

CITY OF SOUTHFIELD  
OFFICE OF THE CITY CLERK  
BOARDS AND COMMISSIONS

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Boards and Commissions in the City of Southfield are comprised of concerned residents and corporate citizens of the community who selflessly give their time to assist all facets of the operation of City government and the Southfield community. The following alphabetically lists all Boards and Commissions and provides a brief summary of their activities.

The Boards and Commissions members, appointed by either the Mayor and/or Council, represent over 150 civic-minded individuals willing to give of their time for the betterment of Southfield. Some hear and decide appeals from the strict application of Codes and Ordinances; others assist City departments by providing direction and establishing policy; and still others examine a variety of matters and formulate recommendations to the City Council.

BOARD OF CANVASSERS

The Board is composed of four (4) members appointed by the City Council for four-year terms. Two (2) of the members are chosen from the Democratic Party and two (2) from the Republican Party. The City Clerk serves as a clerk to this board. The Board meets after every City election in order to determine and certify the election results.

BOARD OF REVIEW

The Board of Review consists of three (3) members, appointed by the City Council for staggered three year terms. The Board meets in March to hear specific appeals from the citizens relative to their individual property assessments and to make, if necessary, appropriate adjustments. The Board of Review must operate within the confines of the City Charter and the Constitution of the State of Michigan, specifically the general property tax laws.

## BROWNFIELD REDEVELOPMENT AUTHORITY

The Southfield Brownfield Redevelopment Authority (SBRA) was created on August 20, 2001, under the authority of Public Act 381 of 1996, the Brownfield Redevelopment Financing Act. Per Act 381, the City Council designated the board of the Southfield Local Development Financing Authority as the board of the SBRA. The purpose of the SBRA is to promote the revitalization, redevelopment and reuse of certain contaminated, blighted or obsolete properties primarily through the use of tax increment financing.

## BUILDING AUTHORITY COMMISSION

The Southfield Building Authority Commission consists of five (5) members; four (4) that are appointed for five (5) years by the City Council with the fifth being the City Administrator who serves as an ex-officio. The Building Authority is charged with the responsibility of building municipal facilities through the sale of bonds or through funds budgeted with the Authority as part of the adoption of the annual operating budget. For example, the City Hall, Parks and Recreation Building, Library, the Civic Center ice arena and Beech Woods Recreation Center, as well as the Public Safety Building and Court Building have been financed through the Building Authority.

## BUILDING CODE BOARD

The Building Code Board of Appeals is comprised of three (3) members who are appointed by City Council for three-year terms. They have the authority to approve substitutions of building materials and alternate methods of construction as prescribed in the Building Code. BOCA requires each member to be a licensed professional engineer or architect; or a builder or superintendent of building construction with at least ten years experience, five of which must be in responsible charge of work. Not more than two members shall be from the same profession or occupation, and at least one professional engineer shall be a structural or civil engineer with architectural engineering experience.

## CITY CENTRE ADVISORY BOARD

The City Centre Advisory Board was formed with the goal to help plan, initiate and implement the City Centre Master Plan. It is comprised of seven major stake holders located within the City Centre Boundaries, one citizen liaison and the Mayor of the City. The Board meets bi-monthly to work on the ongoing evolution of this innovative redevelopment initiative.

### CIVIL SERVICE COMMISSION - ADMINISTRATIVE

The Civil Service Commission consists of three (3) members appointed by the City Council for six-year terms. The Commission is responsible for governing the activities of all personnel except those employees regulated by the Police and Fire Commission, through contractual agreements and via exempt appointment position rules.

### CIVIL SERVICE COMMISSION - POLICE AND FIRE

The Police and Fire Civil Service Commission consists of three (3) members; one member is appointed by the Mayor and confirmed by Council; the second member is elected by sworn police and fire employees; and the third member who acts as Chairperson, is selected by the other two members. All three members serve six-year terms. The Commission is responsible for governing Police and Fire personnel matters, as provided in Act 78 of Public Acts of 1935 as amended.

### COMMISSION ON SENIOR ADULTS

The Commission on Senior Adults is a fifteen (15) member body appointed by the City Council for three-year terms. The Commission's primary responsibility is two-fold: (1) Investigate and study the broad scope of needs, concerns, and problems of senior adults living in the City of Southfield; and (2) Present information and recommendations to the Mayor and City Council related to senior citizens' needs. The Commission is comprised of seniors as well as other individuals specializing in services to senior adults.

### DOWNTOWN DEVELOPMENT AUTHORITY

The Downtown Development Authority was established under P.A. 197 of 1975 as a nonprofit development corporation to focus on the revitalization and development of the "downtown area" generally bounded by Eight Mile Road, Greenfield, Mount Vernon and Northwestern Highway. It has broad powers including taxation, bonding, and tax increment financing which are intended to assist development through planning and promotion, housing and public facility development and economic development projects.

### ECONOMIC DEVELOPMENT CORPORATION

The Southfield Economic Development Corporation is a non-profit corporation. Its commission consists of nine (9) residents selected by the Mayor and confirmed by Council. The EDC, as an agency of the City, is a vehicle to provide lower interest rates on construction and renovation projects through the sale of bonds exempt from Federal taxes. The Commission evaluates and recommends to Council high quality, desirable office, commercial, and industrial developments for financing through the EDC. The members serve for a six (6) year term.

## ELECTRICAL CODE BOARD

The Board of Electrical Examiners is a five-member body, with four (4) members appointed by the Mayor with the approval of the City Council for three-year terms, the fifth being the Electrical Inspector, who serves as an ex-officio member. Their duties are to conduct examinations preparatory to the issuance of licenses, to review licenses and recommend their renewal or suspension, and to review all proposed rules and regulation and appeals pertaining to the installation of electrical equipment.

## FIRE AND POLICE RETIREMENT SYSTEM BOARD

This Board is comprised of five (5) members. Two of the members are elected from ranks of the Police and Fire Departments (one each) to serve four-year terms; two members are appointed by the City Council to serve two-year terms; and the City Treasurer serves as an ex-officio member. The primary responsibility of the Board is to administrate and act on all matters concerning the Fire and Police Retirement System.

## FIRE PREVENTION CODE BOARD OF APPEALS

A three (3) member board consisting of an architect, a professional engineer, and a building contractor all licensed in the State of Michigan are appointed by City Council to three-year terms. The Board reviews appeals of determinations made to enforce the fire prevention code.

## HISTORIC DESIGNATION ADVISORY BOARD

The Historic Advisory Board consists of nine members; four (4) ex-officio; the City Planner, Planning Commission Chairman, Director of Building/Housing and Redevelopment and a Parks and Recreation Board Member; two (2) members appointed by City Council, one (1) representative from an existing Historical Society and two (2) Ad-hoc members. This Board serves three-year terms, on a staggered basis. The purpose of the Board is to recommend areas of designation to City Council for Historic Districts.

## HISTORIC DISTRICT COMMISSION

The Historic District Commission is a seven (7) member commission appointed by the Mayor and made up of a registered architect, two (2) members from a list of names submitted by an existing Historical Society and four (4) other Mayoral appointments. These appointments are for three years, on a staggered basis. The purpose of the Commission is to review the Advisory Board reports and submit recommendations to City Council regarding proposed historic designation, treatment of designs and to develop guidelines defining requirements for work in designated areas.

## LIBRARY BOARD

The Southfield Library Board consists of (5) members appointed by the Mayor for three-year terms. In addition, the City Treasurer serves as the ex-officio Treasurer. The Library Board is responsible for providing a wide range of library services for adults, children, senior citizens, students, and community organizations. Its members also serve as guides for general library policy, rules and regulations, and make recommendations regarding the overall management of the Civic Center and Beech Woods libraries.

## LIBRARY BUILDING AUTHORITY

The Library Building Authority is a non-profit municipal building authority incorporated for the purpose of issuing bonds and entering into contracts to provide for the acquiring, furnishing, equipping, operating and maintaining of a new public library and the necessary site, for the convenient and effective use for public purposes. The Library Building Authority is governed by a three (3) member Board of Commissioners, each selected and confirmed by City Council for a six (6) year term. Council Resolution adopted June 14, 1999.

## LOCAL DEVELOPMENT FINANCE AUTHORITY

The Southfield Local Development Finance Authority (LDFA) was created in September of 1989 under the authority of P.A. 281 of 1986. It was established to encourage local development to prevent conditions of unemployment and promote economic growth. The major financing mechanism for the LDFA is through tax increment financing which dedicates a portion of increased property taxes resulting from economic growth. Improvement may be made to certain public facilities and structures or certain other improvements designed to facilitate projects which create economic growth and development.

## MECHANICAL CODE BOARD OF APPEALS

The Mechanical Code Board of Appeals consists of three members appointed by City Council to serve three-year terms. Any person aggrieved by any decision, ruling, or order of the official or any department personnel in connection with the installation and/or use of materials used in heating or cooling systems may appeal for relief from this Board.

## PARKS AND RECREATION BOARD

The Board consists of five (5) members appointed by the Mayor for three-year terms. The City Treasurer serves as ex-officio Treasurer. The primary responsibility is to review the activities of the Parks and Recreation Department to ensure diversified programming and quality recreational facilities for the residents of Southfield.

## PLANNING COMMISSION

The Planning Commission of the City of Southfield is comprised of seven (7) members appointed by the Mayor, approved by the City Council and serve for three-year terms. The Commission is established by Charter and State Statute and has the responsibility to review and make recommendations on various planning matters, such as rezoning, 2site plan reviews, Zoning ordinance amendments, street vacations, and future land-use recommendations. They are an advisory board with recommending authority only.

## PLUMBING CODE BOARD OF APPEALS

This Board consists of three (3) members appointed by Council to serve three-year terms. Their area of authority will be to grant permission to appellants who seek to install or repair plumbing systems contrary to the methods and design as set forth in the Plumbing Code.

## SOUTHFIELD EMPLOYEE RETIREMENT BOARD (SERS)

The Southfield Employee Retirement Board (SERS), created by Charter Amendment passed by the electorate on November 7, 2002. The Board consists of seven (7) members, three (3) of the members shall be the same members that serve on the Civil Service Commission; one (1) member shall be appointed by the Mayor with confirmation by City Council; two (2) members shall be elected by the active employee members of the Southfield Employee Retirement System; and one (1) member shall be elected by the retired employee members of the Southfield Employee Retirement System. The purpose of the Board is to prepare, recommend and administer a retirement plan as approved by City Council.

## SOUTHFIELD-LATHRUP COUNSELING SERVICES ADVISORY BOARD

The Southfield-Lathrup Counseling Services Advisory Board shall be composed of not less than five (5) or more than fifteen (15) voting members. Members must live or work in the City of Southfield or Lathrup Village. The Advisory board's primary purpose is to provide direction and guidance in an advisory capacity to the Counseling Services Program. This Board operates in conjunction with the rules and regulations of the Oakland County Office of Substance Abuse Services and the Licensing Division of the State of Michigan, Department of Public Health. It works regularly with the Human Services Department. The members serve two-year renewable terms.

## SOUTHFIELD HOUSING COMMISSION

The Housing Commission consists of five (5) members appointed by the Administrator for five-year terms. The Commission is responsible for providing quality housing for the elderly through public funding programs and provides oversight on the Housing Choice Voucher (Section 8) program administration. The Commission also makes recommendations to the City Council on the appropriateness of all senior citizens housing proposed in the community.

## SOUTHFIELD LOCAL OFFICERS COMPENSATION COMMISSION

This Commission is composed of seven (7) members appointed by the Mayor. This Commission was created by State Statute and local referendum, and is responsible to meet in odd numbered years to evaluate compensation paid to the Mayor, City Council, City Clerk, and Treasurer, and make adjustments as warranted. The Commission members serve for seven years.

## SOUTHFIELD RETIREE HEALTH CARE BENEFITS PLAN AND TRUST BOARD (VEBA)

The Retiree Health Care Benefits Plan and Trust Board (VEBA) consists of eleven (11) trustees, that being: one (1) The City Administrator or his designee; one (1) The City Treasurer; two (2) elected uniformed employee representatives that serve on the Board of the Fire & Police Retirement System; two (2) appointed representatives that serve on the Board of the Fire & Police Retirement system; three (3) members that serve on the Administrative Civil Service Commission; two (2) general employee representatives to be elected by the employee members of the Southfield Employee Retirement System. The Retiree Health Care Benefits Plan and Trust is a funding mechanism to plan and manage the post retirement health benefits provided to retirees of both the Fire & Police Retirement System and the Southfield Employees Retirement System. Ordinance #1464.

## SOUTHFIELD TOTAL LIVING COMMISSION

The commission is comprised of fourteen (14) members appointed by the City Council for three-year terms. The Commission is responsible for making recommendations to Council which promote the excellence of Southfield as a place in which to live, work and raise and educate a family. The Commission focuses its attention on programming that enhances the dynamics of neighborhoods.

## SOUTHFIELD VETERANS COMMISSION

The Southfield Veterans Commission consists of seven (7) members appointed by the City Council for staggered three year terms. Members of the Southfield Veterans Commission shall be both veterans and residents of the City. The purpose of the Commission is:

- to strengthen the common veteran's cause and ensure that the community is aware of veteran's rights and needs;
- to honor those veterans who have passed on;
- to preserve honor for the veterans of the future;
- to assist resident veterans and their families when in need;
- to work cooperatively with other City boards and commissions, and City staff, with regard to policies, programs and concerns relating to veterans' interests, and to maintain a working relationship with all other agencies serving veterans within the city.

The Southfield Veterans Commission shall also recognize and honor citizens in the City who have distinguished themselves for community service, particularly in the area of veterans' concerns and needs.

## ZONING BOARD OF APPEALS

The Zoning Board of Appeals is a five (5) member body appointed by City Council for three-year terms. The Board's primary responsibility is to hear and decide appeals from the public and to grant variances from the Zoning Ordinance where the Board feels the strict application of this Chapter would create an undue hardship or where there is practical difficulty in meeting the Ordinance.

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