



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: City Clerk**

**Prepared by: Lindsay Lara, City Clerk**

**City Manager Approval:** \_\_\_\_\_

**TOPIC: ADA Access Advisory Committee Interviews**

**SUBJECT: INTERVIEWS OF APPLICANTS AND CONSIDERATION OF APPOINTMENTS TO FILL THREE FOUR-YEAR TERMS ON THE SAN RAFAEL ADA ACCESS ADVISORY COMMITTEE TO THE END OF OCTOBER 2022, DUE TO THE EXPIRATION OF TERMS OF FREDERIC DIVINE, ROB SIMON, AND THE RESIGNATION OF BROOKLYN RODDEN**

**RECOMMENDATION:**

Interview the following applicants and appoint applicants to fill three four-year terms on the ADA Access Advisory Committee, with a term to expire the end of October 2022:

Name	Name
Andrew Cullen	Michael Farris
Dianne Wolfe	Ross Elkins
Fredrick Divine	Timothy Lord
John Erdmann	Timothy Park

**BACKGROUND:**

On [September 4, 2018](#), the City Council called for applications to fill four four-year terms on the ADA Access Advisory Committee due to the expired terms of Fredric Divine, Eric Holm, Gladys Gilliland and Rob Simon, and nine (9) applications were received. Subsequent to the Call for Applications, Committee member Brooklynn Rodden resigned and interviews for the vacancies were not scheduled because the ADA Access Advisory Committee was in the process of changing their bylaws and scope. On [June 3, 2019](#), the City Council adopted a resolution repealing Resolution 12851 and establishing new bylaws for the ADA Access Advisory Committee, as well as released a Call for Applications to fill three four-year terms to the end of October 2022 as a second recruitment due to the new scope of the Committee. Eleven (11) applications were received in the City Clerk’s Office by the deadline of Tuesday, June 25, 2019. However, three candidates withdrew their applications.

**COMMUNITY OUTREACH:**

The call for applications for ADA Access Advisory Committee was advertised in Snapshot (the City Manager’s e-newsletter), the City website, Nextdoor, and Facebook social media platforms.

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

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**FOR CITY CLERK ONLY**

**File Number:**

**Council Meeting:**

**Disposition:**

**RECOMMENDED ACTION:** Interview applicants and make appointments.

**ATTACHMENTS:**

1. Eight (8) applications
2. ADA Access Advisory Committee Bylaws

**Profile**

Question applies to ADA Access Advisory Committee, Citizens Advisory Committee on Economic Development & Affordable Housing

**ADA Advisory Committee:** The deadline for filing applications is **Tuesday, June 25, 2019 at 5:00 p.m.** in the City Clerk's Office.

**CAC Advisory Committee:** The deadline for filing applications is **Tuesday, July 9, 2019 at 5:00 p.m.** in the City Clerk's Office.

Andrew \_\_\_\_\_ J \_\_\_\_\_ Cullen \_\_\_\_\_  
First Name Middle Initial Last Name

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

ADA Access Advisory Committee: Submitted

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

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

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

San Rafael \_\_\_\_\_ CA \_\_\_\_\_ 94901 \_\_\_\_\_  
City State Postal Code

**Are you a resident of San Rafael**

Yes  No

14 \_\_\_\_\_  
Resident of the City of San Rafael for how many years?

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

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

Lawrence Berkeley National \_\_\_\_\_ Environment, Health and Safety \_\_\_\_\_  
Laboratory Professional  
Employer Job Title

**Business Address**

\_\_\_\_\_

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

Other

**Interests & Experiences**

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

I participate in bicycle and pedestrian civic activities through the Marin County Cycle Coalition (MCBC) to increase accessibility and safety.

List any civic organizations of which you are a member:

---

MCBC

Education:

---

UC Berkeley, B.S. Chemistry, 2013 UC Berkeley, M.P.H. 2018-Present

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

---

I grew up in San Rafael and plan to reside in the city foreseeable future. I have a deep interest in making San Rafael the best that it can be. My studies in public health program at UC Berkeley has engaged me in many areas of community health and built environment. I am interested in serving on the ADA Advisory Committee to implement solutions that improve San Rafael's accessibility to the largest minority and that meet compliance requirements (DOJ/ADA). I have the skills to and experience to make a difference in my city and I want to be involved. As an Environment, Health and Safety professional at Berkeley Lab, I am passionate about creating a safe work place and protecting the environment. In working for a compliance driven department within the Department of Energy, I have repeatedly collaborated with stakeholders to develop solutions that enables world-class science while meeting regulatory requirements.

Question applies to ADA Access Advisory Committee

Please describe your involvement with the disabled community in San Rafael:

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I do not have any involvement currently with the disabled community in San Rafael.

Question applies to ADA Access Advisory Committee

If selected to serve, what reasonable accommodation requests should the committee facilitator know in order for you to fully participate?

---

None.

Question applies to ADA Access Advisory Committee

Do you officially represent an organization, agency, or group with services for people with disabilities?

---

Yes  No

Question applies to ADA Access Advisory Committee

If Yes to the question above, please indicate the name of the group and your position, and attach a letter of reference:

---

N/A.

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

---

None.

[Andrew Cullen Resume\\_061919.pdf](#)

Upload a Resume

---

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?**

---



# ANDREW CULLEN

## CONTACT



Tel: [REDACTED]



[REDACTED]



Linkedin.com/andrew-cullen



[REDACTED]  
San Rafael, CA, 94901

## Certifications

**CHMM**, 2018-Present

Certified Hazardous Materials Manager

**ASP**, 2019-Present

Associate Safety Professional

## Training

- OSHA 40-Hour HAZWOPER
- DOT Basic Awareness
- DOT Advance 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 Sciences*

*Anticipated 2020*

**University of California, Berkeley**

College of Chemistry

*Bachelors of Science, Chemistry*

**2013**

## RELEVANT EXPERIENCE

**Waste Management Chemist**

**June 2018 - Present**

*Lawrence Berkeley National Laboratory*

- Provided guidance, direction and recommendations to research and operations personnel to improve safety and regulatory compliance of hazardous waste
- Developed close relationships with multi-disciplinary teams to support planning and implementing improvements to EH&S programs
- Identified and strengthened technical program areas to ensure compliance with applicable regulations and to reduce risk to the institution
- Classified and certified waste with the application of generator process knowledge to meet on-site and off-site TSDF WACs and DOT regulations
- Interpreted federal, state and local regulations applicable to waste management

**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 in bacterial and mammalian cells
- Analyzed data and constructed manuscripts to communicate results
- Publicized research results through poster and PowerPoint presentations

**Profile**

Question applies to ADA Access Advisory Committee, Citizens Advisory Committee on Economic Development & Affordable Housing

**ADA Advisory Committee:** The deadline for filing applications is **Tuesday, June 25, 2019 at 5:00 p.m.** in the City Clerk's Office.

**CAC Advisory Committee:** The deadline for filing applications is **Tuesday, July 9, 2019 at 5:00 p.m.** in the City Clerk's Office.

Dianne \_\_\_\_\_ L \_\_\_\_\_ Wolfe \_\_\_\_\_  
First Name Middle Initial Last Name

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

ADA Access Advisory Committee: Submitted

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

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

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

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

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

94903 \_\_\_\_\_  
Postal Code

**Are you a resident of San Rafael**

Yes  No

7 years \_\_\_\_\_  
Resident of the City of San Rafael for how many years?

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

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

RestoreRehab \_\_\_\_\_  
Employer

Medical Case Manager \_\_\_\_\_  
Job Title

**Business Address**

\_\_\_\_\_

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

NextDoor

**Interests & Experiences**

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

No

List any civic organizations of which you are a member:

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No

Education:

---

MS Health Service Adm and R.N.

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

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I would like to serve my community, particularly people with disabilities

Question applies to ADA Access Advisory Committee

Please describe your involvement with the disabled community in San Rafael:

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I am a Registered nurse and have provided training to medical staff, law enforcement and attorneys on the needs of individuals with disabilities for many years. I work with many individuals with disabilities in San Rafael and throughout the Bay Area.

Question applies to ADA Access Advisory Committee

If selected to serve, what reasonable accommodation requests should the committee facilitator know in order for you to fully participate?

---

I do not currently require any accommodations.

Question applies to ADA Access Advisory Committee

Do you officially represent an organization, agency, or group with services for people with disabilities?

---

Yes  No

Question applies to ADA Access Advisory Committee

If Yes to the question above, please indicate the name of the group and your position, and attach a letter of reference:

---

N/A

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

---

None

[Dianne Wolfe - Resume.docx](#)

Upload a Resume

---

### 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:**

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None Selected

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

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None Selected

**How old are you?**

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None Selected

## Dianne Wolfe RN,MS

San Rafael, CA 94903

### Overview

Ms. Wolfe provides medical utilization review and case management services to self-administered employers, third-party administrators (TPAs), and insurance companies to coordinate and facilitate the expeditious restoration of health and maximum productivity of injured or ill employees covered by workers' compensation or group health.

She has experience working in healthcare with seniors and as a wellness director. She has extensive experience in curriculum development and teaching nationally for health and human services, law enforcement, attorneys, and managers. She also has training in emergency management and response.

Her specialties include curriculum development and training and disaster response and planning.

Her skills and areas of expertise include case management, clinical research, elder care, electronic medical records (EMR), health care management, health education, home care, hospitals, managed care, Medicaid, Medicare, mental health, nursing, quality improvement, social services, training, and wellness.

Her previous experience includes:

- Director of Clinical Services, Brightstar Home Care, Mill Valley CA, March 2013 to December 2014
  - Supervision of care staff, assessment of new home care clients, supervision of clinical staff.
  - Coordination of care with family and outside agencies
  - Training and course development for agency staff.
- Care Manager, Nurse Support, San Francisco Health Plan, San Francisco CA, July 2011 to 2013
  - Case management telephonically to connect patients to providers
  - Outreach to agencies to coordinate services for patients.
- Owner / Trainer, Critical Focus, Muir Beach, CA, 1994 to 2012
  - Grant writing, training and course development
  - National and international training on a variety of topics to healthcare, attorneys, law enforcement professionals and mental health staff
- Health Care Director, Aldersly Retirement Community, San Rafael CA, April 2008 to October 2010
  - Management of healthcare of independent and assisted living residents.
  - Supervision of caregiving staff
  - Communication with physicians to assist in care of residents.
  - Training of staff throughout facility.
  - Medication management for residents.
- Clinical Director, Living Independently, San Francisco Bay Area CA, 2007 to 2008
  - Assisting in training of agency staff on use of safety equipment for assisted living facilities.
  - Coordinate installation of equipment in facilities
- Assistant Director of Nursing, Jewish Home, San Francisco CA, 2006 to 2007
  - Nursing supervision of staff of a 400 bed skilled nursing facility.
- Clinical Director, Center for Elders Independence, Oakland CA, 2005 to 2006
  - Supervision of clinical staff caring for seniors with multi-medical problems and socio-economic

### Qualifications

#### Licensing

- Registered Nurse (RN), CA 173657, expires 01/31/2020

#### Education

- MS, Health Service Administration, St. Mary's College of California, 1995

## Dianne Wolfe RN,MS

██████████.  
San Rafael, CA 94903  
██████████

- challenges.
- Supervision of medication management.
  
- Mental Health Liaison, Psych Liaison, San Francisco, CA, 1986 to 1992
  - Liaison between mental health department and San Francisco Police Department
  - Assistance in coordination of assessment of patients who were a danger to self or others and were in need of evaluation for hospitalization.
  - Training of staff throughout mental health and police department on dealing with individuals with mental illness.
  - Dignitary protection working with S.F.P.D.
- Psychiatric Nurse, City and County of S.F. 1976-1986
  - Crisis intervention, home visits, coordination of involuntary hospitalizations
  - One to one therapy and medication management

## Profile

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

ADA Access Advisory Committee: Submitted

Fredric

First Name

Middle Initial

Divine

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

San Rafael

City

CA

State

94901

Postal Code

[Redacted]

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

Business: [Redacted]

Primary Phone

Home: [Redacted]

Alternate Phone

self

Employer

architect

Job Title

### Business Address

1924 Fourth Street San Rafael, Ca. 94901

## Interests & Experiences

### Do you participate in any civic activities?

active in Chamber, many past city committees, non-profit work, rep payee for at least 14 SSA disabled folks

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

San Rafael Chamber of Commerce

**Education:**

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B Arch, UC Berkeley, 1970 (five year program)

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

---

ADA: because I have, I work with and know the issues as an architect, am very hard of hearing so get the issues personally, and work with (voluntarily) a number of disabled folks so am reminded of the importance

Question applies to ADA Access Advisory Committee

**Please describe your involvement with the disabled community in San Rafael:**

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see above and I work with a lot of non-profits and have for years but am not directly involved: Ritter Center, Buckelew Programs, Homeward Bound, St. Vincent's Dining Hall, etc.

Question applies to ADA Access Advisory Committee

**If selected to serve, what reasonable accommodation requests should the committee facilitator know in order for you to fully participate?**

---

none

Question applies to ADA Access Advisory Committee

**Do you officially represent an organization, agency, or group with services for people with disabilities?**

---

Yes  No

Question applies to ADA Access Advisory Committee

**If Yes to the question above, please indicate the name of the group and your position, and attach a letter of reference:**

---

no response is supposed to be required but I had to type this to submit!!!

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

---

none that I am aware of

---

Upload a Resume



**CITY OF SAN RAFAEL**

**APPLICATION TO SERVE AS MEMBER OF ADA ACCESS ADVISORY COMMITTEE**

NAME: John Erdmann

STREET ADDRESS: [REDACTED]

CITY/STATE/ZIP CODE: San Rafael CA 94903

RESIDENT OF THE CITY OF SAN RAFAEL FOR 47 YEARS

PRESENT WORK POSITION: Retired

NAME OF FIRM: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\* HOME & BUSINESS PHONE #'s: [REDACTED]

\* E-MAIL ADDRESS (optional): [REDACTED]

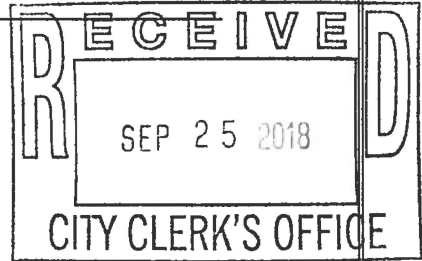
EDUCATION: BS Univ of Wisconsin - Chem Engrg

DESCRIBE YOUR INVOLVEMENT WITH THE DISABLED COMMUNITY IN SAN RAFAEL:  
Currently an alternate member of ADA committee

DO YOU OFFICIALLY REPRESENT AN ORGANIZATION, AGENCY, OR GROUP WITH SERVICES FOR PEOPLE WITH DISABILITIES? YES \_\_\_\_\_ NO x

IF YES, PLEASE INDICATE THE NAME OF THE GROUP AND YOUR POSITION, AND ATTACH A LETTER OF REFERENCE:  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU REPRESENT THE BUSINESS COMMUNITY? YES \_\_\_\_\_ NO x



IF YES, PLEASE INDICATE THE NAME OF THE BUSINESS AND YOUR POSITION:

N/A

YOUR REASONS FOR WANTING TO SERVE:

To hopefully give back something to the community

IF SELECTED TO SERVE, WHAT REASONABLE ACCOMMODATION REQUESTS SHOULD THE COMMITTEE FACILITATOR KNOW, IN ORDER FOR YOU TO FULLY PARTICIPATE?

None

DESCRIBE POSSIBLE AREAS IN WHICH YOU MAY HAVE A CONFLICT OF INTEREST WITH THE CITY:

None

SIGNATURE: John E. Robinson

DATE: 9/25/18

FILING DEADLINE:

MAIL OR DELIVER TO:

Date: Wednesday, September 26, 2018  
Time: 5:00 p.m.

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



CITY OF SAN RAFAEL

APPLICATION TO SERVE AS MEMBER OF ADA ACCESS ADVISORY COMMITTEE

EEET

APR 17 2019



CITY CLERK'S OFFICE

NAME: MICHAEL FARRIS

STREET ADDRESS:



CITY/STATE/ZIP CODE: SAN RAFAEL, CA 94901

RESIDENT OF THE CITY OF SAN RAFAEL FOR 14 YEARS

PRESENT WORK POSITION: VERTICAL TRANSPORTATION CONSULTANT

NAME OF FIRM: VDA (Van Deusen & Associates)

BUSINESS ADDRESS: 1388 SUTTER STREET, S.F., CA 94109

\* HOME & BUSINESS PHONE #



\* E-MAIL ADDRESS (optional):

EDUCATION:

B.S. Business Admin, Cal Poly, S.L.O.

SRHS, DAVIDSON JR. HIGH, COLEMAN SCHOOL

DESCRIBE YOUR INVOLVEMENT WITH THE DISABLED COMMUNITY IN SAN RAFAEL:

MINOR INVOLVEMENT AS AN ELEVATOR CONSULTANT IN ASSISTED LIVING FACILITIES & HOSPITALS

DO YOU OFFICIALLY REPRESENT AN ORGANIZATION, AGENCY, OR GROUP WITH SERVICES FOR PEOPLE WITH DISABILITIES? YES X NO

IF YES, PLEASE INDICATE THE NAME OF THE GROUP AND YOUR POSITION, AND ATTACH A LETTER OF REFERENCE:

I AM THE WESTERN REGION V.P. AT VDA. HAVE BEEN DESIGNING ELEVATORS & PLATFORM LIFTS OVER 30 YEARS

DO YOU REPRESENT THE BUSINESS COMMUNITY? YES X NO

IF YES, PLEASE INDICATE THE NAME OF THE BUSINESS AND YOUR POSITION:

VDA

REGIONAL VICE PRESIDENT



YOUR REASONS FOR WANTING TO SERVE:

SAN RAFAEL IS MY HOME.  
THERE DOES NOT APPEAR TO BE AN ENFORCE-  
MENT AUTHORITY FOR DISABLED ACCESS ON  
ELEVATORS.

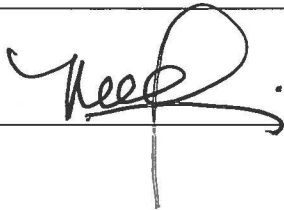
IF SELECTED TO SERVE, WHAT REASONABLE ACCOMMODATION REQUESTS SHOULD THE COMMITTEE FACILITATOR KNOW, IN ORDER FOR YOU TO FULLY PARTICIPATE?

NONE

DESCRIBE POSSIBLE AREAS IN WHICH YOU MAY HAVE A CONFLICT OF INTEREST WITH THE CITY:

S.R. MAY REQUIRE MY SERVICES IN CITY  
BUILDINGS

SIGNATURE:

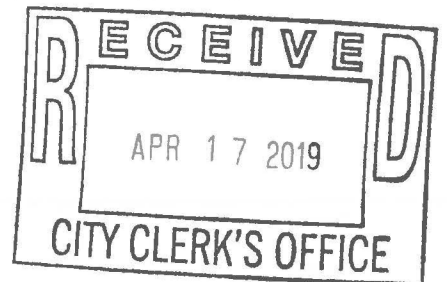


DATE: 1-29-19

MAIL OR DELIVER TO:

City of San Rafael  
City Hall, Dept. of City Clerk  
1400 Fifth Avenue, Room 209  
P.O. Box 151560  
San Rafael, CA 94915-1560

\*Information kept confidential to the extent permitted by law





**CITY OF SAN RAFAEL**

**APPLICATION TO SERVE AS MEMBER OF ADA ACCESS ADVISORY COMMITTEE**

NAME: MICHAEL D. FARRIS

STREET ADDRESS: [REDACTED]

CITY/STATE/ZIP CODE: SAN RAFAEL, CA 94901

RESIDENT OF THE CITY OF SAN RAFAEL FOR 20 YEARS

PRESENT WORK POSITION: VERTICAL TRANSPORTATION CONSULTANT

NAME OF FIRM: VAN DENUSEN & ASSOC (VDA)

BUSINESS ADDRESS: 1388 SUTTER #1008, S.F. CA 94109

\* HOME & BUSINESS PHONE #'s: [REDACTED]

\* E-MAIL ADDRESS (optional): [REDACTED]

EDUCATION: B.S. CAL POLY, San Luis Obispo

DESCRIBE YOUR INVOLVEMENT WITH THE DISABLED COMMUNITY IN SAN RAFAEL:

Nothing to date

DO YOU OFFICIALLY REPRESENT AN ORGANIZATION, AGENCY, OR GROUP WITH SERVICES FOR PEOPLE WITH DISABILITIES? YES X NO \_\_\_\_\_

IF YES, PLEASE INDICATE THE NAME OF THE GROUP AND YOUR POSITION, AND ATTACH A LETTER OF REFERENCE:

I am an elevator consultant. I design, specify, inspect and commission elevators, lifts, etc.

DO YOU REPRESENT THE BUSINESS COMMUNITY? YES \_\_\_\_\_ NO X

IF YES, PLEASE INDICATE THE NAME OF THE BUSINESS AND YOUR POSITION:

\_\_\_\_\_  
\_\_\_\_\_

YOUR REASONS FOR WANTING TO SERVE:

I love my community and feel I have something to offer

IF SELECTED TO SERVE, WHAT REASONABLE ACCOMMODATION REQUESTS SHOULD THE COMMITTEE FACILITATOR KNOW, IN ORDER FOR YOU TO FULLY PARTICIPATE?

NONE

DESCRIBE POSSIBLE AREAS IN WHICH YOU MAY HAVE A CONFLICT OF INTEREST WITH THE CITY:

I am the vertical transportation consultant on a few projects within the City of San Rafael. I do not see this as a conflict but some may.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MAIL OR DELIVER TO:  
City of San Rafael  
City Hall, Dept. of City Clerk  
1400 Fifth Avenue, Room 209  
P.O. Box 151560  
San Rafael, CA 94915-1560

\*Information kept confidential to the extent permitted by law

I have yet to see a disabled access inspector in San Rafael.

## Michael D. Farris, Vice President-West Coast Region



Mr. Farris has more than 35 years of professional experience in the design of elevator and escalator systems for new construction projects, new equipment in existing buildings, and the modernization of vertical transportation equipment.

His responsibilities include overall management and business development for the San Francisco office and Western United States. Additionally, he is responsible for vertical transportation design, development and coordination in both new and existing structures, including preparation of elevator systems' traffic analyses and design recommendations; construction drawings, specifications and construction phase services. Mr. Farris has been a Certified Elevator Inspector for over 20 years.

YEARS EXPERIENCE: 37  
WITH CURRENT FIRM: 5

### EDUCATION

- B.S. Business Administration California Polytechnic State University, San Luis Obispo, CA

### RELEVANT EXPERIENCE

The Presidio Building 105  
San Francisco, CA

Atascadero Library Building  
Atascadero, CA

Department of General Services Office  
Building, Sacramento, CA

Occidental Petroleum  
Center/Hammer Museum  
Los Angeles, CA

San Francisco OCME Facility  
San Francisco, CA

California Polytechnic State University  
Performing Arts Center  
San Luis Obispo, CA

Santa Rosa Charter School for the Arts  
Santa Rosa, CA

San Francisco State University - Ongoing  
Consulting Services, San Francisco, CA

UCSF Medical Center- Moffitt & Long  
Hospital, San Francisco, CA

University of San Francisco-Loyola House  
San Francisco, CA

LA City Hall Seismic Rehabilitation and  
Historic Restoration  
Los Angeles, CA

US Mint  
San Francisco, CA

County of San Luis Obispo PS# 1297  
San Luis Obispo, CA

Hilo Federal Building  
Hilo, HI

San Diego International Airport  
T2 Parking Plaza  
San Diego, CA

Maurice and Paul Marciano Art Foundatiior  
Los Angeles, CA

California Department of Corrections and  
Rehabilitation -Health Care Facility  
Improvement Project, Tracy, CA

Rosa Parks Senior Center  
San Francisco, CA

SFSU-Recreation and Wellness Center,  
San Francisco, CA

University of California, Davis - Sproul  
Hall, Davis, CA

Santa Ana Police Facility  
Santa Ana, CA

SOKA University  
Aliso Viejo, CA

**Profile**

Ross \_\_\_\_\_ Elkins \_\_\_\_\_  
First Name Middle Initial Last Name

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

ADA Access Advisory Committee: Submitted  
Bicycle & Pedestrian 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

44 years \_\_\_\_\_  
Resident of the City of San Rafael for how many years?

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

\_\_\_\_\_  
Alternate Phone  
Electrical/Computer Engineer,  
Auto shop teacher SRHS ROP,  
auto mechanic  
Job Title

retired \_\_\_\_\_  
Employer

**Business Address**

\_\_\_\_\_

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

None Selected

**Interests & Experiences**

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

I participate in public reachout through my interest in Astronomy and investment in professional level equipment.

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

Its a nice time to start now that I am retired.

**Education:**

---

ASEE electrical engineering

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

---

So that I can help by giving back to my community

Question applies to ADA Access Advisory Committee

**Please describe your involvement with the disabled community in San Rafael:**

---

Ross My brother Dr. Alan Elkins was a paraplegic for many years so I learned a lot thru helping him and dealing with the issues personally. As a former auto mechanic, I met with local shops that specializes in handicapped equipment in order to learn about, install and repair the gear that made my brothers life easier, from wheelchairs to powered chairs, automotive hand controls, ramps, automated doors etc. My brother was a psychiatrist and we talked alot about the pressures, fears, the good and bad of living with a lifechanging incident.

Question applies to ADA Access Advisory Committee

**If selected to serve, what reasonable accommodation requests should the committee facilitator know in order for you to fully participate?**

---

n/a

Question applies to ADA Access Advisory Committee

**Do you officially represent an organization, agency, or group with services for people with disabilities?**

---

Yes  No

Question applies to ADA Access Advisory Committee

**If Yes to the question above, please indicate the name of the group and your position, and attach a letter of reference:**

---

n/a

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

---

Cannot think of any.

[feb9\\_2018\\_SRCITY\\_APP.pages](#)

Upload a Resume

---

**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:**

---

None Selected

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

---

None Selected

**How old are you?**

---

None Selected

**Profile**

Timothy \_\_\_\_\_ R \_\_\_\_\_ Lord \_\_\_\_\_  
First Name Middle Initial Last Name

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

ADA Access Advisory Committee: Submitted

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

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

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

san rafael \_\_\_\_\_  
City

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

94903 \_\_\_\_\_  
Postal Code

**Are you a resident of San Rafael**

Yes  No

20 years \_\_\_\_\_  
Resident of the City of San Rafael for how many years?

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

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

TrueNorth Projects, LLC \_\_\_\_\_  
Employer

Counsel \_\_\_\_\_  
Job Title

**Business Address**

\_\_\_\_\_

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

None Selected

**Interests & Experiences**

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

Little League and High School baseball Boards and field maintenance activities

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

Dixie Terra Linda Little League Board (6 years); Member, Terra Linda High School Athletic Boosters (1 year)



**Education:**

---

Tulane Law School, Juris Doctor, 1992 University of California, Riverside, Bachelor of Science, Economics, 1988

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

---

Provide assistance to the City in in compliance with ADA

Question applies to ADA Access Advisory Committee

**Please describe your involvement with the disabled community in San Rafael:**

---

Personal experience with neighbor who has a disabled daughter.

Question applies to ADA Access Advisory Committee

**If selected to serve, what reasonable accommodation requests should the committee facilitator know in order for you to fully participate?**

---

None

Question applies to ADA Access Advisory Committee

**Do you officially represent an organization, agency, or group with services for people with disabilities?**

---

Yes  No

Question applies to ADA Access Advisory Committee

**If Yes to the question above, please indicate the name of the group and your position, and attach a letter of reference:**

---

n/a

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

---

None

[Resume of Timothy R Lord Esq..pdf](#)

Upload a Resume

---

**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:**

---

None Selected

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

---

None Selected

**How old are you?**

---

None Selected

**TIMOTHY R. LORD**

**San Rafael, California 94903**

**Email: t**

**PROFESSIONAL EXPERIENCE**

**General Litigation and Trial Counsel, TrueNorth LLC Groups (2010-Present)**

Provide legal advises to diversified domestic and international maritime transportation group of companies on business. Supervise and implement all phases of company risk management including insurance and claims handling, foreign and domestic litigation/arbitration supervise outside counsel and handle litigation as First Chair;

**Co-Chair, Admiralty/Energy Group, Lewis, Brisbois, Bisgaard & Smith (2004-2010)**

Develop and Supervised Am-Jur 100 law firm's national Admiralty/Energy Practice Group handling of maritime matters: personal injury including Jones Act, products liability, vessel arrests, limitation of liability, in rem, salvage, collisions, regulatory, environmental (OPA'90); maritime and government contracts; property damage claims; shipboard investigations and marine insurance coverage.

**Partner-in-Charge, Kaye, Rose and Maltzman (2001-2004)**

Partner in San Francisco Office of mid-sized P&I correspondent maritime firm; handled and supervised broad range of defense litigation including personal injury for major international ocean carriers and cruise lines; negotiated maritime contracts and drafted charter parties and bills of lading and advised on environmental and compliance issues.

**Trial Attorney, Civil Div., Torts Branch, Admiralty/Aviation Section (1992-2001)**

Represented the United States Departments and Agencies nation-wide in over 25 federal trial and appellate courts and Supreme Court involving maritime personal injury including wrongful death and Jones Act claims, cargo claims, OPA'90 civil prosecution/criminal assist, salvage, ship mortgage foreclosures, property claims; Oceania Regional Response Team Representative.

**EDUCATION/BAR ADMISSIONS/MEMBERSHIP:**

Tulane Law School, Juris Doctor, 1992 Editor: Tulane Maritime Law Journal  
University of California, Riverside, Bachelor of Science, Economics, 1988  
Pennsylvania Bar: 1992 (inactive); California Bar: 2001; Washington Bar: 2003  
Maritime Law Association, Proctor in Admiralty

**Profile**

Timothy \_\_\_\_\_ Park \_\_\_\_\_  
First Name Middle Initial Last Name

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

ADA Access Advisory Committee: Submitted

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

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

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

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

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

94903 \_\_\_\_\_  
Postal Code

**Are you a resident of San Rafael**

Yes  No

94903 \_\_\_\_\_  
Resident of the City of San Rafael for how many years?

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

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

Marin Ventures \_\_\_\_\_  
Employer

Creative Arts Director \_\_\_\_\_  
Job Title

**Business Address**

\_\_\_\_\_

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

None Selected

**Interests & Experiences**

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

local game nights, city council meetings, volunteering with Red Cross, at the Food Bank attend farmer's market, run and participate in art shows, Friday Night Art Walk

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

American Red Cross Sea Shepherd Conservation Society Veterans for Peace Iraq and Afghanistan Veterans of America Sierra Club

**Education:**

---

Bachelors in Fine Art from Arkansas Tech University

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

---

Representing the needs and concerns of myself, my clients, and other disabled members of the community.

Question applies to ADA Access Advisory Committee

**Please describe your involvement with the disabled community in San Rafael:**

---

I work daily with developmentally and intellectually disabled adults with mild to grave physical disabilities in a day program in San Rafael, and I am myself a disabled veteran living in San Rafael.

Question applies to ADA Access Advisory Committee

**If selected to serve, what reasonable accommodation requests should the committee facilitator know in order for you to fully participate?**

---

No accommodations needed at this time.

Question applies to ADA Access Advisory Committee

**Do you officially represent an organization, agency, or group with services for people with disabilities?**

---

Yes  No

Question applies to ADA Access Advisory Committee

**If Yes to the question above, please indicate the name of the group and your position, and attach a letter of reference:**

---

Marin Ventures I don't see an option for attaching a letter of reference. I will request one and have it mailed.

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

---

I can't see any, except if the City making choices that went counter to the interests of the disabled.

[Resume05122016.docx](#)

Upload a Resume

---

**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:**

---

None Selected

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

---

None Selected

**How old are you?**

---

None Selected

Timothy D. Park

[REDACTED], San Rafael, CA 94903

[REDACTED]

[REDACTED]

## QUALIFICATIONS

I am a fine artist and illustrator with experience working with all traditional media as well as various digital media, and am adept at moving back and forth between them as needed. I have experience in graphic design, logo design, storyboarding, concept art and other areas of visual design. For the last 15 years, I have also instructed art to intellectually disabled adults and, less frequently, high school student. I am technically literate, able to work with most office software, and able to rapidly pick up what I do not already know as the mission requires.

## EDUCATION

B.A. Fine Art, Emphasis on painting and sculpture, Arkansas Tech University, Russellville, AR, 1997

## EXPERIENCE

Art Studio Director, Marin Ventures, 2014 - present

Duties include facilitating and instructing art classes for developmentally disabled adults with mental illness, managing The Arc-Solano's gallery space, representing the Art@Arc consumer-artists to other galleries, shows and competitions, grant-writing and other fund raising, creation and support of a web presence for The Arc-Solano and the Art@Arc program, and general technical support for The Arc-Solano.

Studio Director, Entertaining Arts Studios, 1999-present

Freelance graphic design and illustration using traditional 2D media as well as Photoshop, Illustrator, Flash, Premiere Pro, After Effects and other software. Duties include storyboard illustration, character design, concept art, set and prop design, scene layout, illustration, pre-visualization of product, web design, logo design, animation, cover design, t-shirt and other clothing design.

Studio Director, Art@Arc, The Arc-Solano 2002-2014

Duties include facilitating and instructing art classes for developmentally disabled adults with mental illness, managing The Arc-Solano's gallery space, representing the Art@Arc consumer-artists to other galleries, shows and competitions, grant-writing and other fund raising, creation and support of a web presence for The Arc-Solano and the Art@Arc program, and general technical support for The Arc-Solano.

Production Specialist, IMC Studios Incorporated 1999-2002

Duties included: web design and maintenance, graphic design for print and web, animation for video and web, character design, scene design, storyboarding, videography and video and audio editing.

Member, Board of Directors, Arkansas River Valley Arts Center 1998-2002

United States Army. Construction Equipment Repair and Maintenance 1987-1992  
Gulf War veteran.

#### EXHIBITS

Collegiate Competition, May 1995, Arkansas River Valley Arts Center  
1995 Retrospective, December 1995, Arkansas River Valley Arts Center  
Christmas Feast Fundraising Auction, December 1995, Arkansas River Valley Arts Center  
Collegiate Competition, May 1996, Arkansas River Valley Arts Center  
Collegiate Competition, March 1997, Arkansas River Valley Arts Center  
Senior Art Exhibit, April 1997, Arkansas Tech University  
Annual Invitational, 1997, Arkansas River Valley Arts Center  
Myth and Mystery Invitational, September 1998, Arkansas River Valley Arts Center  
Visions, Dreams & Reflections Invitational, August 1999, Arkansas River Valley Arts Center  
Figure Drawing Retrospective, 1999, Arkansas River Valley Arts Center  
Annual Invitational, 2000, Arkansas River Valley Arts Center  
Art in the Family retrospective, March 2006, Arkansas Tech University.  
Invitational, 2007, Arts Benicia.  
The Arc-Solano, Teacher and Students, August 2009, The Arc-Solano.

#### PUBLICATIONS

Illustrator, Joseph Shmitz's *Mystery Of The Bell Tower*, 2014.  
Storyboards for action and dance sequences, *Stomp The Yard II*, 2010.  
Illustrator and Graphic Design, Vallejo Rugby Tournament promotions, October 2009.  
Illustrator, San Rafael Friends of the Library event promotion, September 2009.  
Storyboards, The Georgia Lottery and Atlanta Falcon's \$500,000 Kickoff, September 2009.  
Illustrator, Mary-Elizabeth's *The Morningstar Stone: The Forest of the Ancients*, iUniverse Press, 2009.  
CD cover, Simple Syrup's self-titled album, 2009.  
CD cover, Excuse The Blood's self-titled album, 2009.  
Storyboards, TBS's *Meet The Browns* commercials, 2009.  
Illustrator and book design, *Lizzie Gets A Front Row Seat: 100 Years Ago In San Rafael*, January 2009.  
Website, Chaucer Theatre, <http://www.ChaucerTheatre.org>, January 2009.  
Logo, Jawnty.com, 2008.  
Storyboards, NBC's *Heroes* webisodes, *The Recruit*, 2008.  
Illustrator and package designer, Nestle's Carlos V sweepstakes promotion materials.  
Illustrator, Robert K. Wineland's *Staying Out Of Trouble*, 2008.  
Illustrator, Robert G. Tyson's *80 Days*, publish date TBD.  
Illustrator, R. R. Turner's *Wolfgang Nation*, Lulu Press, 2007.  
Illustrator, John Montgomery's *Fall of Daoradh* novel. iUniverse press, 2007.  
Illustrator, *The Compleat Crabber* by Christopher R. Reaske, Burford Books, 2006.  
CD Cover, *Simply Jazz* album, 2005.  
Character art for packaging, and animation pitch for *Bento Babeys* television show and picture book.



## ORGANIZATIONS

American Red Cross, Disaster Services and Services to Armed Forces, 2015-present

Volunteer, Sea Shepherd Conservation Society, 2012-present

Board Member, Geoffrey Chaucer & Co., 2007- 2012

Board Member, Arkansas River Valley Arts Center 1994-2002

Volunteer, Visual Arts Committee, Arkansas River Valley Arts Center 1995-2002

Member, Arkansas Artists Registry 1995

Member, Arkansas River Valley Artists Registry 1995-2002

Volunteer, Museum of Prehistory & Prehistory, Arkansas Tech University 1997-2002

Volunteer, Help Network, Inc. 1999-2001

Volunteer, United Way 1999

## REFERENCES

Available on request.

**THE CITY OF SAN RAFAEL  
AMERICANS WITH DISABILITIES ACT ACCESS ADVISORY COMMITTEE  
BYLAWS**

**ARTICLE I. NAME AND PURPOSE**

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Americans with Disabilities Act Access Advisory Committee, hereinafter referred to as the "ADA Access Advisory Committee," or the "Committee."

**Section 1.2. Purpose.** The ADA Access Advisory Committee provides valuable input in determining disability policy for the City of San Rafael. The ADA Access Advisory Committee provides input, advises the City on matters relating to people with disabilities, and is a primary public networking resource between persons with disabilities, disability service agencies, representatives from government agencies, and others. Members of the committee represent a broad cross-section of members of the community with disabilities, reflecting multiple disabilities, and the cultural and gender diversity of the wider disability community. The ADA Access Advisory Committee works in conjunction with the City of San Rafael.

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

The ADA Access Advisory Committee may:

1. Act as a liaison between the City and the disabled community living and doing business in the City of San Rafael;
2. Assist the City with ADA projects including, but not limited to the: Self Evaluation, Transition Plan, publicity, website content, training, and emergency planning for persons with disabilities;
3. Solicit public input on city-related ADA projects and programs and provide a public forum for individuals with disabilities and groups representing people with disabilities;
4. Facilitate community awareness and advocacy by identifying and articulating common concerns;
5. Advise and educate members of the disability community, City staff, and the public about disability rights and accessibility issues;
6. Provide input to the City for the removal of physical barriers in City facilities, on City property, and the public rights-of-way based upon identified needs and

budget;

7. Work to improve accessibility for persons with disabilities throughout the community;
8. Promote emerging state and national disability issues relevant to the City;
9. Provide input for prioritizing barrier removal projects that are funded in the Capital Improvement Plan. The Director of Public Works shall have the final decision over the approval and authorization of projects;
10. Provide input on Disabled Access Hardship Applications submitted to the Building Division on permitted projects. The Chief Building Official shall have the final decision over the Disabled Access Hardship Application.

The ADA Access Advisory Committee is **not** involved in:

1. ADA compliance related to private development applications, approvals, or enforcement other than Disabled Access Hardship Applications as described above. This responsibility is carried out by the Community Development Department.
2. Grievances under the ADA directed toward the City. Anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of San Rafael shall fall under the provisions of the City's grievance procedure.
3. Project review and approval. Existing Boards or Commissions (such as the Design Review Board or Planning Commission) that are established for public or private project review and approval, which includes full ADA compliance, shall remain with those Boards and Commissions.
4. City bids, contracts and agreements. The City has full responsibility to ensure that all approved bids, contracts and agreements are in full compliance under the ADA.

**Section 1.4. Brown Act.** All meetings of the ADA Access Advisory Committee shall be open and public, and all persons shall be permitted to attend any meeting of the ADA Access Advisory Committee, except as otherwise provided in the Ralph M. Brown Act. (Government Code Sections 54950 et seq.) 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 II. MEMBERSHIP**

**Section 2.1. Number of Members.** The ADA Access Advisory Committee shall

consist of seven (7) voting members, one (1) alternate member, and one (1) non-voting City staff member who will act as the Committee Chairperson. The City staff member will typically be the City's ADA Coordinator, but in all instances shall be the person appointed by the City Manager.

**Section 2.2. Eligibility.** The seven (7) voting ADA Committee members and one (1) alternate shall consist of the following, each having the same duties and responsibilities:

1. Persons who are, or family members of, City of San Rafael residents with disabilities; and/or
2. Individuals residing in the City of San Rafael serving persons with disabilities in Marin County; and/or
3. Property owners, business owners, or individuals residing in the City of San Rafael with expertise and/or affiliations with private or public organizations concerned with issues of accessibility and/or other issues of concern to persons with disabilities; and/or
4. One member of the Committee may represent the San Rafael business community interest.

Membership on the Committee shall not be limited based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age or sexual orientation. An effort will be made to ensure that the membership is balanced and diverse based on the eligibilities above.

**Section 2.3. Appointment of Committee Members.** Voting Committee members and alternate member shall be appointed by the City Council. Appointments shall be published on the website for the City of San Rafael and as otherwise determined by the City Clerk.

**Section 2.4. Terms of Appointment.** Each Committee member shall serve a minimum term of four (4) years but not more than two terms. 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 ninety (90) days before the end of his/her term whether he/she wishes to continue his/her membership.

**Section 2.5. Resignation.** All resignations from the ADA Access Advisory Committee shall be submitted in writing to the Chairperson. The resigning Committee member should provide as much notice as possible.

**Section 2.6. 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 three (3) consecutive ADA Committee meetings without notification to the Chairperson, or six absences (whether excused or unexcused) in any term, shall result in immediate review of Committee membership by the Committee. If agendized for such action, the Committee may vote to remove the absent Committee member and declare the position to be vacant. Such voting may be on the same day as the review or at a future meeting. Previously dismissed Committee members may be eligible for reappointment to the Committee in accordance with Section 2.4.

**Section 2.7. Vacancies.** Vacancies, no matter how arising, shall be published on the website for the City of San Rafael and as otherwise determined by the City Clerk.

**Section 2.8. Compensation.** Committee members serve without compensation.

**Section 2.9. Duties of the Chairperson.** The Chairperson shall preside over all ADA Access Advisory Committee meetings and shall be responsible for preparing agendas, meeting minutes, and maintaining records of documents submitted to the Committee for consideration at the meeting. 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. Meetings shall be held quarterly on the first Wednesday of March, June, September and December at 2:00 p.m. at City Hall. If the regular meeting dates fall on a legal holiday, that meeting may be held on a date selected by the Committee at the regular meeting preceding the holiday.

**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. Agenda packets for regular meetings will be provided to the Committee members at least two (2) business days before the scheduled meeting.

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

**Section 3.4. Quorum.** Four (4) voting members of the Committee shall constitute a quorum for the transaction of business at any regular or special meeting of the ADA Access 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 recommendation that will be presented to the City Council, City Manager, Director of

Public Works, or Chief Building Official, 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.

#### **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 amendment shall become effective immediately upon a majority vote of approval by the City Council.