

## 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, Committee, or Board 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.

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 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 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?

---

---

First Name

---

Last Name

---

Email Address

---

Street Address

---

Suite or Apt

---

City

---

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

---

## Interests & Experiences

**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

Please list the reasons why you are seeking appointment to a City body. (When possible, please be specific to the body's role.)

---

---

## Demographics

The following information is optional and will be redacted.

Gender

---

Date of Birth

---

---

## Application Questions

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?**

---

☐ Yes ☐ No

---

**Have you ever been convicted, fined, imprisoned or placed on probation for a felony or a misdemeanor?**

---

☐ Yes ☐ No

---

**Please note: A conviction does not preclude your being considered for a commission, committee, or board appointment. Please provide any additional information that you would like to share.**

---

---

**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:**

---

**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, do you anticipate spending on preparation for attendance at meetings of the body to which you desire appointment?**

---

**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)?**

---

**For the body(ies) to which you seek appointment(s) how do you envision your role in performing the established role, objectives, and/or goals, as established by the City Council?**

---

**Is there anything else you'd like to add that does not fit neatly into the 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 (if applicable)**

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:**

---

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 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 purposed 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.**

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?**

---

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:"

**Resident Member:** shall be qualified electors of the City.

**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.**

Question applies to Committee on Homelessness, Disability Advisory Committee, Landlord Tenant Mediation Board.

**Important note:** The City Council will be asked to consider updated bylaws for the Committee on Homelessness, the Disability Advisory Committee, and the Landlord-Tenant Mediation Board which may make changes to the number of members and/or qualifications of members. The City Clerk's Office encourages all interested persons to apply for all positions in which they have an interest!