

## **PROPOSED UPDATED APPLICATION**

***Please note that the Granicus system allows only one application version at a time. Therefore the below reflects the updated content but is not in the Granicus format. Once approved, the updated application will be uploaded to Granicus and will match the format of the current application.***

Culver City Commissions, Committees, and Boards  
Application Form

### **Profile**

Thank you for your interest in volunteering your time and expertise to the Culver City community. The information contained on this application is for use by the City in reviewing candidates to fill vacancies on City Commissions, Committees, and Boards. During consideration of applicants, the City may consider the information contained in this application, any required supplemental questionnaire, and any other publicly available information. An appointment to any Commission, Board or Committee is at the discretion of the appointing authority.

### **Ethics and Avoidance of Conflicts of Interest**

As a reflection of the residents of the community, Culver City prides itself on the high ethical standards adhered to by its municipal government. As a prospective applicant, we want you to be informed about potential limitations that state and local law impose on individuals who serve the community, especially where they may have a financial conflict of interest. Please consider this information before submitting an application and accepting an appointment. Further information and training regarding these limitations, as well as other legal and procedural requirements when serving on these bodies (i.e. Brown Act, ethics laws, etc.), will be provided in the event you are appointed to one of the City's commissions, committees, or boards.

State law has established regulations intended to ensure that a public official does not use his or her position for personal, financial benefit.

- The California Political Reform Act prohibits a public official (including any of the City's commission, committee, or board members) from participating in any decision or deliberation that might affect the official's own financial interests. In such a situation, the official must publicly disclose the potential conflict of interest, recuse himself or herself from the item being discussed, and leave the meeting room while the matter is considered.
- Government Code Section 1090 imposes an even stricter prohibition. It prohibits a local body from "making" a contract with one of its own members (even if the member has recused him or herself), which includes all aspects of contract formation, including such actions as influencing the contract's scope or the selection of a contractor.

A community member volunteering to sit on a City commission, committee, or board should be aware of these restrictions and take them into consideration before applying for or accepting appointment to any of these bodies.

If you have questions about this information and how it may apply to your particular situation, please contact the City Attorney's Office at (310) 253-5660.

### **Important Information**

As you complete your application, please be aware of the following:

You may attach a resume or other supplemental information. However, at a minimum, please ensure you submit this Application form by the applicable deadline.

If you are applying for an office on the Landlord Tenant Mediation Board, you will be required to complete a supplementary questionnaire, which will be included at the end of the general application.

If appointed to a body, please be aware that:

- Important: Unless a specific exception is made by the City Council, generally individuals are eligible to be appointed to serve on only one body at a time.
- All appointees will be required to attend an Ethics and Brown Act training class, which will be offered through the City Attorney's and City Clerk's Offices.
- State law and the City's Conflict of Interest Code may require you to file annual financial disclosure forms.
- Meeting dates and times of the various bodies are subject to change at the City Council's discretion, staff requirements and the availability of the meeting facilities.
- Please note that you may be subject to a background check. A conviction does not preclude you from being considered for a commission, board or committee appointment.

Please be advised this document is a public record and information contained herein may be subject to public disclosure as required by the California Public Records Act and any other applicable law.

What Boards would you like to apply for? \_\_\_\_\_

First Name

Last Name

Email Address

Street

Address

Suite or Apt

City

ty

State

Postal Code

Are you a Culver City resident?

Yes    No

If you are a resident of Culver City, please list how many years:

Primary Phone

Alternate Phone

Employer

Job Title

Are you a Culver City business owner/operator?

Yes    No

If you are a Culver City business owner/operator, please list how many years.

Are you registered to vote in Culver City? (Certain bodies currently require its members to be registered voters.)

Yes      No

### **Demographics**

The following information is optional and will be redacted prior to public review.

Gender

Date of Birth

Ethnicity

Other information you wish to share

### **Qualifications & Experience**

Have you ever worked for the City of Culver City?

Yes      No

If you have worked for the City of Culver City, please list dates of employment and names of departments.

If you are related to any current City employees or appointed officials of the City of Culver City, please indicate name(s) and relationship(s).

Have there been, or are there now, any circumstances and/or relationships which might reflect adversely on the propriety of your serving as a member of anybody to which you might be appointed?

Yes      No

If yes, please explain:

Community Service (List commissions, committees, boards and other organizations on which you have served or currently serve, are a member or have been a member and offices held and in what city those positions were or are held). Please feel free to include participation in community events. Please highlight Culver City community involvement:

Employment. Please provide a minimum of 5 years' history and include titles and duties of current and past employment. Please feel free to attach a resume or CV in lieu of completing this section:

Education (Include professional or vocational licenses and certificates.) Please feel free to attach a resume or CV in lieu of completing this section:

*Upload a Resume*

### **Application Questions**

For the body (ies) to which you seek appointment(s), what have you determined to be the primary role of the body?

Why do you seek appointment on the body (ies) (Please be specific to the body's role.)

What is there specifically in your background, training, education or interests that qualifies you for appointment? What special qualities and/or qualifications can you bring to the body (ies) to which you seek appointment(s)

How do you envision your fulfilling the objectives, and/or goals of the body (ies), as established by the City Council?

How many meetings of the Commission(s), Committee(s), or Board(s), to which you are interested in being appointed have you attended? Please indicate how often and when.

How much time, on a monthly basis, can you commit to reviewing materials in preparation for attendance at meetings of the body (ies) to which you desire appointment?

Is there anything else you'd like to add that has not been covered by your answers to the prior questions? (You may attach supplemental information below.)

*Please upload a file to attach supplemental information, if desired*

You are invited to attach additional pages, enclose a copy of your resume and/or submit supplemental information which you feel may assist the appointing authority in its evaluation of your application.

Please submit your application and any attachments no later than the final filing date as announced in the Notice of Vacancy and Request for Applications to the City of Culver City by submitting your application online or

By Mail or Hand delivery: Office of the City Clerk, 9770 Culver Boulevard, Culver City, CA 90232

OR

By Fax: (310) 253.6010

OR

Via Email: [city.clerk@culvercity.org](mailto:city.clerk@culvercity.org)

If you have questions regarding the completion or filing of this application, please contact the City Clerk's Office, by fax or email as indicated above, or by phone at (310) 253-5851.

## SUPPLEMENTAL QUESTIONS

Question applies to Civil Service Commission.

A primary responsibility of the Civil Service Commission is to conduct hearings pertaining to disciplinary or grievance appeal matters. This can require multiple meetings in a month and may last late into the evening during the weekday and/or include weekend days at the Commission's discretion. Are you available to attend multiple meetings in a month including late evening and/or weekends?

Yes      No

Question applies to Civil Service Commission.

If no, please explain:

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Question applies to Parks, Recreation and Community Services Commission.

How many meetings of the Parks, Recreation, and Community Services Commission have you watched on cable or via the internet in the last year? What was your impression of those meetings? What, if anything, would you change?

Question applies to Parks, Recreation and Community Services Commission.

What Parks, Recreation and/or Human Services experience would you bring to the PRCS Commission?

Question applies to Parks, Recreation and Community Services Commission...

What makes the PRCS Commission the commission that you want to be on, as opposed to being a member of any of the other Commissions Committees and Boards?

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Question applies to Landlord Tenant Mediation Board

Please select the Category for which you are applying to the Landlord Tenant Mediation Board

Question applies to Landlord Tenant Mediation Board

Please ensure you meet the below qualifications for the membership category(ies) for which you are applying.

For the Landlord and Tenant positions, please provide a copy of your rental agreement to confirm your eligibility. The rental agreement is for verification purposes only and shall remain confidential.

From the City Council approved "Organization and Implementation Guidelines for the Culver City Landlord-Tenant Mediation Board:"

Tenant Representative/Tenant Alternate: shall be tenants of residential rental property within the City of Culver City, and neither the applicant nor the applicant's spouse or dependents shall have any financial interest in residential income-producing property either in Culver City or elsewhere.

Landlord Representative/Landlord Alternate: shall either own, manage or have a residential income property interest within the City of Culver City, and shall preferably be residents of the City of Culver City.

Members at-Large: shall neither be tenants nor shall they own or have an ownership interest in any residential income-producing property in Culver City. Furthermore, preferably, neither "member-at-large" applicants or their spouse or dependents shall have any direct business or financial relationship with either landlords, property managers or real estate professionals within the City of Culver City or elsewhere. "Member-at-large" applicants shall be residents of the City of Culver City.

Please call the Housing Division at (310) 253-5780 if you have any questions regarding eligibility for Landlord/Tenant Mediation Board positions.

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Question applies to Finance Advisory Committee.

Please check the category (ies) for which you are applying: \*

Resident Member

Business Community Member

Question applies to Finance Advisory Committee.

Please ensure you meet the below qualifications for the membership category (ies) for which you are applying.

From the City Council approved "Finance Advisory Committee Bylaws:"

Business Community Member: shall own or be the primary operator of a duly licensed business located within the City limits.

Please call the Finance Department at (310) 253-5865 if you have any questions regarding eligibility for Finance Advisory Committee positions.

The City Clerk's Office encourages all interested persons to apply for all positions in which they have an interest!