




**Special Meeting**  
**Agenda Item No: SM 1.b**  
**Meeting Date: October 16, 2023**

**SAN RAFAEL CITY COUNCIL STAFF REPORT**

**Department: City Clerk**

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

**TOPIC: PARK AND RECREATION COMMISSION INTERVIEWS**

**SUBJECT: 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 CICYLY EMERSON**

**RECOMMENDATION:**

Interview the following 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.

Name
Andrei Pasternak
Cicily Emerson
Danielle Mahoney
Gerrod Herndon
Losalini Reeves

**BACKGROUND:**

The terms of Mark Machado and Cicily Emerson are set to expire at the end of October 2023. Cicily Emerson expressed a desire to reapply, and Mark Machado is not eligible to reapply because he is terming out of the Park and Recreation Commission after serving since 2007. The City Clerk’s office recruited for applications and received six applications; however, one applicant withdrew.

This [Park and Recreation Commission](#) assists the City Council in developing and implementing long-range plans for City parks and recreation facilities; monitors current service levels and community needs; reviews the performance of City partnerships with community groups in the utilization of facilities and production of programs; reviews and advises on general policies and procedures in the delivery of park, recreation, child care,

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

**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

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Page 1

## Q1

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido	<b>Cicily Emerson</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?

12 Years

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## Q4

Business Information

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

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**Q5**

How did you hear about this vacant position?

Other (please specify):

I am on the comission

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**Q6**

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

**Park and Recreation Commission**

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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.

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**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.

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**Q12**

Education:

UC Berkeley BA Anthropoloy

UC Berkeley Masters's in Social Work

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**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

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**Q14**

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

No Conflict

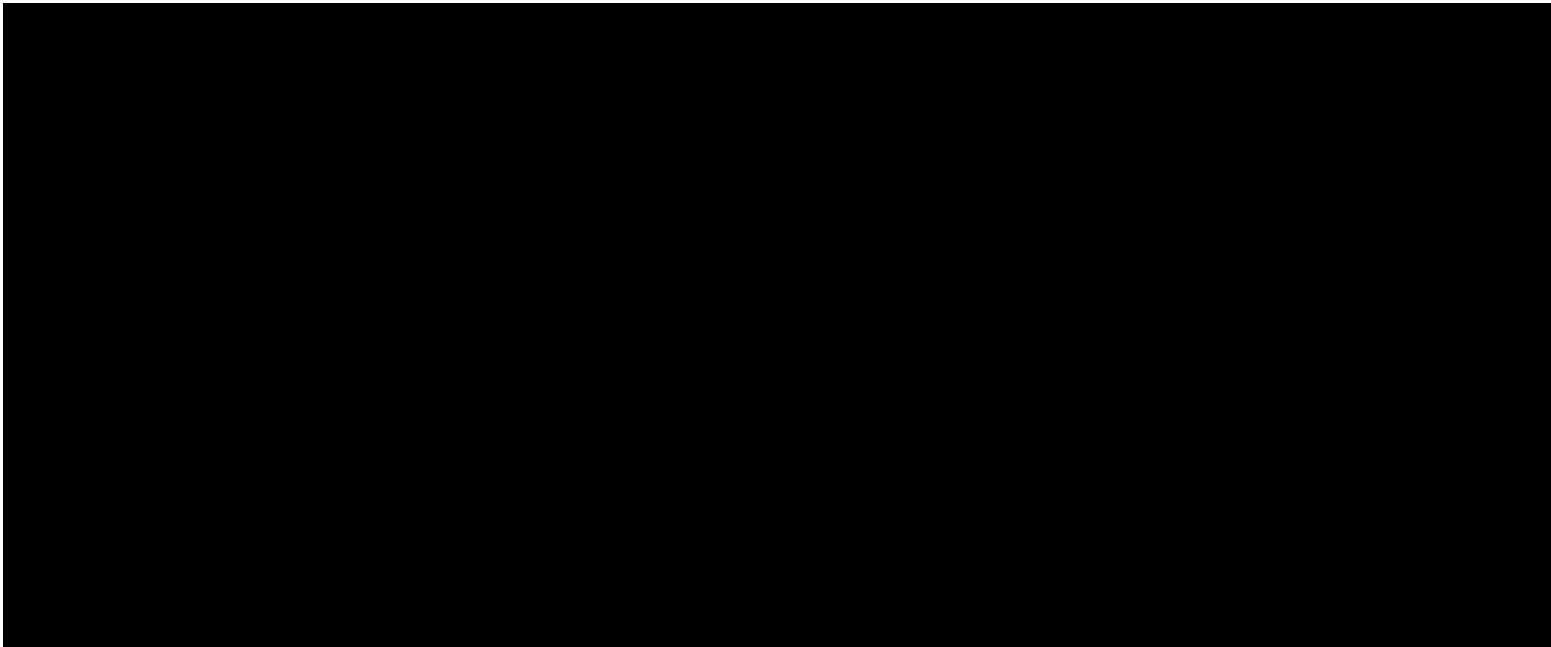
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**Q15**

Upload your resume.

**ResumeCicityEmerson2023.pdf (191.6KB)**

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

**August 2008- present**

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**  
***Health Planner/Evaluator***

**August 2006-August 2008**

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**  
***Director of Prevention Services***

**November 2003-December 2005**

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

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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]

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## 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

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## Q4

Business Information

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

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**Q5**

How did you hear about this vacant position?

Other (please specify):

City website

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**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**

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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.

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**Q11**

List any civic organizations of which you are a member:

National Association of Realtors, Marin Association of Realtors

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**Q12**

Education:

UC Santa Barbara bachelor degree

State of CA Real Estate Broker License

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**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)

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**Q14**

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

Nothing comes to mind.

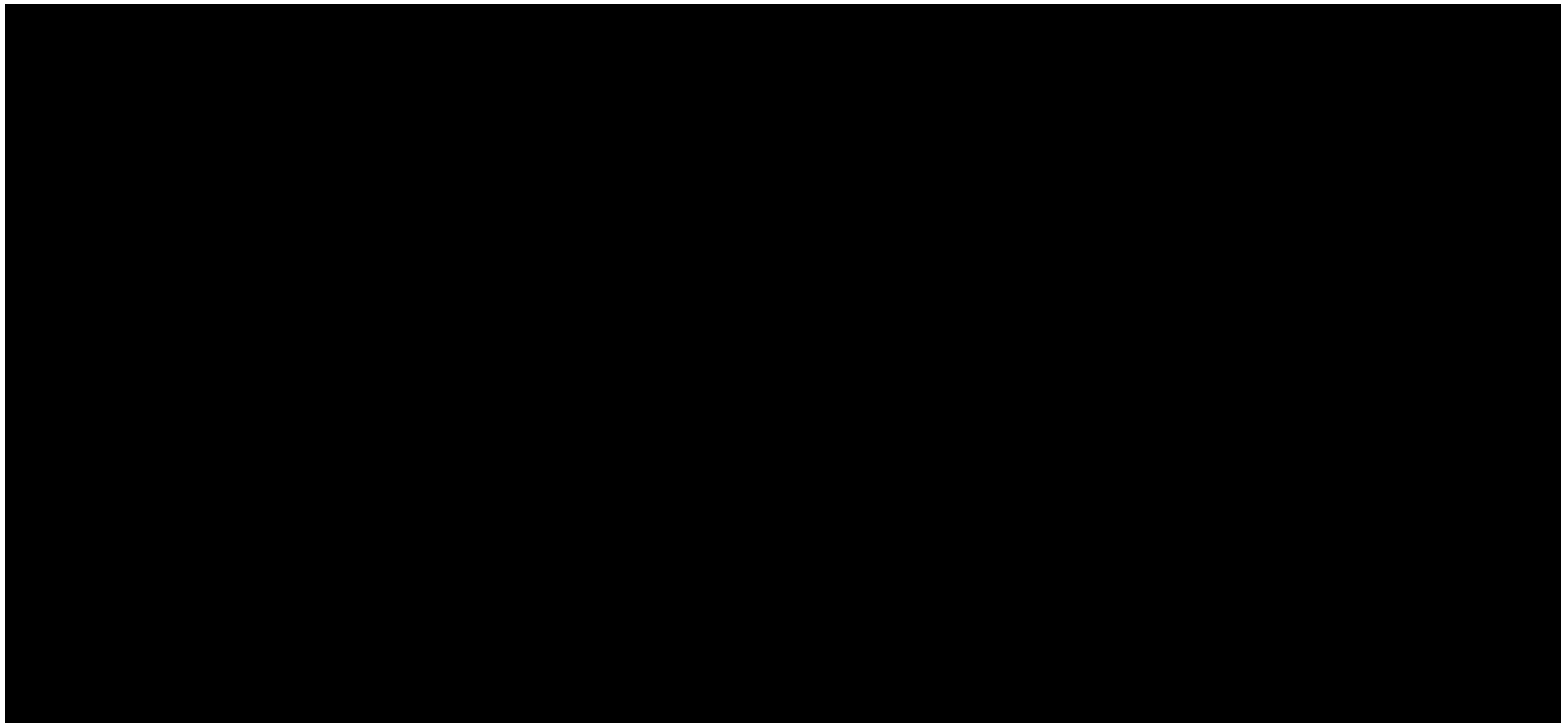
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**Q15**

Upload your resume.

**Respondent skipped this question**

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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: 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  
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:

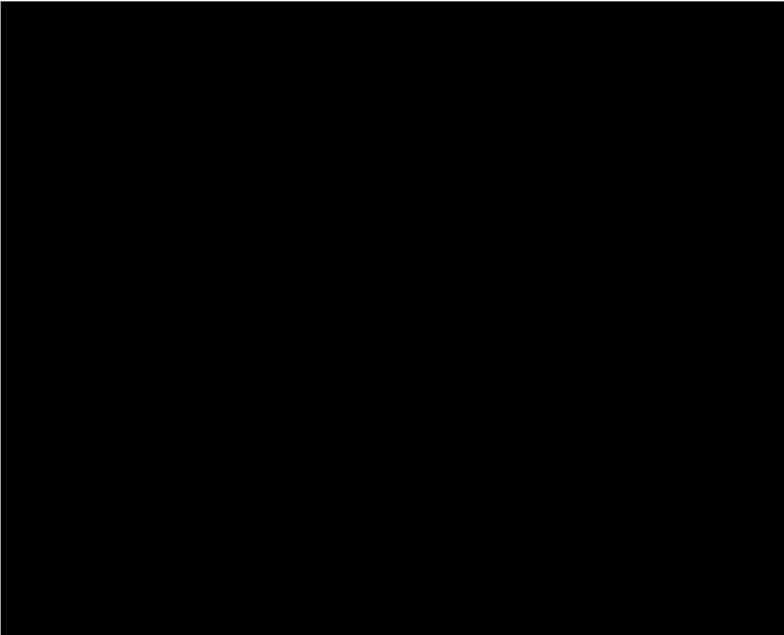
1485 oversight Sheriff depart

3654 prop 8, 36, 39, 47

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

#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]

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**Q2**

District 1/Southern

What district do you currently live in?

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**Q3**

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

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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

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**Q8**

Respondent skipped this question

Business Information

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**Q9**

**Social Media**

How did you hear about this vacant position?

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**Q10**

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

Yes - Marin County Election

Habitat for humanity

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**Q11**

List any civic organizations of which you are a member:

Voting community

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**Q12**

Education:

Bit of College

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**Q13**

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

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

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**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.

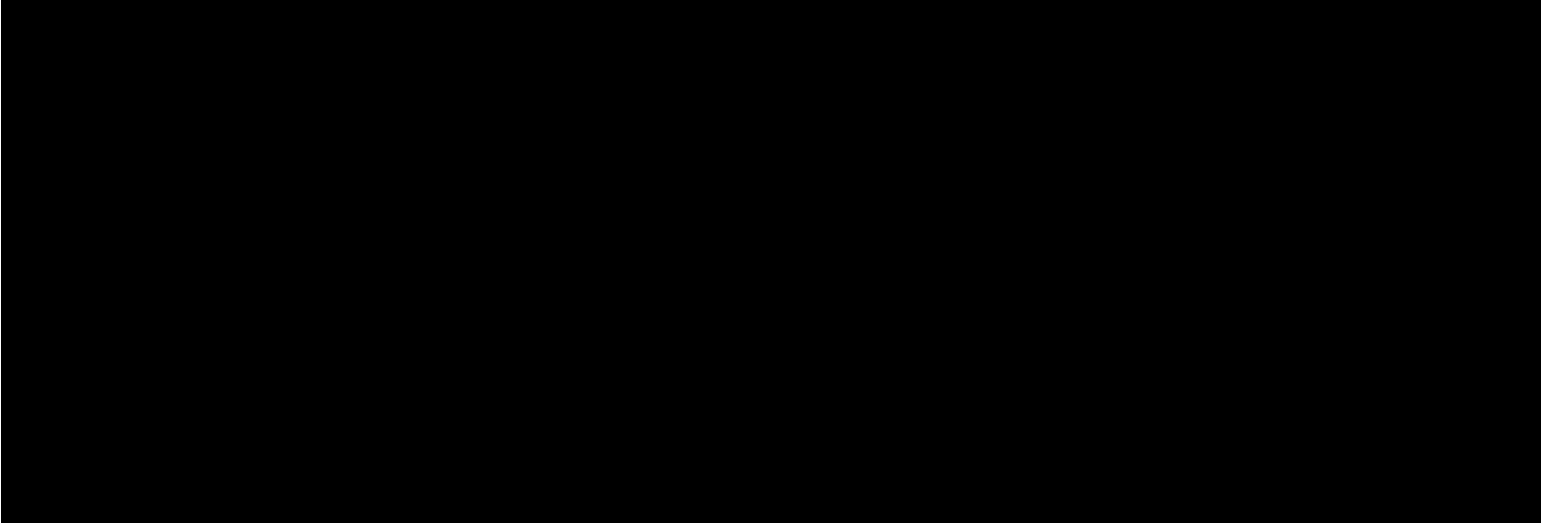
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Page 4: Demographics







## **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.