



Use Black Ink

NAME: _____
Last First Middle

ADDRESS: _____
Number/Street City /Zip

Contact Info: _____ / _____ / _____
Home Phone Cell Phone Email

Number of years you have lived in Sterling Heights: _____ Are you a registered voter? _____

Have you previously served on a board or commission? _____ If Yes, please list previous service below:

Have you ever been convicted of a crime? _____, if yes, where & nature of offense: _____

If you own property in the City, or are a principal or partner in a business that owns property in the City, please list address / location:

Please list community activities and interests that are relevant to the boards and commissions you are applying for:

Education: (Please indicate schools, diplomas, degrees, professional certificates held):

Present Employer: _____ phone: _____

Address: _____ Type of Organization _____

Dates of Employment: From _____ To _____ Title of Your Position: _____

List Your Job Duties and Responsibilities: _____

I hereby certify that this form is true and accurate to the best of my knowledge. I hereby authorize the City of Sterling Heights to make a thorough investigation of the information supplied on this application including criminal records. I release the city and any person or organization supplying information to the city in connection with such investigation of and from liability in connection with the furnishing or use of such information. I acknowledge that I have read and if appointed, agree to abide by the Code of Conduct for Board and Commission Members.

X _____
Applicant Signature Date Signed

Please return completed application to:
Sterling Heights City Clerk's Office
40555 Utica Road, PO Box 8009
Sterling Heights, MI 48311-8009
586-446-2420



Use Black Ink

Applicant Name: _____

All boards and commissions are created by City Charter, Ordinance, or Resolution. Members of each board or commission must be a registered voter of the City of Sterling Heights for at least one year prior to appointment and a registered voter at the time of appointment and remain as such during term of office. Some boards have other requirements or qualifications which are listed on the city's website: www.sterling-heights.net.

I presently serve on: _____ Term Expiring _____
(Board or Commission)

Please number only each Board or Commission for which you would like to serve, in order of preference
Example: #1 first preference, #2 second preference, etc.

- | | |
|---|--|
| _____ ARTS COMMISSION | _____ ETHNIC COMMUNITY COMMITTEE |
| _____ BEAUTIFICATION COMMISSION | _____ HISTORICAL COMMISSION |
| _____ BOARD OF CODE APPEALS | _____ HOUSING COMMISSION |
| _____ BOARD OF ORDINANCE APPEALS - I | _____ LIBRARY BOARD OF TRUSTEES |
| _____ BOARD OF ORDINANCE APPEALS - II | _____ LOCAL DEV. FINANCE AUTHORITY |
| _____ BOARD OF REVIEW | _____ PENSION BOARD – GENERAL EMP. |
| _____ BROWNFIELD AUTH. / ECONOMIC DEV. | _____ PENSION BOARD – POLICE & FIRE EMP. |
| _____ BUILDING AUTHORITY | _____ PLANNING COMMISSION |
| _____ CITIZENS ADVISORY CMTE. – CDBG | _____ SOLID WASTE MANAGEMENT COMM. |
| _____ CIVIL SERVICE COMMISSION – ACT 78 | _____ TELECOMMUNICATIONS COMMISSION |
| _____ CORRIDOR IMPROVEMENT AUTHORITY | _____ TRANSPORTATION IMP. ADV. CMTE. |
| _____ ELECTED OFFICIALS' COMPENSATION | _____ WATER SYSTEM ADVISORY COUNCIL |
| _____ ELECTION COMMISSION | _____ ZONING BOARD OF APPEALS |

Please refer to the following pages for background information on the boards and commissions listed.

Please explain why you are interested in serving on the board/commission that you selected. Also explain what skills and background you have that are relevant to the board/commission, reference the preference # above: (#1, #2, #3, etc.)

Applicant Signature: _____



**CITY OF
Sterling
Heights**

OATH OF OFFICE & CODE OF CONDUCT CITY BOARDS AND COMMISSIONS

Below is additional board and commission information for residents interested in application for appointment

All boards and commissions are created by City Charter, Ordinance, or Resolution.

Members of each board or commission must be a registered voter of the City of Sterling Heights for at least one year prior to appointment and a registered voter at the time of appointment and remain as such during term of office.

**Some boards have other requirements or qualifications which are listed on the city's website:
www.sterling-heights.net.**

When appointed to a city board or commission, appointees you will be required to take and sign the following Oath of Office:

I do solemnly swear (or affirm) that I will support the Constitution of the United States, and that of the State of Michigan and the Charter of the City of Sterling Heights, and that I will faithfully discharge the duties of the office of (insert name of board or commission of appointment), in and for the City of Sterling Heights, County of Macomb, State of Michigan, according to the best of my knowledge and ability.

Appointees will also receive a copy of the City of Sterling Heights Board and Commission Handbook and will be required to review the handbook and sign and return to the City Clerk the Boards and Commissions Orientation Book Acknowledgment.

All appointed members of a board or commission are required to adhere to the following Code of Conduct:

When appointed to a Board and/or Commission of the City of Sterling Heights, I will perform the duties of the office to the best of my ability and in accordance with the city's policies and procedures and the Charter of the City of Sterling Heights.

I will do my best to inform myself on matters of concern to the City of Sterling Heights and my specific board activities. I will try to attend all board meetings and to give careful consideration to the business of the board.

As a member of a board and/or commission of the City of Sterling Heights, I will disclose to the board any conflict of interest I may have on matters before it.

I will hold in confidence information obtained in my role as a board member and will use such information exclusively for city purposes. I will not take advantage of my office in my contacts with representatives of the public or private sector, with other associations or with the city staff.



LISTING OF BOARDS AND COMMISSIONS

ARTS COMMISSION [City Code 2-138] Meets first Tuesday of every month at 6:00 p.m. Recommends and plans for development of arts & culture programs.

BEAUTIFICATION COMMISSION [City Code 2-119] Meets first Monday of every month at 6:00 p.m. Promotes public interest in the improvement of the appearance of the city.

BOARD OF CODE APPEALS [City Code 2-150.40] Meets second Thursday of every month at 6:00 p.m. Considers variances and appeals dealing with Building, Fire Prevention, Mechanical and Plumbing issues.

BOARD OF ORDINANCE APPEALS [City Code 2-150.30] There are two Boards. OBA I meets on the second and fourth Monday of every month at 7:00 p.m.; OBA II meets on the third Wednesday of each month from 3 to 5 p.m. Considers appeals and requests for variance and modification of city ordinances mostly dealing with property maintenance and code enforcement matters.

BOARD OF REVIEW – TAXATION [City Charter Section 10.08, City Code 2-150.10] Meets on the third Monday in March, annually and must continue meeting until its work is completed. Members must be available during the month of March as needed from 8:30 a.m. to 9:00 p.m. to hear all persons wishing to review their assessments. The board also meets on the third Monday of July for 2 to 3 days and on the second Monday in December for 2 to 3 days. Considers appeals for revising and correcting assessments.

BROWNFIELD REDEVELOPMENT AUTHORITY [MCLA 125.2663] **AND**
ECONOMIC DEVELOPMENT CORPORATION [MCLA 125.1601, et seq, especial y .1604] Meets as required. Considers projects where there is public interest in the location and expansion of industrial and commercial enterprises. These are two separate boards, however, members sit on both boards.

BUILDING AUTHORITY [MCLA 123.951, et seq. especially .955] Meets as required. Authority for the purpose of constructing and maintaining public buildings.

CITIZENS ADVISORY COMMITTEE – CDBG [City Council resolution] Meets as required, principally between October 1 and February 28. Makes recommendations to the City Council concerning the disbursement of Community Development Block Grant funds.

CIVIL SERVICE COMMISSION – ACT 78 [Public Act 78 of Michigan of 1935, as amended] Meets as required. Sets requirements and testing standards for the hiring of firefighters and police officers. Each member shall be an elector of Macomb County for at least three (3) years prior to appointment; a member shall not hold any additional city office or employment, nor may they serve on any political committee or campaign.

CORRIDOR IMPROVEMENT AUTHORITY [City Code 2-150] Meets as needed. Coordinates the improvements and re-development of the Van Dyke Corridor north of the roundabout through the use of tax increment financing. Need not be a Sterling Heights resident to be a member of this Authority if you have a business/ownership interest located in the district. Special application required, which can be obtained from the City Clerk's office.

ELECTED OFFICIAL'S COMPENSATION COMMISSION [City Code 2-143] Meets in odd numbered years, establishes the salaries of elected local officials. Cannot be a member or employee of the legislative, judicial or executive branch of any level of government or members if the immediate family of a member or employee.

ELECTION COMMISSION [City Charter 3.17] Meets prior to each election and on election day. Administers all elections.



LISTING OF BOARDS AND COMMISSIONS

ETHNIC COMMUNITY COMMITTEE [City Council resolution] Meets first Thursday of every month at 6:00 p.m. Devises programs to promote cultural diversity and understanding.

HISTORICAL COMMISSION [City Code 2-108] Meets quarterly on the first Thursday of the month at 7:00 p.m. Promotes public interest in the history of the city.

HOUSING COMMISSION [City Code 2-128] Meets second Tuesday of every month at 6:00 p.m. Oversees senior and low income city owned housing facilities.

LIBRARY BOARD OF TRUSTEES [City Code 28-1] Meets every other month at 5:30 p.m. on a designated Monday. Advises the City Council and City Manager in matters of administration with regard to development and operation of the library.

LOCAL DEVELOPMENT FINANCE AUTHORITY [City Council resolution] Meets third Wednesday of every month at 8:00 a.m. in City Hall. Assists in the redevelopment and development of industrial property within the Local Development Finance Authority District Technology Advancement SmartZone of Sterling Heights and oversees the Incubator.

PENSION BOARD – GENERAL EMPLOYEES [City Code 41-19] Meets third Thursday of every month at 1:30 p.m. Oversees pension system for general employees of the city.

PENSION BOARD – POLICE & FIRE EMPLOYEES [MCLA 38.551 et seq] Meets third Thursday every month at 3:30 p.m. Oversees pension system for police officers and fire fighters.

PLANNING COMMISSION [City Code 2-101] Meets second Thursday of every month at 7:00 p.m. Among many other duties stipulated by law, conducts site plan reviews of developments and conducts public hearings and makes recommendations to City Council regarding requests from property owners to rezone land. Each new member of this Board must attend at least one training session, seminar, workshop or conference within one year of appointment.

SOLID WASTE MANAGEMENT COMMISSION [City Code 2-150.22] Meets twice a year, second Wednesday of March and September at 6:00 p.m. Makes recommendations regarding the city's solid waste disposal activities.

TELECOMMUNICATIONS COMMISSION [City Code 13-19] Meets as needed. Makes recommendations to City Council regarding regulation and programming for city's cable television. Cannot be an employee or person with an ownership interest in a cable television franchise granted by the city.

TRANSPORTATION IMPROVEMENT ADVISORY COMMITTEE [City Council resolution] Meets as needed. Makes recommendations regarding street and transportation issues.

WATER SYSTEM ADVISORY COUNCIL [MDEQ Rule 325.10410(7)] The Water System Advisor Council was established in accordance with the MDEQ administrative rules to develop plans for continuing public awareness about lead in drinking water, advise on the replacement of private lead service lines, and collaborate with community groups in educating the public about lead in drinking water.

ZONING BOARD OF APPEALS [City Zoning Ordinance Section 30.00] Meets fourth Thursday of every month at 7:00 p.m. Among other duties stipulated by law, hears appeals of zoning ordinance interpretation and considers requests for variances to the zoning ordinance. Each new member of this Board must attend at least one training session, seminar, workshop or conference within one year of appointment.