

monies, including taxes, assessments, license fees, and water bill payments. The Treasurer helps generate additional income through the investment of municipal funds with the assistance of an investment counselor. The Treasurer also administers the Police and Fire Retirement Fund and serves as ex-officio member of several City boards and commissions. The Treasurer is elected to a four-year term.

The City Administrator is appointed by and reports to City Council. The Administrator oversees the City's daily operations; recommends policy and directs its implementation; develops the annual budget; and manages the administrative staff.

The City Attorney is the legal council for the City, is appointed by the mayor and is confirmed by and responsible solely to City Council. The Attorney is responsible for advising administrative department heads; providing legal opinions; representing the City in court cases; preparing or reviewing contracts, ordinances, regulations, bonds, and other documents.

The Council Agenda is prepared by the City Clerk in cooperation with the City Administrator and department heads. To conduct business, a quorum of four members of Council must be present.

Council Actions: In response to agenda items, Council takes one of the following actions:

- **Ordinances** are "laws", for which a penalty may be imposed for violation. They require introduction at a regular Council meeting, enactment at a second meeting and become effective the day of publication in the local newspaper.

- **Resolutions/Proclamations:** Resolutions are formal actions taken to express the will of the Council as to action taken on policy decisions or to direct administrative action. Council Resolutions also honor programs, individuals, or groups for outstanding service to the community. The mayor also may issue a Proclamation in honor of an individual, group, or activity.

- **Referral:** Council may refer an item when they are not prepared to take action or when they wish the issue studied further by the administrator. Referral issues are brought back to Council for consideration at a later date.



For more information contact:

City of Southfield
City Clerk's Office
26000 Evergreen Road
P.O. Box 2055
Southfield, MI 48037-2055
248-796-5150

Produced by:

Southfield Community Relations Department

Revised: 10/2025

Printed on recycled paper



**WELCOME TO THE
"SOUTHFIELD CITY COUNCIL"
YOUR CITY GOVERNMENT
AT WORK!**

Welcome to **Southfield**! We are pleased you have joined us for a meeting of the **Southfield City Council**. **City Council** study and regular meetings are generally held on at **6 p.m.** in the Council Study and Council Chambers respectively. All regular meetings are cablecast live on City Cable 15 and can also be streamed live at **www.cityofsouthfield.com**. These meetings are your opportunity to see your city government in action and also provide the forum for your elected officials to hear your needs.

Agendas for tonight's meeting are available in the lobby in front of Council Chambers, on the City's website at **www.cityofsouthfield.com** as well as the **City Clerk** during business hours on the day of the meeting.

Council meetings are conducted under **Robert's Rules of Order**. The Council President presides at all meetings.

**All meeting dates and times are subject to change.*

INDIVIDUALS MAY ADDRESS THE COUNCIL UNDER THE FOLLOWING GUIDELINES:

- ▶ A person will be permitted to address Council at a regular meeting under the "Communications" portion for the allotted three minute maximum. All speakers must sign up prior to the meeting to request to be recognized.
- ▶ They must be recognized by the **Council President**, who is the presiding officer.
- ▶ Once recognized, they must step to the rostrum microphone and give their name and address for the record.

OTHER PROCEDURAL GUIDELINES INCLUDE:

- ▶ Items are addressed in the order they appear on the agenda.
- ▶ Notices of public hearings appear in the local newspaper, are mailed to affected property owners and appear on Council's agenda on the date of the hearing.
- ▶ An ordinance is introduced in written form at a Council meeting and is not actually enacted until the next regular meeting. Ordinances become effective the day of publication in the local newspaper, unless otherwise stated in the text of the ordinance.

WHEN PHOTOGRAPHING OR VIDEOTAPING A COUNCIL MEETING, PLEASE REMEMBER:

- ▶ Video or TV cameras must remain, at all times, at the rear of the Council Chambers unless prior approval has been given by the Council President for the use of an alternate location; and only television, video, photographic or audio equipment that does not produce distractive sound or light is permitted.
- ▶ Audio/visual equipment may not be connected/attached to existing municipal cable television. All non-City equipment must be self-supporting and have its own power source.
- ▶ Interviews are prohibited in the Council Chambers when Council is in session.

YOUR COOPERATION AND PARTICIPATION ARE APPRECIATED!

ABOUT YOUR CITY GOVERNMENT:

Southfield's residents are represented by their elected municipal officials, who are responsible for setting City government policy and serve as the direct citizen link to **City Hall**.

The Mayor serves a four-year term and is responsible for reviewing the annual budget prepared by the City Administrator and presents it, with his recommendations, to City Council for their approval. Mayoral duties also include representing the City at official functions; appointing the City Planner, City Assessor and City Attorney as well as members to several citizen boards and commissions; and validating all bonds, notes, contracts and Council-authorized items. The Mayor also has veto power over Council actions, with at least five affirmative votes by Council required to override a Mayoral veto.

The seven-member Southfield City Council is the City's legislative and policy-making body. Council is responsible for adopting the annual City budget, contracts, laws, ordinances and resolutions; approving purchases, zoning and planning requests; and granting permit and license fees. Council members are elected at large to four-year terms, with the low vote-getter in each election receiving a two-year term. Elections are held biennially in odd-numbered years.

The City Clerk is the official records-keeper for the City of Southfield whose responsibilities include, but are not limited to City Council proceedings, actions, agenda items, ordinances, resolutions, licenses, birth and death records, files on easements, payback agreements and rights-of-way, as well as special assessment and zoning notices. The City Clerk is the director of elections and is responsible for voter registration. The City Clerk examines and audits all accounts and claims against the City and classifies, approves, signs, and records all vouchers for payment from budget accounts. The Clerk is elected to a four-year term.

The City Treasurer is accountable for all City