



## APPLICATION FOR APPOINTMENT TO FORT BRAGG, CALIFORNIA CITY COUNCIL

Thank you for your interest in serving the community as a member of the Fort Bragg City Council. This position fills a vacancy of a four-year elected official; however, the term of this appointment is two years, after which the seat will be filled by an election in 2022. The elected term for this seat would be two years, ending in 2024, in order to be concurrent with the original four-year term vacated.

The estimated timeline for filling the Council vacancy is as follows:

- **Friday, Jan 29, 2021**      **Applications are due to City Clerk by 4:00 p.m.**
- **Week of Feb 1-5, 2021**    **City Council Ad Hoc: Initial candidate interviews**
- **Week of Feb 8-12, 2021** **Special City Council Meeting: Final candidate interviews and selection**
- **Monday, Feb 22, 2021**    **City Council Meeting: New Council swearing in and first meeting**

To be considered, your application must be completed and received by the City Clerk at the address below no later than 4:00 p.m. on Friday, January 29, 2021. Applications received after 4:00 p.m. will not be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

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Please submit the following items:

- Application (see attached).
- A **1-page** cover letter indicating your interest and general qualifications for the position.
- A resume of **no more than 2 pages**.
- A list of at least 3 references and their contact information.

Submit completed applications to:

**June Lemos, CMC, City Clerk**  
**Council Recruitment**  
**City of Fort Bragg**  
**416 North Franklin Street**  
**Fort Bragg, California 95437**

For further information, please contact:  
June Lemos, CMC City Clerk  
707.961.2823 ext. 104  
jlemos@fortbragg.com

### Councilmember Eligibility, Requirements & Public Disclosure

**To be eligible to be appointed to the Fort Bragg City Council, candidates must be:**

- a. At least 18 years of age;
- b. A citizen of the state of California;
- c. A resident of Fort Bragg residing within the City Limits;
- d. A registered voter in the City of Fort Bragg; and
- e. Not convicted of designated crimes as specified in the Constitution and laws of the state.

Follow this link to view the city map on the City's website to confirm that you reside in the city: [Fort Bragg City Map](#). If you hold any other elected public office, please state what office and where in your cover letter. Please note that:

- Once a Councilmember application is filed with the City, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements will be posted on the City of Fort Bragg, CA website as part of the Council's agenda packet the week of the initial interview.
- If appointed, you will be required by state law to file financial disclosure statements

## City Council Duties & Compensation

The City of Fort Bragg, CA operates under the Council-Manager form of government. The five-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the biennial budget, adopting laws, determining the services to be provided and the funding levels for those services, and appointing citizens to its advisory boards and commissions.

The duties of a City Councilmember will likely involve an average minimum commitment of 5 – 10 hours per week for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at regular City Council meetings, which are held bi-monthly generally on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays, from 6:00 pm to 10:00 pm or earlier if business is completed. From time to time, the City Manager or Mayor may call special City Council meetings to conduct city business. Meetings are virtual at this time, due to Covid-19 restrictions to in-person attendance.
- Councilmembers are expected to serve on Council Subcommittees, regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur normally during the evenings, but may also occur on some weekends, and during some weekdays.
- Depending on committee participation, some travel may be required locally and/or within the County of Mendocino, involving various organizations of which the City of Fort Bragg is a member. Councilmembers may also at their discretion travel and attend training, education and/or participate in other organizations at the local, regional, state, or in some instances on the national level. Travel, education, and training expenses for local, regional, state, and national activities are reimbursed in accordance with City policy applicable to all employees and city officials, subject to the budgetary limit set for each Councilmember and for the City Council as a whole.

All Councilmembers receive health benefits for themselves and their dependents and a \$300 per month stipend. An extra \$100 per month will be paid to Councilmembers if Municipal Improvement District business is discussed during any meeting(s) in that calendar month.

## APPLICATION FOR APPOINTMENT TO FORT BRAGG CITY COUNCIL

### Applicant Information

(Please type or print)

Applicant Name \_\_\_\_\_

Residence Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

### Resume and References

Please attach a resume of no more than two pages to this application.

Please list at least 3 references and their contact information (friends, family, work okay).

### Application Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Fort Bragg on separate pages using no more than 3 pages total:

1. Do you meet the minimum qualifications to serve on City Council described on Page 1? Yes  No
2. Why are you interested in serving as a City Councilmember?
  
3. What strengths would you bring to the Council?

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Please return this form, a cover letter and resume, and a list of references to the City Clerk at Fort Bragg City Hall **no later than 4:00 pm on Friday, January 29, 2021**. Applications received after 4:00 pm will not be accepted. The application and any correspondence should be addressed to:

June Lemos, CMC, City Clerk  
Councilmember Recruitment  
City of Fort Bragg  
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Fort Bragg, California 95437  
jlemos@fortbragg.com