



CITY OF LINCOLN PARK

1355 Southfield | Lincoln Park, MI 48146 | (313) 386-1800 x 1231

BOARDS AND COMMISSIONS

APPLICATION FOR APPOINTMENT

_____ Date

_____ First Middle Last

_____ Address City State Zip

_____ Home Phone Work Phone Cell Phone

_____ Email Address

_____ Employer Occupation

Are you a citizen of the United States? Yes No

Are you a registered voter in Lincoln Park? Yes No

How long have you lived in Lincoln Park? _____

Have you ever served on or are you presently serving on any other City of Lincoln Park Board or Commission?

Yes No If yes, please list: _____

Are you or any member of your immediate family, including a relationship by marriage, a current or former employee, appointee, or an elected official?

Yes No If yes, please list their name and relationship: _____

Please select which position(s) you are interested in:

- | | | |
|--|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Charter Review Committee | <input type="checkbox"/> Community Improvement Commission |
| <input type="checkbox"/> Compensation Commission | <input type="checkbox"/> Dangerous Building Board | <input type="checkbox"/> Downtown Development Authority |
| <input type="checkbox"/> Economic Development Corporation | <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Library Commission | <input type="checkbox"/> Parks and Recreation | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Police & Fire Retirement Commission | <input type="checkbox"/> Public Safety Commission | <input type="checkbox"/> Zoning Board of Appeals |

List any educational qualifications, work experience, community or volunteer experience, or other qualifications that would help you serve on the board or commission you are applying for:

Describe why you are interested in this position:

Disclosure of Potential Conflict of Interest: In order to avoid any potential conflict of interest, please list all organizations/entities you are affiliated with that may contract or subcontract with the City of Lincoln Park. By submitting this application, you acknowledge that you may be required to recuse yourself from voting on or discussing matters regarding these organizations/entities. Please attach additional sheets of paper, if necessary.

1. _____
2. _____
3. _____

As of this date, I am not in default to the City of Lincoln Park for unpaid taxes, water bill, or any other reason. I have been a resident of the City of Lincoln Park for at least one (1) year. I am qualified and a registered voter of the city and a citizen of the United States.

Applicant's Signature

Date

The City of Lincoln Park would like to thank you for your interest and application.

Please submit this application to the office of City Management at City Hall. You can submit the application via email to citymanagement@citylp.com or mail your application to the address below.

Mail:
City of Lincoln Park
Attn: Office of City Management
1355 Southfield
Lincoln Park, MI 48146

For Office Use Only

Comments:

Approved: Yes No

Date sent to Mayor and Council: _____

Resolution Number: _____

Appointed to: _____ Date: _____

CITY OF LINCOLN PARK BACKGROUND SCREENING APPLICATION FORM

PLEASE PRINT OR TYPE ALL INFORMATION ON THIS FORM

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE NUMBER: _____
DATE OF BIRTH: _____
PREVIOUS NAMES: _____
DRIVER'S LICENSE NO.: _____

I hereby request and authorize the City of Lincoln Park to conduct a background investigation on myself to include any and all records regarding any arrests, convictions, or information listed in my name. I hereby release the City of Lincoln Park from all liability for any damages whatsoever for furnishing any information concerning me, whether by reason of unauthorized use, error, negligence, or other reason.

I authorize the City of Lincoln Park to use the information it obtains to evaluate my application for Volunteer Boards and Commission. I certify that all information given by me is true and correct to the best of my knowledge. I understand that false or misleading statements made by me or consequential omissions of any kind in the application process are a significant cause for my not being accepted and for my dismissal no matter when discovered. The employers, organizations, and individuals named are authorized to give any and all information regarding my employment, character, and qualifications that they have about me, in consideration of the evaluation of this background investigation.

I hereby waive, release and discharge the City of Lincoln Park, all employees, organizations and individuals, and any other persons or entities from liability for all damages and losses of whatever kind or nature, except liability for willful or intentional acts or punitive damages that may result from compliance or attempts to comply with this authorization.

I hereby consent to this investigation and authorize the City of Lincoln Park to procure the reports as stated above, in order to evaluate my application for a Volunteer Board/Commission and/or to maintain records on my status as a Volunteer for the City of Lincoln Park. I acknowledge that I will notify the City of Lincoln Park immediately of any inaccuracies in, or corrections to, the information that I have provided. I also acknowledge that I have a continuing duty and obligation to notify the City of Lincoln Park of any arrest or criminal conviction that occurs after the date hereof. I further acknowledge should I be considered for a volunteer position by the City of Lincoln Park, this obligation shall continue after my start date and throughout my volunteer period. I acknowledge noncompliance with the above-stated requirements constitutes grounds for removal from the Board/Commission.

Applicant Signature

Date



CITY OF LINCOLN PARK

BOARDS AND COMMISSIONS POLICIES AND PROCEDURES

Serving on a City of Lincoln Park Board or Commission is one-way members of the public can volunteer and get involved with their city government. Boards and Commission appointments are approved by City Council after applications are submitted and reviewed by the Office of City Management.

City of Lincoln Park residents who are interested in serving on any of the various Boards and Commissions may obtain an application through the Office of City Management or the City Website at www.citylp.com. Applications can be found under the Boards and Commissions webpage, which can be accessed by going to the City Website, clicking on the Government tab near the top of the page, then clicking on the Boards and Commissions link. You can also access the application by clicking the following link.

http://www.citylp.com/government/boards_and_commissions/index.php.

ELIGIBILITY

Applicants must meet specific criteria to be eligible to serve on the City's Boards and Commissions. Applicants must be a resident of the City of Lincoln Park, must have lived in the city for at least one year, be a registered voter, and be current on all obligations to the City (such as their water bill, city tax bill, etc.). An applicant shall also be required prior to consideration for appointment to undergo a background investigation conducted by the Lincoln Park Police Department or other governmental entities.

VACANCIES

Vacancies for the City's Boards and Commissions will be posted on the City Website at www.citylp.com. Vacancies can be found under the Boards and Commissions webpage, which can be accessed by going to the City Website, clicking on the Government tab near the top of the page, then clicking on the Boards and Commissions link. You can also view the vacancies by clicking the following link

http://www.citylp.com/government/boards_and_commissions/index.php.

A letter of resignation shall be sought in the event a current board or commission member were to resign from their position. The vacancy will then be posted on the City's website from which perspective candidates may obtain an application for any available position.

APPLICATIONS RECEIVED

Applications filed shall be stamped with the date of receipt. A letter/email shall be sent to the resident thanking them for their interest in volunteering. The letter/email will explain the appointment process (a copy of this procedure should be attached). Upon receipt of the application and upon determination of eligibility, the Office of City Management will forward the same along with a designation of the Board or Commission for which the appointment is recommended, to the Mayor and City Council. The candidate's original application is kept on file in the Office of City Management until they are appointed. After a candidate is appointed, their application is moved to the appropriate Board/Commission file.

APPOINTMENTS

Appointments are made when there is a vacancy on a specific Board or Commission. The appointment process begins after a resident applies to the Office of City Management. If an applicant is eligible for a City Board or Commission position, their information is sent to the Mayor and Council for review. After the information is reviewed, the City Clerk's Office will prepare a resolution to put on the agenda for an upcoming council meeting. The resolution will be presented at the council meeting where the Mayor and Council will vote. Appointments are determined by the Mayor and City Council. Exception: Per ordinance, Mayoral appointments are allowed for the Housing Commission, the Police and Fire Retirement Board, and the Public Safety Commission.

RE-APPOINTMENTS

When an appointment is nearing an end, the department head that oversees the Board or Commission will reach out to the board or council member to ask if they would like to be reappointed. If they are eligible to be reappointed, the City Clerk's Office will prepare a resolution for the agenda for an upcoming council meeting. Reappointments are approved by the Mayor and City Council. Exception: Per ordinance, Mayoral appointments are allowed for the Housing Commission, the Police and Fire Retirement Board, and the Public Safety Commission.

REMOVAL

The City's Boards and Commission members can be removed from their board or commission for "just cause" which is defined as 1) failure to qualify within ten (10) days after his or her appointment as prescribed by Charter or Code 2) failure to perform duties of his or her office for a period of ninety (90) days, and 3) have three (3) absences from duly called meetings of said board or commission within a twelve (12) month period. For more information on removal from City Boards and Commissions, please see [Chapter 291 – Removal from Boards and Commissions](#).

BOARDS AND COMMISSIONS DESCRIPTIONS

Below is a brief description of each commission to aide you in your selection. Dates and times are subject to change.

BOARD OF REVIEW

3 members | 3-year term

Meets on the Tuesday following the first Monday in March each year at City Hall (1355 Southfield Rd.). Room location to be determined.

For more information regarding the Board of Review, please see [Chapter 254 – Board of Review](#).

BROWNFIELD REDEVELOPMENT AUTHORITY

9 members | 6-year term

Meets the second Tuesday of each month, as needed, after the Economic Development Corporation meeting in the Council Chambers at City Hall (1355 Southfield Rd).

COMMUNITY IMPROVEMENT COMMISSION

9 members | 3-year term

Meets on the fourth Thursday of each month at 7:00 p.m. at the Kennedy Memorial Building (3240 Ferris Ave).

For more information regarding the Community Improvement Commission, please see [Chapter 270 – Community Improvement Commission](#).

COMPENSATION COMMISSION

7 members | 7-year term

Meeting dates and times to be determined.

For more information regarding the Compensation Commission, please see [Chapter 276 – Local Officers Compensation Commission](#).

DANGEROUS BUILDING BOARD AND CODE OF APPEALS

5 members | 3-year term

Meets on the fourth Thursday of each month, as needed, at 7:00 p.m. in the Council Chambers at City Hall (1355 Southfield Rd.)

For more information regarding the Dangerous Building Board and Code of Appeals, please see [Chapter 1422 – Hearing Board on Dangerous Buildings and Code Appeals](#).

DOWNTOWN DEVELOPMENT AUTHORITY

8-12 members, plus Mayor | 4-year term

Meets on the second Thursday of each month at 5:00 p.m. in the Council Chambers at City Hall (1355 Southfield Rd.)

For more information regarding the Downtown Development Authority, please see [Chapter 271 – Downtown Development Authority](#).

ECONOMIC DEVELOPMENT CORPORATION

9 members | 6-year term

Meets the second Tuesday of each month at 6:00 p.m. in the Council Chambers at City Hall (1355 Southfield Rd.)

For more information regarding the Economic Development Corporation, please see [Chapter 252 – Economic Development Corporation](#).

HISTORICAL COMMISSION

7 members | 4-year term

Meets on the fourth Wednesday of each month at 7:00 p.m. at the Lincoln Park Historical Museum (1335 Southfield Rd.)

For more information regarding the Historical Commission, please see [Chapter 272 – Historical Commission](#).

HOUSING COMMISSION

5 members | 5-year term

Meets on the second Thursday of each month at 7:00 p.m. in the Council Chambers at City Hall (1355 Southfield Rd.)

For more information regarding the Housing Commission, please see [Chapter 274 – Housing Commission](#).

LIBRARY COMMISSION/BOARD OF DIRECTORS

5 members | 1-3-year term

Meets on the first Thursday of each month at 7:00 p.m. at the Lincoln Park Library (1381 Southfield Rd.)

For more information regarding the Library Commission, please see [Chapter 275 – City Library and Library Board of Directors](#).

PARKS AND RECREATION

7 members | 3-year term

Meets on the third Wednesday of each month at 7:00 p.m. at the Kennedy Memorial Building (3240 Ferris Ave)

For more information regarding the Parks and Recreation Commission, please see [Chapter 280 – Parks and Recreation Commission](#).

PLANNING COMMISSION

9 members | 3-year term

Meets on the second Wednesday of each month at 7:00 p.m. in the Council Chambers at City Hall (1355 Southfield Rd.)

For more information regarding the Planning Commission, please see [Chapter 1220 – Planning Commission](#).

POLICE AND FIRE RETIREMENT BOARD

5 members | 1-3-year term

Meets on the fourth Wednesday of each month at 10:00 a.m. in the Council Chambers at City Hall (1355 Southfield Rd.)

For more information regarding the Police and Fire Retirement Commission, please see [Chapter 294 – Employees Retirement System](#).

PUBLIC SAFETY COMMISSION

5 members | 5-year term

Meets on the third Thursday of each month at 4:00 p.m. in the Council Chambers at City Hall (1355 Southfield Rd.)

For more information regarding the Public Safety Commission, please see [Chapter XV – Department of Public Safety](#).

ZONING BOARD OF APPEALS

5 members | 3-year term

Meets on the third Thursday of each month at 7:00 p.m. in the Council Chambers at City Hall (1355 Southfield Rd.)

For more information regarding the Zoning Board of Appeals, please see [Chapter 1264 – Zoning Board of Appeals](#).