pickleweed Advisory Committee shall be submitted in writing to the Chairperson. The resigning Committee member should provide as much notice as possible.

**Section 2.7. Absence and Removal.** Attendance at any regularly scheduled meeting is a necessary part of being an effective Committee member. If a member is unable to attend a regularly scheduled meeting, the member should notify the Chairperson at least twenty-four (24) hours in advance of a regularly scheduled meeting to have an excused absence. An unexcused absence from two (2) consecutive Pickleweed Advisory Committee meetings without notification to the Chairperson, or six absences (whether excused or unexcused) in any term, shall result in immediate removal from membership on the Committee. Previously dismissed Committee members may be eligible for reappointment to the Committee in accordance with Section 2.4.

**Section 2.8. Vacancies.** Vacancies, no matter how arising, shall be published on the website for the City of San Rafael in accordance with Government Code Section 54973, as amended from time to time.

**Section 2.9. Compensation.** Committee members serve without compensation.

**Section 2.10. Duties of the Chairperson.** The Chairperson shall preside over all Pickleweed Advisory Committee meetings and shall be responsible for preparing agendas and meeting minutes. If the Chairperson is unable to attend a regularly scheduled meeting, the regularly scheduled meeting shall be cancelled and resumed at the next regularly scheduled meeting.

### **ARTICLE III. MEETINGS**

**Section 3.1. Time and date of Regular Meeting.** Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. A minimum of five (5) meetings shall be scheduled annually, on a consistent day of the month; the schedule for the upcoming year will be set by November of the previous year; staff will contact the Committee one week prior to scheduled meetings to determine if a quorum will be present; lack of quorum will result in the cancellation of the scheduled meeting.

**Section 3.2. Agenda.** Items may be placed on the agenda by the Chairperson or at the request of a member if approved by the Chairperson. The Chairperson will be responsible for preparing an agenda item cover sheet and for the initial presentation at the meeting. Items to be included on the agenda should be submitted to the Chairperson no later than two weeks before the scheduled Committee meeting; lack of agenda items will result in the cancellation of the scheduled meeting. Agenda packets for regular meetings will be provided to the Committee members at least three (3) business days before the scheduled meeting.

**Section 3.3. Special Meetings.** Special meetings may be called by the Chairperson.

**Section 3.4. Quorum.** Three (3) voting members of the Committee shall constitute a quorum for the transaction of business at any regular or special meeting of the Pickleweed Advisory Committee.

**Section 3.5. Voting.** A majority vote of those present and constituting a quorum shall

be required to agree to any business of the Committee, including making any input that will be presented to the City Council, City Manager or Library and Recreation Director provided that any Committee member who abstains due to a legal conflict of interest shall not be counted in determining the existence of a quorum or a majority vote. Alternate becomes a voting member at a meeting where one regular voting member is absent.

**Section 3.6. Public Participation.** All meetings of the Pickleweed Advisory Committee shall be open to the public. Meetings will be accessible to all, with accommodations for accessibility issues made upon request. Any person who disrupts the meeting may be asked to leave and be removed.

#### **ARTICLE IV. ADOPTION AND AMENDMENT**

**Section 4.1. Effective Date.** The Bylaws shall become effective immediately upon a majority vote of approval by the City Council.

**Section 4.2. Amendments.** These Bylaws may be amended by majority vote of the City Council at any regular meeting of the City Council. All proposed amendments to the Bylaws shall be made available to the membership at least ten (10) days prior to the meeting at which the City Council will vote on the proposed changes. The effective date of the amendment shall become effective immediately upon a majority vote of approval by the City Council.