

Application for Appointment to a Citizen Commission, Board, Committee, or Task Force



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Acknowledgement

- Applicants must be U.S. citizens, and residents and electors of the City of Huntington Beach during the appointment process and term, and may not hold more than one membership at a time.
- Pursuant to the [Municipal Code Chapter 2.100](#), no members of boards or commissions shall hold any paid office or employment in the City personnel system.
- All Council appointed commission, board, and committee members are required to take two hours of AB1234 public service ethics training and AB1661 harassment prevention training every two years and thereafter.
- All Council appointed commission, board, and committee members must comply with the City's [Huntington Beach Code of Ethics Policy](#), [Social Media Policy for Elected and Appointed Officials \(AR 509\)](#), [Equal Employment Opportunity Policy \(AR 921\)](#), [Anti-Harassment, Discrimination, and Retaliation Policy \(AR 922\)](#), [Violence in the Workplace Policy \(AR 923\)](#), and [A Respectful Workplace Policy \(AR 924\)](#).
- You are applying for a public position. As such, the information provided in your application becomes a public record once the appointment process is completed, and may be subject to public inspection pursuant to the California Public Records Act.
- If appointed, you will be required to take an Oath of Office and are subject to filling a Statement of Economic Interests pursuant to the [City's Conflict of Interest Policy](#) (Resolution 2023-01).

☒ I acknowledge and certify that I meet the requirements listed in the notice above.

Prefix *

Ms

Mr., Ms., etc.

Last Name *

Walters

First Name *

Dixie

Middle Initial

G.

Date *

2/26/2024

Name of Board, Commission, Committee, or Task Force *

City Celebration Committee

Length of Residency in Huntington Beach *

8.5 years

Occupation *

Corporate communications manager

United States Citizen? *

☒ Yes ☐ No

Currently Serving on a City Board or Commission? *

☐ Yes ☒ No

Home Address: *

Street Address

[REDACTED]

Address Line 2

City

Huntington Beach

State

CA

Postal / Zip Code

92648

Phone Numbers

Personal

Type* (?) Number*

cell [REDACTED]

Personal Email*

[REDACTED]

Phone Numbers

Business

Type (?) Number

Educational Background*

I have two bachelor's degrees (double major) in journalism and English from Southern Methodist University (SMU) in Dallas, Texas.

Professional Licenses and/or Associations*

International Association of Business Communicators (IABC)

Professional Experience*

I have more than 25 years experience in writing/editing/marketing communications and public relations in a corporate environment. I am also a former print journalist who reported on a variety of subjects including city and state government issues.

Special Knowledge or Skills***AREAS OF EXPERTISE**

Internal & external communications | Writing & editing | Integrated marketing communications | Executive communications/ghostwriting | Content strategy & development | News releases/talking points/media pitches | Associated Press (AP) Style | Email campaigns | Website/intranet/landing page copy | Social media | Brand building | Event support & communications | SEO | Crisis communications | Project management | Corporate award submissions | Microsoft Office Suite | Constant Contact | Cision/PR Newswire | Content management systems

Civic Interests and/or Service Memberships?*

I am an enthusiastic transplant to HB and frequently participate in city-sponsored activities such as public gatherings, the Tuesday night farmers market and more. My two children graduated from HBHS. I keep up with local issues and events and attended the Huntington Beach Citizens Academy in 2018 to learn more about issues facing the city and how the city works.

How will your qualifications best serve the citizen advisory group that you are applying for, and why do you wish to serve on this group?*

I'm a professional, experienced writer/editor/business communicator with experience developing all types of content, mostly for marketing or educational purposes. I have made my living in this area for more than 25 years. My educational background is in journalism and English, and I'm also a former journalist so I'm very familiar with the world of media coverage. I'm very involved in HB life and care about the city. I have some great ideas about how the city's celebrations could be higher profile, better attended and promoted in a way that unifies the community. I recently left my corporate communications job and am looking for gratifying new work or volunteer opportunities. This opportunity sounds perfect for me, and the city could definitely benefit from my content development and promotional skills.

- ☒ I certify that all statements made on this application are true and correct to the best of my knowledge. I have read and understand the duties and responsibilities of the particular position that I am applying for and authorize the release of this information.

Signature*

It is the policy of the City Council to make appointments to the citizen commissions, boards, and committees, based on the needs of the city, as well as the interests and qualifications of each applicant. Selection will be made without discrimination based on the applicant's race, color, ancestry, national origin, religion, creed, age (40 and over), physical and/or mental disability, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military or veteran status, any other category/status protected by federal and/or state statutes.

All applications will remain active for one (1) year from the date received and be kept on file for 2 years for the position(s) applied for.

Additional information concerning a particular commission, board, committee, or task force or the application process is available through the staff support department identified above. General questions can be directed to Cathy Fikes, (714) 536-5553.