



SAN RAFAEL CITY COUNCIL STAFF REPORT

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: 

TOPIC: PICKLEWEED ADVISORY COMMITTEE APPOINTMENT

SUBJECT: REAPPOINT JANET TANCHEZ TO FILL ONE FOUR-YEAR TERM TO THE END OF DECEMBER 2026 ON THE PICKLEWEED ADVISORY COMMITTEE DUE TO THE EXPIRATION OF TERM OF JANET TANCHEZ

RECOMMENDATION:

Appoint Janet Sanchez to fill one four-year term to the end of December 2026 on the Pickleweed Advisory Committee due to the expiration of term of Janet Sanchez.

BACKGROUND:

On November 29, 2022, the City Clerk called for applications for the Pickleweed Advisory Committee to fill one four-year term and one alternate four-year term to the end of December 2026 due to the expiration of terms of Salvador Avalos; however, Janet Sanchez's term also expired at that time. Only one application was received by the deadline, and Jairo Ceballos was appointed on January 17, 2023. Member Janet Sanchez is interested in reappointment, submitted an application, and staff recommends the reappointment of Janet Sanchez to the end of December 2026, and to continue recruiting to fill the Alternate Member term.

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.

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.

RECOMMENDED ACTION:

Reappoint Janet Sanchez to fill one four-year term to the end of December 2026 on the Pickleweed Advisory Committee due to the expiration of term of Janet Sanchez.

ATTACHMENT:

1. One (1) application
2. Bylaws

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, February 01, 2023 2:22:12 PM
Last Modified: Wednesday, February 01, 2023 2:32:29 PM
Time Spent: 00:10:17
IP Address: 173.11.91.169

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Q1

Contact Information

First and Last Name	Janet Tanchez
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q3 Pickleweed Advisory Committee

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

32yrs

Q8 Respondent skipped this question

Business Information

Q9 Other (please specify):

How did you hear about this vacant position? Already a member of the Pickleweed Advisory Board so I'm reapplying.

Q10

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

Not at this time.

Q11

List any civic organizations of which you are a member:

Pickleweed Advisory Board

Q12

Education:

Bachelors degree in Business Administration from Sonoma State University

Q13

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

I have served on this board for the last few years and want to continue to do so as it keeps me informed as to what is going on in my community.

Q14

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

N/A

Q15

Upload your resume.

Resume_jt.pdf (307.2KB)

Page 4: Demographics

Q16

Ethnicity

[REDACTED]

Q17

To which gender do you most identify?

[REDACTED]

Q18



How old are you?

Janet Tanchez

Janet Tanchez

[REDACTED]
San Rafael, CA 94901

Skills

Bilingual, fluently speaks and writes English and Spanish.

CPR/AED Certified

Proficient in Word, Excel, Power Point, MS Office

10+ years of Customer Service Experience

16 years of Supervisory Experience

Experience

Rafael Racquet Club Inc/ Assistant Manager

2013 - PRESENT, San Rafael

- Responsible for hiring, onboarding, training and coaching staff; including front desk and camp personnel.
- Supervises a team of 20+ employees, assigns tasks, regularly evaluates staff work performance and conducts reviews on a bi-annual basis.
- Ensures all staff, members and guests adhere to club policies and procedures
- Utilizes ClubAutomation to manage member accounts, including reconciling billing for 500+ member and non-members
- Collects monthly payments, manually enters payments into ClubAutomation and makes bank deposits using a Panini
- Manage all company-wide calendars; online member calendars and manual calendars
- Coordinates and plans company wide events for up to 300+ guests, such as Annual Holiday Party, Summer BBQs, Tennis Tournaments, Summer Camp, ad-hoc events.
- Manages and oversees day-to-day activities of operations, including planning and coordinating with General Manager and other departments leaders
- Conducts informational tours for new members and prospective members
- Creates presentations and conducts safety meetings for employees

Rafael Racquet Club Inc/ Member Services Representative

2012- 2013, San Rafael

- Utilized ClubAutomation to check in members and guests
- Responsible for front desk assistance, answering phones and

- transferring calls to the appropriate department
- Accurately processed payment transactions for sales of goods and charged member accounts through POS System
- Ensured all members and guest adhere to club policies

The Marin Youth Center ("The MYC")/ Front Desk Supervisor

MARCH 2010 - SEPTEMBER 2011, LOCATION

- Hired, trained and supervised interns; staffing busy front desk
 - Successfully trained interns to provide excellent customer service, give facility tours and to promptly handle service inquiries
 - Use computer skills (MS Office) to coordinate scheduling and assist MYC staff
 - Coordinated and planned Middle School Dances for 50+ teens
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Education

San Rafael High School /High School Diploma

San Rafael CA 94901

AP Spanish, Advanced Algebra. Honor Roll

Sonoma State University / Bachelor of Science: Business Administration Concentration in Management

Rohnert Park CA 94928

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Professional References

Ariel Gutierrez, General Manager

Rafael Racquet Club Inc

95 Racquet Club Drive

San Rafael, CA 94901

Office: (415)456-5522 Ext. 113

Cell: (415) 497-2370

NOTE: Ariel Gutierrez has been my supervisor for the past 10 years.

Lisa Berg, Tennis Director

Rafael Racquet Club Inc

95 Racquet Club Drive

San Rafael, CA 94901

Office: (415)456-1837

Cell: (415)297-5368

NOTE: I have worked closely with Lisa Berg for the last 9 years.

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 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 ten (10) members as follows: seven (7) 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 seven (7) regular voting members which may include up to two (2) youth members, 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 members who shall be a minimum age of a high school 9th grade student
2. At least six (6) regular voting 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. Four (4) 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.

The Alternate Member serves only in the absence of a voting member. When a voting Committee member is absent from a regularly scheduled meeting, the Chair shall call upon an alternate to be seated at the table to participate in a voting role at the meeting. If a regular voting Committee member arrives subsequently, that person shall not participate as a voting member.

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.