

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 apply to any body at any time. However, only those positions that are either vacant or have terms ending soon may be considered for appointment during a certain timeframe.

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

Please note that certain bodies have additional supplementary questions that pertain

to that particular body.

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, as well as a Diversity, Equity, and Inclusion training, and other trainings as needed.
- 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.

Which Boards would you like to apply for?

Civil Service Commission: Submitted

If you are applying for more than one body, please list those bodies in the order of preference for which you would like to be considered below.

Hilton

First Name

Email Address

Street Address

City

Creve

Last Name

Suite or Apt

State

Postal Code

Are you a Culver City resident?

Yes No

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

39

Primary Phone

Alternate Phone

Hilton Creve

Retired

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.

Minors, age sixteen (16) or older, are eligible to apply with parental or legal guardian consent. Are you a minor?

Yes No

If you are a minor, please provide your parental consent letter below.

Qualifications and 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 any body to which you might be appointed?

Yes No

If yes, please explain:

Community Service (List commissions, boards, committees 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:

President of Culver City Democratic Club, 1997 - 98 President of FoxGate HOA, 2016 - Present Attending Leadership Culver City program, September 2022 - June 2023

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

Director of Tier 2 Worldwide Technical Support Department for Television Broadcast Playout Products, Imagine Communications. 2010 - 2019

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

Electrical Engineering, Case Western Reserve University - 1972 - 1976

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?

1) Handle grievances claimed by city employees due to a disciplinary action. Hold evidentiary hearings or refer matter to a hearing officer who will make recommendations to the Committee. Either way, make final determination either upholding, modifying, or reversing the disciplinary action. 2) Make recommendations to City Council for their action concerning changes/additions/deletions to existing Civil Service rules. 3) Officially recognize outstanding employees based on recommendations from supervisors or department heads.

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

As part of the LCC program that I participated in, I had the opportunity to meet many CC employees and department heads. I am impressed by how well the City operates as well as the expertise and knowledge of the people employed. I am looking forward to helping the City maintain its excellence by reviewing Civil Service policies and fairly handling the inevitable disputes that arise in a large service organization. I have attended (virtually) the meetings for the past 6 months. I believe that my temperament will mesh well with members of this commission.

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)?

My experience as a Director of an international team of Tier 2 service employees gives me insight into the methods and pitfalls of gathering information to discover the root cause of a dispute both between co-workers and between a worker and customer. I examine the available evidence and then use logic, history and evidence concerning the behavior of both parties. I also take into account existing laws and policies when making a final decision.

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

I see the recommendation of changes to civil service rules as the most flexible of the various duties of this commission, and as the best way to help the city in the long term. Since I am now retired, I would like to spend time discussing those rules with various members of city staff to find out if there are problems with the current rules that are consistently brought up. If there are, then I will spend time researching whether a recommendation should be made to Council to change the rule, and how it should change.

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

I have attended (virtually) the Commission meetings posted on Youtube for the past 30 months.

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?

As much time as is needed. Being retired, I have lots of free time in my schedule. At minimum I have 40 hours/mo available to devote to this Commission.

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

As a long term President of an HOA, I have experience in running a meeting and negotiating fairly with other board members.

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: Office of the City Clerk
9770 Culver Blvd.
Culver City, CA 90232

By Fax: (310) 253-5830

By Email: city.clerk@culvercity.org

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

Outreach Question

The City Clerk's Office is always looking to improve outreach. Please indicate how you heard about this opportunity (Facebook, Twitter, Nextdoor, Newspaper, Website/Email, Word of Mouth or Other) *

- Facebook/Twitter
- Website/Email

Supplemental Questions

Thank You

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