

CITY OF SOUTHFIELD
OFFICE OF THE CITY CLERK
BOARDS AND COMMISSIONS

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 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 REVIEW

The Board of Review consists of three 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 members; four that are appointed for five 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.

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 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 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 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.

CONSTRUCTION BOARD OF APPEALS

The Construction Board of Appeals was created pursuant to Section 14 of 1972 P.A. 230. The Board consists of five members which will be appointed by the Council and shall represent and include a licensed architect, a licensed professional engineer who is a structural specialist, a licensed professional engineer who is an electrical specialist, a license professional engineer who is a mechanical specialist (including mechanical, ventilation and plumbing) and a general contractor with a minimum six years of experience in commercial and industrial construction. The City Council may also appoint an alternate member to serve upon and in the place of a member who is unable to attend a meeting. The terms of office of members shall be three years except the initial members of the Board will be appointed for staggered terms. The Board shall elect a Chairperson, Secretary and Treasurer at the first meeting every year. The Board shall hear appeals submitted in writing and shall render and file the decision with a statement of reasons with the City's Department of Building and Safety Engineering.

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 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 year term.

FIRE AND POLICE RETIREMENT SYSTEM BOARD

This Board is comprised of five 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 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 ex-officio; the City Planner, Planning Commission Chairman, Director of Building/Housing and Redevelopment and a Parks and Recreation Board Member; two members appointed by City Council, one representative from an existing Historical Society and two 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 member commission appointed by the Mayor and made up of a registered architect, two members from a list of names submitted by an existing Historical Society and four 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 five 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 member Board of Commissioners, each selected and confirmed by City Council for a six year term. Council Resolution adopted June 14, 1999.

PARKS AND RECREATION BOARD

The Board consists of five 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 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, site plan reviews, Zoning ordinance amendments, street vacations, and future land-use recommendations. They are an advisory board with recommending authority only.

PROPERTY MAINTENANCE CODE BOARD OF APPEALS

The Property Maintenance Code Board of Appeals is a three (3) member body appointed by the City Council. The board shall consist of not less than three (3) members who are qualified to analyze and review matters pertaining to property maintenance and who are not employees of the City. There shall also be not less than two (2) alternate members to hear appeals during the absence or disqualification of a member. The members of the board shall be residents of the City of Southfield and qualifications shall be as follows: A licensed builder, alteration contractor, electrician, plumber or mechanical contractor and a property maintenance contractor or manager with experience in single or multi-family properties. For the purpose of providing an appeals process, in accordance with the Code and Ordinance No. 1671.

PUBLIC ARTS COMMISSION

The Public Arts Commission consists of nine members, six appointed by the City Council, and the remaining three appointed by the Mayor, for staggered three year terms. The Commission meets the third Tuesday of the month. The purpose of the Commission is to advocate for, promote and participate in the establishment, selection and installation of public artwork in the City, with City Council approval, to serve the public interest, welfare, convenience, and enjoyment through the promotion of the arts in the City of Southfield.

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 members, three of the members shall be the same members that serve on the Civil Service Commission; one member shall be appointed by the Mayor with confirmation by City Council; two members shall be elected by the active employee members of the Southfield Employee Retirement System; and one 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 HOUSING COMMISSION

The Housing Commission consists of five 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 members appointed by the Mayor. This Commission was created by State Statue 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 TOTAL LIVING COMMISSION

The commission is comprised of fourteen 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 members appointed by the City Council for staggered three year terms. Members of the Southfield Veterans Commission shall be veterans with preference to veterans residing in 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.

SOUTHFIELD WILDLIFE ADVISORY COMMISSION

The Wildlife Advisory Commission is a seven-member body who are residents of the City of Southfield and shall be appointed by the City Council. The Commission will be responsible for developing and proposing to Council a wildlife program within the City to ensure the safety, health and welfare of the residents and visitors to the City of Southfield and of the wild animals within the City of Southfield, and at a minimum shall actively seek out and receive input from residents and others with concerns regarding wildlife in the City of Southfield; work collaboratively with individuals of all points of view regarding wildlife in the City of Southfield; work collaboratively with wildlife commissions or similar organizations in nearby communities regarding wildlife in or near the City of Southfield; and work collaboratively with the Michigan Department of Natural Resources and other county, state and federal entities responsible for wildlife management regarding wildlife in or near the City of Southfield.

ZONING BOARD OF APPEALS

The Zoning Boards of Appeals is a five 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.