	Document Name	<i>Application for City Council Vacancy</i>		
	Document Number	F-026	Revision Letter	A
	Document Location	SharePoint	Revision Date	10/14/2025
	Document Type	Form	Council Adoption Date	NA
			Resolution No.	NA

APPLICATION FOR CITY COUNCIL VACANCY

Persons interested in being appointed to fill the vacancy on the City Council are encouraged to submit an application to the City. Completed applications and a cover letter, resume, and/or any additional information an applicant would like the City Council to consider must be submitted to the City Manager **no later than 5:00 p.m. on May 14, 2026**, via email at citymanager@cityofportola.com or in person at City Hall, 35 Third Avenue, Portola, CA 96122.

All applications will be reviewed and interviews will be held at the City Council meeting at **6:00 p.m. on May 27, 2026**. All applicants are encouraged to attend the May 27, 2026, City Council meeting. The appointment to the City Council may be made at same regular meeting of the City Council and become effective immediately after the selected person has been appointed and taken the oath of office. The selected person will serve as a Council member until the general municipal election in November of 2026.

The individual selected should be able to participate in Council meetings, and Commissions and Committees as appointed. The City Council holds regular meetings on the 2nd and 4th Wednesday of each month at 6:00 p.m.

Please note, you must be a resident and registered voter of the City of Portola and at least 18 years of age to be considered for and appointed to the City Council.


Applicant Name:

Residence Address:

Mailing Address (if different):

Phone Number:

Email Address:

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Please state the reasons why you should be considered for appointment by the City Council:

Provide a Summary of Background Experience (resume may be attached):

Please list memberships in community organizations and/or professional memberships:


Present Occupation:

Employer:

Describe your tenure in the community and/or region as a whole:

Outline your vision for the City of Portola:

Describe why you are interested in the appointment:

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Any foreseen issues with time commitments related to the appointment (City Council meetings, committee assignments, etc.):

NOTICE TO APPLICANTS: Appointment to this position will require you to make information available as to any potential conflict of interest and to file a Statement of Economic Interest (Form 700) with the City. The Form 700 is a public record and is available to the public on request. Appointment to this position will also require you to take and periodically update certain training.

I have read, understand, and will abide by the statement above. I have sufficient time to devote to this responsibility and plan to attend the required meetings if appointed to fill the vacancy and further certify that the foregoing information is true and correct.

Date:

Signature:

SUBMITTAL OF APPLICATION: Please submit the completed application to the City Manager. Completed applications and additional material may be submitted electronically to the City Manager via email at citymanager@cityofportola.com or in person drop-off at City Hall located at 35 Third Avenue, Portola, CA, 96122.

Applications are due by 5:00 p.m. on May 14, 2026.