

City of Isleton

City Council Staff Report

DATE: June 22, 2021

ITEM#: 7.A

CATEGORY: Old Business

COUNCIL VACANCY APPLICATIONS AND APPOINTMENT

SUMMARY

At their June 8th, 2021 meeting, City Council was briefed by the city attorney on their options for filling the currently vacant council seat. Staff is now returning the matter to City Council to choose among one of the five options, as well as present options for appointments if the Council chooses to appoint.

Staff is recommending at this time to directly appoint a new member so as to keep five votes active on the Council.

DISCUSSION

The options available to City Council are as follows:

- 1 - Conduct an application/appointment process as a full Council.
- 2 - Conduct an application/appointment process with the subcommittee recommending an appointee.
- 3 - Hold a special election by all-mail ballot on August 31, 2021.
- 4 - Hold a special election by regular balloting on November 8, 2022
- 5 - Take no action.

For a more detailed analysis of the options please see the attached memo from the city attorney (Attachment 4)

Staff is respectfully recommending that Council pursue Option 1. The City Attorney advised that 4 votes could yield split decisions open up to legal challenge if no action is taken to fill the vacancy. Direct appointment would also be the quickest and most cost effective process of filling the vacancy. The appointee would hold the seat until the next municipal election on November 8, 2022.

If Council does pursue direct appointment, a choice would have to be made within 60 days of the vacancy according to state—making this meeting the last opportunity for such an appointment. The City has three applications for the seat. Each applications has been made an attachment to this report. The applicants are as follows:

1. Michael Comfort
2. Marcus D. Weemes
3. Robert Jankovitz

RECEIVED
6/14/21

Yvonne

From: Michael Comfort <michael.comfort@aol.com>
Sent: Monday, June 14, 2021 10:36 AM
To: ericp@overaa.com; ivawalton@comcast.com; pamelamultimedia@aol.com;
paul5674steele@gmail.com
Cc: cbergson@cityofisleton.com; yvonne.zepeda@cityofisleton.com;
dianaobrien@cityofisleton.com
Subject: RE: City Counsel Vacancy appointment

Mr. E. Pene, Mayor City of Isleton
City Counsel Members
Yvonne Zepeda
City of Isleton
101 2nd Street
Isleton, CA 95641

Good morning Mr. Mayor, Counsel Members and Ms. Zepeda

I would like to be considered for the current City Counsel vacancy. My background is in business management/ownership, property development and law enforcement. I am also a property owner/citizen here within the City of Isleton's limits and have been for approximately 4-5 yrs, so am very familiar with the city and on going projects and local concerns. I strongly believe that my personal experiences and expertise in management will bring an additional level of professionalism to the current counsel. I look forward to being a part of the city council and supporting the city of Isleton and it citizens.

I am available anytime for an interview or questions, additionally I can provide references upon request.

Respectfully submitted

Michael Comfort
301 Jackson Slough Road
Isleton, CA 95641-1001
707.378.3431

RECEIVED
6-14-21

Marcus D. Weemes

710 Annemarie Way
PO Box 201
Isleton, CA 95641
(312) 545-8441
themarcusd@gmail.com

June 11, 2021

City of Isleton

City Council % Yvonne Zepeda
101 Second Street
PO Box 716
Isleton, CA 95641

Dear City Council Members,

I am writing to inform you of my strong interest in serving the residents of Isleton on the City Council to fill the current vacancy. I am very sorry to hear of the passing of Councilwoman Dockery, my thoughts are with her family and friends. I remember attending my first City Council meeting in 2019 and sitting next to her and talking to each other, as I learned about our town.

I would like to share a little bit about my background and education. I will also attach my resume for your review. I was born and raised in Fort Wayne, Indiana. I graduated from Ball State University where I studied Political Science and Theatre. I went on to receive my Masters Degree in Project Management/Business from the University of Wisconsin Platteville.

My career has been spent working over 21 years in Higher Education Administration. I have worked at 5 different institutions, including the University of Michigan, University of Illinois at Chicago and the past 6 years as the Director of Campus Housing at Saint Mary's College of California. In addition to working at colleges I also have for the past 5 years worked full-time in tech for Lyft HQ in San Francisco.

I have managed multi-million dollar revenue and also expenses in my career. I am an energetic leader who's top strengths from the Strengths Quest include being futuristic, strategic and adaptable,

When I first set eyes on Isleton in 2018, I thought this would be a great community to live in and plant my roots firmly in California. I purchased my home here in the Isleton Village development in September 2019, and have loved educating others about our town. I am very excited about the possibility to serve and help continue to make Isleton a great place for everyone to live and grow together as a community. We are a gem on the Delta!

Respectfully Submitted,



Marcus D. Weemes

MARCUS D. WEEMES

312-545-8441 • themarcusd@gmail.com • 710 ANNEMARIE WAY PO Box 201 • Isleton, CA 95641

Innovative Change Agent leveraging 21 years of professional leadership and project management experience. Commands large teams with confident and effective management methodologies.

Dedicated. Focused, business leader and team member with comprehensive knowledge and experience with Lyft and offers innovation needed to bring to life driver hubs and service centers company wide. Exercises interpersonal effectiveness in driving teams to optimal performance levels. Inspires and implements process improvements and operational effectiveness with creativity and high-energy. A data driven manager, who is able to dive deep into the numbers and analytics while excelling in building strong relationships with a wide cross-section of partners. Over 20 years of experience in project management and management, cross-functional partner communication and collaboration from beginning to grand opening and beyond.

StrengthsQuest Top 5 Characteristics: **Futuristic, Strategic, Adaptability, Competition and Significance**

HIGHLIGHTED SKILLS & ACCOMPLISHMENTS

- Provided leadership in renovations and construction projects and cost-saving management initiatives saving thousands of dollars each year.
- Improves efficiency and ensures seamless operations by spearheading and delivering enhanced training programs to boost efficacy of customer service, internal/external communications, direct mailings, mail delivery, email communications, and other initiatives.
- Implemented new driver on-boarding processes in the San Francisco market

EDUCATION

M.S., Business-Project Management | UNIVERSITY OF WISCONSIN PLATTEVILLE

BA, General Studies, Concentration: Political Science and Theatre | BALL STATE UNIVERSITY

PROFESSIONAL DEVELOPMENT & ACCOMPLISHMENTS

LYFT, Chicago, IL and Northern California, CA

2013 - Present

Driver Advocacy Community Lead - National Driver Engagement (August 2019--present)

Driver Advisory Council Special Project Team - NDAC POC (April 2018-August 2019)

Operations Associate - Silicon Valley (September 2018 - August 2019),

Sr. Community Associate - Silicon Valley (January 2018 - September 2018)

Community Associate - San Francisco (May 2016 - January 2018)

Key Accomplishments:

- Management of the DriverAdvisory Council program with over 120 active drivers and 360 alumni members.
- Managed the daily operations of 2 Hublites in Silicon Valley and provide supervision of 18 Community Associates
- Facilitate the local team build out and furnishing of 2 Silicon Valley Hublite locations from possession to opening.
- Manage the Onboarding and Welcome Sessions for New Lyft Drivers at remote locations and Pep Boys stores.
- Responsible for Analytical information for onboarding sessions including administration of onboarding trackers and performance levels.
- Responsible for Welcome Session (onboarding) content, pre/post communication and tracking of applicants progress through the application process to beginning to drive.
- Responsible for location set up, appearance, supplies and signage.
- Created location signage to aid in the onboarding process.

Driver/Mentor/Recruiter/Ambassador

- Contributes to lead generation and digital marketing methodologies by monitoring and engaging in social media interaction with clientele to promote online community and brand awareness of platform for ridesharing opportunities.
- Facilitates marketing events to connect drivers and customers on a continual basis; strengthens repeat business.
- Serve as a recruiter/mentor in both the Chicago and San Francisco markets to screen and select new drivers to join the Lyft community.
- Effective Brand Ambassador for Lyft, having led informal and formal Lyft teams in street team marketing.
- Maintains a high star rating as a Lyft Driver within the community starting as a driver in Chicago in July 2013 and transferring to San Francisco in July 2015.

Saint Mary's College of California, Moraga, CA

2015-present

Director of Campus Housing

Oversees the management of the Campus Housing Office. Supervise a full-time staff member and up to 12 student staff members; heads contracts, billing, facilities management and assignments for \$18+ Million annual housing operation comprised of 1,600 resident students in 22 residence halls.

Key Accomplishments:

- Responsible for developing and implementing policies, procedures and new initiatives, including a key management system, laundry services and amenities programs.
- Responsible for assisting cross-functional departments in the prioritization, funding, scheduling, vendor selection and management, communication with several simultaneous renovation projects of over \$800k each year.
- Facilitated a Lounge Furniture replacement program for 18 lounges across campus over a 2 week period

University of Illinois at Chicago, Chicago, IL

2006-2015

Area Coordinator for Administration and Operations

Oversees the management of the Housing Office operations. Supervise four full-time staff members including Resident Director for Administration and Assessment, three Housing Representatives as well as up to 12 student staff members; heads contracts, billing, and assignments for \$33 Million housing operation comprised of 3,700+ resident students.

Key Accomplishments:

- Responsible for the customer service operation of Central Housing Office, including front desk operations at 5 satellite locations around campus.
- Develop and implement policies, procedures and new initiatives to provide increased efficiencies and cost savings.
- Manifests community, enhanced campus housing communication, and social interaction by spearheading and maintaining content management for social media and email marketing campaign initiatives.

University of Michigan, Ann Arbor, Michigan

2003-2006

Coordinator of Residence Education

Headed \$150K+ annual budget while also recruiting, developing, and training four full-time staff members including Resident Directors, Associate Hall Directors, Office Coordinator, and Hall Assistant, up to 37 student staff members.

Key Accomplishments:

- Promoted on a progressive basis to oversee up to 1,300-bed co-educational residence hall in final year of tenure; led Living Learning community of 200 students in first year and was granted increasing responsibility with multiple residence halls comprised of up to 600 students.
- Proved vital to catalyzing major improvements and community development initiatives by exercising leadership in various departmental committees including Communication Task Group, Sustainability Committee, Community Development Committee, Technology in Housing Committee, and various other cross-functional teams.
- Contributed to building and revitalization initiatives by developing team comprised of Dining Manager, Building Facilities Manager, and Living Learning & Residence Education Staff.

Wayne State University, Detroit, Michigan

2005-2006

Community Director

Led seven full-time employees including Assistant Community Director, two Office Services Clerks, and four housekeepers while also directing 25 student staff members including Resident and Desk Assistants.

Key Accomplishments:

- Facilitated operations of newly launched, 930-bed, co-educational residential suite style hall; improved reparative and preventative maintenance procedures in coordination with Assistant Director of Facilities.

University of Wisconsin, Platteville, WI

1999-2003

Resident Director

Accomplished improved leadership and direction of male residence hall with up to 265 beds while also managing eight Resident Assistants, Programming Director, RA Desk Director, and up to five desk clerks and custodians.

Key Accomplishments:

- Developed departmental plan for renovations of operational front desks and kitchens of residence halls.

Previous Experience:

Manager • COLDSTONE CREAMERY | **Customer Service Specialist** • BEST BUY, INC **Disc Jockey** • Roller Dome North

Additional Strengths Include:

Analytics • Social Media • Direct and Digital Marketing Initiatives • Staff Training and Development • Team Leadership
Customer Service • Interpersonal Effectiveness • Process Improvement • Change Management
Conference Facilitation • Community Outreach • Public Speaking • Design and Delivery of Presentations

RECEIVED
6/14/21

Yvonne

From: Robert Jankovitz <rjankovitz@gmail.com>
Sent: Monday, June 14, 2021 4:42 PM
To: Yvonne Zepeda
Subject: Letter of Interest

Hi Yvonne, This email serves as my Letter of Interest requesting appointment to the vacant City Council seat.
Thanks Robert

City of Isleton

City Council

Staff Report

DATE: May 25, 2021/June 8, 2021

ITEM: 7.D

CATEGORY: New Business

CONSIDERATION OF OPTIONS TO FILL CITY COUNCIL VACANCY

City Council Report Update for June 8, 2021 – An email memorandum from the City Attorney providing Supplemental Analysis regarding the Council Vacancy is attached. The City Attorney is recommending that the City Council fill the vacancy within the 60 day window. The 60 day window ends June 22, 2021. The City has issued an advertisement for letter of interest to serve on City Council and is included in the correspondence section of the Agenda. The original Council report from May 25th is included.

Respectfully, City Manager, CBergson

RECOMMENDED ACTION

Staff respectfully recommends that the City Council review the options presented in this report, provide direction to staff, and take any necessary action.

DISCUSSION

On April 23, 2021, Councilmember Barbara Dockery passed away. This seat term was to serve to 2024. The purpose of this report is to present options to fill her Council seat.

As a general law city under State law, Government Code section 36512(b) provides that the Council has 60 days from the commencement of the vacancy to either appoint a replacement or call a special election for voters to select the replacement.

The vacancy was created on Friday, April 23, 2021. The Council has until Tuesday, June 22, 2021, to act on filling the vacancy.

Appointment

Neither State law nor the City's Municipal Code stipulate a specific process to select a replacement by appointment, so the Council has wide discretion over the selection process. The City Council could select a replacement to fill a Council vacancy after conducting an application process. The City could also designate a subcommittee to

either make an appointment or, if consensus on an appointee cannot be reached, call for a special election under either Option 3 or 4 below.

Staff can draft a short application form and public notices for this option. If this option is selected, staff recommends opening the application period as soon as possible and closing it at the beginning of the week of June 14, 2021 in order to give the Council sufficient time to review applications, hold interviews, and make an appointment (or call a special election).

A successful applicant would hold the seat until November 2, 2021, the next general municipal election. The person elected at that time would only hold the position until 2024.

Option 2 – Conduct an application/appointment process with the subcommittee recommending an appointee.

This option is the same as Option 1 except that instead of the full Council reviewing applications and conducting interviews, a Council subcommittee would review and interview applicants and arrive at a consensus recommendation for an appointee to be considered by the full Council. If the subcommittee cannot reach consensus on an appointee, the Council would then call for a special election under either Option 3 or 4 below.

A successful applicant would hold the seat until November 2, 2021, the next general municipal election. The person elected at the time would only hold the position until 2024.

Option 3 – Hold a special election by all-mail ballot on August 31, 2021.

This would provide for the selection of a replacement to fill the vacancy by an all-mail ballot election. This option was described earlier, and its viability is subject to verification by the Sacramento County Elections Office. Under this option, an all-mail ballot election would be conducted to select the replacement to fill the vacant seat.

Selecting this option for an election in August would require a resolution calling the election to be adopted. This would not preclude the application process described in Options 1 or 2 above – this election could be called at the Council meeting on June 22, 2021, which would still allow for an application/appointment process to be conducted. If the appointment process is unfruitful, the election would be open to any eligible candidate, not just those that applied for appointment, should that process take place first.

A successful candidate would hold the seat until 2024.

Option 4 – Hold a special election by regular balloting on November 2, 2021.

Under this option, the Council would call for a special election to be held by regular balloting (mail, drop box, and walk-in voting) at the next regular statewide election date.

City of Isleton

City Council
Staff Report

DATE: June 22, 2021

ITEM#: 8.A

CATEGORY: New Business

WILSON BALL PARK 4th OF JULY CELEBRATION; ENCROACHMENT PERMIT REQUEST

SUMMARY

Mr. Paul Steele has submitted an application for an encroachment permit to use the City's Wilson Park ball field to host a 4th of July celebration open to the public.

Mr. Steele has also requested fees be waived due to the public nature of the event.

RECOMMENDATION

Staff recommends that City Council grant encroachment permit 05-21 to Mr. Steele for use of the Wilson Ball Park on July 4th, 2021 and waive fees.

Prepared by: Diana O'Brien, Administrative Assistant
Submitted by: Yvonne Zepeda, Deputy City Clerk
Reviewed by: Charles Bergson, City Manager

