

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.

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?

Equity and Human Relations Advisory Committee: 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.

Anissa _____ Di Vincente _____
First Name Last Name

Email Address

Street Address

City

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:

Primary Phone

Alternate Phone

City of Culver City _____
Employer

Webmaster _____
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.

Currently employed with the City of Culver City. I work as the Webmaster in the Information Technology department and have been with the city since August 2004.

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:

I am the Vice President of the Culver City Employees Association (CCEA). Since July 2019, I serve as the Social Media Chair of the UCLA Silicon Beach Alumni Network board. During the 2018-2019 academic year, I volunteered with Moste as a student mentor. The prior year, I volunteered bi-weekly at Annenberg Pet Space assisting with animal care and their community events. I have also been a mentor for Pennylane, volunteered with the Step Up Womens Network, and have volunteered with the UCLA Alumni association and had served on the UCLA Alumni membership committee.

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:

I have been working for the City of Culver City for the past 16 years as their Webmaster. In addition to administering the City's public websites, I also am responsible for the City employee Intranet, manage various software services used for internal and external collaboration and communication. My main focus is on how to optimize processes using digital technology in order to save time and money. Outside of my employment with the City of Culver City, I develop and manage websites for clients, and am a fitness instructor.

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

University of California Los Angeles Bachelor of Arts in Art.

[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?

The EHRAC works to recommend programs and policies to keep Culver City moving forward in terms of equity and diversity. This includes creating community programs, work to achieve high community engagement while making sure to address community issues.

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

I am seeking to be the Labor Representative for the committee. I feel that with my experience with seeing issues during my time on the CCEA board, I can give an insight into the labor side of any ideas and issues.

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)?

In addition to my labor knowledge, I also have experience with community outreach through email, social media, and events. I have assisted with various in-person and virtual events and can help with the marketing, planning, and execution.

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

I believe that the committee should be proactive in educating the community. I loved the community conversations that were help throughout the year, and think that it would be great if the committee could continue to offer similar types of events. Events could be fun and educational such as a book discussions, movie watch parties with a Q & A afterward, art discussions, and guest speakers.

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 two meetings in the past as well as two of the community conversations.

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?

I would expect to be able to commit to 16-20 hours a month.

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.)

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.

None Selected

Supplemental Questions

Question applies to Equity and Human Relations Advisory Committee

If applying for the Labor Position, please indicate the Labor Union to which you belong: *

CCEA

Thank You

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