



# LODI CITY COUNCIL

Carnegie Forum  
305 West Pine Street, Lodi

## AGENDA – Special Meeting

Date: March 14, 2023

Time: 7:00 a.m.

For information regarding this Agenda please contact:

**Olivia Nashed**

**City Clerk**

**Telephone: (209) 333-6702**

### Notice Regarding Public Comments

Public Comment may be submitted in the following ways:

- In-person
- Email – [councilcomments@lodi.gov](mailto:councilcomments@lodi.gov)
  - Received no later than two hours prior to the meeting
- Mail – City Clerk's Office, P.O. Box 3006, Lodi, CA 95241
- Hand delivered to: City Clerk's Office, 221 W. Pine Street, Lodi, CA 95240
  - Received no later than two hours prior to the meeting

**Public comment received via email, mail, or hand delivery will be provided to the City Council and included in the official minutes record of the meeting, but will not be read aloud at the meeting.**

#### A. Call to Order / Roll Call

#### B. Regular Calendar

- B-1 Provide Direction to Staff Regarding Application and Interview Questions for City Council District 4 Vacancy and Approve Appointment Schedule for Filling City Council District 4 Vacancy (CLK)

#### C. Adjournment

Pursuant to Section 54954.2(a) of the Government Code of the State of California, this agenda was posted at least 24 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

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Olivia Nashed  
City Clerk

*All staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the Office of the City Clerk, located at 221 W. Pine Street, Lodi, and are available for public inspection. Agendas and staff reports are also posted on the City's website at [www.lodi.gov](http://www.lodi.gov). If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation contact the City Clerk's Office as soon as possible and at least 72 hours prior to the meeting date. Language interpreter requests must be received at least 72 hours in advance of the meeting to help ensure availability. Contact Olivia Nashed at (209) 333-6702. Solicitudes de interpretación de idiomas deben ser recibidas por lo menos con 72 horas de anticipación a la reunión para ayudar a asegurar la disponibilidad. Llame a Olivia Nashed (209) 333-6702.*

*Meetings of the Lodi City Council are telecast on SJTV, Channel 26. The City of Lodi provides live and archived webcasts of regular City Council meetings. The webcasts can be found on the City's website at [www.lodi.gov](http://www.lodi.gov) by clicking the meeting webcasts link. Members of the public may view and listen to the open session of this meeting at [www.facebook.com/CityofLodi/](https://www.facebook.com/CityofLodi/).*



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## COUNCIL COMMUNICATION

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**AGENDA TITLE:** Provide Direction to Staff Regarding the Application and Interview Questions for the City Council District 4 Vacancy and Approve an Appointment Schedule for Filling the City Council District 4 Vacancy

**MEETING DATE:** March 14, 2023

**PREPARED BY:** City Clerk

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**RECOMMENDED ACTION:** Provide direction to staff regarding the application and interview questions for the City Council District 4 vacancy and approve an appointment schedule for filling the City Council District 4 vacancy.

**BACKGROUND INFORMATION:** On February 16, 2023, the City Clerk's Office received a letter of immediate resignation from the former District 4 Council Member. At a special meeting held March 7, 2023, City Council directed staff to begin the process of filling the District 4 Council vacancy by appointment as permitted by statute.

City staff is now seeking Council direction regarding the content of the application to be submitted by District 4 seat applicants and questions to be asked of prospective appointees during the interviews to be held at a special Council meeting. Attached is a draft application and interview questions for Council consideration and comment.

In addition, staff is seeking direction from the Council on the format for the interview process.

Lastly, staff recommends Council approve the following schedule for the appointment process to allow for the seating of the District 4 Council Member within the proscribed statutory period (within 60 days of the vacancy). Staff also recommends establishing a process to create a short list of candidates, in the event the City Council receives more applications than can be interviewed in one or two meetings.

**Tuesday, March 14 at 7:00 a.m. Special Meeting – LOEL Senior Center**

- City Council to discuss and approve candidate application and interview questions.
- Approve a schedule of future meetings for candidate interviews for appointment of District 4 Council Member.

**Friday, March 17, no later than 5:00 p.m.**

- Staff shall post the Council approved candidate application form and dates for upcoming meetings to the City website and release a press release regarding the same.
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APPROVED: \_\_\_\_\_  
Stephen Schwabauer, City Manager

**Friday, March 24, no later than 5:00 p.m.**

- Last day to submit candidate applications to the City Clerk via the online portal.
- City Clerk will forward all applications received by March 24<sup>th</sup> at 5:00 p.m. to members of the City Council for review.

**Monday, March 27**

- City Clerk will contact the San Joaquin Registrar of Voters to verify voter registration. Information will be forwarded to the City Council prior to the March 29<sup>th</sup> special meeting.

**Wednesday, March 29 at 7:00 p.m. Special Meeting – LOEL Senior Center**

- City Council to interview candidates, hear public comment, discuss candidates, and appoint the District 4 Council Member. If appointed at this meeting, the District 4 Council Member will be sworn in by City Clerk.

**Wednesday, April 5 at 5:30pm – Carnegie Forum**

- If needed, continue discussion and appoint District 4 Council Member. If appointed at this meeting, the District 4 Council Member will be sworn in by City Clerk.

City staff has prepared a Council Member orientation to brief the new Council Member on City operations, challenges, and current issues facing each department and the City as a whole. This orientation is not a public meeting and is tentatively scheduled for Friday, March 31 or Friday, April 7. The orientation will include informational presentations from each Council Appointee and City Department Directors and allow for questions from the new Council Member. Staff will work to schedule this orientation at an alternative time if either date does not fit with the new Council Member's schedule.

**FISCAL IMPACT:** Not applicable.

**FUNDING AVAILABLE:** Not applicable.

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Olivia Nashed  
City Clerk



## Application to Fill District 4 Lodi City Council Vacancy

-- For Office Use Only --  
Date Stamp

**Important:** This application must be submitted, electronically or via hand delivery, with all required documentation, to the City Clerk's Office, 221 West Pine Street, no later than 5:00 p.m. Friday, March 24, 2023. City Hall business hours through March 23<sup>rd</sup> are 7:30 a.m. – 5:30 p.m. NOTE: City Hall will be closed on Friday, March 24, 2023, therefore, all applications submitted on the 24<sup>th</sup> must be made electronically at <https://lodica.granicus.com/boards/forms/247/apply/3314164?code=f2343309-c6f9-4e25-b786-96e1d50a99f6>.

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_

ADDRESS OF RESIDENCE (NO P.O. BOX): \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

PERSONAL HISTORY:

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SUMMARY OF PAST COMMUNITY SERVICE:

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**STATEMENT OF WHY YOU FEEL YOU SHOULD BE CONSIDERED FOR APPOINTMENT:**

Statement must be 250 words or less; if you require extra space, please attach additional page(s)

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**District 4 Appointee Applicant Acknowledgements:**

- I am a resident of District 4 (see attached district map). Initials: \_\_\_\_\_
- I am a registered voter in District 4 in the City of Lodi. Initials: \_\_\_\_\_
- I have filed my Statement of Economic Interest (Form xxx) with the City Clerk's Office.  
Initials: \_\_\_\_\_
- I understand that once these documents have been filed in City Clerk's Office, they become public records. Initials: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*The following information is to be completed by the City Clerk's Office:*

- San Joaquin Registrar of Voters has verified applicant to be a registered voter in City of Lodi District 4 on \_\_\_\_\_.
- Statement of Economic Interest has been filed with the City Clerk's Office.