




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:

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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
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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

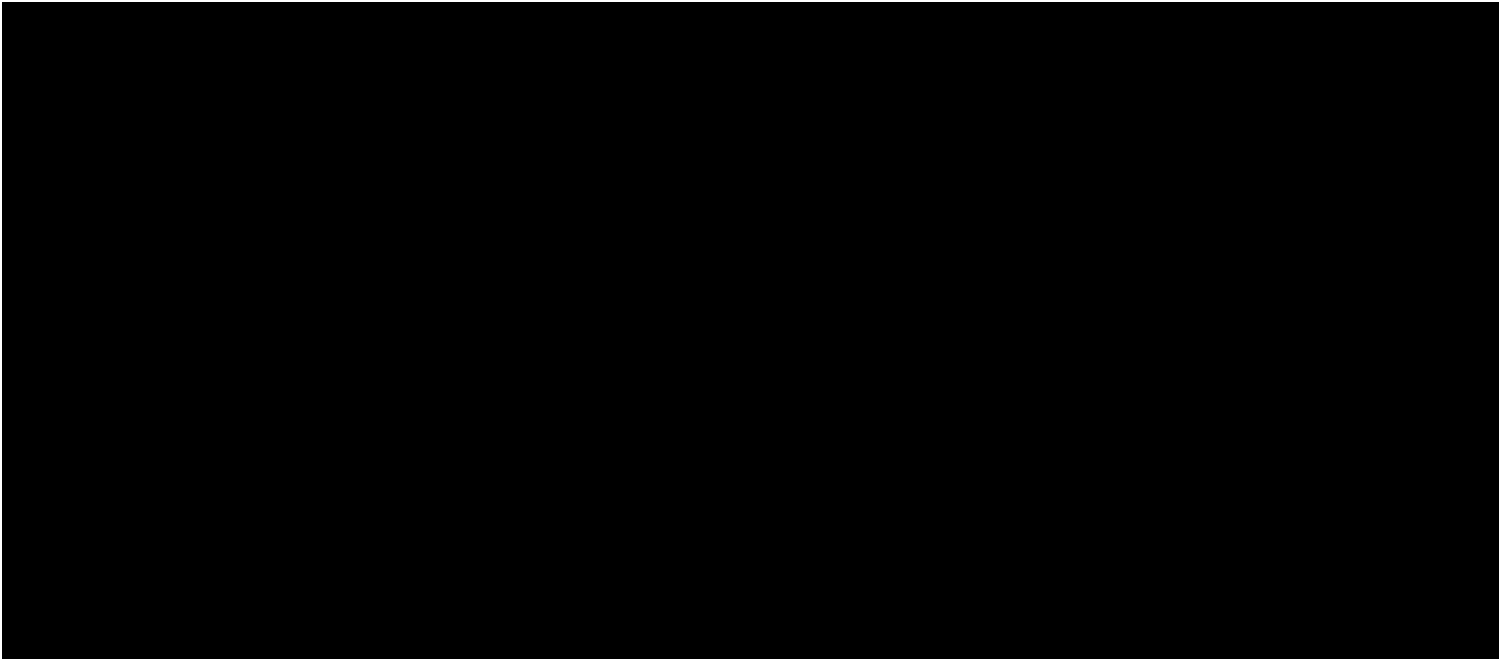
Describe possible areas in which you may have a conflict of interest with the City:

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
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, 4120.910018

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:

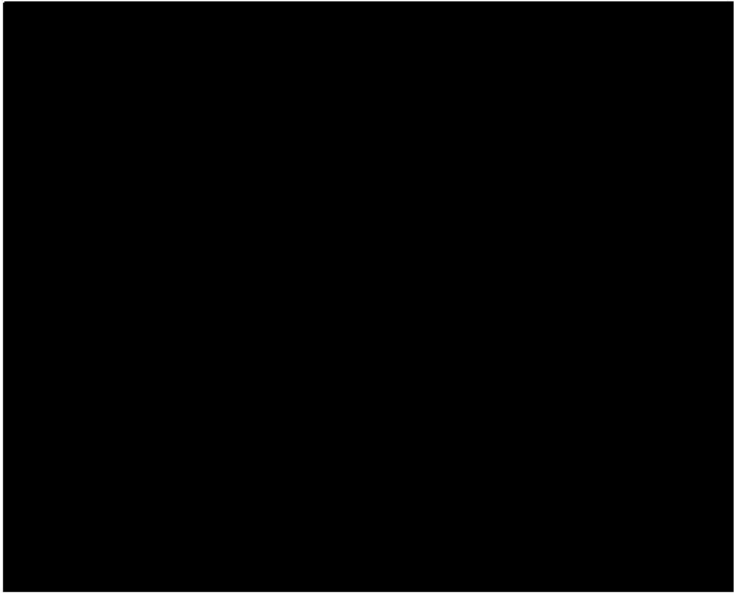
1485 oversight Sheriff depart

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)
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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]

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?

10 Years +

Q4

Respondent skipped this question

Business Information

Q5

Other (please specify):

How did you hear about this vacant position?

FLYER

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

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:

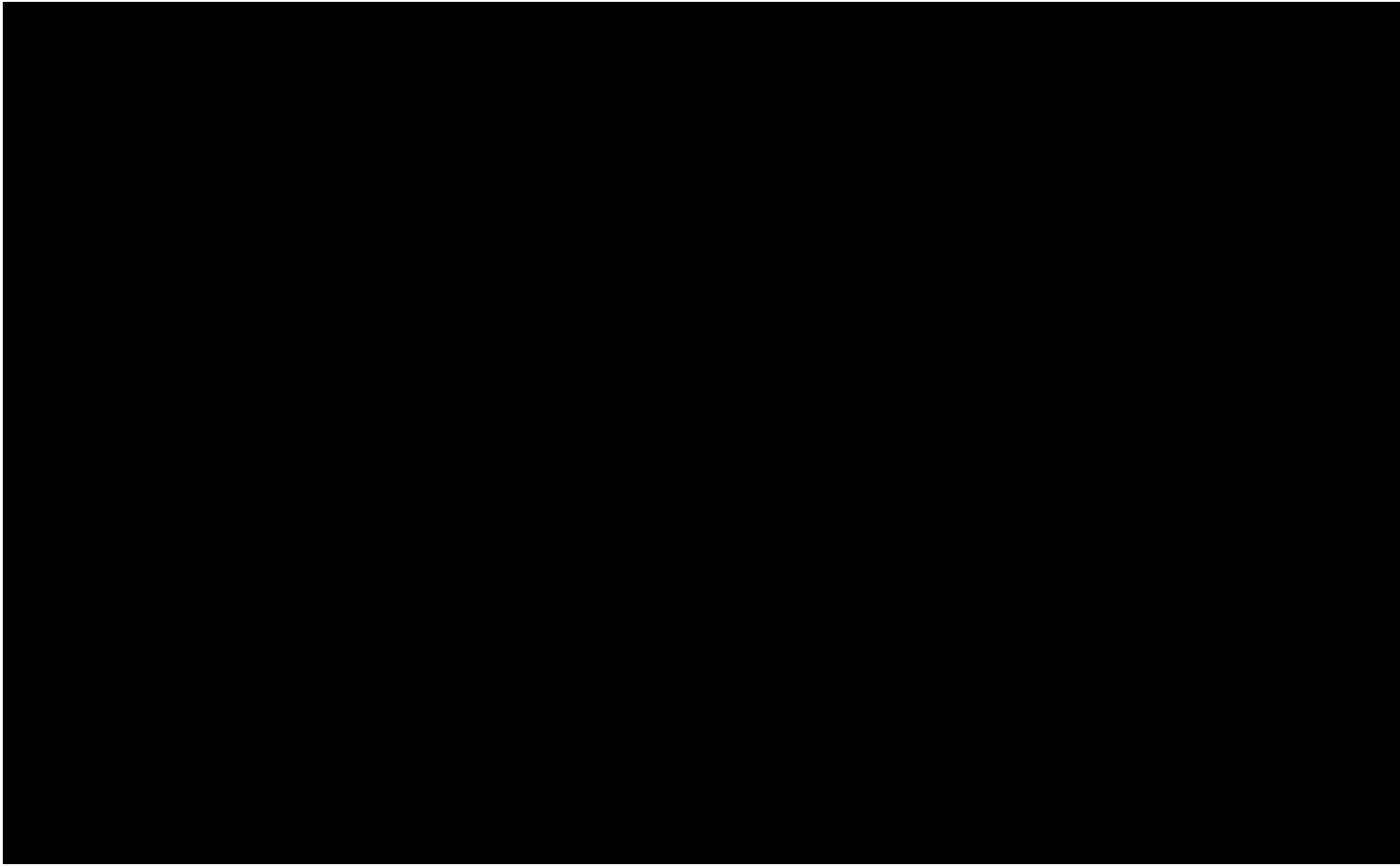
N/A

Q15

Respondent skipped this question

Upload your resume.

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 9th grade student
2. At least six (6) regular voting members of the Committee shall reside within the Canal neighborhood
3. One (1) member of the Committee must be a City of San Rafael resident but may reside outside of the Canal neighborhood.

Section 2.4. Appointment of Committee Members. With exception of the representative of the Park and Recreation Commission and City staff, all other regular voting members and alternate member shall be appointed by the City Council. Appointments shall be published on the website for the City of San Rafael in accordance with Government Code Section 54973, as amended from time to time. The representative from the Park and Recreation Commission will be selected by the Park and Recreation Commission on an annual basis.

Section 2.5. Terms of Appointment. With exception of the representative from the Park and Recreation Commission, each Committee member shall serve a minimum term of four (4) years but not more than two consecutive terms. However, if there is a vacancy on the Committee, the City Council has the authority to extend a current Committee member's term at their discretion. Members may also reapply to Committee following an absence of at least one term. An effort will be made to ensure that the terms are staggered, and not all of the appointments expire in the same year. A Committee member whose term is expiring should notify the Chairperson at least thirty (30) days before the end of his/her term whether he/she wishes to continue his/her membership.

The representative from the Park and Recreation Commission shall serve a term of one (1) year, but not more than two consecutive terms. However, if there is a vacancy, the Park and Recreation Commission has the authority to extend the current representative's term at their discretion.

Section 2.6. Resignation. All resignations from the Pickleweed Advisory Committee shall be submitted in writing to the Chairperson. The resigning Committee member should provide as much notice as possible.

Section 2.7. Absence and Removal. Attendance at any regularly scheduled meeting is a necessary part of being an effective Committee member. If a member is unable to attend a regularly scheduled meeting, the member should notify the Chairperson at least twenty-four (24) hours in advance of a regularly scheduled meeting to have an excused absence. An unexcused absence from two (2) consecutive Pickleweed Advisory Committee meetings without notification to the Chairperson, or six absences (whether excused or unexcused) in any term, shall result in immediate removal from membership on the Committee. Previously dismissed Committee members may be eligible for reappointment to the Committee in accordance with Section 2.4.

Section 2.8. Vacancies. Vacancies, no matter how arising, shall be published on the website for the City of San Rafael in accordance with Government Code Section 54973, as amended from time to time.

Section 2.9. Compensation. Committee members serve without compensation.

Section 2.10. Duties of the Chairperson. The Chairperson shall preside over all Pickleweed Advisory Committee meetings and shall be responsible for preparing agendas and meeting minutes. If the Chairperson is unable to attend a regularly scheduled meeting, the regularly scheduled meeting shall be cancelled and resumed at the next regularly scheduled meeting.

ARTICLE III. MEETINGS

Section 3.1. Time and date of Regular Meeting. Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. A minimum of five (5) meetings shall be scheduled annually, on a consistent day of the month; the schedule for the upcoming year will be set by November of the previous year; staff will contact the Committee one week prior to scheduled meetings to determine if a quorum will be present; lack of quorum will result in the cancellation of the scheduled meeting.

Section 3.2. Agenda. Items may be placed on the agenda by the Chairperson or at the request of a member if approved by the Chairperson. The Chairperson will be responsible for preparing an agenda item cover sheet and for the initial presentation at the meeting. Items to be included on the agenda should be submitted to the Chairperson no later than two weeks before the scheduled Committee meeting; lack of agenda items will result in the cancellation of the scheduled meeting. Agenda packets for regular meetings will be provided to the Committee members at least three (3) business days before the scheduled meeting.

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

Section 3.4. Quorum. Four (4) voting members of the Committee shall constitute a quorum for the transaction of business at any regular or special meeting of the Pickleweed Advisory Committee.

Section 3.5. Voting. A majority vote of those present and constituting a quorum shall be required to agree to any business of the Committee, including making any input that will be presented to the City Council, City Manager or Library and Recreation Director provided that any Committee member who abstains due to a legal conflict of interest shall not be counted in determining the existence of a quorum or a majority vote.

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

Section 3.6. Public Participation. All meetings of the Pickleweed Advisory Committee shall be open to the public. Meetings will be accessible to all, with accommodations for accessibility issues made upon request. Any person who disrupts the meeting may be asked to leave and be removed.

ARTICLE IV. ADOPTION AND AMENDMENT

Section 4.1. Effective Date. The Bylaws shall become effective immediately upon a majority vote of approval by the City Council.

Section 4.2. Amendments. These Bylaws may be amended by majority vote of the City Council at any regular meeting of the City Council. All proposed amendments to the Bylaws shall be made available to the membership at least ten (10) days prior to the meeting at which the City Council will vote on the proposed changes. The effective date of the amendment shall become effective immediately upon a majority vote of approval by the City Council.