



OFFICE OF THE CITY CLERK
CITY OF CULVER CITY

9770 Culver Boulevard, Culver City, California 90232

Martin R. Cole, MPA
Assistant City Manager/City Clerk

**COMMISSIONS, COMMITTEES, AND BOARDS
APPLICATION INFORMATION**

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.

**APPLICATION FOR
COMMISSIONS, COMMITTEES, AND BOARDS**

(Please type or print legibly– or use the PDF fill-in form available at www.culvercity.org)

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.

General Information:

1. Identify the Commission(s), Committee(s), and Board(s) to which appointment is desired. Please list all appointments for which you are applying:

2. Name: _____ Telephone: _____

Address _____ Zip _____

Business: _____ Telephone: _____

Address _____ Zip _____

E-mail address: _____

3. Community Service (List commissions, committees, boards, and other organizations on which you have served or currently serve and offices held and in what city those positions were or are held.):

4. Employment (Include titles and duties of current and past employment):

5. Education (Include professional or vocational licenses and certificates.):

6. Additional Information

a. Are you a Culver City resident? YES ___ NO ___
Number of years: _____

b. Are you a Culver City business owner/operator? YES ___ NO ___
Number of years: _____

c. Are you registered to vote in Culver City? YES ___ NO ___

d. Have you ever been convicted, fined, imprisoned or placed on probation for a felony or a misdemeanor? YES ___ NO ___

e. Have you ever worked for the City of Culver City? YES ___ NO ___
(If yes, list dates of employment and names of departments.)

f. Are you related to any current City employees or appointed officials of the City of Culver City? (If yes, indicate name and relationship.) YES ___ NO ___

g. Have there been, or are there now, any circumstances which might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed? YES ___ NO ___

h. How many meetings of the Commission(s), Committee(s), or Board(s), to which you are interested in being appointed have you attended in the last year? _____

i. 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? _____

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

8. What is there specifically in your background, training, education or interests that qualifies you for appointment?

9. How would you help the body perform its established role, objectives, and/or goals, as established by the City Council?

10. What special qualities and/or qualifications can you bring to the body(ies) to which you seek appointment(s)?

11. 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, if desired.)

REMINDER: All information on this application will become a public record and may be subject to public disclosure as required by the California Public Records Act and any other applicable law.

By checking this box or signing below, I hereby certify that the foregoing information is correct to the best of my knowledge

Signature: _____ Date: _____

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 Mail or Hand delivery Office of the City Clerk
9770 Culver Boulevard
Culver City, CA 90232-0507

OR

By Fax: (310) 253.6010

OR

By Electronic Delivery: 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.

**SUPPLEMENTARY QUESTIONNAIRE
FOR COMPLETION BY APPLICANTS TO THE
LANDLORD TENANT MEDIATION BOARD**

Name: _____ Telephone: _____

Email: _____

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

- | | |
|-------------------------|--------------------------|
| Tenant Representative | <input type="checkbox"/> |
| Tenant Alternative | <input type="checkbox"/> |
| Landlord Representative | <input type="checkbox"/> |
| Member At-Large | <input type="checkbox"/> |

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.