



**AGENDA  
SAN RAFAEL CITY COUNCIL SPECIAL MEETING  
MONDAY, OCTOBER 16, 2023 AT 5:00 P.M.**

**In-Person:**

**San Rafael City Hall  
Third Floor Conference Room  
1400 Fifth Avenue, San Rafael, CA 94901**

**Watch online:**

**Watch on Zoom Webinar: <https://tinyurl.com/ccsp-2023-10-16>**

**Listen by phone: (669) 900-9128**

**ID: 868-6585-5413#**

**One Tap Mobile: +16699009128,,86865855413# US**

*Members of the public may speak on Agenda Items.*

**1. Boards, Commissions and Committees Interviews**

Interview Applicants for the Fire Commission, Park and Recreation Commission, Pickleweed Advisory Committee, and Make Appointments (CC):

**a. Fire Commission Interviews**

Interview Applicants and Make an Appointment to Fill One Unexpired Four-Year Term to the End of October 2025 on the Fire Commission Due to the Resignation of Nadine Atieh Hade (CC)

*Recommended Action - Appoint one applicant*

**b. Park & Recreation Commission Interviews**

Interview Applicants and Make Appointments to Fill Two Four-Year Terms to the End of October 2027 on the Park and Recreation Commission Due to the Expiration of Terms of Mark Machado and Cicily Emerson (CC)

*Recommended Action - Appoint two applicants*

**c. Pickleweed Advisory Committee Interviews**

Interview Applicants and Make an Appointment to Fill One Four-Year Alternate Member Term to the End of October 2027 on the Pickleweed Advisory Committee (CC)

*Recommended Action - Appoint one applicant*

**OPEN SESSION:**

Mayor Kate to announce Closed Session items.

**CLOSED SESSION:**

Closed Session:

**a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Government Code section 54956.9(d)(1): 3 cases

- a. California Newspapers Partnership v. City of San Rafael (Marin Superior Court, Case No. CV0000041)**

- b. Theo Emison v. City of San Rafael (Marin Superior Court, Case No. CV0000039)
- c. Shaleeta Boyd, et al. v. City of San Rafael, et al. (U.S. District Court, N.D. Cal., Case No. 23-cv-04085-EMC)

**ADJOURNMENT:**


*Any records relating to an agenda item, received by a majority or more of the Council less than 24 hours before the meeting, shall be available for inspection online. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing [Lindsay.lara@cityofsanrafael.org](mailto:Lindsay.lara@cityofsanrafael.org) or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request.*



**SAN RAFAEL CITY COUNCIL STAFF REPORT**

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: 

**TOPIC: FIRE COMMISSION INTERVIEWS**

**SUBJECT: INTERVIEW APPLICANTS AND MAKE AN APPOINTMENT TO FILL ONE UNEXPIRED FOUR-YEAR TERM TO THE END OF OCTOBER 2025 ON THE FIRE COMMISSION DUE TO THE RESIGNATION OF NADINE ATIEH HADE**

**RECOMMENDATION:**

Interview the following applicants and make an appointment to fill one unexpired four-year term to the end of October 2025 on the Fire Commission due to the resignation of Nadine Atieh Hade.

Name
Brian Waterbury
Donna McCusker
Gerrod Herndon
John Chung

**BACKGROUND:**

The term of Nadine Atieh Hade was set to expire at the end of October 2025; however, she relocated outside of city limits and was no longer eligible to serve on the Fire Commission. The City Clerk’s office recruited for applications and received five applications.

The [Fire Commission](#) contributes their experience and expertise to support the goals of the San Rafael Fire Department. In concert with the Fire Chief, the five members and two alternates collaborate on department-related initiatives, supporting the San Rafael Fire Foundation. Commissioners have also participated in public education and outreach activities, supported emergency preparedness efforts, and documented the Department’s history. The activities of the Commission are varied based on the unique skills and

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

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

perspectives of the individual members. [Meetings](#) are held on the second Wednesday of each month at 4:00 p.m. at the San Rafael Public Safety Center. 1375 Fifth Avenue, San Rafael, California 94901.

**ANALYSIS:**

The City Clerk's office recruited for the Fire Commission vacancy and received five (5) applications; however, one applicant withdrew. Staff recommends the City Council interview the four (4) eligible applicants and make an appointment to fill the single unexpired term.

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

**COMMUNITY OUTREACH:**

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

**ATTACHMENT:**

1. Four (4) Applications
2. Bylaws

# #40

INCOMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, September 18, 2023 12:21:48 PM  
**Last Modified:** Monday, September 18, 2023 12:37:35 PM  
**Time Spent:** 00:15:46  
**IP Address:** 73.92.206.164

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Page 1

## Q1

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido	<b>Brian J Waterbury</b>
Address / Dirección	[REDACTED]
City / Ciudad	<b>San Rafael</b>
State / estado	<b>CA.</b>
ZIP/Postal Code / Código postal	<b>94901</b>
Email Address / Dirección de correo electrónico	[REDACTED]
Phone Number / Número de teléfono	[REDACTED]

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## Q2

**District 1/Southern / Distrito 1/Sur**

What district do you currently live in? ¿En qué distrito vive actualmente?

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## Q3

How long have you lived in San Rafael?

Since 1961

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## Q4

Business Information

Company	<b>Retired</b>
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## Q5

How did you hear about this vacant position?

Other (please specify):  
Deputy Fire Chief Robert Sennott

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**Q6**

**Fire Commission**

What Board would you like to apply to? ¿A cuál te gustaría aplicar?

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**Q10**

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

Rotary Club of Terra Linda. San Rafael Elks Lodge 1108.

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**Q11**

List any civic organizations of which you are a member:

Rotary Club of Terra Linda. San Rafael Elks Lodge 1108.

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**Q12**

Education:

BPA. Bachelors in public administration from University of San Francisco.

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**Q13**

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

My whole life has been devoted to community service, YMCA, Boy Scouts, Terra Linda Volunteer Fire Department, U.S. Navy, City of San Rafael Fire Department, Program manager Marin Medical Reserve Corps. I have the skills and experience to enhance the effectiveness of the Fire Commission.

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**Q14**

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

Workers Comp claim adjusted.

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**Q15**

Upload your resume.

**SRFD%20Fire%20Commission.pdf (95.2KB)**

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Page 5: Demographics / Datos demográficos



**BRIAN J. WATERBURY**  
**Applicant**  
**City of San Rafael Fire Commission**



Brian Waterbury has more than 39 years of Fire Service experience and retired in 2005 Division Chief from the City of San Rafael Fire Department in the San Francisco Bay Area.

Chief Waterbury's many administrative responsibilities included long range planning, budgeting, training, human resources, community relations, development and implementing policy and disaster preparedness.

Chief Waterbury is currently a member of the San Rafael Elks Lodge and Past President of the Rotary Club of Terra Linda, The American Legion and Veterans of Foreign Wars.

Brian firmly believes that the "Power of Disaster Preparedness and response lies not with Local, State or Federal Governments, but with the Community."

Brian has a bachelor's degree in public administration from the University of San Francisco and has extensive coursework at the California State Training Institute and FEMA's Center for Domestic Preparedness (CDP).



#29

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, September 12, 2023 1:29:57 PM  
**Last Modified:** Tuesday, September 12, 2023 1:58:22 PM  
**Time Spent:** 00:28:25  
**IP Address:** 73.222.125.27

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Page 1

**Q1**

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido **Donna McCusker**

Address / Dirección

City / Ciudad

State / estado

ZIP/Postal Code / Código postal

Email Address / Dirección de correo electrónico

Phone Number / Número de teléfono

**Donna McCusker**

[REDACTED]

**San Rafael**

**CA**

**94903**

[REDACTED]

[REDACTED]

**Q2**

**District 4/Northern / Distrito 4/Norte**

What district do you currently live in? ¿En qué distrito vive actualmente?

**Q3**

How long have you lived in San Rafael?

since 1955

**Q4**

Business Information

Company

Address

City/Town

ZIP/Postal Code

**Morgan Stanley**

**2365 Iron Point Rd Ste 235**

**Folsom**

**95630**

**Q5** Other (please specify):  
How did you hear about this vacant position? Currently serving as an Alternate

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**Q6** **Fire Commission**  
What Board would you like to apply to? ¿A cuál te gustaría aplicar?

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**Q10**  
Do you participate in any civic activities? If so, what are they?

San Rafael Fire Foundation/volunteer  
Marin Needle Arts Guild/teacher  
Little Wishes/make quilts for children in hospitals

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**Q11**  
List any civic organizations of which you are a member:

San Rafael Fire Foundation Volunteer/liaison w FireCommission  
Marin Needle Arts Guild

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**Q12**  
Education:  
San Jose State University BA  
San Jose State University Lifetime Teaching Credential  
Stanislaus State University MBA/partial

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**Q13**  
Why are you interested in serving on a board or commission?  
To serve our firefighters! To promote & enhance our San Rafael Fire Department to our community.

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**Q14**  
Describe possible areas in which you may have a conflict of interest with the City:  
-0-

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**Q15** **Respondent skipped this question**  
Upload your resume.

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**SAN RAFAEL**

THE CITY WITH A MISSION



**Boards and Commissions Application**

**What board would you like to apply too?**

- ADA Access Advisory Committee
- Bicycle and Pedestrian Advisory Committee
- Board of Library Trustees
- Design Review Board
- Fire Commission
- Marin Commission on Aging
- Marin County Hazardous & Solid Waste Management Joint Powers Authority Local Task Force
- Marin/Sonoma Mosquito and Vector District
- Park and Recreation Commission
- Pickleweed Advisory Committee
- Planning Commission
- Police Accountability Advisory Committee
- Public Art Review Board
- Voter Approved Tax Oversight Committee

**Applicant Information**

Full Name: Gerrod Herndon [Redacted]

\*Address: [Redacted]

Street Address Apartment/Unit #

San Rafael, CA 94901  
City State ZIP Code

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

Resident of San Rafael for 11 years.

Employer: self

Occupation: pro bono

Business Address: [Redacted]

Street Address Apartment/Unit #

San Rafael, CA 94901  
City State ZIP Code

**Education**

PASS, Exodus, Freshstart, K-12, Blackstone,  
ABA, WELS, Penn Foster, Witkins Legal Institute  
Stratford, SRJC, Fresno State University, College of the North Coast  
community college

**Supplemental Questions**

Participation in the following civic activities:

On ballot for 2nd District City Council members

ERC cus walgreens, medical, Medcamp

NAMI safeart, AARP, EBT

AA/NIA vitacid, Kaiser, 4120.9 10018

Member of the following civic organizations:

Culture Center 42 CFR 489

USC 28191991 - MC-275 title 2 504

Land and trust title 1 51023

My reasons for wanting to serve are:

I am capable of performing the task and can contribute to the well being of the community. I have faith in God (Jesus Christ) with baptisms/confirmation

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

1485 oversight Sheriff depart

3654 prop 8, 36, 39, 47

56731 56248 2273

109 9/A 2254 2933 4813 PC

Demographics (Optional)



Signature

Signature: Gerrard Herndon

Date: 08-28-23

**Mail or Deliver to:**

City of San Rafael, City Clerk Department  
City Hall, 1400 Fifth Avenue, Room 209  
San Rafael, CA 94901

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

San Rafael, CA

# Gerrod Herndon

Passionate worker and learner searching for a change in career fields and an opportunity to join a growing team.

## SKILLS

Deep knowledge of mental health services  
Operational knowledge of computer applications  
Exceptional ability to multitask and prioritize work  
Sound ability to work independently  
Excellent customer services skills  
Good communication skills in both oral and written forms  
Bilingual (English Farsi Arabic) (Spanish for customer service)

## EXPERIENCE

### **Enterprise Resource Center, San Rafael Marin** - *Peer Support Specialist*

Dec 2021 - Present

- Performed heavy and light cleaning, including mopping, sweeping, glass-cleaning, and dusting
- Participated in various self-help groups and provided support to clients.
- Performed various activities on the consumer lounge and ensured a neat and clean area.

### **Center for Employment Opportunities, San Rafael Marin** - *Highway Technician*

Sep 2021 – May 2022

- Provide landscaping and weed eating services along highways, on/off ramps, service roads, and underpasses
- Provide litter abatement services along highways, on/off ramps, service roads, and underpasses
- Beautify highways and ensure their safety for emergency vehicles
- Ensure safe passage on shoulders for emergency vehicles and motorists in distress

### **Ruby's Valley Care Home, Fresno – Janitor**

Mar 2020 - Jan 2021

- Performed maintenance and janitorial duties at several commercial and business sites
- Cleaned, sanitized and supplied restrooms
- Washed windows, glass partitions and mirrors
- Swept, mopped, scrubbed and vacuumed floors to ensure cleanliness
- Collected and transported garbage to sanitation pick-up areas
- Emptied wastebaskets and transported trash to disposal areas

### **McDonald's, Novato – Server**

Jan 2014 - May 2014

- Performed maintenance and janitorial duties at several commercial and business sites
- Cleaned, sanitized and supplied restrooms
- Washed windows, glass partitions and mirrors
- Swept, mopped, scrubbed and vacuumed floors to ensure cleanliness
- Collected and transported garbage to sanitation pick-up areas
- Emptied wastebaskets and transported trash to disposal areas

### **State of CA - Printing Press**

Jan 2006 - Jan 2013

- Collected and inspected random samples during print runs to identify any necessary adjustments.
- Examined job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions.
- Verified that paper and ink meet the specifications for a given job.
- Started presses and pull proofs to check for ink coverage and density, alignment, and registration.
- Fed paper through press cylinders and adjust feed and tension controls.

## **EDUCATION**

**HS Diploma, Vallejo High School – 1999**



**Paralegal Diploma, Blackstone (GATE) – 2010**

**College of Marin, Marin CA – *Classical Music***  
Undergrad cont'd

**Santa Rosa Junior College, Santa Rosa CA – *Counseling Health and Philosophy***  
Undergrad cont'd

**Fresno Pacific University, Fresno, CA**

**Coastline Community College, Fountain Valley, CA**

## **CERTIFICATES AND LICENSES**

**Fresh Start Culinary Program**  
2016

**California Psychiatric Transition (CPT)**  
2016 Graduated

**Breaking Barriers**  
2013 Graduated

**PASS – Psychology Academic SF**  
2013 Graduated

**ABA – Occupational Therapy**  
2013 Graduated

## **Courses Taken**

Exodus Course – graduated

ABA Occupational therapy class – graduated

Counseling – graduated

Health and Philosophy – graduated

Sexual Harassment Certificate – graduated

Psychology – graduated

#39

COMPLETE

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Wednesday, September 20, 2023 10:08:59 PM  
**Time Spent:** Over a day  
**IP Address:** 73.71.105.24

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Page 1

**Q1**

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido	<b>John Chung</b>
Address / Dirección	[REDACTED]
City / Ciudad	<b>San Rafael</b>
State / estado	<b>CA</b>
ZIP/Postal Code / Código postal	<b>94901</b>
Email Address / Dirección de correo electrónico	[REDACTED]
Phone Number / Número de teléfono	[REDACTED]

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**Q2**

**District 3/Eastern / Distrito 3/Este**

What district do you currently live in? ¿En qué distrito vive actualmente?

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**Q3**

How long have you lived in San Rafael?

26 years

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**Q4**

Business Information

Company	<b>San Francisco Fire Department (retired)</b>
Address	<b>698 Second Street</b>
City/Town	<b>San Francisco</b>
ZIP/Postal Code	<b>94107</b>

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**Q5**

**Friend**

How did you hear about this vacant position?

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**Q6**

**Fire Commission**

What Board would you like to apply to? ¿A cuál te gustaría aplicar?

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**Q10**

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

Golf Coach - San Rafael High School (girls and boys team)

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**Q11**

List any civic organizations of which you are a member:

San Rafael High Athletic Boosters

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**Q12**

Education:

BA Criminal Justice - San Francisco State University

Masters of Business Administration - San Francisco State University

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**Q13**

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

I have fire service experience and would like to serve the community in which i live

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**Q14**

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

none

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**Q15**

Upload your resume.

**John%20Chung.pdf (35.8KB)**

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John Chung

San Rafael, CA 94901

## Work History

### **1/2021 to 6/2021 Training Officer – San Francisco Fire Department**

Train and test new recruit class to all aspects of firefighting. Includes hose leads, raising ladders, EMS, pump operations, equipment, and rescue

### **10/2008 to 10/2009 & 1/2011 to 1/2021- Lieutenant – Fire Suppression – San Francisco Fire Department**

Company to officer on Engine and Truck companies. Respond to fires and other emergencies as dispatched. Train probationary firefighters, conduct inspections, conduct drills, and administrative duties.

### **10/2009 to 12/2010 – Captain – Bureau of Equipment – San Francisco Fire Department**

Manage SFFD fleet and all equipment that goes on each apparatus. Write specifications for new apparatus, test new equipment, and purchasing. Supervise crew of fire apparatus mechanics.

### **10/1991 – 10/2008 - Firefighter – San Francisco Fire Department**

Various roles, working 24 hour watches, such as EMT, apparatus operator, firefighter. Respond to calls as dispatched, under the supervision of a company officer.

## Related experience:

Instructor – City College of San Francisco; Fire Academy and Fire Science (2008 – present)

State Fire Training Certification in Driver 1A (apparatus operation) and Driver 1B (pump operations)

Subject Matter Expert – Engine operations specializing in pump operations.

## **FIRE COMMISSION BYLAWS**

### **ARTICLE I. NAME AND PURPOSE**

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Fire Commission, hereinafter referred to as the “Commission.”

**Section 1.2. Purpose.** The purpose of the Fire Commission is to advise and support the goals and objectives of the San Rafael Fire Department as articulated by the Fire Chief.

**Section 1.3. Commission Responsibility.** The Commission’s authority is advisory only. The Fire Commission has no power to act on behalf of the City of San Rafael or any other entity.

Subject to the direction and control of the city council, as provided in Section 2.04.030 of the San Rafael Municipal Code, the powers and duties of the Fire Commission shall be:

1. To review and recommend concerning the future needs of the fire department in respect to long-range capital needs, including buildings, training facilities, and water mains and hydrant replacements;
2. To review the relationship of the fire department with other governmental agencies and private entities concerning topics which the commission feels present a true and pressing need for the city's fire service, i.e., mutual aid and the fire rating system of the Independent Insurance Office;
3. To recommend to the fire chief and the city council action concerning initial adoption and future amendments to the fire prevention code, the building code, and other such ordinances which pertain to the prevention of fires within the community;
4. To receive monthly reports from the department head concerning the general operations and functions of the department;
5. To perform such other duties as may be prescribed by the city council.

### **ARTICLE II. MEMBERSHIP**

**Section 2.1. Number of Members.** The Commission shall consist of five (5) members, one of which may be a Councilmember. The City Council has the authority to appoint alternates as needed. The Chief of the fire department shall be an ex officio member of the Commission but shall not be entitled to vote as a member of the Commission.

**Section 2.2. Eligibility.** Commissioners shall be residents of the city of San Rafael.

**Section 2.3. Appointment of Commissioners.** Commissioners 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.

**Section 2.4. Terms of Appointment.** Each Commissioner shall serve a term of four (4) years. An effort will be made to ensure that the terms are staggered, and not all of the appointments expire in the same year.

**Section 2.5. Term Limits.** Commissioners shall be limited to two (2) consecutive four-year terms. Additional terms may be served if there is a break between terms.

**Section 2.6. Absence and Removal.** An unexcused absence from two (2) consecutive Commission meetings without notification to the Staff Liaison shall be considered a voluntary resignation from the Commission. Previously dismissed Commissioners may be eligible for reappointment to the Commission. Commissioners shall be subject to removal by the affirmative vote of three members of the city council.

**Section 2.7. Compensation.** Commissioners serve without compensation.

### **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. The Commission shall meet once per month, unless there is no business to conduct, and shall be scheduled annually. The schedule for the upcoming year will be set by December of the previous year.





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

and cultural services. [Meetings](#) are held on the 3rd Thursday of each month at 6:00 p.m. at the San Rafael Community Center, 618 B Street, San Rafael, CA 94901.

**ANALYSIS:**

The City Clerk's office recruited for the Park and Recreation Commission vacancies and received six (6) applications; however, one applicant withdrew. Staff recommends the City Council interview the five (5) eligible applicants and make appointments to fill the two terms.

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

**COMMUNITY OUTREACH:**

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

**ATTACHMENT:**

1. Five (5) Applications
2. Bylaws

#3

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, August 09, 2023 1:31:30 PM  
**Last Modified:** Wednesday, August 09, 2023 1:51:44 PM  
**Time Spent:** 00:20:14  
**IP Address:** 174.160.10.201

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Page 1

**Q1**

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido	Andrei Pasternak
Address / Dirección	[REDACTED]
City / Ciudad	San Rafael
State / estado	CA
ZIP/Postal Code / Código postal	94903
Email Address / Dirección de correo electrónico	[REDACTED]
Phone Number / Número de teléfono	[REDACTED]

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**Q2**

District 4/Northern / Distrito 4/Norte

What district do you currently live in? ¿En qué distrito vive actualmente?

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**Q3**

How long have you lived in San Rafael?

8 years

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**Q4**

Business Information

Company	Self Employed
Address	[REDACTED]
City/Town	San Rafael
ZIP/Postal Code	94903

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**Q5**

How did you hear about this vacant position?

Other (please specify):

Web Search

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**Q6**

**Park and Recreation Commission**

What Board would you like to apply to? ¿A cuál te gustaría aplicar?

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Page 3

**Q10**

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

I am currently the board president of the Terra Linda Orcas swim team. Was also on a San Rafael Parks and Rec advisory committee to represent youth aquatics.

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**Q11**

List any civic organizations of which you are a member:

Terra Linda Orcas Swim Team

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**Q12**

Education:

BFA - Graphic Design - California College of the Arts

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**Q13**

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

I have been invested in the larger San Rafael community since I started volunteering with the Terra Linda swim team five years ago. I care deeply about the parks and recreation programs and facilities offered to me and my family and my surrounding community and want to help any way that I can.

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**Q14**

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

Being board president of a swim club that uses a city facility.

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**Q15**

Upload your resume.

**Andrei%20Pasternak%20CV%202022.pdf (63.6KB)**

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Andrei N. Pasternak

San Rafael, CA 94903

## **ABOUT:**

Art Director with 10+ years experience managing large design teams.

Champion for design that serves function, drives brand identity, and improves user experience.

Fast paced delivery of brand-focused, audience-aware design products.

Continually reviewing, adjusting and implementing process refinements for better workflow.

Broad fluency across digital channels built on a strong foundation in traditional design

Collaborative and unifying team leader

## **EXPERIENCE:**

### **2019 - 2022**

#### **Executive Art Director Callisto Media**

Manage a team of 10 art directors and designers delivering designs for unique niche publishing trade books. Deliver 100-150 projects per year.

- Review all design deliverables: Verify alignment to product strategy, adherence to house styles, use of design best practices and scrutinize potential production issues - including design briefs, mood boards, cover designs, interior design templates, illustration briefs and photography programs.
- Present designs to Executive Leadership team at weekly review meetings.
- Work cross-functionally to fully realize project requirements, product strategy, formulate budgets and set design scope
- Review print proofs for design and production issues
- Improve and iterate on the design presentation format to improve meetings and focus on the quality of the work.
- Led multiple special project initiatives: Product based initiatives to improve quality, shorten product development time and cut costs. As well as process and team based resource, structure and workflow initiatives.

### **2014 - 2019**

#### **Design Director Cengage Learning**

Managed a team of 3–6 designers and art directors in the creation of designs for student-facing higher education products. Lead production of 75–100 projects per year, including charts and graphs, animations, illustrations, branding pieces, and interactive HTML assets.

- Championed creative team's transition to a digital focus; led the UX design of our flagship digital product, developed a design strategy relating to digital asset creation, and built design systems for complex multi-platform branding projects.
- Created, Launched and led the Creative Studio team, unifying Visual Designers, Media Designers and A/V Media Producers teams for a more streamlined and nimble design process.
- Increased collaboration with UX team to bring design into our digital products and to drive expansion of digital product line.
- Improved time-to-market by establishing an interactive design team to bring more design in-house and enable rapid delivery of live prototypes.

- Hired a UI/UX designer-developer to fill knowledge gaps and improve creative team's digital deliverables.
- Improved quality and timeliness of vendor deliverables by creating detailed specification and standards to allow for dynamic updates and reuse of assets.
- Designed and launched the Creative Studio team's internal website to help promote the team, communicate our services and accomplishments, and serve as a portal for design requests.
- Improved quality, consistency and usability of products by developing a digital media asset program and digital media design process.
- Overhauled visual branding of large internal product launch; improved visual language and storytelling to create a project with high-impact on company culture.
- Oversaw branding initiatives for our Creative team.
- Photographed and processed headshots

### **2013 - 2014**

#### **Graphic Designer Freelance**

Delivered brand-aligned graphic design projects for a variety of clients

- Wireframed and prototyped websites
- Designed and produced multimedia, print, and digital marketing collateral; developed business signage, brand identity, and more.

### **2011 - 2013**

#### **Creative Director Tandem Creative (formerly RHDG)**

Directed team of 9 multidisciplinary designers.

Ran publishing division for ad agency. Directed ad campaigns for diverse clientele including public sector clients. Presented client branding and tailored collateral to client audience for each project.

- Projects included: digital and print advertising campaigns, branding and identity design, high-end packaging design, and leading photoshoots including hiring models, art directing and budgeting
- Provided client outreach and delivered client presentations.

#### **SKILLS:**

Adobe Creative Suite: InDesign, Illustrator, Photoshop

Microsoft PowerPoint, Photography, Print Production, Digital Production, User Experience (UX) Design, Packaging Design, Brand Identity, Web Design, Multimedia Campaigns, Typography, Book Design

#### **EDUCATION:**

BFA Graphic Design: California College of the Arts 2003

#46

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, October 02, 2023 10:16:41 AM  
**Last Modified:** Monday, October 02, 2023 11:02:18 AM  
**Time Spent:** 00:45:37  
**IP Address:** 199.88.114.100

---

Page 1

**Q1**

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido	Cicily Emerson
Address / Dirección	[REDACTED]
City / Ciudad	San Rafael
State / estado	CA
ZIP/Postal Code / Código postal	94901
Email Address / Dirección de correo electrónico	[REDACTED]
Phone Number / Número de teléfono	[REDACTED]

---

**Q2**

District 3/Eastern / Distrito 3/Este

What district do you currently live in? ¿En qué distrito vive actualmente?

---

**Q3**

How long have you lived in San Rafael?

12 Years

---

**Q4**

Business Information

Company	Marin County Health And Human Services
Address	3240 Kerner Blvd
City/Town	San Rafael CA
ZIP/Postal Code	94901

---

**Q5**

How did you hear about this vacant position?

Other (please specify):

I am on the comission

---

**Q6**

What Board would you like to apply to? ¿A cuál te gustaría aplicar?

**Park and Recreation Commission**

---

Page 3

**Q10**

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

I am active in PTO activities at my kids schools, Davidson and San Rafael High School.

---

**Q11**

List any civic organizations of which you are a member:

I work for Marin County and we provide civic engagement to many different groups. I don't have any outside commissions that I am on currently.

---

**Q12**

Education:

UC Berkeley BA Anthropoloy

UC Berkeley Masters's in Social Work

---



**Q13**

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

I am a long-term Marin County resident (originally from Mill Valley) but have lived in San Rafael since 2011. I have served as an alternate and as a commissioner for the last 8 years. I work as a Division Director for Marin County Public Health and would like to provide a bridge between the two entities however possible.

Green spaces and parks, and access to physical activities are significant drivers of health and wellness. I am interested in improvements in Park and Recreation infrastructure that will have a long-term impact on the San Rafael Community. I would like to support the use of data in planning and evaluation in order to make decisions which provide the most impact for the diverse residents of San Rafael.

I have two school age children in public school in San Rafael and have used the services of the city and have a perspective on how these programs benefit the families and the community.

Having served over the years I am thrilled about the Park Master Plan and look forward to seeing these improvements over time. I also am optimistic that there will be forward motion on the library overhaul.

Lastly, I would like the city to be aware of policy initiatives such as the Sugary Beverage Tax that cities can now enact again after the state preemption was challenged.

Thanks for your consideration,  
Cicity

---

**Q14**

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

No Conflict

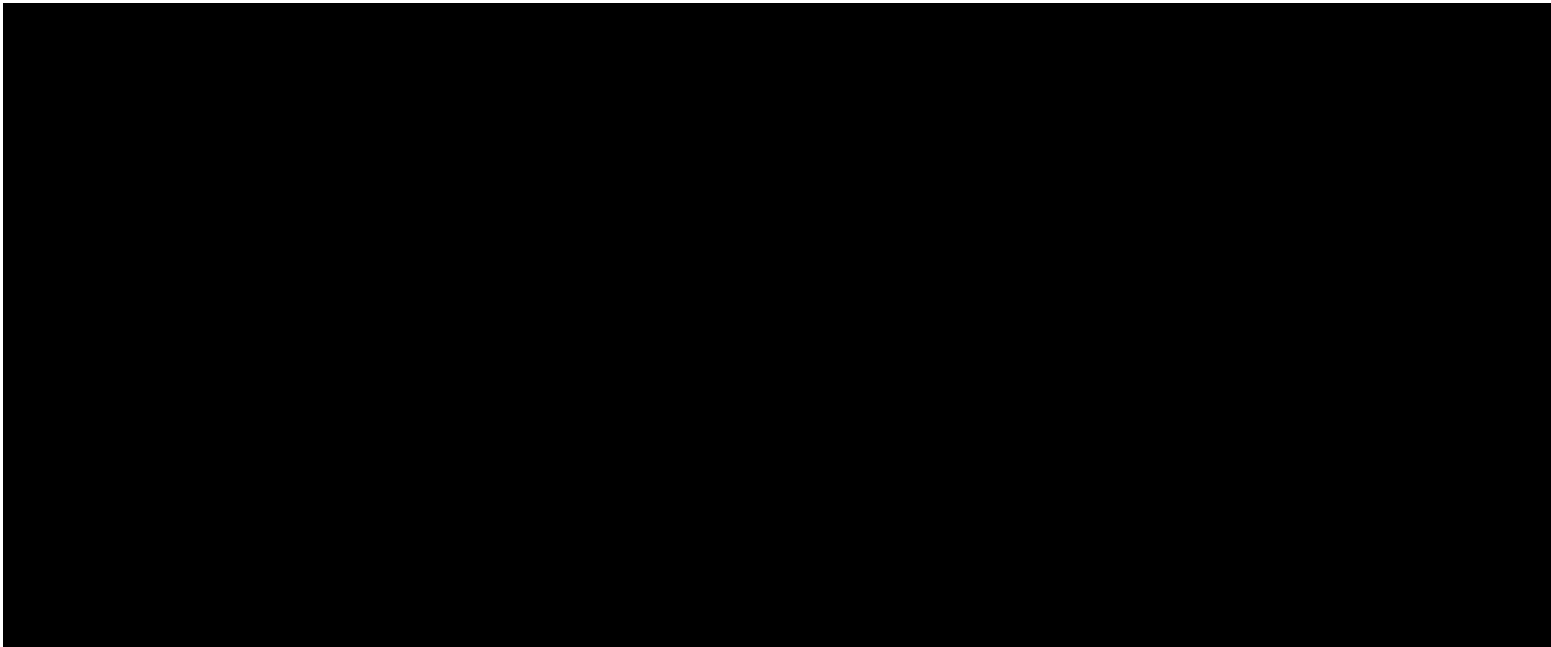
---

**Q15**

Upload your resume.

**ResumeCicityEmerson2023.pdf (191.6KB)**

---



**Cicily R. Emerson, M.S.W.**

San Rafael, CA 94920

**Skills and Abilities**

Community, Non-Profit and Government planning  
Research and Program Evaluation  
Communications and Public Information  
Organizational Development

**Education**

Graduate School of Social Welfare, University of California, Berkeley  
MSW degree, Management and Planning, May 1999  
University of California, Berkeley  
BA Degree in Anthropology, December 1992  
Universitas Gadjah Mada, Yogyakarta, Indonesia  
Education Abroad Program, summer and fall 1991

**Professional Experience**

**Marin County Department of Health and Human Services**

**August 2008- present**

***Public Health Program Manager/Division Director***

Director for the Communicable Disease and Community Preparedness Unit that includes Public Health Preparedness, TB, Immunization, and acute Communicable Disease surveillance. Responsible for Marin's HIV/STD HCV grants program. Responsibilities include managing staff, fiscal oversight, program planning and evaluation, and internal and external community relations. Leader of various initiatives and special assignments to build infrastructure for HHS including internal and external communications, information, and referral, health promotion, and organizational development. Public Health Branch Director for the Emergency Operations Center COVID-19 Response.

**Marin County Department of Health and Human Services**

**August 2006-August 2008**

***Health Planner/Evaluator***

Provided planning, evaluation, administrative and technical support for a variety of projects including: the Marin HIV/AIDS Care Council system of care; Marin's Health and Wellness Campus programs; Oral Health Programs; and Family Support.

**Continuum, San Francisco, CA**

**November 2003-December 2005**

***Director of Prevention Services***

The directorship included three HIV prevention programs including mobile rapid HIV testing, social network recruiting for people of color and prevention case management for high risk individuals in the Tenderloin. Created and implemented one of the first mobile rapid HIV testing programs funded by Center for Disease Control and Prevention demonstration grants under the Advancing HIV Prevention Initiative. Provided administration of programs in all areas including program planning, quality assurance, evaluation, and reporting.

**Continuum, San Francisco, CA**

**November 2000-November 2003**

***Research Coordinator***

Coordinated the HOPE (Homebase Outcomes Program Evaluation) Study a randomized control trial evaluating the Homebase program, a demonstration project involving case management and housing for HIV positive individuals being released from the San Francisco County Jails.

**Contra Costa County Community Substance Use Services, CA**

**Fall 2000**

***Health Educator***

Worked on various substance abuse prevention projects including working with community advisory boards and coordinating a monthly newsletter.

**Polaris Research and Development, San Francisco, CA**

**1999-2000 *Consultant***

Provided technical support for the city's HIV Prevention Planning Council. Supervised telephone and in-person interviewers for the San Francisco Department of Public Health's youth tobacco related attitude and behavior survey.

**Community Health Academy, Oakland, CA**

**1998-1999**

***Consultant/MSW Internship***

CHA was a collaborative project between the Alameda County Public Health Department, the School of Public Health at UC Berkeley, and the Community formed to improve the health of the Fruitvale area of Oakland through community capacity building. Provided technical assistance to the Fruitvale Elementary School Healthy Start Collaborative and acted as a facilitator for an annual youth training based on the TODOS model for unlearning racism and building multi-cultural alliances.

**Canal Community Alliance, San Rafael, CA**

**1997-1999 *Research Coordinator***

1997 Canal Women's Health Survey, 1999 Access to Health Care for Children in the Canal Community. These two studies were collaborative projects between the Canal Community Alliance and the Kaiser Foundation Research Institute. The research was a community-based survey that assessed health practices and habits in this predominately immigrant Latino community.

**Marin County Department of Health and Human Services, CA**

**1997-1998**

***Consultant/MSW Internship***

Participated in planning, program and policy development for adolescent and children's health services.

**Polaris Research and Development Inc., San Francisco, CA**

**1996-1997**

***Health Research Interviewer***

Conducted door to door surveys in English and Spanish in various low-income neighborhoods of the Bay Area for the Northern California Cancer Center's Breast and Cervical Cancer Intervention Survey.

**Women's Needs Center, San Francisco, CA**

**1996**

***Health Educator Intern***

Provided health education and counseling, chart prepping, and routine lab work for a free gynecological clinic as part of a nine-month health education internship program.

**Occupational Health Services, San Rafael, CA**

**1994-1995**

***Intake Specialist***

Provided benefit information, referrals, and crisis screening to clients contracted with large Employee Assistance/Managed Mental Health Care insurance company.

# #32

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, September 15, 2023 3:20:08 PM  
**Last Modified:** Friday, September 15, 2023 3:30:30 PM  
**Time Spent:** 00:10:22  
**IP Address:** 23.125.134.217

---

Page 1

## Q1

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido	Danielle Mahoney
Address / Dirección	[REDACTED]
City / Ciudad	San Rafael
State / estado	CA
ZIP/Postal Code / Código postal	94901
Email Address / Dirección de correo electrónico	[REDACTED]
Phone Number / Número de teléfono	[REDACTED]

---

## Q2

District 3/Eastern / Distrito 3/Este

What district do you currently live in? ¿En qué distrito vive actualmente?

---

## Q3

How long have you lived in San Rafael?

3 years

---

## Q4

Business Information

Company	San Francisco Rental Concierge
Address	[REDACTED]
City/Town	San Rafael
ZIP/Postal Code	94901

---

**Q5**

How did you hear about this vacant position?

Other (please specify):

City website

---

**Q6**

What Board would you like to apply to? ¿A cuál te gustaría aplicar?

**Bicycle and Pedestrian Advisory Committee,**

**Park and Recreation Commission,**

**Planning Commission,**

**Police Accountability Advisory Committee**

---

Page 3

**Q10**

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

I haven't in years because I've been raising little kids and running a business, but looking to get involved once again.

---

**Q11**

List any civic organizations of which you are a member:

National Association of Realtors, Marin Association of Realtors

---

**Q12**

Education:

UC Santa Barbara bachelor degree

State of CA Real Estate Broker License

---

**Q13**

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

I love where I live and I'm finally in a comfortable place to have extracurriculars now that my boys are a bit older (2 and 3.5 years old)

---

**Q14**

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

Nothing comes to mind.

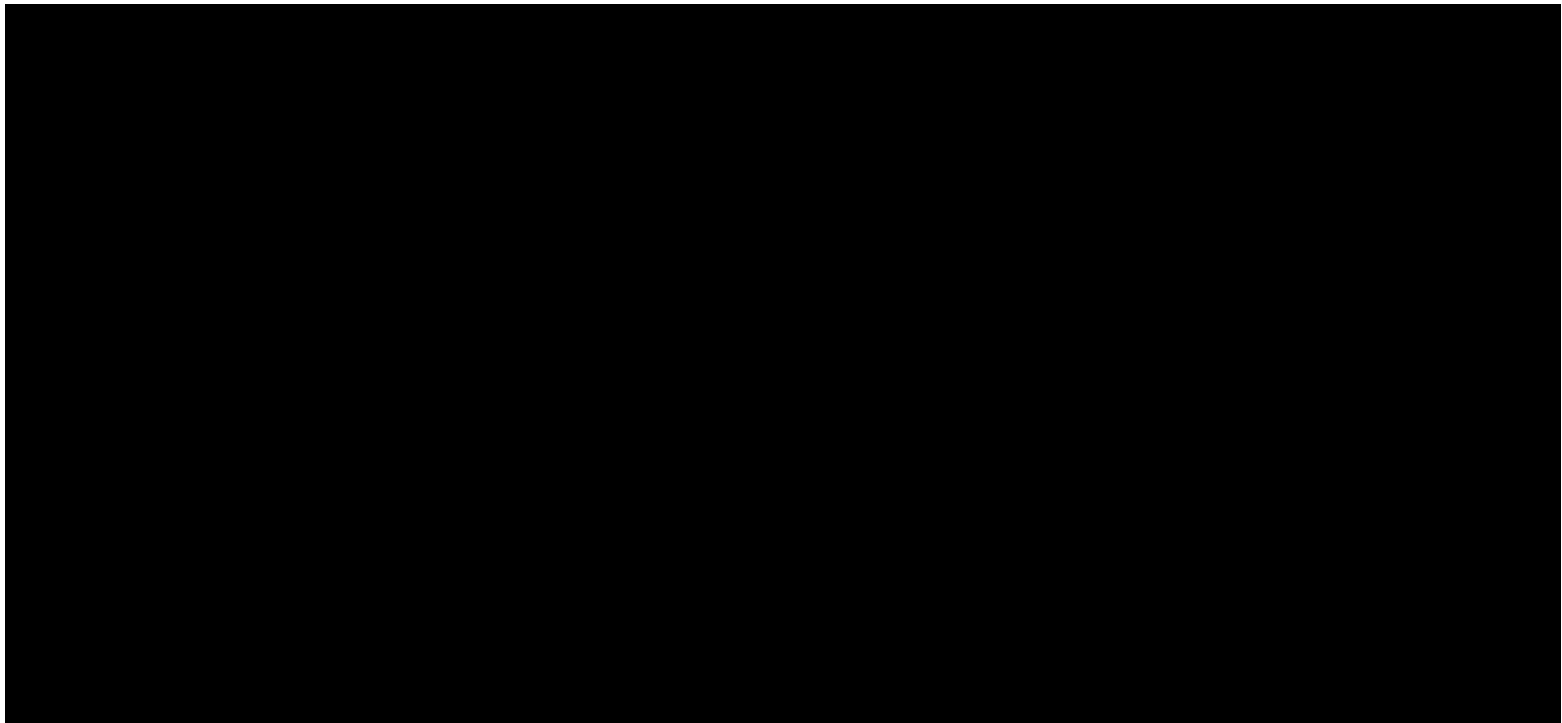
---

**Q15**

Upload your resume.

**Respondent skipped this question**

---





**SAN RAFAEL**

THE CITY WITH A MISSION



**Boards and Commissions Application**

**What board would you like to apply too?**

- ADA Access Advisory Committee
- Bicycle and Pedestrian Advisory Committee
- Board of Library Trustees
- Design Review Board
- Fire Commission
- Marin Commission on Aging
- Marin County Hazardous & Solid Waste Management Joint Powers Authority Local Task Force
- Marin/Sonoma Mosquito and Vector District
- Park and Recreation Commission
- Pickleweed Advisory Committee
- Planning Commission
- Police Accountability Advisory Committee
- Public Art Review Board
- Voter Approved Tax Oversight Committee

**Applicant Information**

Full Name: Gerrod Herndon [Redacted]

\*Address: 918 0st  
Street Address Apartment/Unit #

San Rafael, CA 94901  
City State ZIP Code

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

Resident of San Rafael for 11 years.

Employer: self

Occupation: probono

Business Address: [Redacted]  
Street Address Apartment/Unit #

San Rafael, CA 94901  
City State ZIP Code

**Education**

PASS, Exodus, Freshstart, K-12, Blackstone,  
ABA, WELS, Penn Foster, Witkins Legal Institute  
Stratford, SRJC, Fresno State University, College of the North Coast  
Eastline Community College

**Supplemental Questions**

Participation in the following civic activities:  
On ballot for 2nd District City Council members



ERC cus walgreens, medical, Medcamp

NAMI safeart, AARP, EBT

AA/NIA vitacid, Kaiser, 4120.9 10018

Member of the following civic organizations:

Culture Center 42 CFR 489

USC 28191991 - MC-275 title 2 504

Land and trust title 1 51023

My reasons for wanting to serve are:

I am capable of performing the task and can contribute to the well being of the community. I have faith in God (Jesus Christ) with baptisms/confirmation

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

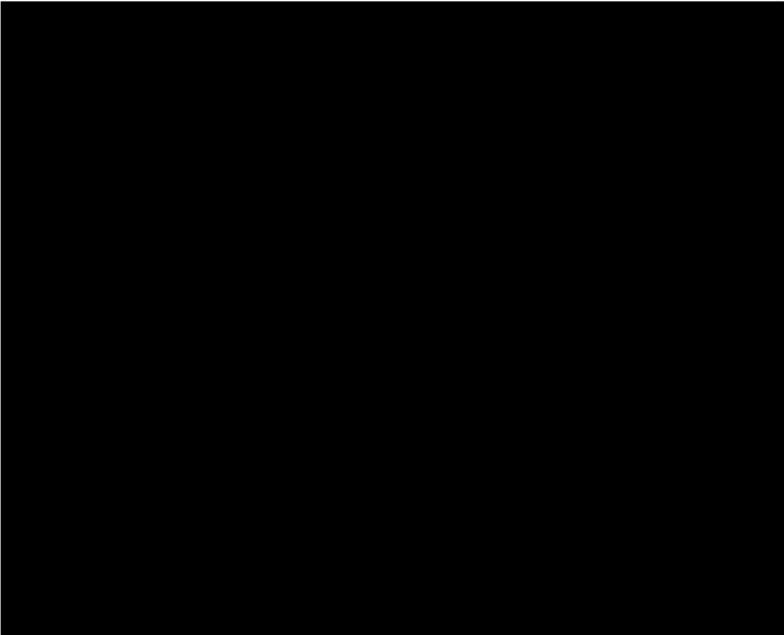
1485 oversight Sheriff depart

3654 prop 8, 36, 39, 47

56 7 31 56 248 2273

109 9/A 2254 2933 4813 PC

Demographics (Optional)



Signature

Signature: Gerrard Herndon

Date: 08-28-23

**Mail or Deliver to:**

City of San Rafael, City Clerk Department  
City Hall, 1400 Fifth Avenue, Room 209  
San Rafael, CA 94901

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

San Rafael, CA

# Gerrod Herndon

Passionate worker and learner searching for a change in career fields and an opportunity to join a growing team.

## SKILLS

Deep knowledge of mental health services  
Operational knowledge of computer applications  
Exceptional ability to multitask and prioritize work  
Sound ability to work independently  
Excellent customer services skills  
Good communication skills in both oral and written forms  
Bilingual (English Farsi Arabic) (Spanish for customer service)

## EXPERIENCE

### **Enterprise Resource Center, San Rafael Marin** - *Peer Support Specialist*

Dec 2021 - Present

- Performed heavy and light cleaning, including mopping, sweeping, glass-cleaning, and dusting
- Participated in various self-help groups and provided support to clients.
- Performed various activities on the consumer lounge and ensured a neat and clean area.

### **Center for Employment Opportunities, San Rafael Marin** - *Highway Technician*

Sep 2021 – May 2022

- Provide landscaping and weed eating services along highways, on/off ramps, service roads, and underpasses
- Provide litter abatement services along highways, on/off ramps, service roads, and underpasses
- Beautify highways and ensure their safety for emergency vehicles
- Ensure safe passage on shoulders for emergency vehicles and motorists in distress

### **Ruby's Valley Care Home, Fresno – Janitor**

Mar 2020 - Jan 2021

- Performed maintenance and janitorial duties at several commercial and business sites
- Cleaned, sanitized and supplied restrooms
- Washed windows, glass partitions and mirrors
- Swept, mopped, scrubbed and vacuumed floors to ensure cleanliness
- Collected and transported garbage to sanitation pick-up areas
- Emptied wastebaskets and transported trash to disposal areas

### **McDonald's, Novato – Server**

Jan 2014 - May 2014

- Performed maintenance and janitorial duties at several commercial and business sites
- Cleaned, sanitized and supplied restrooms
- Washed windows, glass partitions and mirrors
- Swept, mopped, scrubbed and vacuumed floors to ensure cleanliness
- Collected and transported garbage to sanitation pick-up areas
- Emptied wastebaskets and transported trash to disposal areas

### **State of CA - Printing Press**

Jan 2006 - Jan 2013

- Collected and inspected random samples during print runs to identify any necessary adjustments.
- Examined job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions.
- Verified that paper and ink meet the specifications for a given job.
- Started presses and pull proofs to check for ink coverage and density, alignment, and registration.
- Fed paper through press cylinders and adjust feed and tension controls.

## **EDUCATION**

**HS Diploma, Vallejo High School – 1999**

**Paralegal Diploma, Blackstone (GATE) – 2010**

**College of Marin, Marin CA – *Classical Music***  
Undergrad cont'd

**Santa Rosa Junior College, Santa Rosa CA – *Counseling Health and Philosophy***  
Undergrad cont'd

**Fresno Pacific University, Fresno, CA**

**Coastline Community College, Fountain Valley, CA**

## **CERTIFICATES AND LICENSES**

**Fresh Start Culinary Program**  
2016

**California Psychiatric Transition (CPT)**  
2016 Graduated

**Breaking Barriers**  
2013 Graduated

**PASS – Psychology Academic SF**  
2013 Graduated

**ABA – Occupational Therapy**  
2013 Graduated

## **Courses Taken**

Exodus Course – graduated

ABA Occupational therapy class – graduated

Counseling – graduated

Health and Philosophy – graduated

Sexual Harassment Certificate – graduated

Psychology – graduated

#2

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, April 07, 2023 11:09:02 AM  
**Last Modified:** Friday, April 07, 2023 11:18:37 AM  
**Time Spent:** 00:09:34  
**IP Address:** 96.86.180.17

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Page 1

**Q1**

Contact Information

First and Last Name	Losalini Reeves
Address	[REDACTED]
City/Town	San Rafael
State/Province	CALIFORNIA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

---

**Q2**

District 1/Southern

What district do you currently live in?

---

**Q3**

Marin Commission on Aging,  
Marin/Sonoma Mosquito and Vector District,  
Park and Recreation Commission,  
Planning Commission

---

What Board would you like to apply to?

Page 3

**Q7**

How long have you lived in San Rafael?

13 years in Hawaii.. 4 and halfyears here in San Rafael

---

**Q8**

Respondent skipped this question

Business Information

---

**Q9**

**Social Media**

How did you hear about this vacant position?

---

**Q10**

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

Yes - Marin County Election

Habitat for humanity

---

**Q11**

List any civic organizations of which you are a member:

Voting community

---

**Q12**

Education:

Bit of College

---

**Q13**

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

I loved to helped and volunteered within communities I lived in.

---

**Q14**

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

N/A

---

**Q15**

**Respondent skipped this question**

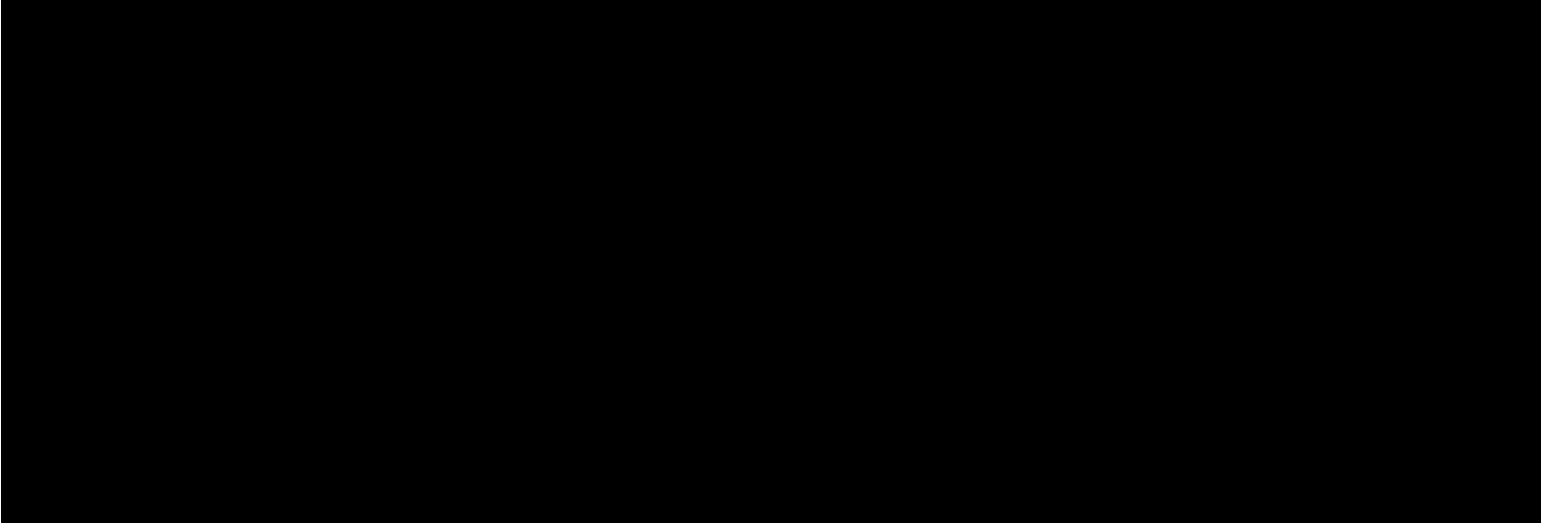
Upload your resume.

---

---

Page 4: Demographics







## **PARK AND RECREATION COMMISSION BYLAWS**

### **ARTICLE I. NAME AND PURPOSE**

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Park and Recreation Commission, hereinafter referred to as the “Commission.”

**Section 1.2. Purpose.** The purpose of the Commission is to assist the City Council in developing and implementing the long-range plans for City parks and recreation facilities; monitor current service levels and community needs; review the performance of City partnerships with community groups in the utilization of facilities and production of programs; and review and advise on general policies and procedures in the delivery of park, recreation, child care and cultural services.

**Section 1.3. Committee Responsibility.** The Commission’s authority is advisory only. The Commission has no power to act on behalf of the City of San Rafael or any other entity.

Subject to the direction and control of the City Council, as provided in Section 2.04.030 of the San Rafael Municipal Code, the powers and duties of the Commission shall be:

1. To assist in the preparation and adoption of a review annually and revise as necessary a long-range plan for parks including neighborhood parks, community-wide parks, special use facilities and open space lands;
2. To focus public attention upon the need for adequate parks and healthful and creative year-round supervised recreation for all age groups;
3. To assist in promoting the public recreation programs;
4. To solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein;
5. To assist the Parks and Recreation Director in establishing general policies and procedures in respect to park usage;
6. To receive periodic reports from the department head concerning the general operations and functions of the department;

To perform such other duties as may be prescribed by the council.

### **ARTICLE II. MEMBERSHIP**

**Section 2.1. Number of Members.** The Commission shall consist of five (5) members, one of whom may be a Councilmember.

**Section 2.2. Eligibility.** Committee members shall reside in City limits.

**Section 2.3. Term Limits.** Members of the Committee shall be limited to two (2) consecutive four-year terms. Additional terms may be served if there is a break between terms.

**Section 2.4. Absence and Removal.** An unexcused absence from two (2) consecutive Commission meetings without notification to the Staff Liaison shall be considered a voluntary resignation from the Commission. Previously dismissed Commission members may be eligible for reappointment to the Commission.

**Section 2.5. Compensation.** Commissioners shall serve without compensation.

### **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. The Commission shall meet once per month, on a consistent day of the month, and shall be scheduled annually. The schedule for the upcoming year will be set by December of the previous year.



**SAN RAFAEL CITY COUNCIL STAFF REPORT**

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: 

**TOPIC: PICKLEWEED ADVISORY COMMITTEE INTERVIEWS**

**SUBJECT: INTERVIEW APPLICANTS AND MAKE AN APPOINTMENT TO FILL ONE FOUR-YEAR ALTERNATE MEMBER TERM TO THE END OF OCTOBER 2027 ON THE PICKLEWEED ADVISORY COMMITTEE**

**RECOMMENDATION:**

Interview the following applicants and make an appointment to fill one four-year Alternate Member term to the end of October 2027 on the Pickleweed Advisory Committee.

Name
Darlin Ruiz
Gerrod Herndon
Mudung Nguyen

**BACKGROUND:**

The Alternate Member term on the Pickleweed Advisory Committee was left unfilled due to a lack of applications for the position. Since moving to our semi-annual appointment process and allowing members of the community to apply year-round, the City Clerk’s office recruited for applications and received four applications; however, one applicant withdrew.

The [Pickleweed Advisory Committee](#) provides valuable input in representing and advocating for the Canal area residents’ needs and wishes for programs and services; and is a primary public networking resource between the Canal residents, representatives from governmental and non-profit agencies, and others. The Pickleweed Advisory Committee works in conjunction with the City of San Rafael. [Meetings](#) are held in-person on the first Wednesday of even-numbered months at 6:00 p.m. at the Albert J. Boro Community Center.

**ANALYSIS:**

The City Clerk’s office recruited for the Pickleweed Advisory Committee vacancies and

---

**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

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

received four (4) applications; however, one applicant withdrew. Staff recommends the City Council interview the three (3) eligible applicants and make an appointment to fill the Alternate Member term.

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

**COMMUNITY OUTREACH:**

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

**ATTACHMENT:**

1. Three (3) Applications
2. Bylaws

#3

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, April 10, 2023 6:17:24 PM  
**Last Modified:** Monday, April 10, 2023 6:42:52 PM  
**Time Spent:** 00:25:27  
**IP Address:** 172.58.88.66

---

Page 1

**Q1**

Contact Information

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

---

**Q2**

District 1/Southern

What district do you currently live in?

---

**Q3**

Pickleweed Advisory Committee

What Board would you like to apply to?

---

Page 3

**Q7**

How long have you lived in San Rafael?

21 years

---

**Q8**

Business Information

Company

**Darlin Ruiz**

Address

██████████

City/Town

**San Rafael**

ZIP/Postal Code

**94901**

---

**Q9**

**Friend**

How did you hear about this vacant position?

---

**Q10**

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

Im volunteer in Voces del Canal

---

**Q11**

List any civic organizations of which you are a member:

Voces del Canal

---

**Q12**

Education:

Middle School

---

**Q13**

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

Im interested because I'm leaving in Canal and I loved to help my community.

---

**Q14**

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

Im interested in Canal area

---

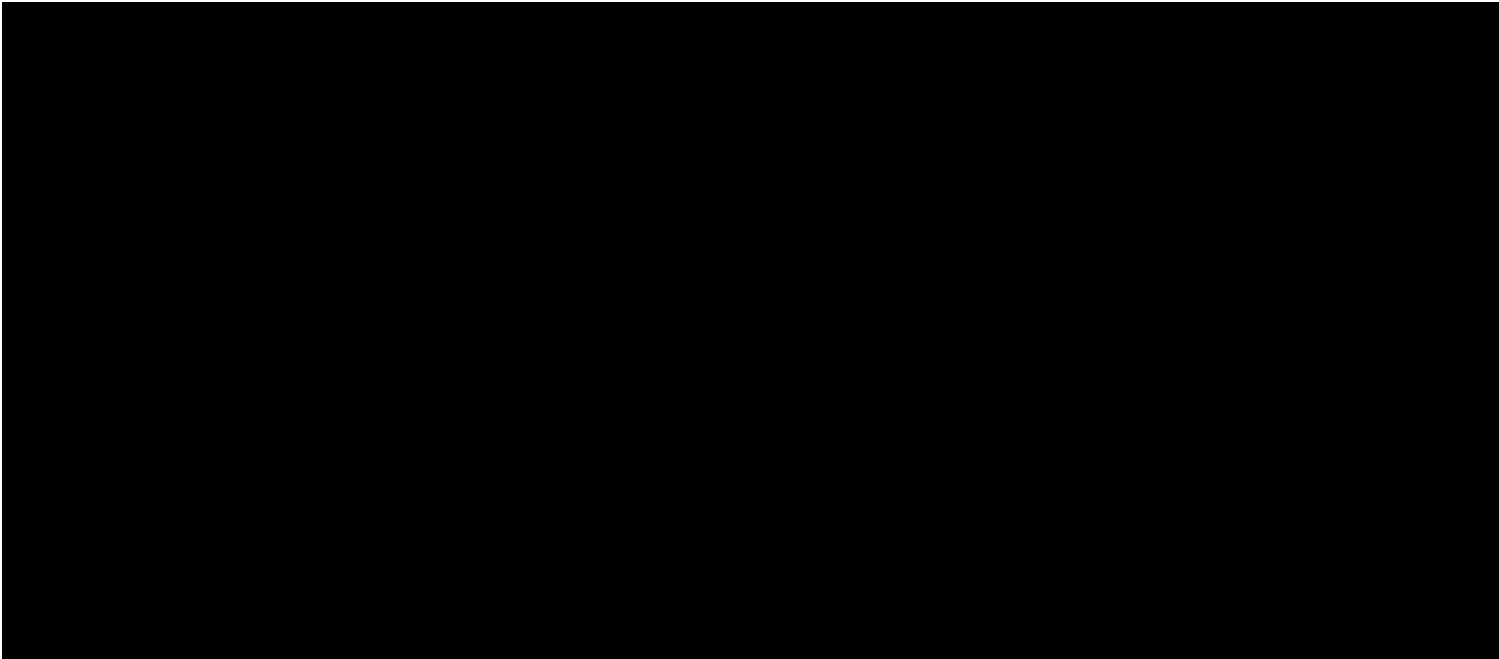
**Q15**

**Respondent skipped this question**

Upload your resume.

---

---





**SAN RAFAEL**

THE CITY WITH A MISSION



**Boards and Commissions Application**

**What board would you like to apply too?**

- ADA Access Advisory Committee
- Bicycle and Pedestrian Advisory Committee
- Board of Library Trustees
- Design Review Board
- Fire Commission
- Marin Commission on Aging
- Marin County Hazardous & Solid Waste Management Joint Powers Authority Local Task Force
- Marin/Sonoma Mosquito and Vector District
- Park and Recreation Commission
- Pickleweed Advisory Committee
- Planning Commission
- Police Accountability Advisory Committee
- Public Art Review Board
- Voter Approved Tax Oversight Committee

**Applicant Information**

Full Name: Gerrod Herndon [Redacted]

\*Address: 918 0st  
Street Address Apartment/Unit #

San Rafael, CA 94901  
City State ZIP Code

\*Phone: [Redacted] Email [Redacted]

Resident of San Rafael for 11 years.

Employer: self

Occupation: pro bono

Business Address: [Redacted]  
Street Address Apartment/Unit #

San Rafael, CA 94901  
City State ZIP Code

**Education**

PASS, Exodus, Freshstart, K-12, Blackstone,  
ABA, WELS, Penn Foster, Witkins Legal Institute  
Stratford, SRJC, Fresno State University, College of the North Coast, community college

**Supplemental Questions**

Participation in the following civic activities:  
On ballot for 2nd District City Council members



ERC cus walgreens, medical, Medcamp

NAMI safeart, AARP, EBT

AA/NIA vitacid, Kaiser, 4120.910018

Member of the following civic organizations:

Culture Center 42 CFR 489

USC 28191991 - MC-275 title 2 504

Land and trust title 1 51023

My reasons for wanting to serve are:

I am capable of performing the task and can contribute to the well being of the community. I have faith in God (Jesus Christ) with baptisms/confirmation

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

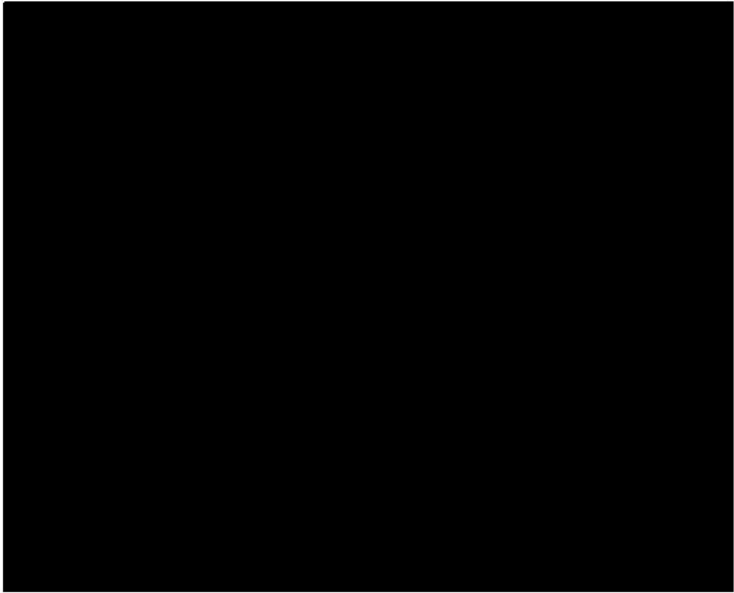
1485 oversight Sheriff depart

3654 prop 8, 36, 39, 47

56731 56248 2273

109 9/A 2254 2933 4813 PC

Demographics (Optional)



Signature

Signature: Gerrard Herndon

Date: 08-28-23

**Mail or Deliver to:**

City of San Rafael, City Clerk Department  
City Hall, 1400 Fifth Avenue, Room 209  
San Rafael, CA 94901

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

San Rafael, CA

# Gerrod Herndon

Passionate worker and learner searching for a change in career fields and an opportunity to join a growing team.

## SKILLS

Deep knowledge of mental health services  
Operational knowledge of computer applications  
Exceptional ability to multitask and prioritize work  
Sound ability to work independently  
Excellent customer services skills  
Good communication skills in both oral and written forms  
Bilingual (English Farsi Arabic) (Spanish for customer service)

## EXPERIENCE

### **Enterprise Resource Center, San Rafael Marin** - *Peer Support Specialist*

Dec 2021 - Present

- Performed heavy and light cleaning, including mopping, sweeping, glass-cleaning, and dusting
- Participated in various self-help groups and provided support to clients.
- Performed various activities on the consumer lounge and ensured a neat and clean area.

### **Center for Employment Opportunities, San Rafael Marin** - *Highway Technician*

Sep 2021 – May 2022

- Provide landscaping and weed eating services along highways, on/off ramps, service roads, and underpasses
- Provide litter abatement services along highways, on/off ramps, service roads, and underpasses
- Beautify highways and ensure their safety for emergency vehicles
- Ensure safe passage on shoulders for emergency vehicles and motorists in distress

### **Ruby's Valley Care Home, Fresno – Janitor**

Mar 2020 - Jan 2021

- Performed maintenance and janitorial duties at several commercial and business sites
- Cleaned, sanitized and supplied restrooms
- Washed windows, glass partitions and mirrors
- Swept, mopped, scrubbed and vacuumed floors to ensure cleanliness
- Collected and transported garbage to sanitation pick-up areas
- Emptied wastebaskets and transported trash to disposal areas

### **McDonald's, Novato – Server**

Jan 2014 - May 2014

- Performed maintenance and janitorial duties at several commercial and business sites
- Cleaned, sanitized and supplied restrooms
- Washed windows, glass partitions and mirrors
- Swept, mopped, scrubbed and vacuumed floors to ensure cleanliness
- Collected and transported garbage to sanitation pick-up areas
- Emptied wastebaskets and transported trash to disposal areas

### **State of CA - Printing Press**

Jan 2006 - Jan 2013

- Collected and inspected random samples during print runs to identify any necessary adjustments.
- Examined job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions.
- Verified that paper and ink meet the specifications for a given job.
- Started presses and pull proofs to check for ink coverage and density, alignment, and registration.
- Fed paper through press cylinders and adjust feed and tension controls.

## **EDUCATION**

**HS Diploma, Vallejo High School – 1999**

**Paralegal Diploma, Blackstone (GATE) – 2010**

**College of Marin, Marin CA – *Classical Music***  
Undergrad cont'd

**Santa Rosa Junior College, Santa Rosa CA – *Counseling Health and Philosophy***  
Undergrad cont'd

**Fresno Pacific University, Fresno, CA**

**Coastline Community College, Fountain Valley, CA**

## **CERTIFICATES AND LICENSES**

**Fresh Start Culinary Program**  
2016

**California Psychiatric Transition (CPT)**  
2016 Graduated

**Breaking Barriers**  
2013 Graduated

**PASS – Psychology Academic SF**  
2013 Graduated

**ABA – Occupational Therapy**  
2013 Graduated

## **Courses Taken**

Exodus Course – graduated

ABA Occupational therapy class – graduated

Counseling – graduated

Health and Philosophy – graduated

Sexual Harassment Certificate – graduated

Psychology – graduated

# #40

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, September 20, 2023 11:09:28 PM  
**Last Modified:** Thursday, September 21, 2023 12:03:58 AM  
**Time Spent:** 00:54:30  
**IP Address:** 24.6.234.161

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Page 1

## Q1

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido	MyDung
Address / Dirección	[REDACTED]
City / Ciudad	San Rafael
State / estado	CA
ZIP/Postal Code / Código postal	94901
Email Address / Dirección de correo electrónico	[REDACTED]
Phone Number / Número de teléfono	[REDACTED]

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## Q2

District 4/Northern / Distrito 4/Norte

What district do you currently live in? ¿En qué distrito vive actualmente?

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## Q3

How long have you lived in San Rafael?

10 Years +

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## Q4

Respondent skipped this question

Business Information

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## Q5

Other (please specify):

How did you hear about this vacant position?

FLYER

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**Q6**

What Board would you like to apply to? ¿A cuál te gustaría aplicar?

**Marin Commission on Aging,  
Marin County Hazardous & Solid Waste Management  
JPA Local Task Force Advisory Member  
,  
Pickleweed Advisory Committee,  
Police Accountability Advisory Committee**

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**Q10**

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

No

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**Q11**

List any civic organizations of which you are a member:

N/A

---

**Q12**

Education:

HS Diplomas, College degree, AS degree in Medical Assistant

---

**Q13**

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

Because I concern the living in community

---

**Q14**

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

N/A

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**Q15**

**Respondent skipped this question**

Upload your resume.

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Page 5: Demographics / Datos demográficos





# 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 9<sup>th</sup> 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.