



SAN RAFAEL CITY COUNCIL STAFF REPORT

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: _____ 

TOPIC: ADA ACCESS ADVISORY COMMITTEE APPOINTMENTS

SUBJECT: REAPPOINT TIMOTHY PARK AND APPOINT FRANCINE FALK-ALLEN AND RAED AL-ZAHER TO FILL THREE FOUR-YEAR TERMS TO THE END OF OCTOBER 2026 ON THE ADA ACCESS ADVISORY COMMITTEE DUE TO THE EXPIRATION OF TERMS OF DIANNE WOLFE, TIMOTHY PARK AND FREDRIC DIVINE

RECOMMENDATION:

Reappoint Timothy Park, and Appoint Francine Falk-Allen and Raed Al-Zaher to Fill Three Four-Year Terms on the ADA Access Advisory Committee to the End of October 2026 Due to the Expiration of Terms of Dianne Wolfe, Timothy Park and Fredric Divine.

BACKGROUND:

On November 29, 2022, the City Clerk called for applications for the ADA Access Advisory Committee to fill three four-year terms to the end of October 2026 due to the expiration of terms of Dianne Wolfe, Timothy Park and Fredric Divine. Fredric Divine will be terming off of the Committee and was not eligible for reappointment, and Alternate Member Francine Falk-Allen had applied to serve as a full voting member. Three (3) applications were received by the deadline of December 21, 2022, and staff recommends the reappointment/appointment of the three applicants to the end of October 2026.

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. [Meetings](#) are held on the First Wednesday of March, June, September and December at 2:00 p.m. at San Rafael City Hall.

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

COMMUNITY OUTREACH:

The call for applications was advertised through mass email notification, the City website, social media platforms, and physically posted at City facilities.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

RECOMMENDED ACTION:

Reappoint Timothy Park, and Appoint Francine Falk-Allen and Raed Al-Zaher to Fill Three Four-Year Terms on the ADA Access Advisory Committee to the End of October 2026 Due to the Expiration of Terms of Dianne Wolfe, Timothy Park and Fredric Divine.

ATTACHMENT:

1. Three (3) applications
2. Bylaws

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, December 02, 2022 6:35:32 PM
Last Modified: Friday, December 02, 2022 6:47:41 PM
Time Spent: 00:12:09
IP Address: 73.71.174.187

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Q1

Contact Information

First and Last Name	Francine Falk-Allen
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q3

ADA Access Advisory Committee

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

35 years, although broken into two segments with a five year hiatus in the middle.

Q8

Business Information

Company	Francine Falk-Allen, Author
Address	[REDACTED]
City/Town	San Rafael
ZIP/Postal Code	94901

Boards and Commissions Application

Q9

How did you hear about this vacant position?

City Manager's Newsletter,

Other (please specify):

Originally Don Jeppson asked me to volunteer as an alternate

Q10

Do you participate in any civic activities? If so, what are they?

ADA Committee as an alternate. Actively support financially several non-profits, especially Homeward Bound, Ritter House, MCIL, Vivalon, Adopt a Family, Marin Community Clinics and others.

Q11

List any civic organizations of which you are a member:

ADA committee, alternate.

Q12

Education:

BA in Managerial Acctg, SSU; past Enrolled Agent (tax specialist with extensive tax education; designation by IRS); four years of college level art classes

Q13

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

As a person with a disability, I am very aware of which aspects of the ADA need further implementation in our community and which aspects are misunderstood, in particular by contractors.

Q14

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

I can't think of any.

Q15

Respondent skipped this question

Upload your resume.

Page 4: Demographics

Q16

Ethnicity



Q17



To which gender do you most identify?

Q18



How old are you?

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, December 12, 2022 2:42:56 PM
Last Modified: Monday, December 12, 2022 2:56:44 PM
Time Spent: 00:13:48
IP Address: 199.88.89.34

Page 1

Q1

Contact Information

First and Last Name	Raed Al-Zaher
Address	[REDACTED]
City/Town	San Rafael
State/Province	California
ZIP/Postal Code	91904
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q3

ADA Access Advisory Committee

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

Over a year.

Q8

Business Information

Company	City of San Rafael
Address	1400 Fifth ave
City/Town	San Rafael
ZIP/Postal Code	94901

Q9

City Manager's Newsletter

How did you hear about this vacant position?

Q10

Do you participate in any civic activities? If so, what are they?

No

Q11

List any civic organizations of which you are a member:

N/A

Q12

Education:

Bachelor's Degree in Fire Protection and Safety Engineering.
Master's Degree in Engineering Sciences.

Q13

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

I think I have much to learn about how decisions are made with stakeholder input. I believe I have some knowledge to contribute to the conversation regarding ADA improvements in San Rafael.

Q14

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

I am a Junior Engineer in Public Works.

Q15

Respondent skipped this question

Upload your resume.

Page 4: Demographics

Q16

Ethnicity

[Redacted]

Q17

To which gender do you most identify?

[Redacted]

Q18



How old are you?

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, November 29, 2022 3:34:55 PM
Last Modified: Tuesday, November 29, 2022 4:03:51 PM
Time Spent: 00:28:56
IP Address: 96.82.88.21

Page 1

Q1

Contact Information

First and Last Name	Timothy Park
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94903
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q3 ADA Access Advisory Committee

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

about 20 years

Q8

Business Information

Company	Marin Ventures
Address	10 Joseph Ct
City/Town	San Rafael
ZIP/Postal Code	94903

Boards and Commissions Application

Q9

How did you hear about this vacant position?

Other (please specify):

I'm a member whose term recently expired

Q10

Do you participate in any civic activities? If so, what are they?

Protests, beach cleans, rallys, mural paintings, city council and county supervisor meetings, Marin Organizing Committee meetings.

Q11

List any civic organizations of which you are a member:

Marin Organizing Committee

Marin Disability Coalition

350 Bay Area

Sierra Club

Q12

Education:

Bachelors, Fine Art.

Q13

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

I feel the need to be a part of improving my community, of giving back when I have been so fortunate, and in giving the many voiceless I work with everyday some representation.

Q14

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

I don't see any conflicts of interest.

Q15

Upload your resume.

Tim%20Park%20Resume%2011292022.pdf (80KB)

Page 4: Demographics

Q16

Ethnicity



Q17



To which gender do you most identify?

Q18



How old are you?

Timothy D. Park

[REDACTED], San Rafael, CA 94903

Phone: [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 more than twenty years, I have instructed art to intellectually disabled adults as well as managing gallery space for them and representing the artists in the community, and for the last several years managed a creative arts team, and more recently handled technology, staff education, and managed several online classrooms as the Covid-19 pandemic forced us into all-remote services. I am technically capable, able to work with most office software, and able to rapidly pick up what I do not already know as the mission requires. I am an environmental and human rights activist,

EDUCATION

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

EXPERIENCE

Art Team, 350 Bay Area, 2021 – present

Duties include collaborating on image making, idea generation, assembling projects, and representing the organization in person at events where art is made or displayed. Became Art Team Lead in September of 2022.

Volunteer, Marin Center for Independent Living, 2021 – present

Serves as a volunteer member of the Advocacy Committee, and works with other MCIL members and partners to form and then create visuals for Disability Justice Marin coalition.

Creative Arts Director, Marin Ventures, 2017 - present

Duties include training and managing staff and music, drama and writing programming for the Creative Arts Department, facilitating and instructing art classes for developmentally disabled adults with mental illness, managing Marin Ventures' gallery space, representing participant artists to other galleries, shows and competitions and in the community, support of social media presence for Marin Ventures program, and general technical support. During the Covid-19 pandemic and ensuing shelter-in-place, developed Zoom classroom schedule, trained all Marin Ventures staff in remote services technology and practices and created service tracking information infrastructure for reporting.

Art Instructor, Marin Ventures, 2014 - 2017

Duties include facilitating and instructing art classes for developmentally disabled adults with mental illness, managing Marin Ventures' gallery space, representing participant artists to other galleries, shows and competitions and in the community, support of social media presence for Marin Ventures program, and general technical support.

Studio Director, Entertaining Arts Studios, 1999 - 2017

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.

ORGANIZATIONS

350 Bay Area, 2021 - present

San Rafael ADA Access Advisory Committee, 2019 - 2022

Sierra Club CA, Bay Area, and national 2017 - present

Veterans for Peace, 2015 - present

American Red Cross, Disaster Services and Services to Armed Forces, 2015 - 2018

On-Shore Volunteer, Sea Shepherd Conservation Society, 2012 - 2022

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 1993 - 2002

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.