

**BIRMINGHAM CITY COMMISSION AGENDA**  
**LONG RANGE PLANNING**  
**SATURDAY, JANUARY 20, 2024**  
**MUNICIPAL BUILDING, 151 MARTIN**  
**8:30 A.M.**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Elaine McLain, Mayor

**II. ROLL CALL**

Alexandria Bingham, City Clerk

**III. Public Comment**

The City of Birmingham welcomes public comment limited at the Mayor's discretion on items that do not appear in the printed agenda in order to allow for an efficient meeting. The Commission will not participate in a question and answer session and will take no action on any item not appearing on the posted agenda. The public can also speak to agenda items as they occur when the presiding officer opens the floor to the public. When recognized by the presiding officer, please state your name for the record, and direct all comments or questions to the presiding officer.

**VI. DISCUSSION ITEMS**

**Introductory comments from the City Manager**

- |   |                                     |
|---|-------------------------------------|
| <b>A. 8:30 a.m. – 9:00 a.m.</b>   | <b>Finance</b>                      |
| a. 5 year Forecast 2023 to 2027   |                                     |
| b. Digital Budget Book – Status Update  |                                     |
| <b>B. 9:00 a.m. – 9:15 a.m.</b>   | <b>Public Services</b>              |
| a. Parks & Recreation Master Plan Implementation                                  |                                     |
| <b>C. 9:15 a.m. – 9:45 a.m.</b>   | <b>Engineering</b>                  |
| a. Changes in Stormwater Management   |                                     |
| b. Upcoming Capital Projects 2024   |                                     |
| <b>D. 9:45 a.m. – 10:15 a.m.</b>  | <b>Planning</b>                     |
| a. Historic Preservation  |                                     |
| b. Transit Planning   |                                     |
| <b>E. 10:15 a.m. – 10:45 a.m.</b>   | <b>Birmingham Shopping District</b> |
| a. Long-Range Economic Growth Plan  |                                     |
| <b>F. 10:45 a.m. – 11:00 a.m.</b>   | <b>Fire Department</b>              |
| a. Insurance Services Office (ISO) Update   |                                     |
| <b>G. 11:00 a.m. – 11:30 a.m.</b>   | <b>Police Department</b>            |
| a. Police Department / City Hall Safety & Security, Building Redesign & Expansion |                                     |
| <b>H. 11:30 a.m. – 12:00 p.m.</b>   | <b>Lunch Recess</b>                 |
| <b>I. 12:00 p.m. – 12:15 p.m.</b>   | <b>Parking</b>                      |
| a. Parking System Improvements  |                                     |
| <b>J. 12:15 p.m. – 12:30 p.m.</b>   | <b>IT</b>                           |
| a. Cyber Security & IT Infrastructure   |                                     |

- |  |                            |
|--|----------------------------|
| <b>K. 12:30 p.m. – 12:45 p.m.</b>                      | <b>Clerk’s Office</b>      |
| a. Digitizing Applications and Processes               |                            |
| <b>L. 12:45 p.m. – 1:00 p.m.</b>                       | <b>Building Department</b> |
| a. Paperless Plan Review                               |                            |
| <b>M. 1:00 p.m. – 1:15 p.m.</b>                        | <b>Library</b>             |
| a. Renovation Update & Future Planning                 |                            |
| <b>N. 1:15 p.m. – 1:30 p.m.</b>                        | <b>Museum</b>              |
| a. Museum Updates                                      |                            |
| <b>O. 1:30 p.m. – 1:45 p.m.</b>                        | <b>Human Resources</b>     |
| a. Recruitment and Retention                           |                            |
| <b>P. 1:45 p.m. – 2:15 p.m.</b>                        | <b>Manager’s Office</b>    |
| a. Communications Enhancements                         |                            |
| b. Senior/Recreation Building Project – 400 E. Lincoln |                            |
| c. Citywide Sustainability Efforts                     |                            |

<b>XI. ADJOURN</b>
--------------------

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655 079 760  
 You may also present your written statement to the City Commission, City of Birmingham, 151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the hearing.

*NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.  
 Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).*

# Five Year Financial Forecast

Finance Department

Presented by: Mark Gerber, Finance Director

Timothy St. Andrew, Plante & Moran

Date: January 20, 2024

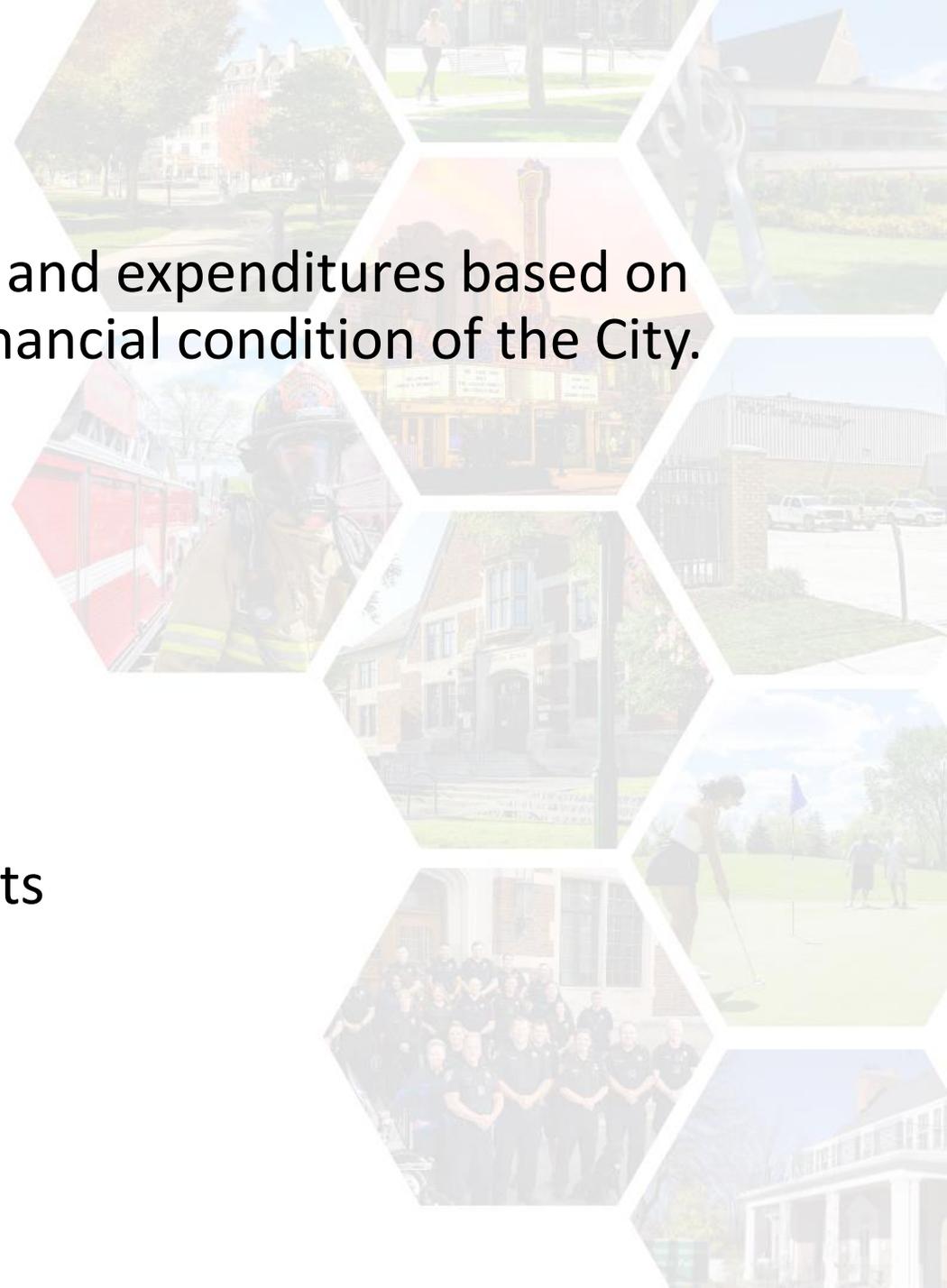


## What is a Financial Forecast?

A financial forecast is a projection of revenues and expenditures based on assumptions in order to show the projected financial condition of the City.

## Limits of a Financial Forecast

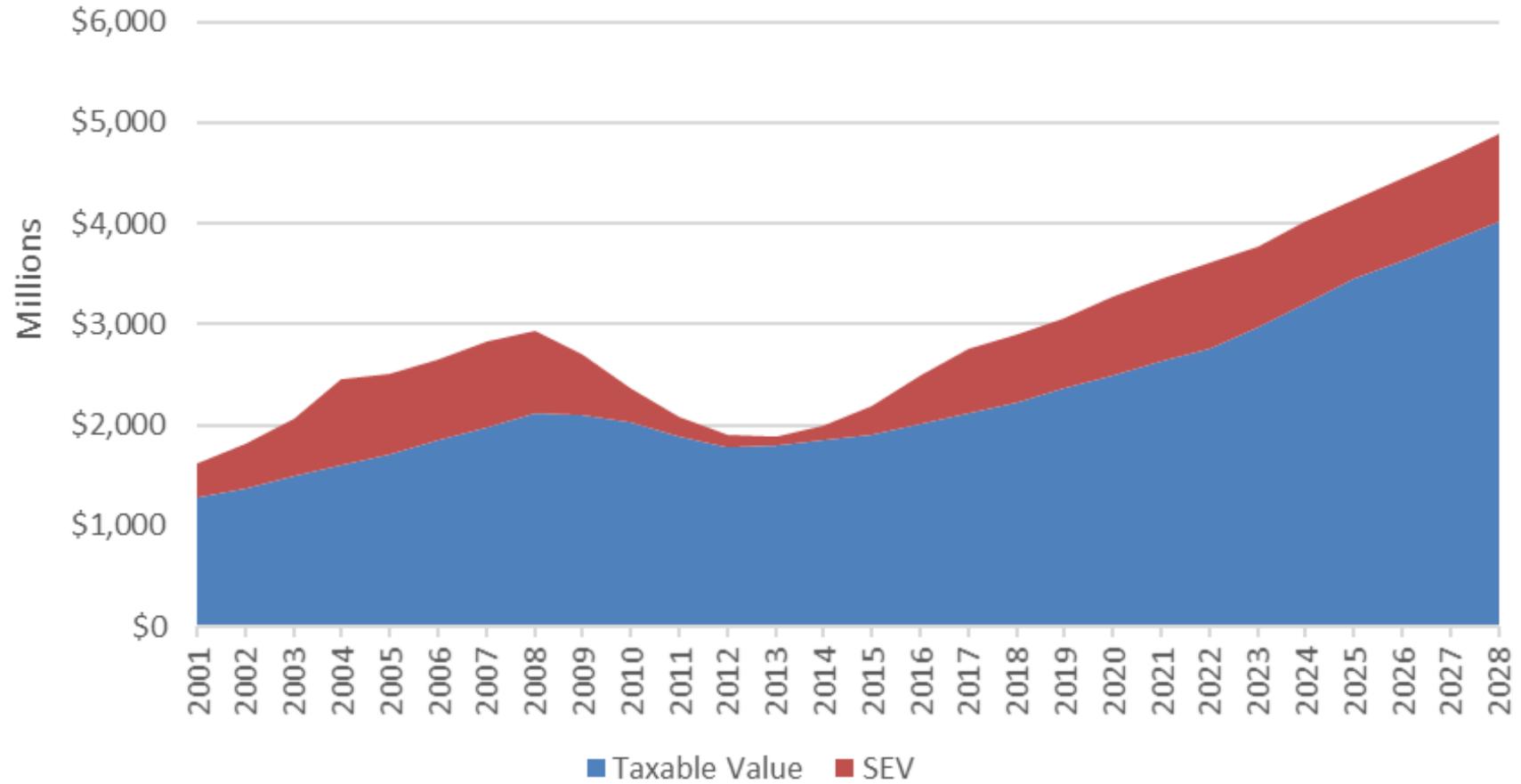
- Assumption Risk
- Changes in Policy/Priorities
- Future Department Projects/Service Levels
- Unforeseen Disasters or Undeveloped Projects



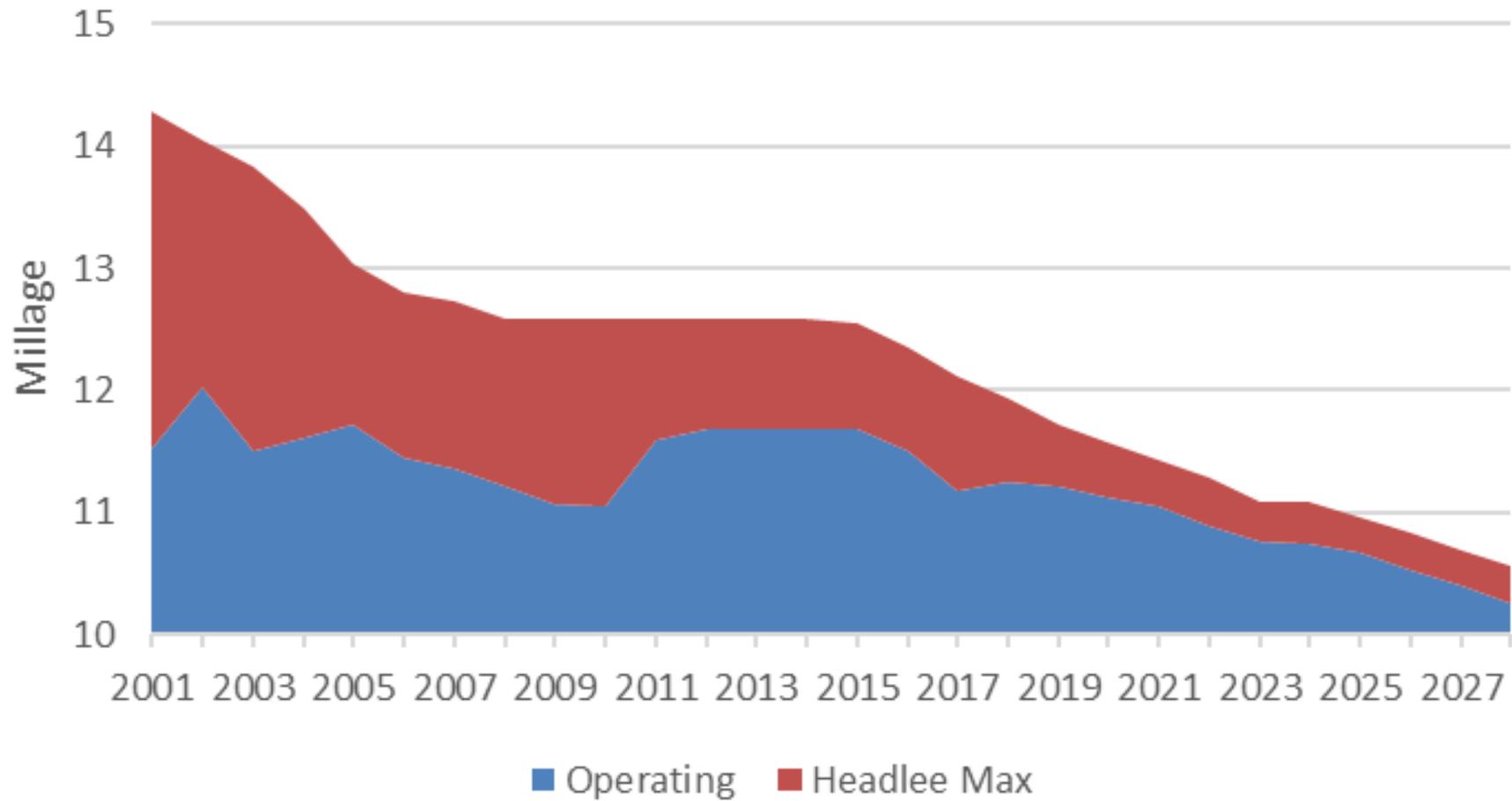
The forecast does not predict the actual financial condition or the budget for the years listed in the forecast.

The forecast is a tool which can be used for planning purposes in determining opportunities or as an early warning for changes.

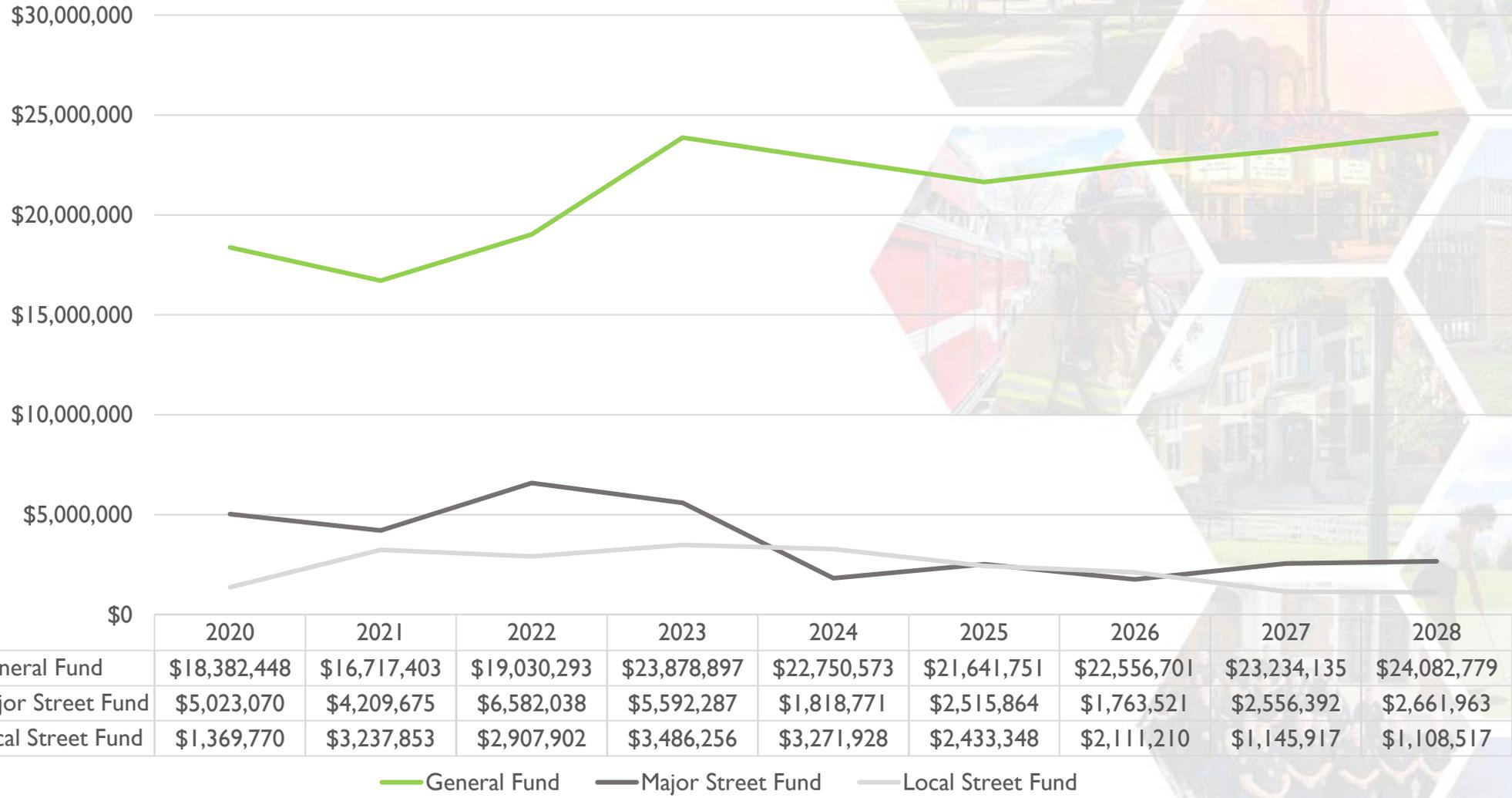
## SEV vs Taxable Value



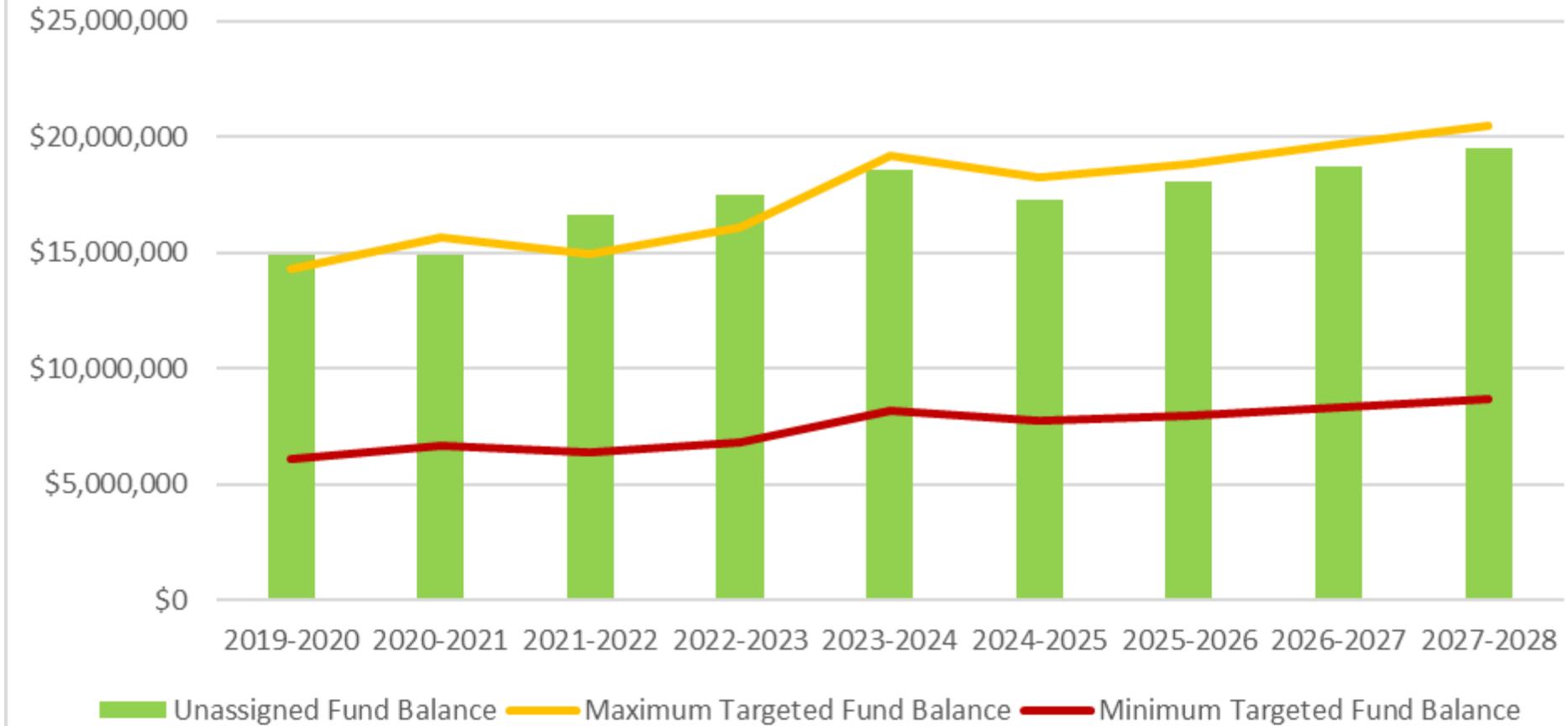
## Headlee Limit vs Operating Millage



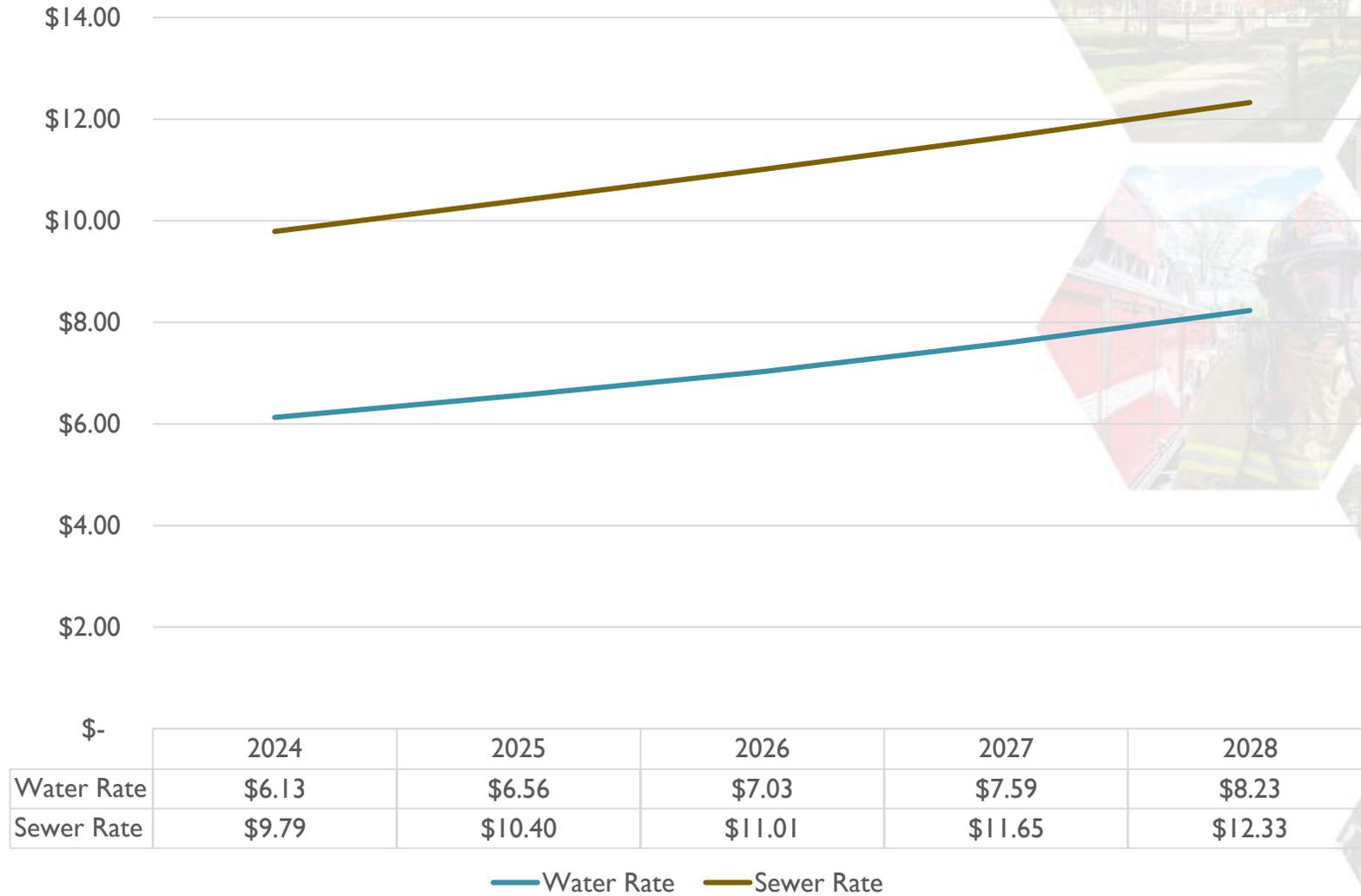
# Forecasted Fund Balances



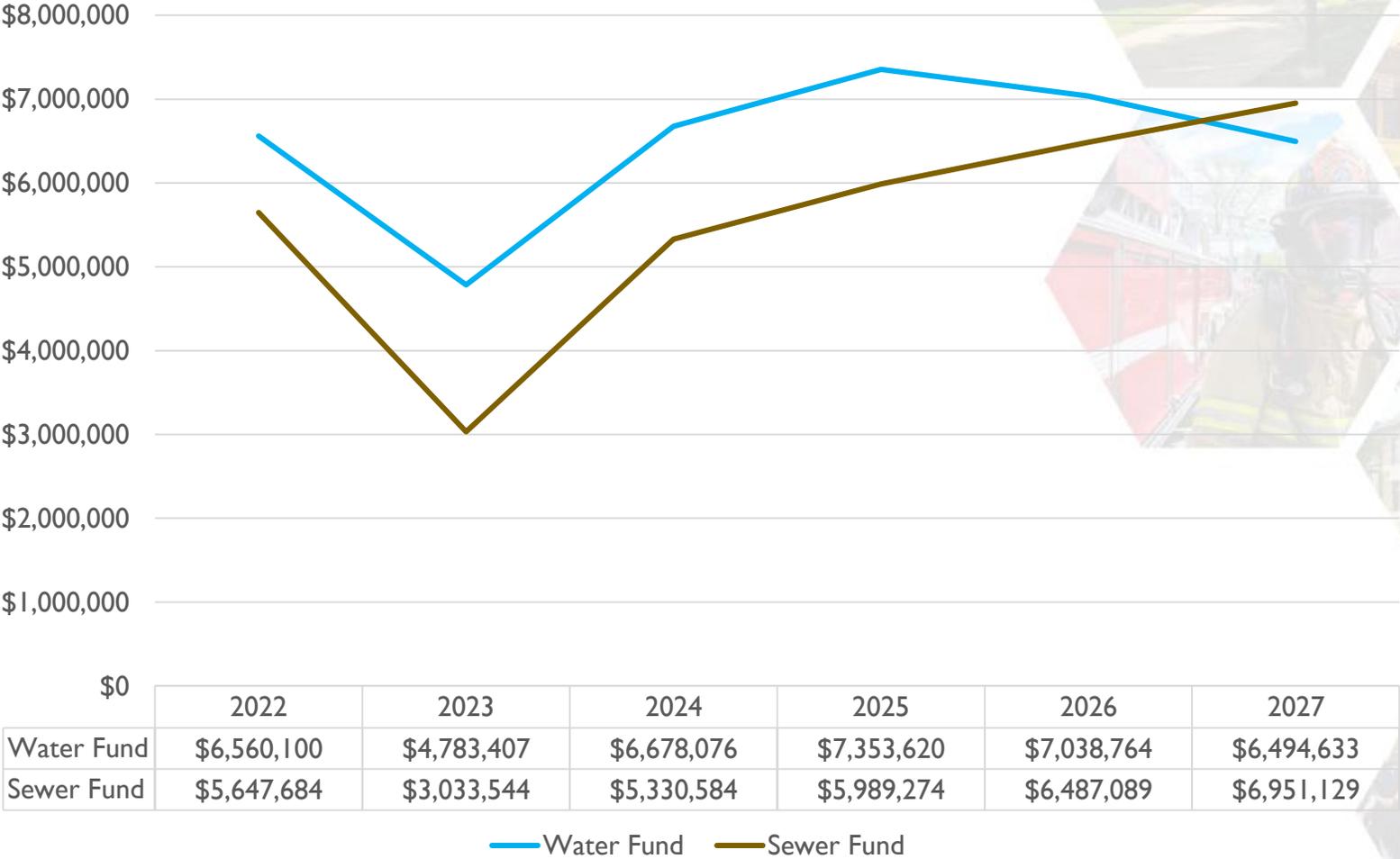
## General Fund Projected Unassigned Fund Balance Compared to Targeted Levels



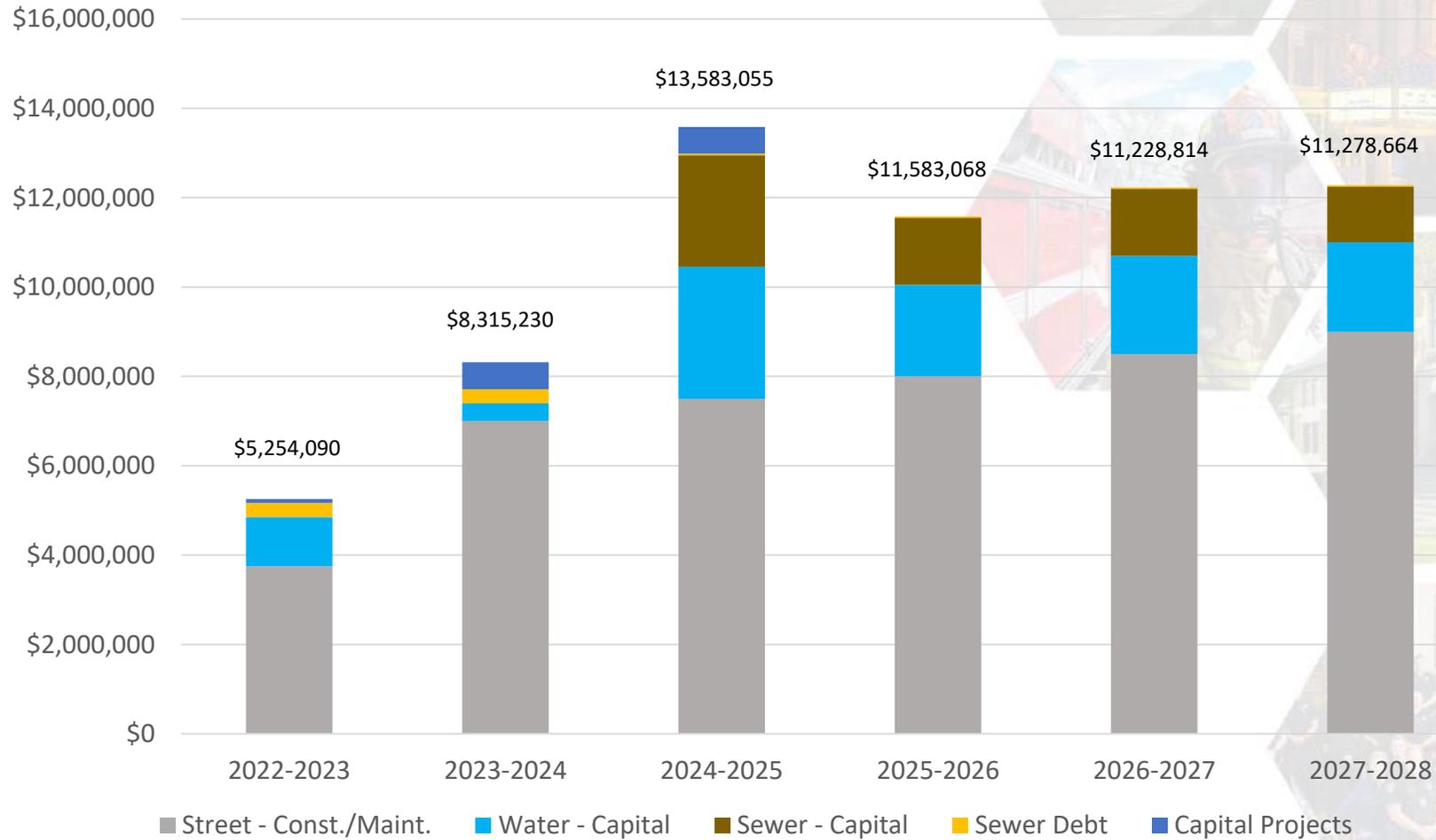
# Water and Sewer Rate Forecast



# Forecast Unrestricted Net Position – Water and Sewer Funds



## Operating Levy Property Taxes Funding Infrastructure



# Digital Budget Book

Status and Update

Finance Department

Presented by: Mark Gerber

Date: January 20, 2024

Ab



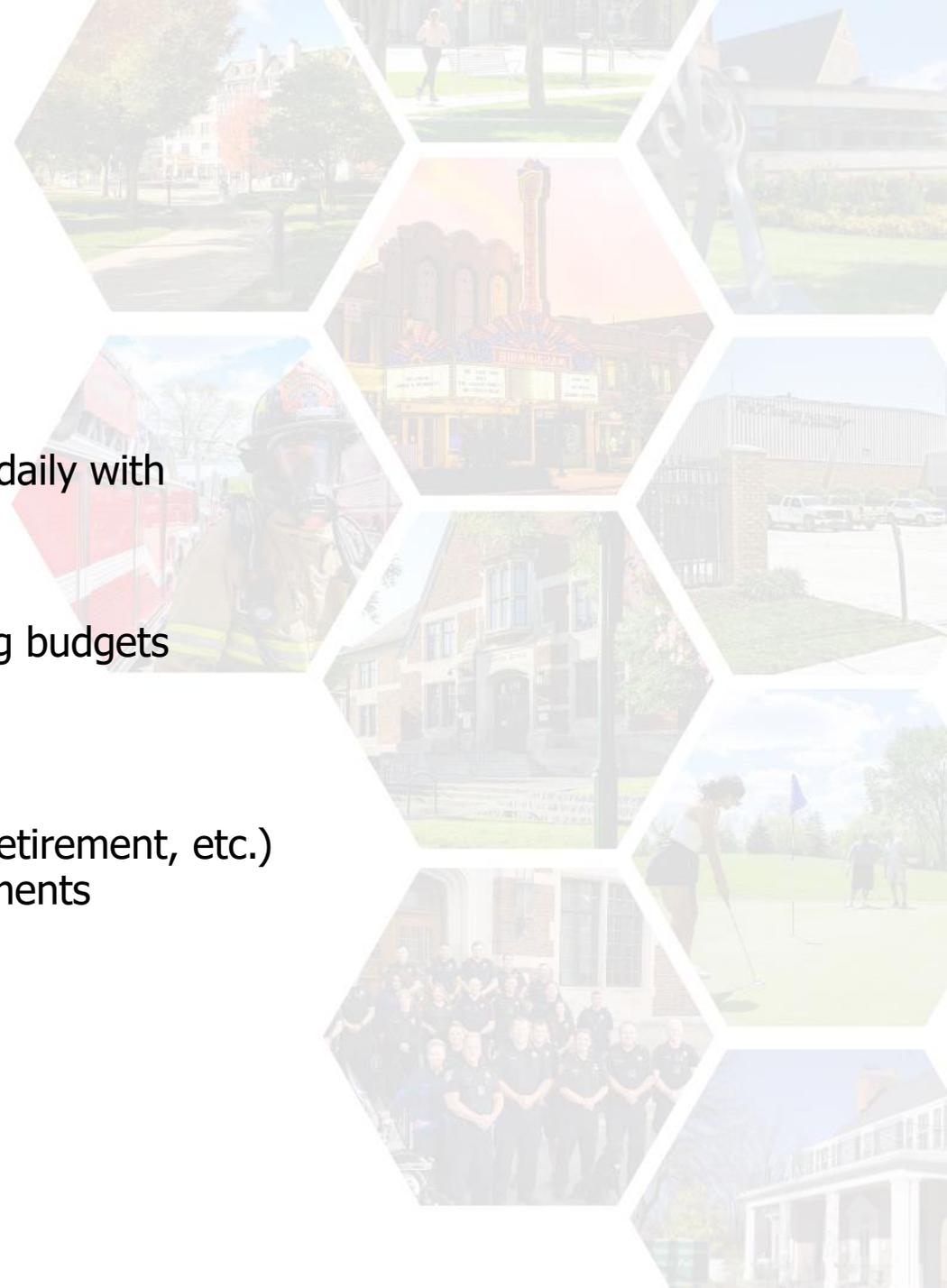
# Background

- The City went out to bid in May 2023
- Received bids from 4 vendors
- After reviewing proposals and demo's, OpenGov was awarded a 3 year contract



# Status

- Kickoff was September 14th
- Completed:
  - Integration with BS&A and validation (system is updated daily with transactions from BS&A)
  - Initial setup of budget program
  - Budget forms have been created
  - Staff has received training on how to enter their operating budgets
- In-progress:
  - Finance staff training on creating personnel budgets
  - Creating personnel budget cost elements (wages, FICA, retirement, etc.)
  - Uploading personnel budget cost elements to the departments
  - Validating cost element calculations and positions
  - Training staff on entering capital improvement requests
  - Staff entering operating budget information



# Status cont.

- Next Steps
  - Creating layout for the Digital Budget Book
  - Training staff on creating “stories” about their departments
  - Pulling all the pieces together
  - Creating the Digital Budget Book
  - Creating transparency reports



# What we know so far

- There is a large learning curve for the Finance team. “Building the plane as it is going down the runway”.
- System has many capabilities that we may not have time to implement this year.
- We will find out what works and what doesn't and make improvements for the following year.
- The system is going to help us manage the budget process and help in the decision making process.

# Transparency Reporting

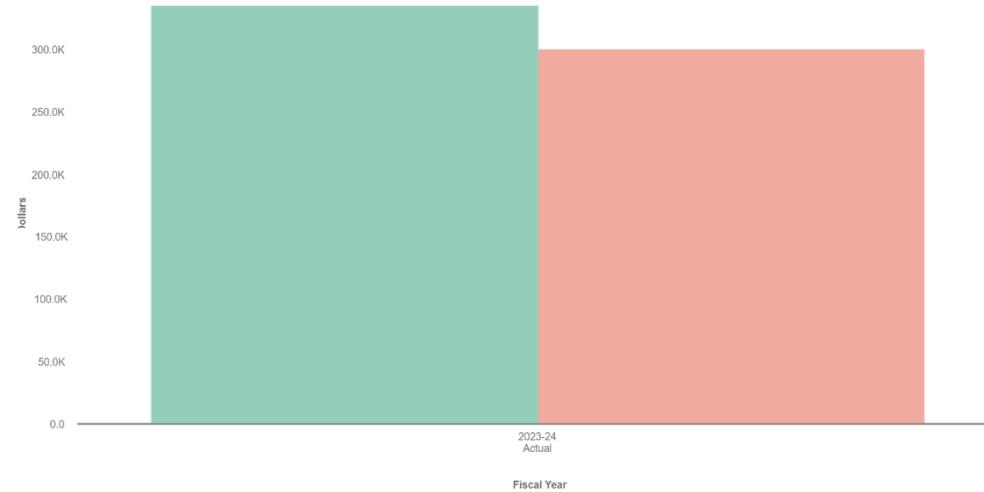
- Create an inventory of common reports/inquires
- Determine source of data
- Upload data to OpenGov
- Create reports



# Example of transparency report

## Ice Arena Financials

Visualization

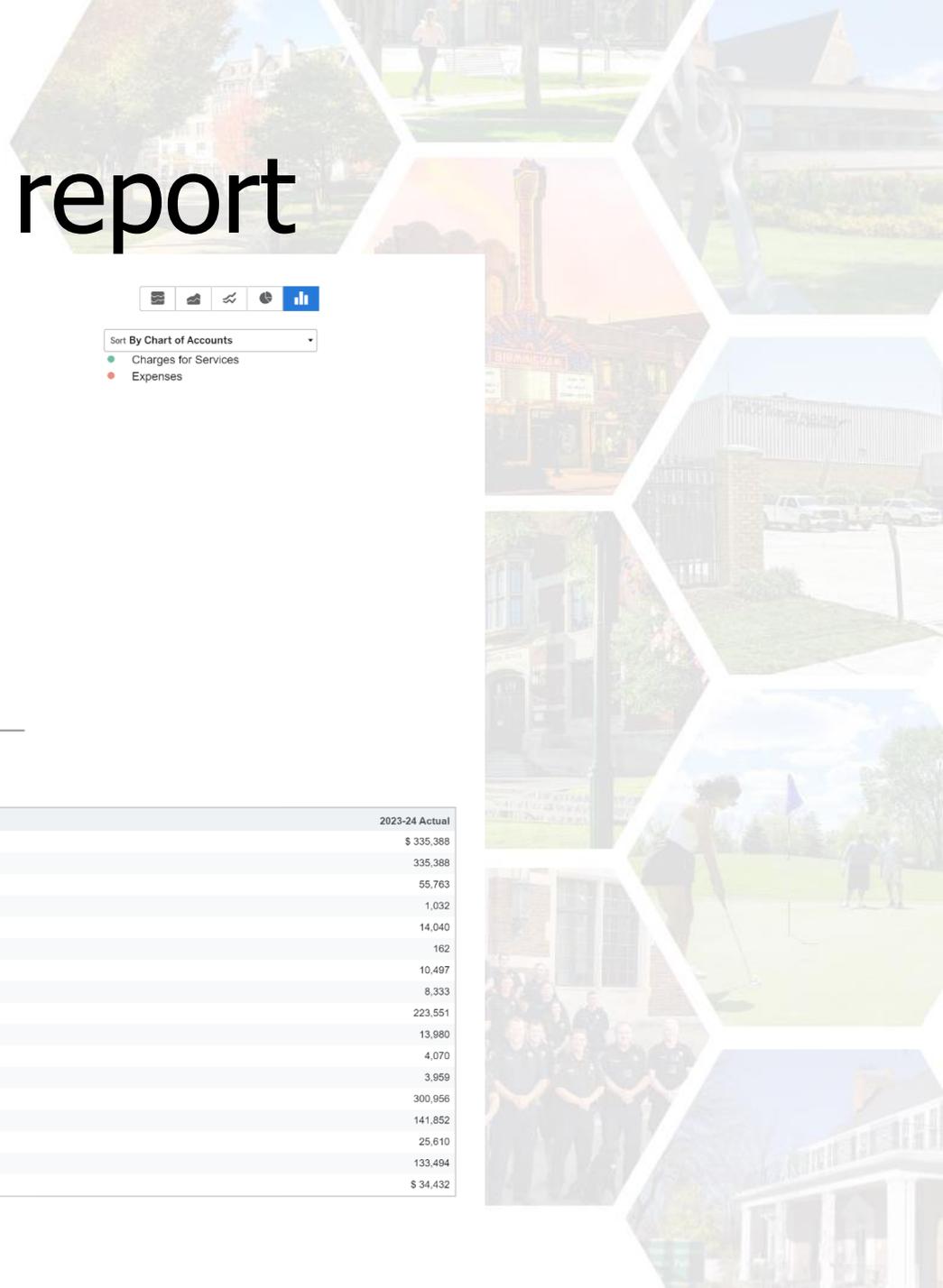


Sort By Chart of Accounts

- Charges for Services
- Expenses

Expand All		2023-24 Actual
Revenues		\$ 335,388
Charges for Services		335,388
CLASSES		55,763
SKATE SHARPENING		1,032
CONCESSION SALES		14,040
VENDING		162
ADVERTISING		10,497
ADULT OPEN SKATE FEES		8,333
MAIN ARENA RENTAL		223,551
STUDIO ARENA RENTAL		13,980
SHOW & ADMISSIONS		4,070
SKATE RENTAL		3,959
Expenses		300,956
Personnel Services		141,852
Supplies		25,610
Other Charges		133,494
Revenues Less Expenses		\$ 34,432

Data filtered by Types, GENERAL FUND, Departments and exported on December 21, 2023. Created with OpenGov

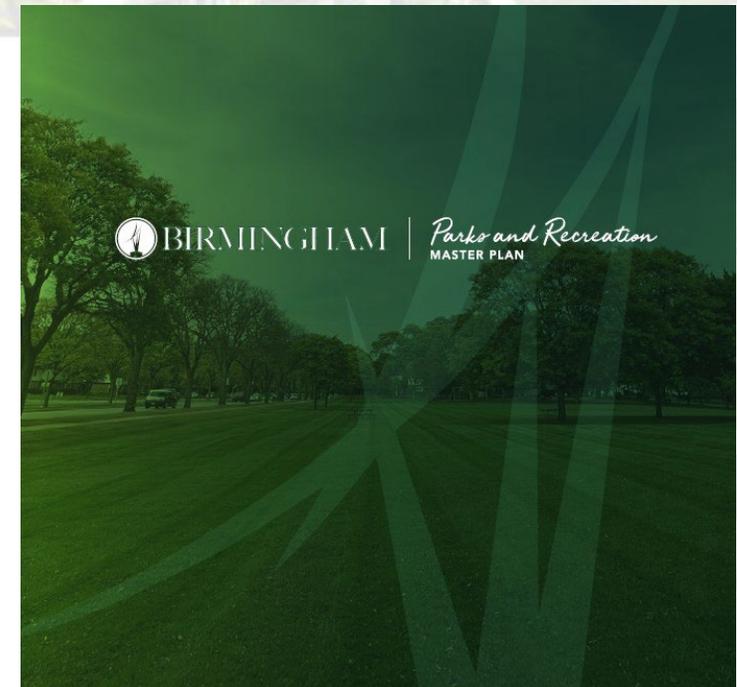


# Parks & Recreation Master Plan Implementation



# Prioritize Projects

- Trail Improvements/Booth Park
- Poppleton Park- revisit 2014 Master Plan
- St. James Park- Develop Master Plan
- Playgrounds



# Parks and Recreation Facilities

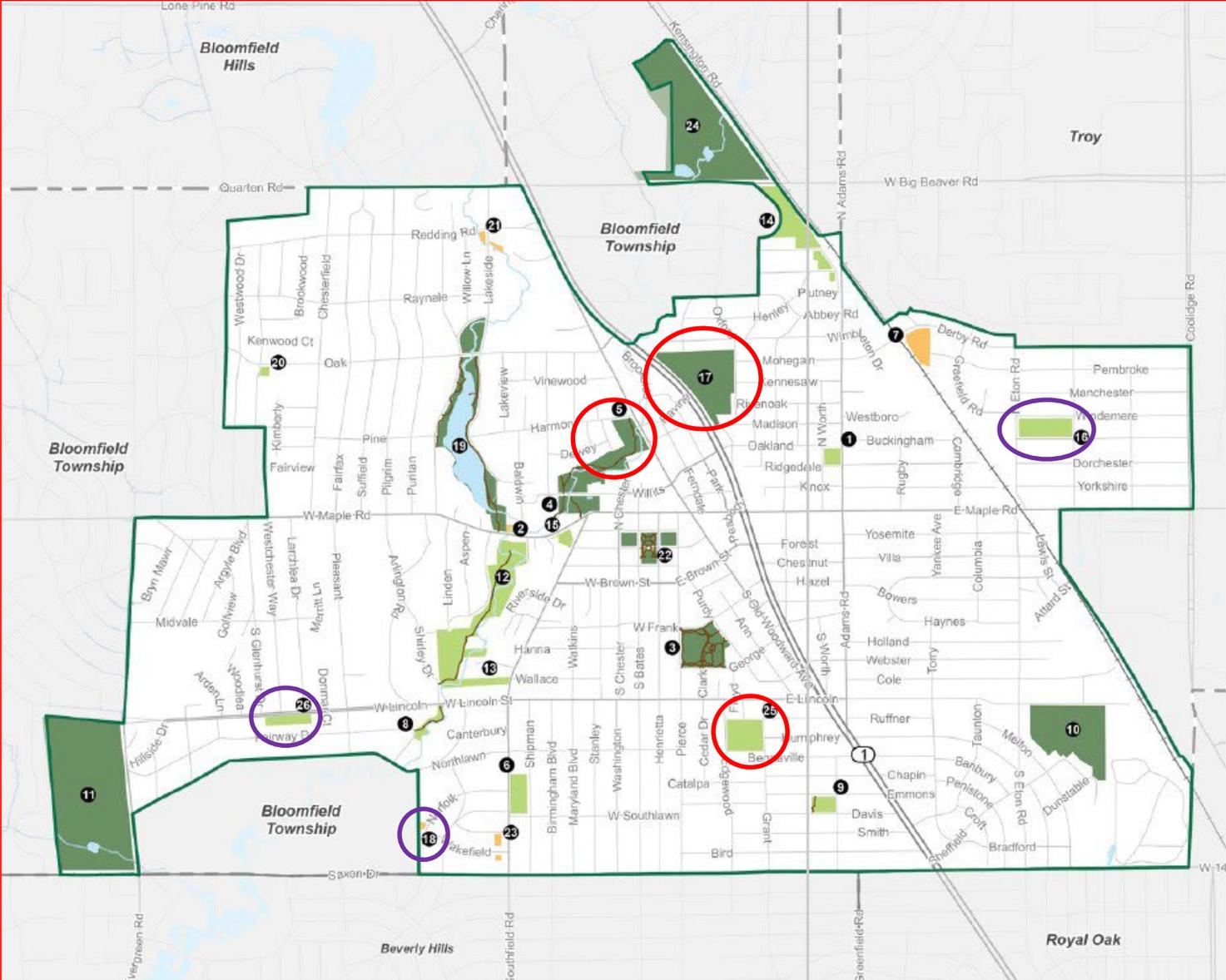
City of Birmingham, MI

- Park Trails
- Community Parks
- Mini Parks
- Neighborhood Parks
- City Birmingham Boundary

1. Adams Park
2. Baldwin Well Site
3. Barnum Park
4. Birmingham Museum
5. Booth Park
6. Crestview Park
7. Derby Well Site
8. Fairway Park
9. Howarth Park
10. Kenning Park and Ice Sports Arena
11. Lincoln Hills Golf Course & Dog Park
12. Linden Park
13. Linn Smith Park
14. Manor Park
15. Martha Baldwin Park
16. Pembroke Park
17. Poppleton Park
18. Pumphouse Park
19. Quarton Lake Park
20. Quarton Tennis Court
21. Redding Well Site
22. Shain Park
23. South Well Site
24. Springdale Golf Course & Park
25. St. James Park
26. West Lincoln Well & Park



Revised Source: Michigan Center for Geographic Information, Version 1.0 Date: City of Birmingham, 2023, Mckenna, 2023



## Key Recommendations

The objectives outlined in Chapter 6 and the detailed actions in Chapter 7 are strategically devised to uphold and advance an all-encompassing, accessible, and sustainable parks and recreation system in Birmingham, maintaining the high-quality standards associated with our Parks and Recreation services. These recommendations stem from public input, technical analysis, and insights gained from related planning initiatives, collectively working to realize this vision.

The subsequent section provides a concise overview of the central strategic actions derived from this planning process, ensuring the continued provision of a wide-ranging array of recreational opportunities. For a comprehensive understanding of these actions and the context in which they are proposed, please refer to Chapter 7.

### SUMMARY OF STRATEGIC ACTIONS

#### System Wide Recommendations:

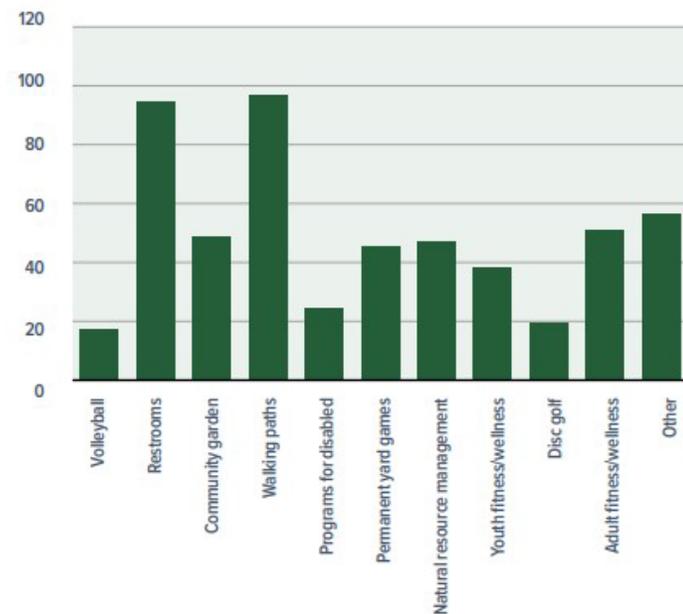
- Universal Playgrounds
- Restrooms
- Dog Infrastructure
- Bicycle Infrastructure
- Adult Fitness Stations
- Sustainability Pilots and Education Programs
- Food Truck and Lawn Game Pilots
- Improved Communication Tools
- Wi-Fi and Charging

#### Park-Specific Actions:

- Install inclusive playgrounds
- Evaluate and update the Kenning Park redevelopment master plan to reflect changed conditions.
- Develop a master plan and design for the redevelopment of St. James Park to leverage the redevelopment of the former YMCA into a facility for Birmingham Next, and create a nexus of intergenerational recreation opportunities.
- Add benches and places to rest along paths and park entrances to support all users and to contribute to residents' ability to age in place.
- Install accessible entrances to parks.
- Add directional signage and ensure signage is consistent.

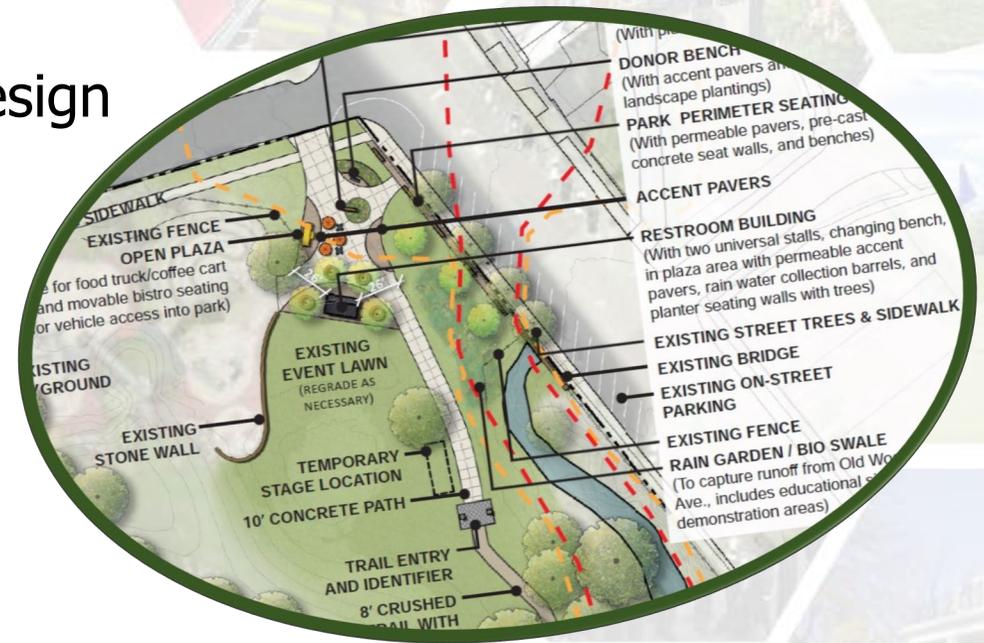
### MOST REQUESTED ENHANCEMENTS OR NEW FEATURES

- Walking paths (97)
- Restrooms (95)
- Adult Fitness/Wellness (51)
- Community Garden (49)
- "Other" items frequently mentioned:
  - » More pickleball courts
  - » Improvements for Ballfields #1 or #4 at Kenning Park
  - » Walkable access to a dog park or unleashed areas



# Trail Improvements- Phase I

- Booth Park entry and corner feature including a restroom facility
- Accessible entry plaza
- Trail entry identifier
- Confidence markers and signage/wayfinding
- Early 2024-Design Work- goal to complete design by June 30, 2024 (OCPR Grant of \$25,000)
- RFP for Construction-June 2024



# Poppleton Park:

## Community Park

- Universally Accessible Playground
- Accessible walking paths
- “no-mow” pollinator gardens
- Review and Update Facilities
  - Baseball
  - Tennis
  - Pickle Ball



# St. James:

- Exciting new venture with Next/YMCA
- Building provides access to restroom
- Storm Water Collection Opportunity- detention pond
- Accessible walking paths through 'no-mow' pollinator gardens
- Benches/seating areas throughout
- Shaded
- Multi-generational recreation facility
- Play for all ages & abilities, candidate facility for adult fitness stations
- Pickleball



# Playground Improvements:

- Updating playground Equipment for:
  - Poppleton Park
  - Pumphouse Park
  - Pembroke Park
  - West Lincoln Well & Park
- Adding Inclusive Playground features



# Questions?



**LET'S PLAY**

BIRMINGHAM, MICHIGAN *Parks & Recreation*



# Changes in Stormwater Management



# Stormwater Management Requirements

## ➤ Introduction

- The City maintains a Municipal Separate Storm System (MS4) permit from the Michigan Department of Environment, Great Lakes and Energy (EGLE).
- The City of Birmingham Ordinances outline the stormwater management requirements in Chapter 114 – Utilities, Article III – Sewer Service, Division 4 – Stormwater Runoff and Division 5 – Separate Storm Sewer System
  - Division 4 – Runoff rate from development or redevelopment projects not to exceed 1 cfs per acre or 0.2 cfs, whichever is greater, during a 10-year storm event.
  - Division 5 – (Adopted on 10/24/22) Adopts the Oakland County Water Resources Commissioner (OCWRC) standards for the separated sewer areas (MS4) of the City.

# Stormwater Management Requirements

- The OCWRC Standards were designed to meet new requirements that came from EGLE for stormwater runoff. They include:
  1. Channel Protection - Infiltrate runoff from a 1.3 inch rainfall event or through extended detention. (Required by EGLE)
  2. Water Quality Control – Treatment runoff at a rate of 80 mg/L or 80% Total suspended Solids reduction. (Required by EGLE)
  3. Detention & Flood Control – Manage the 100-year peak runoff rate by capturing and controlled release of runoff from a 100-year storm event.

Exemptions Include: Developments less than 1-acre in size, single-family detached dwellings that are not part of a common development, resurfacing of paved areas where the base aggregate is not exposed.

# Stormwater Management Requirements

## ➤ Proposal

- In 2024 the City is proposing to adopt the OCWRC Standards City-wide regardless of the type of sewer system the property discharges to.
- Current Exemptions to the standards include:
  - Developments less than 1-acre in size
  - Single-family detached dwellings that are not part of a common development
  - Resurfacing of paved areas where the base aggregate is not exposed.
- The City has the option to also adopt the OCWRC standards and remove some of the exemptions (i.e. require storm water management on commercial developments less than one acre in size.)

# Stormwater Management Requirements

## ➤ Result

Ordinance change to adopt OCWRC standards City-wide will:

- Further address EGLE's requirement for Post-Construction Storm Water Standards
- Will increase infiltration of runoff, where possible, and reduce volume discharged to combined sewers.
- Will promote water quality by requiring treatment of runoff prior to discharge.
- Detention requirements will reduce rate of discharge to combined sewers and assist in flood management.
- For only parcels that are non-single family residential parcels and greater than one acre.

# OCWRC RainSmart Rebates Pilot Program

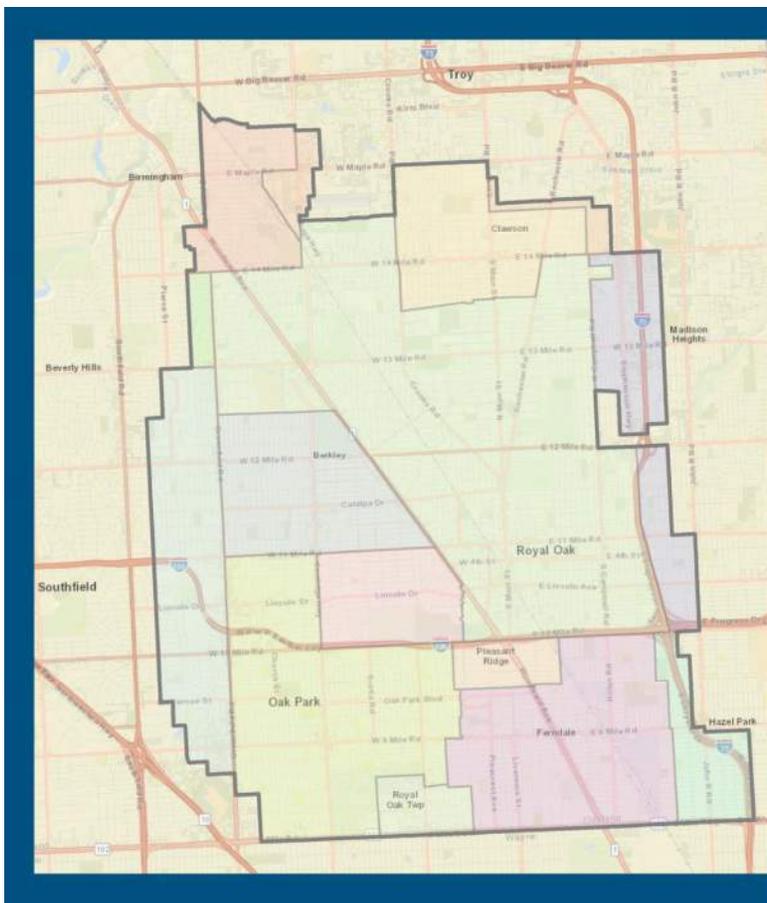


## ➤ Background

- 2-year residential pilot program offered through the Oakland County Water Resources Commissioner (OCWRC).
- Eligible properties must reside within the George W Kuhn Drain Drainage District.
- Goal: RainSmart Rebates aims to promote environmental stewardship and help homeowner manage stormwater by offering a rebate for installing green stormwater information (rain gardens, rain barrels, trees) on their property.
- The program offers homeowners up to \$2,000 for implementing sustainable stormwater practices. Eligible practices consist of planting of trees, rain barrel installation, or creating a rain garden.

# OCWRC RainSmart Rebates Pilot Program

## George W Kuhn Drain Drainage District



### ELIGIBILITY

#### GWK DRAINAGE DISTRICT

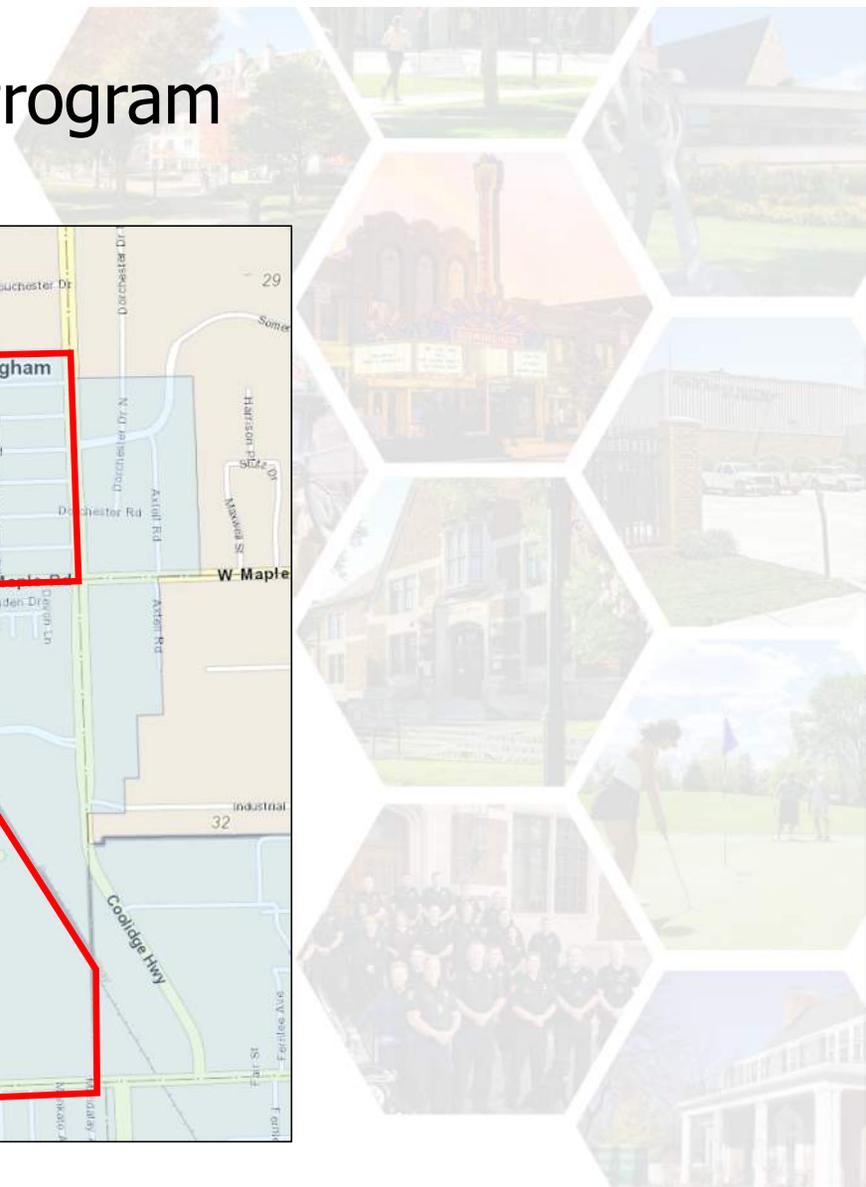
- Berkley
- Beverly Hills
- **Birmingham**
- Clawson
- Ferndale
- Hazel Park
- Huntington Woods
- Madison Heights
- **Oak Park**
- Pleasant Ridge
- **Royal Oak**
- Royal Oak Township
- **Southfield**
- Troy

#### PILOT PARTNERS:



# OCWRC RainSmart Rebates Pilot Program

## George W Kuhn Drain Drainage District



# OCWRC RainSmart Rebates Pilot Program

## Rebate

Project	Details	Rebate
Rain Barrel	Minimum 50 gallon/barrel; up to two barrels/property	\$125/barrel
Rain Garden	Minimum 75 Square feet; must consist of at least 75% native species	\$6/square foot
Tree	Minimum 5 feet tall; must be on the eligible tree list; up to two trees per property	\$250/tree

## Process:

- Step 1: Apply at WRC Website: <https://www.oakgov.com/government/water-resources-commissioner/rainsmart-rebates>
- Step 2: Site Assessment (\$25 Application and review by CRWC)
- Step 3: Installation by Home Owner
- Step 4: Submit Rebate Request with form, receipts, photos
- Step 5: Receive Rebate

# City of Birmingham Storm Water Utility Fee

- In 2016 the City adopted a Storm Water Utility Fee (Chapter 114, Article VI) for the volume of storm water that a property will discharge to the combined sewer.
- The City offers credits to property owners who reduce the amount of storm water runoff leaving a property by installing certain measures.
- Two of the measures the City will approve credits for are rain barrels and rain gardens, which are also part of the OCWRC RainSmart Rebates Program.
- Residents could obtain cost rebates from OCWRC for installation of rain barrels or rain gardens and apply for storm water credits from the City of Birmingham.



# Upcoming Capital Projects 2024

Work Planned for 2024 and Future Plans

# Upcoming Capital Projects

## Overview:

- 2024 Calendar Year Construction Projects
  - Projects beginning in 2023 will continue into 2024
- New Construction Projects starting in 2024
  - Annual Projects
  - Street Selected Projects
- Capital Improvement Program
  - 2025 Construction Season
  - 2026 Construction Season



# 2024 Construction Projects

## Carry Over Projects from 2023:

- Parking Lot No. 5 Slope Repair (plantings)
- 2023 Concrete Sidewalk Program
- 2023 Sewer Rehabilitation Program
- Redding Road Project



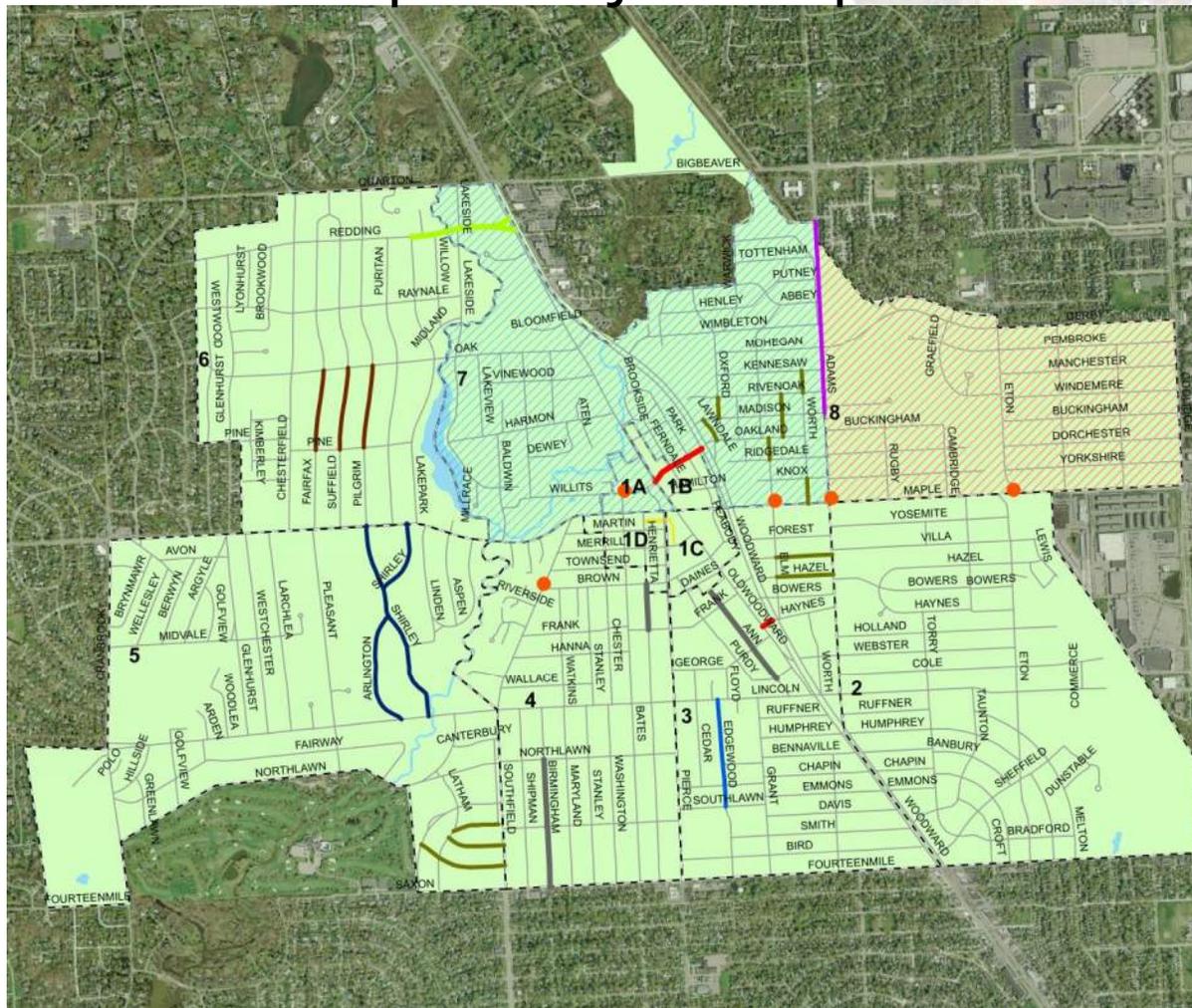
# 2024 Construction Projects

## **New Projects starting in 2024:**

- 2024 Concrete Program
- 2023-2024 Asphalt Maintenance Program
- 2024 Trip Elimination Services
- 2023-2024 Sewer Rehabilitation Program
- 2022-2023 Cape Seal Program
- Edgewood Project
- Oakland and Haynes Project
- Pierce Alley and Maple Alley Project
- Arlington and Shirley Project
- North Adams Resurfacing Project
- Traffic Signal Mast Arm Improvements



# 2024 Calendar Year Capital Projects Map



## 2024 Capital Improvements

### Legend

- 2024 Capesal Program
- 2024 Asphalt Resurfacing
- North Adams Resurfacing
- Oakland and Haynes Resurfacing
- Redding Rd Reconstruction
- Arlington & Shirley Water Main
- Edgewood Reconstruction
- Traffic Signal Improvements
- Pierce Alley & West Maple Alley Reconstruction
- Sewer Rehabilitation and Various Locations TBD
- 2024 Sidewalk Program Area
- 2024 Sidewalk Trip Hazard Elimination
- Sidewalk Program Districts



1 inch = 1,496 feet

Disclaimer: The information provided by this program has been compiled from recorded deeds, plats, taxmaps, surveys, and other public records and data. It is not a legally recorded map or survey.  
The data provided herein may be inaccurate or out of date and any person or entity who relies on said information for any purpose whatsoever does so solely at his or her own risk.  
Data Sources: Oakland County GIS Utility, City of Birmingham



# Annual Projects

## 2024 Concrete Program

- Sidewalk Area 7: West of the Quarton Lake/Rouge River to Adams, and Maple Road to North City Limits
- Sidewalk Downtown Area 1A: North of Maple and west of N. Old Woodward
- Random Spot Repairs on Sidewalk and Pavement

## 2024 Trip Elimination Services

- Sidewalk Area 8: Adams Road to Coolidge Road, and Maple Road to North City Limits

## 2023-2024 Asphalt Maintenance Program

- Birmingham Blvd.: 14 Mile to Northlawn
- Henrietta: Frank to Brown
- Ann: Frank to Landon
- Chester: Martin to Maple Road



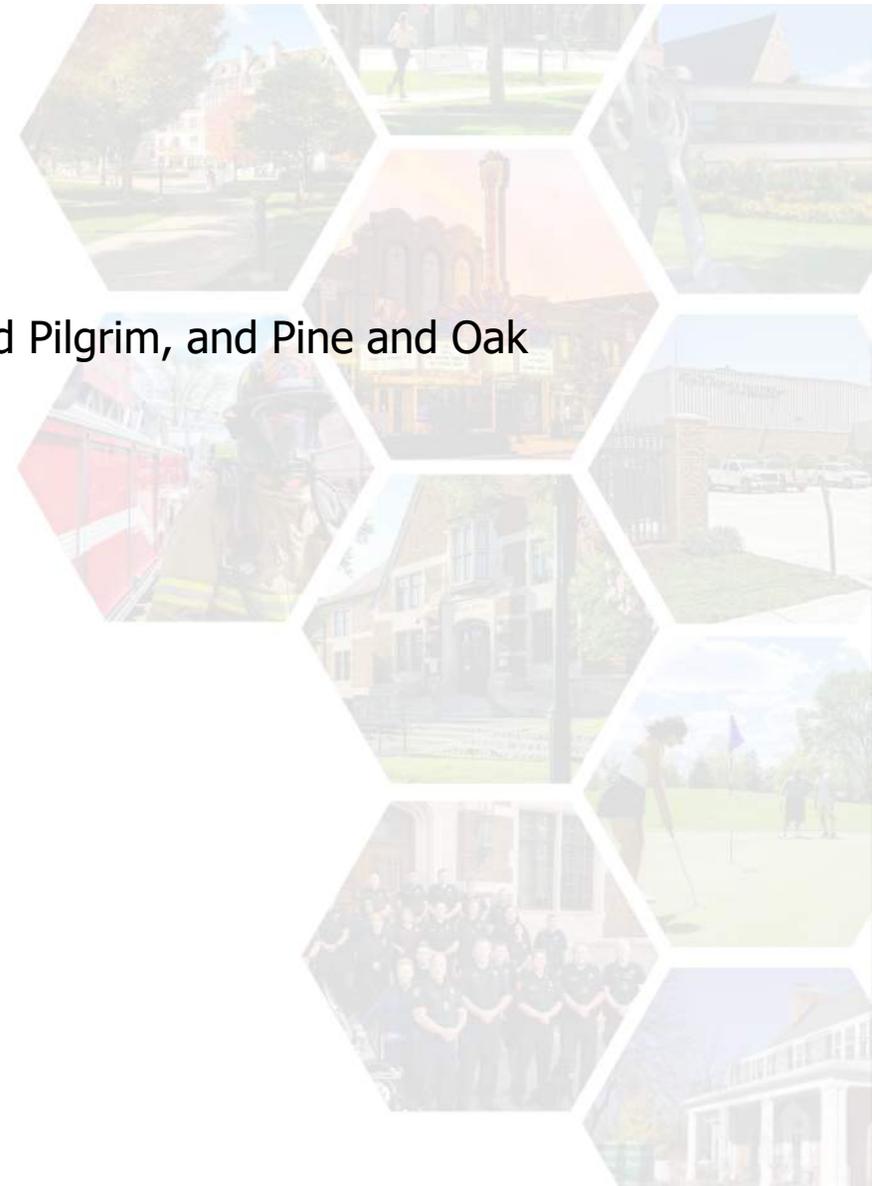
# Annual Projects

## 2023-2024 Sewer Rehabilitation Program

- Rear Yard Sewer Lining between Chesterfield and Pilgrim, and Pine and Oak
- Other Various Locations

## 2023 - 2024 Cape Seal Program

- N. Worth: Rivenoak to Kennesaw
- Rosedale: Oakland to Rivenoak
- Poppleton: Ridgedale to Oakland
- Oxford: Madison to Rivenoak
- Lawndale: Oakland to Madison
- Chestnut: Elm to Adams
- Hazel: Elm to Adams
- Worthington: Southfield to Latham
- Wakefield: Southfield to Norfolk
- Southlawn: Southfield to Latham



# Street Selected Projects

## Redding Road Project:

Replacement of water main and storm sewer, ADA ramp upgrades, and full-depth road reconstruction

Construction: Spring 2024

## Edgewood Project

Replacement of 10"-18" combined sewer from 1929 from E. Lincoln to Catapla, new 8" watermain from Catapla to Southlawn, ADA ramp upgrades, and full-depth road reconstruction

Construction: Spring 2024

## Oakland and Haynes Project

Minor sewer repairs, abandon existing 6" watermain from 1924, reconfiguration of N. Old Woodward and Oakland Intersection, and resurfacing road.

Construction: Summer/Fall 2024 (coordination with Dream Cruise)

## Pierce Alley and Maple Alley Project

Minor sewer repair and street lighting upgrades in Pierce Alley, and full-depth road reconstruction on both alleys.

Construction: Summer/Fall 2024



# Street Selected Projects

## Arlington and Shirley Project

Replace 6" watermain installed in 1927 with 8", install separate storm sewer and convert relief sewer to separate storm.

Construction: Summer/Fall 2024

## North Adams Resurfacing Project: Madison to North City Limits

Minor sewer and watermain repairs, reduce roadway to 3 lanes, and resurfacing road

Construction: Fall 2024

## Traffic Signal Mast Arm Improvements

Install Mast Arm Signals at the following intersections:

Maple and Adams

Maple and Elm/Poppleton

Southfield and Brown (includes ADA ramp upgrades)

Willits and Bates (includes ADA ramp upgrades)

Construction: Fall/Winter 2024



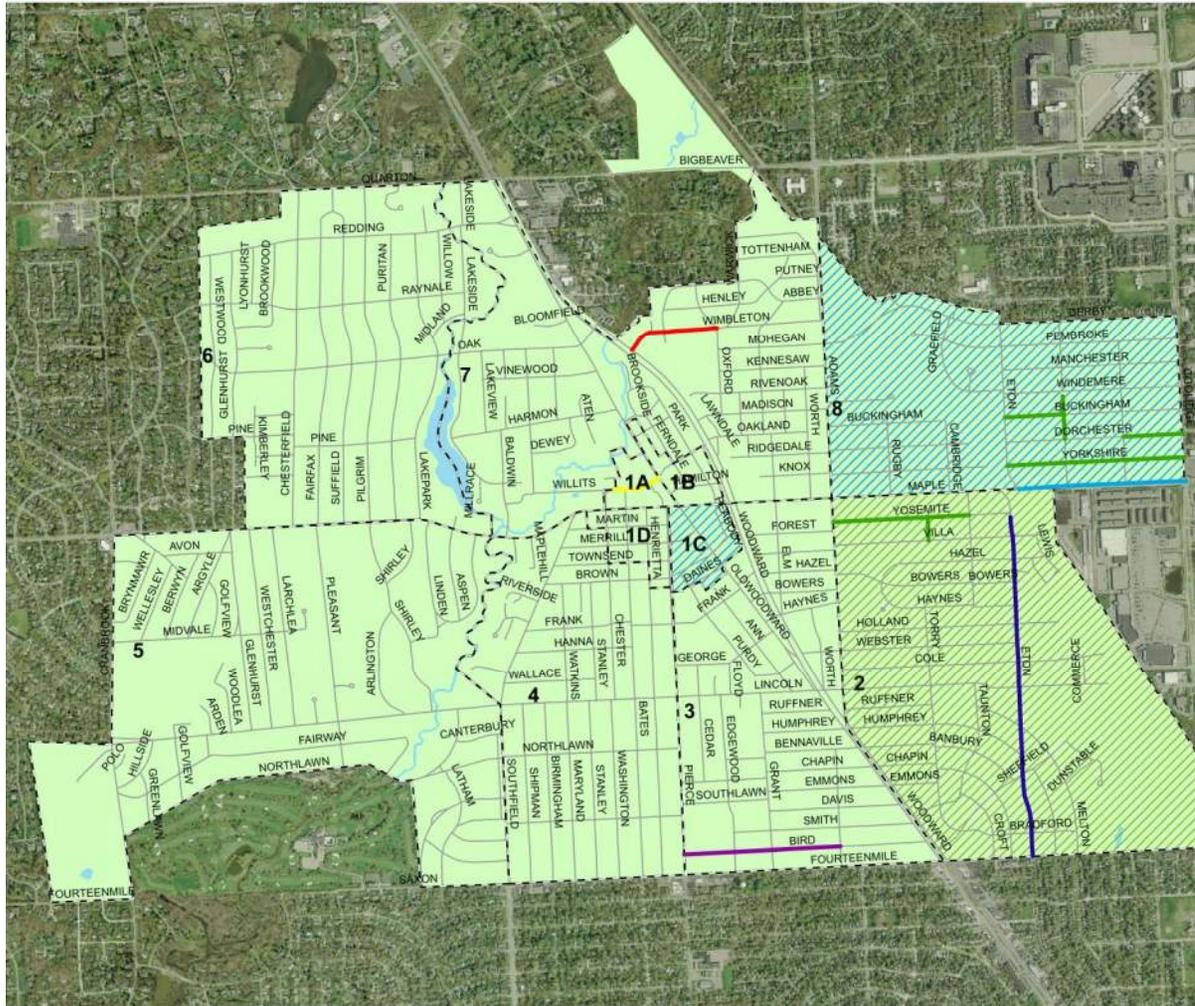
# Construction Costs



Bid Item	2020	2021	2022	2023		2024	
4" Concrete Sidewalk	\$6.00	\$7.00	\$8.00	\$7.20	\$5.00	\$7.00	\$8.00
6" Concrete Sidewalk	\$9.00	\$12.00	\$10.00	\$7.50	\$6.00	\$8.00	\$11.00
8" Ductile Iron Water Main	\$101.00	\$185.00	\$218.00	\$130.00	\$260.00	\$210.00	\$304.00
Fire Hydrant	\$5,000.00	\$4,850.00	\$4,880.00	\$6,000.00	\$7,000.00	\$7,500.00	N/A
12" Sewer Main	\$105.00	\$170.00	\$66.00	\$110.00	\$100.00	\$120.00	\$110.00
4'-0" Manhole	\$3,700.00	\$3,700.00	\$3,405.00	\$4,000.00	\$6,000.00	\$5,500.00	\$5,520.00



# 2025 Capital Improvement Program



## 2025 Capital Improvements

### Legend

- 2025 Capesale Program
- South Eton Resurfacing
- East Maple Project
- Willits/Bates Reconstruction
- Wimbleton Reconstruction
- Bird Reconstruction
- 2025 Sidewalk Program Area
- 2025 Sidewalk Trip Hazard Elimination Program
- Sidewalk Program Districts



1 inch = 1,496 feet

Disclaimer: The information provided by this program has been compiled from recorded deeds, plats, taxmaps, surveys, and other public records and data. It is not a legally recorded map or survey.

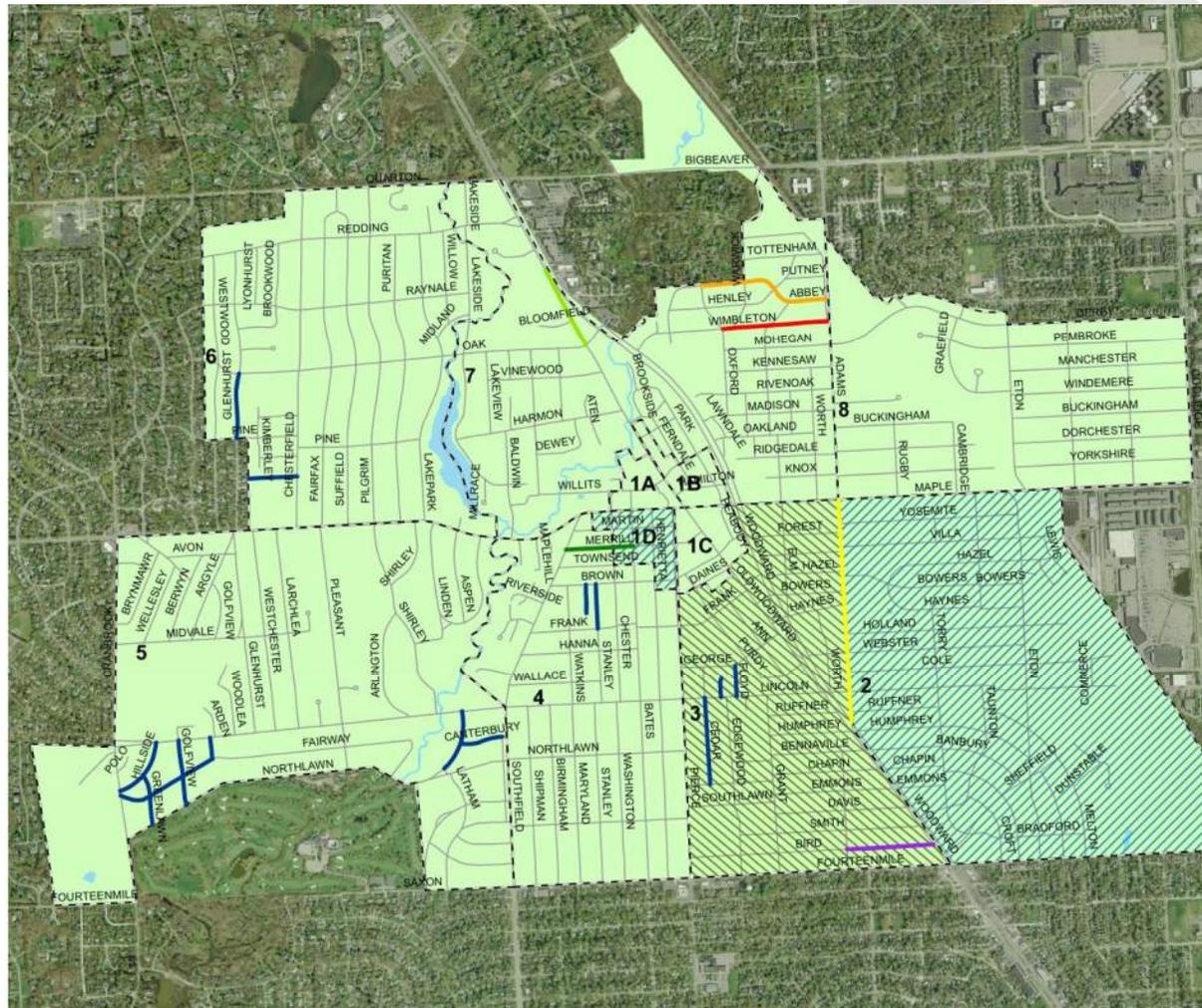
The data provided herein may be inaccurate or out of date and any person or entity who relies on said information for any purpose whatsoever does so solely at his or her own risk.

Data Sources: Oakland County GIS Utility, City of Birmingham



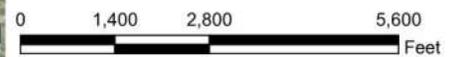
**Note: All projects are subject to City Commission approval and City's budget**

# 2026 Capital Improvement Program



## 2026 Capital Improvements Legend

- 2026 Capeseal Streets
- North Old Woodward Resurfacing
- South Adams Resurfacing
- Merrill Reconstruction
- Abbey Reconstruction
- Wimbleton Reconstruction
- Bird Reconstruction
- 2026 Sidewalk Trip Hazard Elimination
- 2026 Sidewalk Program Area
- Sidewalk Program Districts



1 inch = 1,496 feet

Disclaimer: The information provided by this program has been compiled from recorded deeds, plats, taxmaps, surveys, and other public records and data. It is not a legally recorded map or survey.

The data provided herein may be inaccurate or out of date and any person or entity who relies on said information for any purpose whatsoever does so solely at his or her own risk.

Data Sources: Oakland County GIS Utility, City of Birmingham



**Note: All projects are subject to City Commission approval and City's budget**



## MEMORANDUM

Planning Division

DATE: December 26, 2023

TO: Jana L. Ecker, City Manager

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Historic Preservation

---

Historic preservation is often characterized by the unique challenge it presents in the profound questions it asks one to consider. What is important in our history? What parts of our past should we preserve for the future? How can we best transmit our understanding of the past to future generations? Although these questions do not have a singular answer and are often debated, historic preservation has proven to be an enduring, useful, and multi-faceted tool for governments of all levels. As time moves forward, it is important and beneficial to retain a strong commitment to preserving the past.

The modern historic preservation movement in the United States started in 1966 with the passage of the [National Historic Preservation Act](#). This Act codified many of the practices of historic preservation in the United States, establishing funding methods, encouraging local historic preservation, and establishing definitions for historic preservation relative to the legal boundaries of property ownership. In general, it was a reaction to the loss of landmark buildings like the Penn Central Station in New York City, but also the sweeping changes that were being seen across the country in urban areas that razed entire blocks, neighborhoods, commercial corridors and major buildings. In addition, the Act also established a State Historic Preservation Office (SHPO) in every state, including [Michigan](#). SHPO's have their own preservation policies and programs and often act as an intermediary between local and national government, particularly when it comes to funding.

Shortly after the establishment of the SHPO in Michigan, [Public Act 169 of 1970](#) was adopted, which provided for several local activities such as (but not limited to) the following:

1. The establishment of historic districts
2. The acquisition of certain resources for historic preservation purposes
3. Preservation of historic and non-historic resources within historic districts
4. The establishment of historic district commissions
5. The maintenance of publicly owned resources by local units

Da

In 1977, the City of Birmingham created its own Historic District and Design Review Commission. After some time, the ordinances were amended in 2006 to better align with PA 169 and to provide property owners in the City of Birmingham with better access to the Michigan Historic Preservation Tax Credits. In addition, the updates were made for Birmingham to be eligible to become a [Certified Local Government](#). The Certified Local Government (CLG) program is a preservation partnership between local, state, and national governments focused on promoting strong local historic preservation programs. The CLG program is jointly administered by the National Park Service and the State Historic Preservation Office. The City of Birmingham became certified for the program in 2010. As a part of the CLG program, the City of Birmingham (along with [41](#) other Michigan communities as of October 2023) have exclusive access to funding and technical assistance to develop and maintain strong preservation programs in their respective communities.

At present, the City boasts [82 designated historic resources](#) and/or sites. Of the 82, 30 are commercial (37%), 12 are public/institutional (15%) and 40 are residential (49%). There are three contiguous historic districts (Central Business, Shain Park, and Bates Street Historic Districts), while the other districts are considered non-contiguous. In addition to designated historic resources/sites, the City has several neighborhoods with rich histories and many old structures:

<b>Year Built</b>	<b>Number of Buildings</b>	<b>Percentage of Total</b>
1974-2023	2,094	26%
1948-1973	3,046	38%
1923-1947	2,234	28%
1898-1922	443	6%
Pre-1898	96	1%
No Data	68	Less than 1%
<b>Total</b>	<b>7,981</b>	<b>100%</b>

Meanwhile, the City of Birmingham has received 819 demolition permits between 2015 and 2023 (797 residential and 22 commercial), which is an average of 102 demolitions per year. At that rate, the City could refresh its entire structure stock in 78 years – a single lifetime. As it happens, older homes often become easy targets for demolition due to changing homebuyer preferences, design trends, family size, demographics, maintenance requirements, and other factors.

Importantly, there is a distinction that must be made when using the word *historic* to describe a building or property. Cambridge Dictionary defines historic as “important or likely to be important in history.” In most cases, historic and old are not synonymous. That is, not all historic homes are very old, and not all old homes are necessarily historic. When using the word historic in the context of local historic preservation, it means a home or property that has been formally and legally designated as a historic resource and is codified into a historic district ordinance. The criteria for what can become a formally designated historic resource is derived from 36 CFR Part 60 (National Register criteria for evaluation from the [Code of Federal Regulations](#)). The criteria are as follows:

1. Association with events that have made a significant contribution to the broad patterns of our history; or
2. Association with the lives of persons significant in our past; or

3. Embodiment of the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
4. The yielding, or the likelihood to yield, of information important in prehistory or history.

In the City of Birmingham the responsibility to designate a historic resource is held by the City Commission. A request to designate a single building (non-contiguous historic district) or a group of buildings together (contiguous historic district) can come from anyone or any group of people. The request would be considered by the City Commission, directed to the Historic District Study Committee to develop a report and recommendation (if so desired), then back to the City Commission for final consideration.

If the City Commission were to establish a new historic district (whether contiguous or non-contiguous), each resource within the district is subject to [Chapter 127, Section 127-10](#) of the Birmingham Code of Ordinances, which gives the Historic District Commission purview to review any work, such as addition/alteration to the exterior of the resource and/or its site. Each resource would also be subject to the Design Review standards outlined in [Section 127-11](#), which are referred to as the "Secretary of the Interior Standards for Rehabilitation."

There are also other levels of designation and/or recognition that can be achieved at the state and federal level. The State of Michigan has a [Historical Marker](#) program that has placed more than 1,700 markers across the state. As the Michigan History Center website states, "each marker reflects an important story of a place, an event or a person. It powerfully shows the importance a community places on its heritage and serves as a signpost of historical significance." There is one Michigan State Historical Marker in Birmingham located at the Greenwood Cemetery. At the Federal level, there are two separate programs: [National Historic Landmarks](#) (NHL) and the [National Register of Historic Places](#) (NRHP). The NHL program is *protective* and is reserved for historic properties that illustrate the heritage of the United States. There are no sites in Birmingham on the NHL. The NRHP program is more of a *recognition* program that compiles a list of the Nation's historic places worthy of preservation. Eligibility for the NRHP is based on the same evaluation criteria outlined above. The City of Birmingham has 3 resources listed on the NRHP – the Birmingham Grand Trunk Western Railroad Depot, Derby Street-Grand Trunk Western Railroad Bridge, and the John W. Hunter House.

To date, Birmingham has long acknowledged the importance and utility of historic preservation. The dedication to historic preservation and the benefits thereof are codified in [Chapter 127](#) of the Birmingham Code of Ordinances, which declares historic preservation to be a public purpose and was designed to:

1. Safeguard the heritage of the city by preserving districts that reflect elements of its history, architecture, archaeology, engineering, or culture.
2. Stabilize and improve property values in each district and surrounding areas.
3. Foster civic beauty.
4. Strengthen the local economy.
5. Promote the use of historic districts for the education, pleasure, and welfare of the citizens of the city and of the state.

With all of the above considered, the current approach to historic preservation in the City has predominantly been a *reactive* one. That is, the City has mostly managed its existing stock of historic resources through design review and other requests for alterations, and have fielded but a handful of designation requests that have come from homeowners in the last 20 or so years. There have, though, been some admiral efforts to develop more *proactive* approaches by City Staff, volunteers on the [Historic District Commission](#) and [Historic District Study Committee](#), the [Birmingham Museum](#), and several interested residents. These efforts produced programs like the Heritage Home Program, various educational campaigns, documents such as “Wallace Frost: His Architecture in Birmingham”, and other endeavors. Unfortunately, many of these efforts have been relatively short-lived. This is with the exception of the high-quality and robust programs and exhibits produced by the Birmingham Museum, which has remained a stalwart conservator of Birmingham’s heritage and the history of its people and places.

### **The Historic Preservation Master Plan**

As a part of the City of Birmingham’s Historic District Commission’s (HDC) larger preservation goals, the HDC and City staff have determined that there is a need for an organized, holistic, and long-range approach that has been lacking in the City up to this point. To do this, the HDC will begin to develop a Historic Preservation Master Plan. According to the National Parks Service, preservation planning is “the rational, systematic process by which a community develops a vision, goals, and priorities for the preservation of its historic and cultural resources.” The Birmingham community will seek to achieve its vision through its own actions and through influencing the actions of others. Goals and priorities are based on analyses of resource data and community values. These efforts began in 2021, but were paused while the HDC developed the [Birmingham Historic Design Guidelines](#), which were formally adopted by the City Commission on June 26, 2023. At the time, the design guidelines project was deemed an essential starting point in terms of continuing to protect our current stock of historic resources. This project was wholly funded by grant money through the aforementioned CLG program.

Unlike other master plans in the City, the HDC plans to develop the Historic Preservation Master Plan (the “Plan”) internally, without the assistance of a consultant. The reasoning for this may be summarized as follows:

1. The HDC has a multitude of resources available to it including the SHPO, professionals at other CLG’s, experienced historic property owners, preservation organizations such as the [National Trust for Historic Preservation](#), [National Alliance for Preservation Commissions](#), [Michigan Historic Preservation Network](#), and [American Planning Association](#), and finally, a bevy of sample master plans from other communities (the list below is not intended to be exhaustive or exemplary of what the HDC is pursuing);

• <a href="#">Montgomery County, MD</a>	• <a href="#">City of San Antonio, TX</a>
• <a href="#">Township of Montclair, NJ</a>	• <a href="#">State of Maryland</a>
• <a href="#">State of New Jersey</a>	• <a href="#">City of Roswell, GA</a>
• <a href="#">State of Michigan</a>	• <a href="#">Town of Sudbury, MA</a>
• <a href="#">City of Plano, TX</a>	• <a href="#">Town of Falmouth, MA</a>
• <a href="#">City of Loveland, CO</a>	• <a href="#">City of Pasco, WA</a>
• <a href="#">Peoria, AZ</a>	• <a href="#">City of Brookings, SD</a>

2. Developing the Plan will provide an excellent educational experience for all involved in the process, both for longtime advocates and people new to the field; and
3. Creating the Plan together, from scratch, will provide the community with a sense of ownership over the plan and a responsibility to see it through to the best of our ability.

Although the drafting process is still in its very early stages, there will be a general structure that is common in most other master plans. The Plan will include a multitude of opportunities for public input, including historic property owner round tables, surveys, and other engagements where the HDC will be trying to meet people where they are. This input will form the backbone of the Plan. The Plan will also contain all of the essential background information on historic preservation in Birmingham including maps, data, histories and regulations that apply. Although it is too early to report any specific goals or recommendations, the HDC will be tasked with balancing two types of preservation approaches: *regulatory* and *non-regulatory*. Regulatory approaches could include designation and improving the design review process for historic resources, annual reviews of historic districts, conservation overlay zoning districts, or subgrant programs. Non-regulatory approaches could include education campaigns, recognition plaque programs, regular training opportunities, walking tours and conservation easements.

The HDC has developed a rough timeline for completion of the Plan. The timeline is meant to be malleable to adjust for new opportunities or changes in approach. The first draft of the timeline may be found on the [December 6, 2023](#) agenda of the HDC. In January, the HDC will have a survey available on [Birmingham Engage](#). This survey will help guide the early stages of the Plan and provide the HDC with valuable data to analyze. As the project moves forward, all meetings of the HDC will be advertised and open to the public, and any events, engagements or other important checkpoints will be the subject of increased communications through the City's various channels such as Constant Contact, social media, and where appropriate, direct mailings.



---

# Historic Preservation and the Historic Preservation Master Plan

Long Range Planning 2024

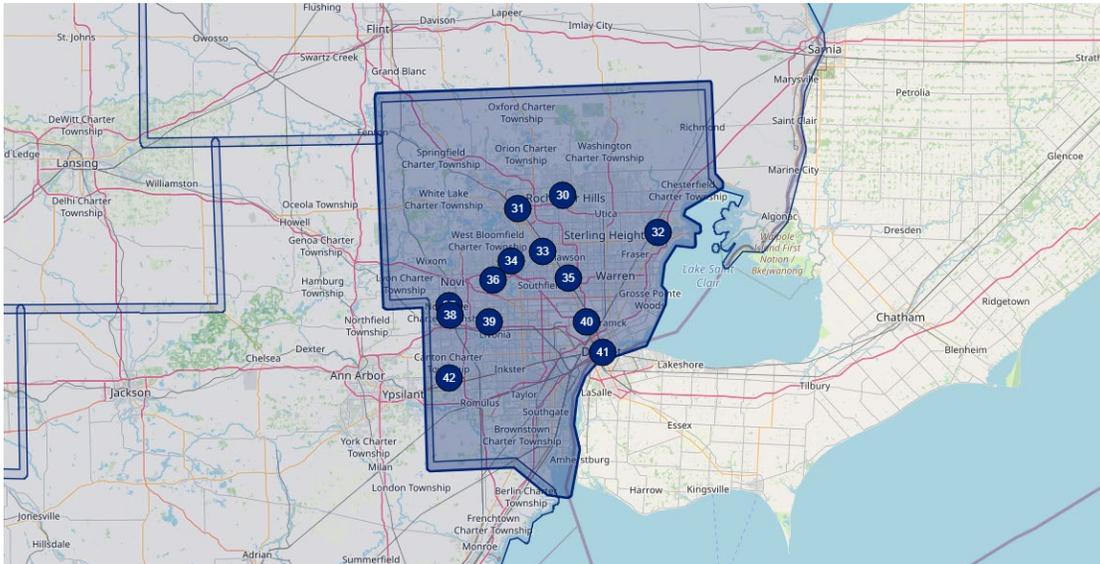


# NATIONAL HISTORIC PRESERVATION ACT



PUBLIC ACT 169 OF 1970

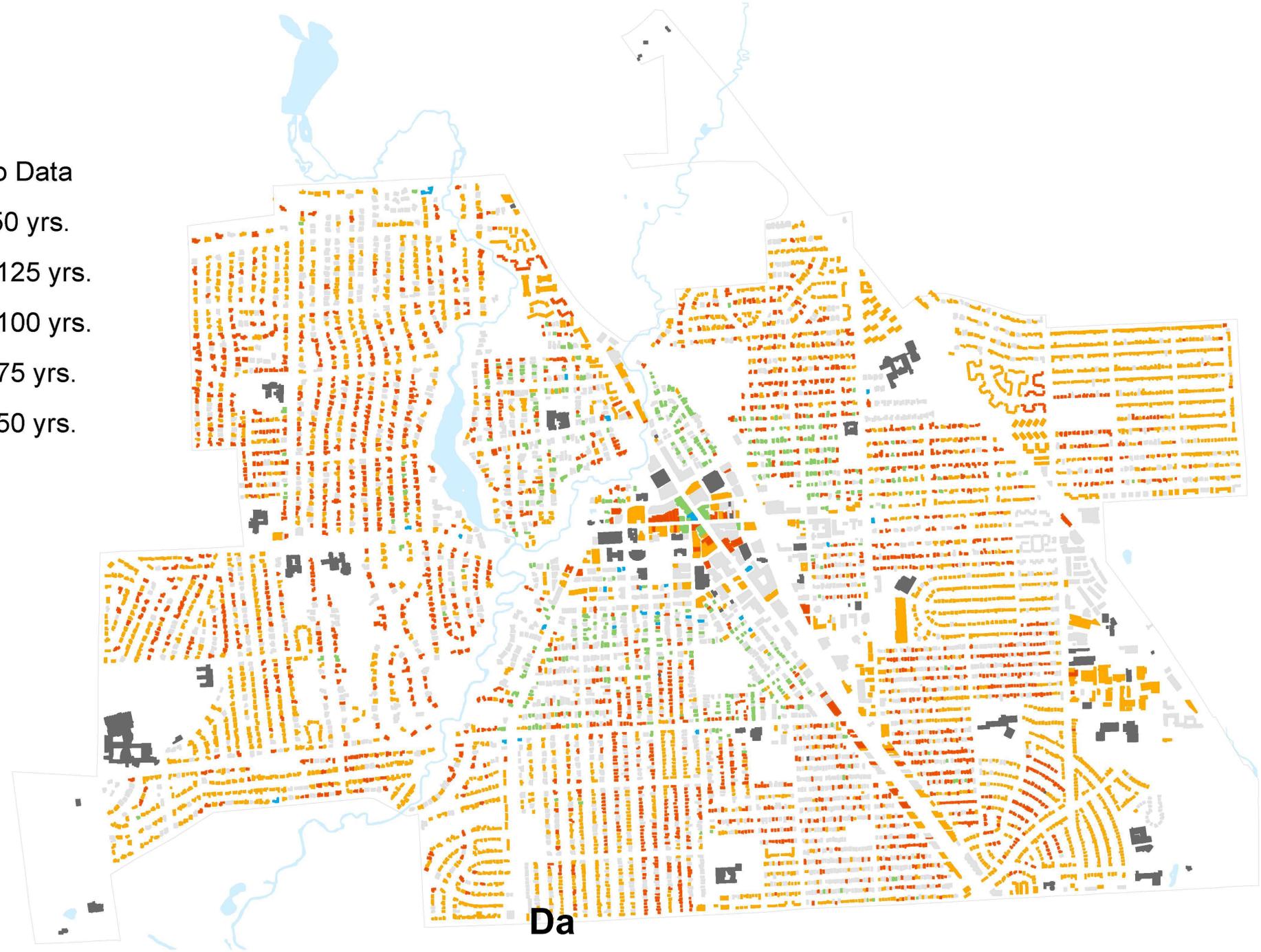
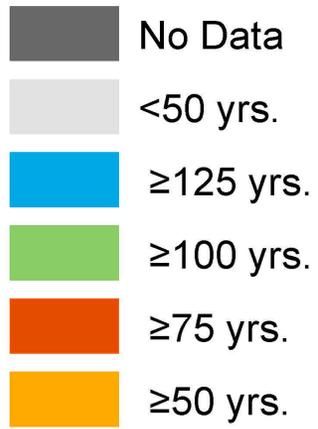
# CERTIFIED LOCAL GOVERNMENT PROGRAM

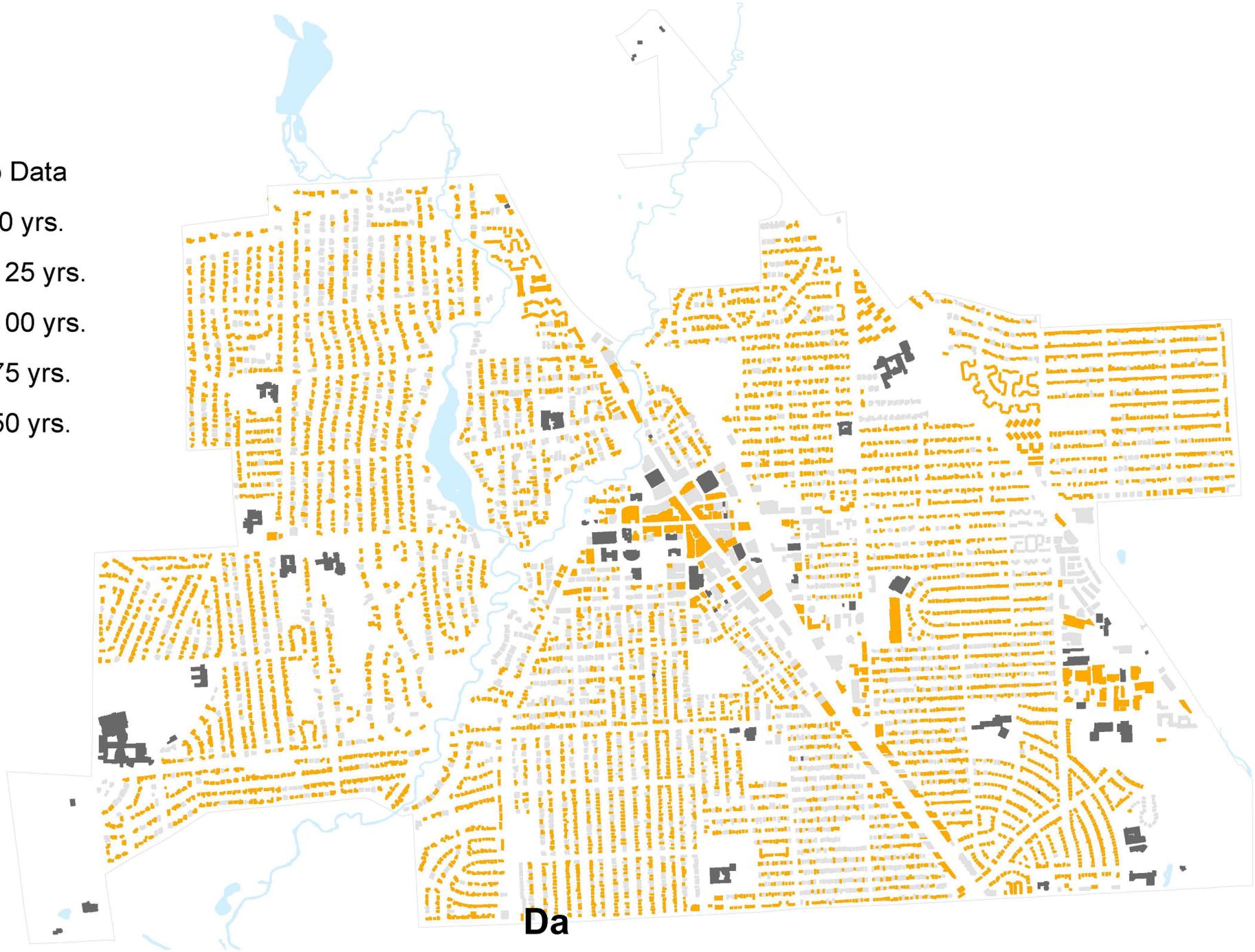
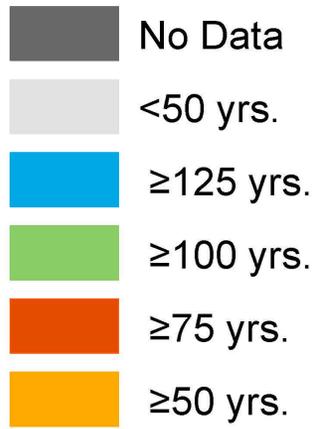


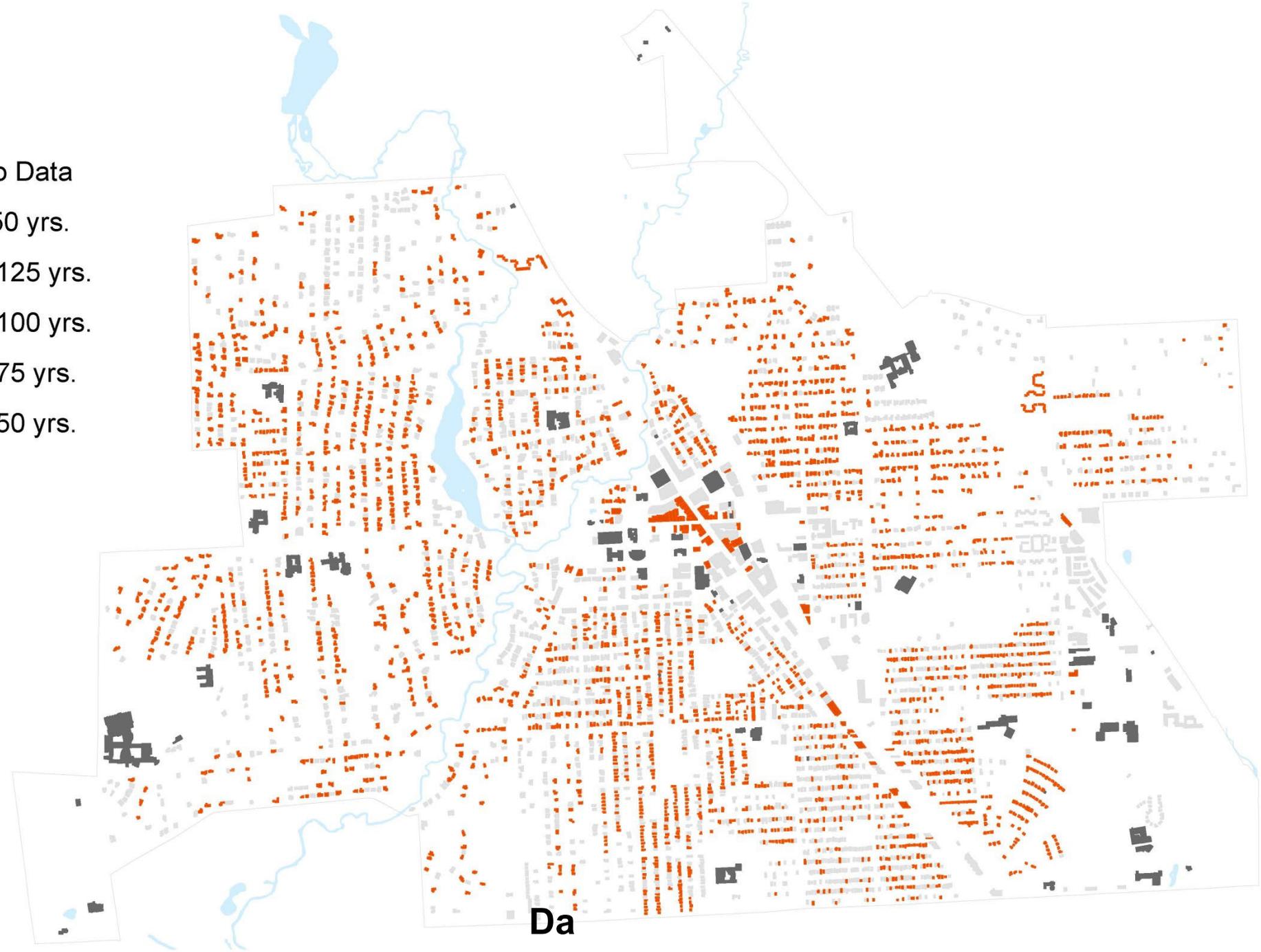
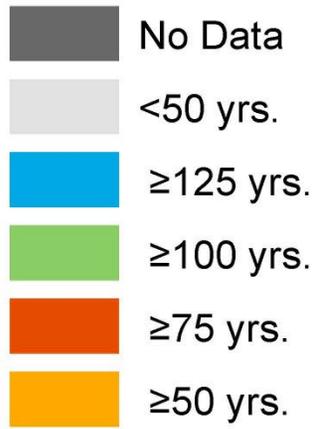
Da



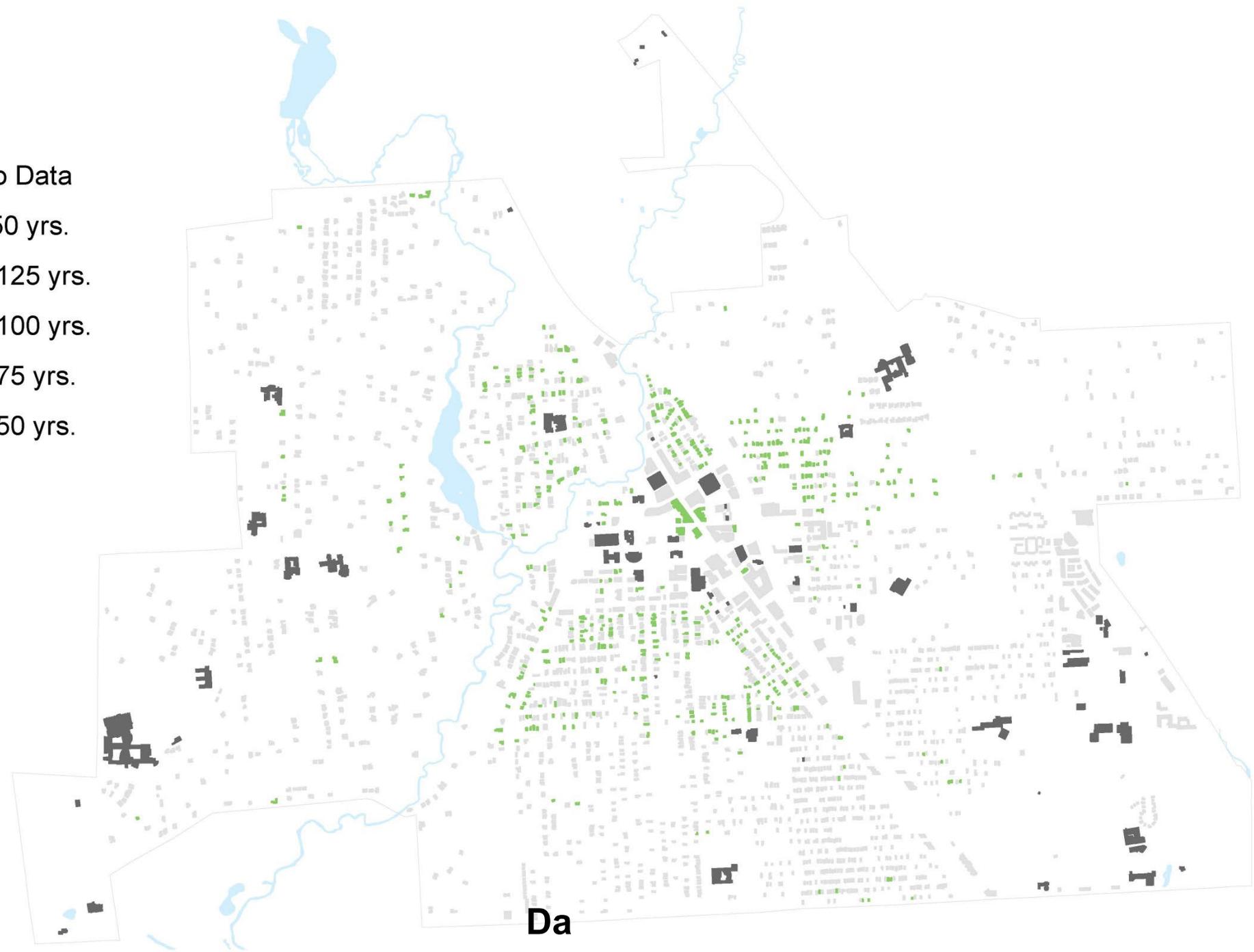
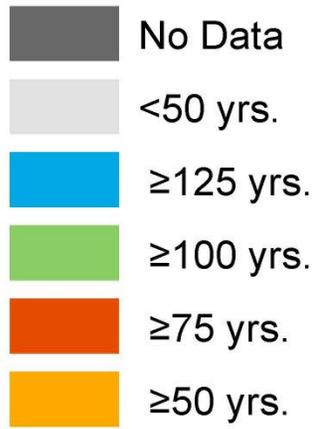
Da



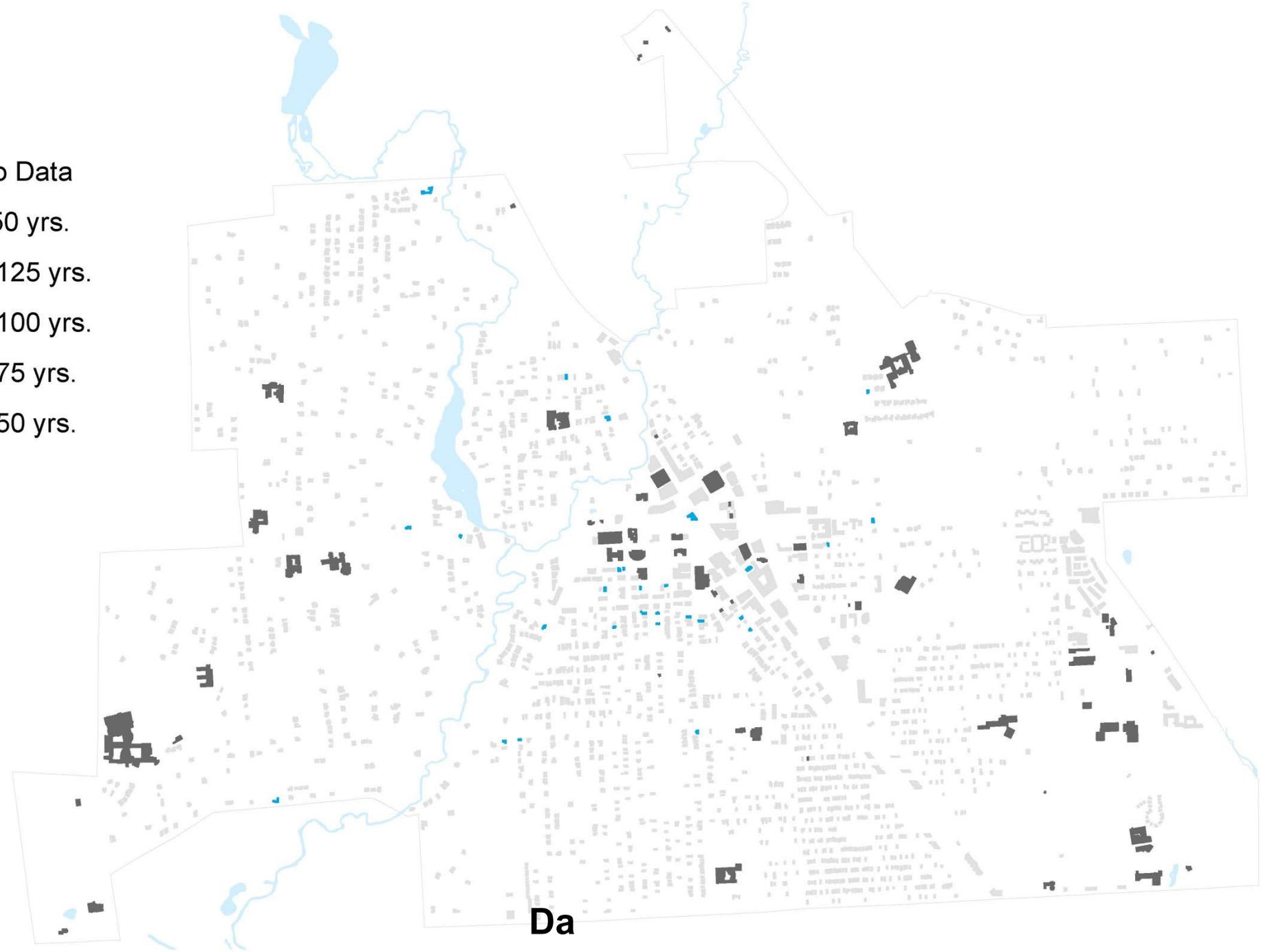
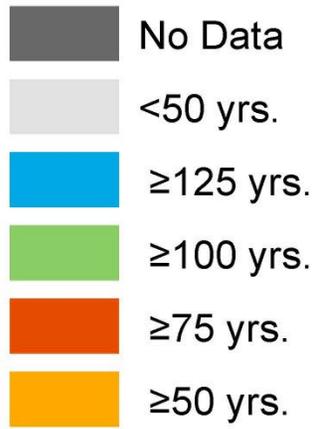




Da

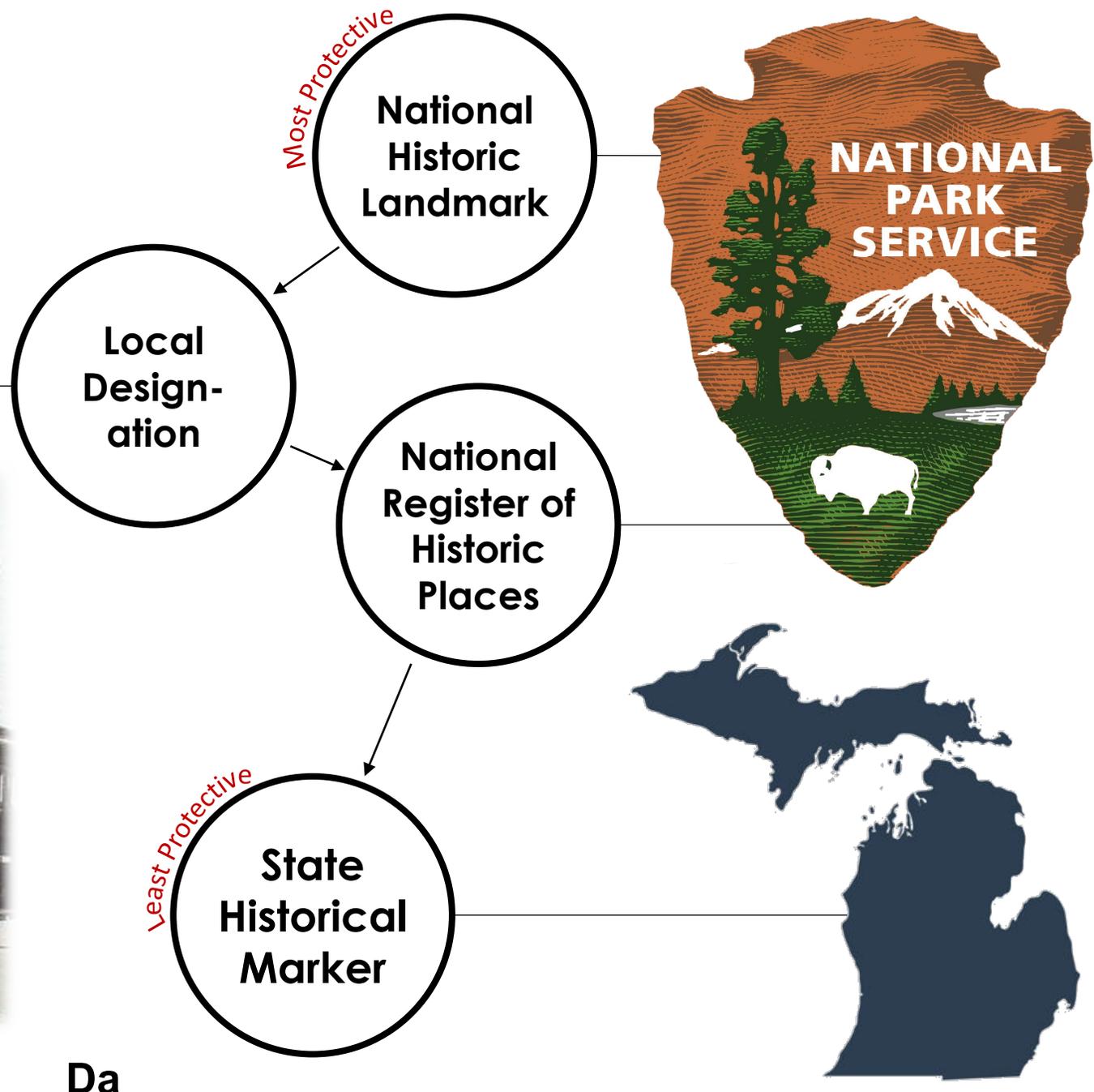


Da

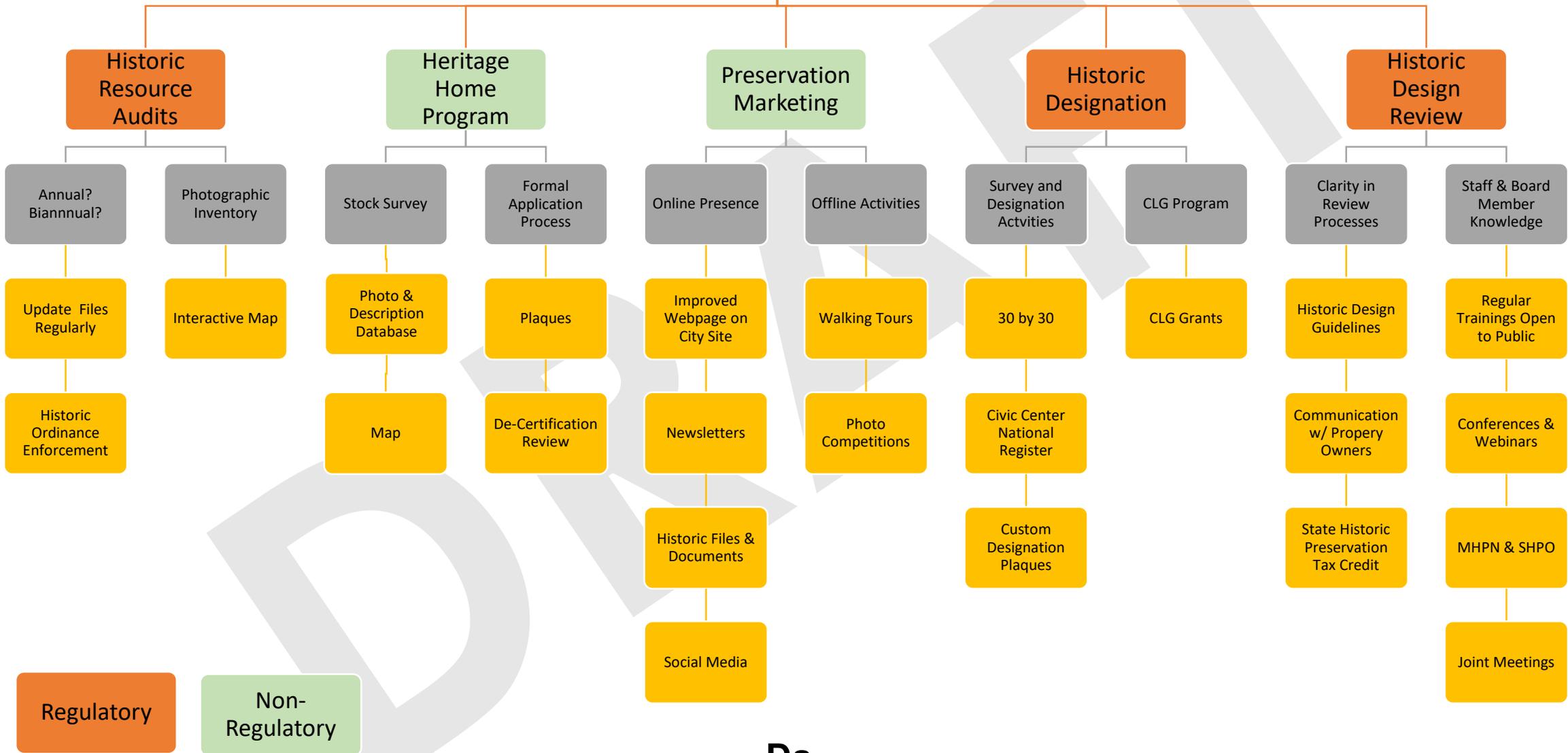


Da

# What is Historic?



# Historical Preservation Master Plan





## MEMORANDUM

Planning Division

DATE: December 30, 2023

TO: Jana L. Ecker, City Manager

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Transit Planning

---

In the last 6 years or so, the environment for public mass transit in southeast Michigan has changed considerably, and continues to do so. These changes have been happening at the state level ([Michigan Department of Transportation](#)), regional level ([Regional Transit Authority](#), [SMART](#), [SEMCOG](#)), and county level ([Oakland Transit](#)). As these changes occur, the need to track and prepare for changes in public mass transit at the local level is becoming more important.

The City of Birmingham has not been idle over the last 6+ years. The City has spent a considerable amount of time and resources implementing the 2013 [Multi-Modal Transportation Plan](#) (MMTP), which has provided for many miles of new and improved sidewalks, bike lanes and shared use paths, as well as other infrastructure such as bike racks and repair stations. These are all valuable additions to a multi-modal network and provide necessary last-mile infrastructure. Because the City does not operate public mass transit, the MMTP focused its recommendations on improving the environment for transit through connectivity, enhanced transit stops, and safety. These improvements are predominantly focused on bus transit, as it is the only mode of public mass transit currently accessible within the City. However, there are some references to the [Troy Transit Center](#), which facilitates passenger train travel.

The [Birmingham Plan 2040](#) (2023) also provides the City with some updated transportation recommendations. The 2040 Plan reiterates the opportunity that exists to connect to the Troy Transit Center, but also elaborates on the possibilities for public mass transit along the Woodward corridor. As stated on pg. 40 of the 2040 Plan, "Regional transit will increase in importance as long as the transit authorities invest in the system, and residents support that investment. As one of a number of cities and mixed-use centers along Woodward, Birmingham would benefit significantly from improved bus or rail along the corridor. While this has been projected for decades, there is still hope that it will occur."

At this time, there does seem to be a more coordinated and dedicated effort to invest in and improve regional transit in southeast Michigan. In the next few years, the Planning Division will

be making an effort to stay informed and involved to ensure that Birmingham is prepared for changes. In particular, the following items taken from their respective websites are of special interest:

- [Vision 2050](#) - Vision 2050 is the Regional Transportation Plan (RTP) for Southeast Michigan. As the Metropolitan Planning Organization (MPO) for Southeast Michigan, SEMCOG is responsible for developing the region's long-range transportation plan. Vision 2050 will be an update to SEMCOG's [2045 RTP](#) and serve as the policy document for regional transportation investments for the next 25 years. The plan will provide a coordinated and strategic approach to transportation planning, with the goal of improving mobility, increasing safety, reducing congestion, and supporting economic growth and development throughout the region.
  - [Opportunity](#) – At this time, SEMCOG is hosting a Vision 2050 Hub that is hyperlinked above, which contains all information and updates regarding the projects, as well as a multitude of opportunities to provide input. Planning Division staff have signed up for email updates, and have reviewed the [2045 Regional Transportation Plan](#). Although this is a very broad-reaching plan, there are several policies and actions in the plan that have implications for Oakland County and the City of Birmingham, which heightens the importance of staying involved for this update so that the needs of Birmingham may be considered.
  
- [Oakland Transit](#) - On November 8, 2022, the residents of Oakland County approved the Oakland County Public Transportation millage. This voter-approved, 10-year, .95 millage is dedicated to maintaining and expanding public transit services throughout Oakland County. A Transit Division within the Oakland County Economic Development Department has been created and staffed with a manager and two transit planners.
  - [Opportunity](#) – Although this is a relatively new department within the County, they have been busy connecting bus services, expanding routes, and working with the Regional Transit Authority to make the county more attractive for transit. In addition, Oakland County Transit has worked with the RTA on grant funding that could help support bus rapid transit on Woodward Avenue. The Planning Division will continue to monitor the activities of Oakland Transit and endeavors to connect with the staff at Oakland County to ensure that Birmingham is prepared for any changes that come through thoroughfares such as Woodward.
  
- [Regional Master Transit Plan](#) (RMTP) - The original RMTP was approved in August 2016. The 2016 RMTP was a fiscally constrained 20-year master plan with a total recommended investment of \$4.6 billion. That plan led to 1.2 mil property tax levy request on the November 2016 ballot. That initiative was narrowly defeated. [ADVANCE 2021](#) is the Regional Transit Authority's most recent Regional Master Transit Plan (RMTP). The plan sets a strategic agenda to guide future transit planning and projects in Southeast Michigan, and build on recent achievements and innovations.
  - [Opportunity](#) – The Regional Transit Authority (RTA) has been busy as of late. Most recently, the RTA completed a takeover of the Qline and Detroit People Mover, which was a goal of Advance 2021. There has also been a series of staffing changes that added three new directors to the leadership team in 2023. The RTA

is very active and is a part of several major projects (both planning and physical). Moving forward, connections may be made through constant communication and networking with the RTA, including its Board of Directors and its two independent advisory groups, the Providers Advisory Committee and the Citizens Advisory Committee.

- [State Fair Transit Center](#) – The City of Detroit is working to convert the historic Dairy Cattle Barn at the former Michigan State Fairgrounds into a new state-of-the-art transit center. The State Fair Transit Center will be a transit hub that will serve tens of thousands of transit riders annually. Completion is planned in spring 2024, and the new transit center will serve both Detroit Department of Transportation and SMART riders, as well as ride share customers and those using other transportation forms such as MoGo bikes and scooters. The building will offer not only fully indoor service for transit users, but also restroom facilities, retail and community space, as well as outdoor public gathering areas featuring the preserved south portico of the former State Fair Coliseum.
  - [Opportunity](#) – Although far from Birmingham City Limits, this project will without a doubt have upstream effects, as the center will facilitate the SMART bus system that provides robust service up the Woodward corridor and through Birmingham. This is the first major investment along the Woodward corridor in bus transportation. Once completed, Planning Division staff will monitor ridership data and may visit the center to experience the changes.
- [Woodward Avenue Rapid Transit Alternatives Analysis](#) – Although dated (2014), the Woodward Alternatives Analysis explores rapid transit options for the 27-mile long Woodward Avenue corridor from downtown Detroit northwest to the Woodward Loop in Pontiac. Woodward Avenue was identified then as a top priority for investment in an effort to improve southeast Michigan’s regional transit system, and it is likely to remain as such. Seeing all of the efforts made by the cities of Ferndale and Pleasant Ridge, as well as pushing for similar changes in Birmingham may reignite a plan like this.
  - [Opportunity](#) – As noted above in several places, Woodward Avenue has been a target for transit for some time now. With the burgeoning momentum behind transit with the work being done at the RTA, SEMCOG and Oakland County, it is inevitable that Woodward will experience significant change in the coming years. Change could be as transformational as dedicated bus rapid transit lanes, or changes could be more frequency/efficiency based. These types of changes are generally aligned with the goals of the City of Birmingham to increase the safety and utility of Woodward. In addition, as Birmingham continues to field development applications along Woodward, our codes and ordinances are designed to support such improvements.



# Planning for Mass Transit in Birmingham

Long Range Planning 2024

# MULTI-MODAL TRANSPORTATION PLAN

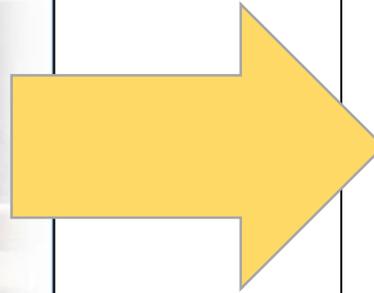
November 25, 2013



for consideration by:



submitted by:



# The Birmingham Plan

06/05/23

Db



# Long-Range Economic Growth Plan

2024

Presented by:

Cristina Sheppard-Decius,  
CMSM, BSD Executive Director

Date: January 6, 2023



# BSD Overview

## The Birmingham Shopping District (BSD)

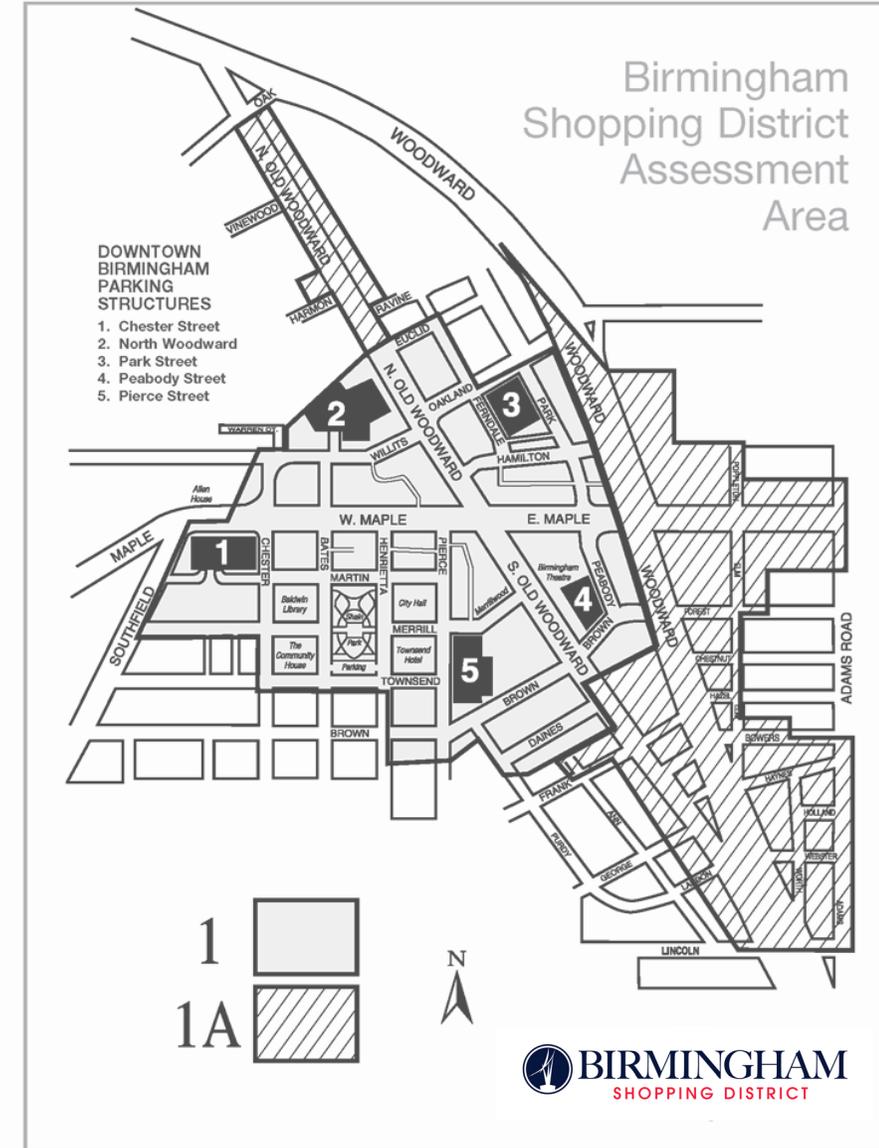
- 30+ Year Downtown Management Organization (established 1992)
- 12-Member Principal Shopping District Board (Public Act 126)
- 5 Committees - Over 30 Constant Volunteers

### Focused on:

- Economic development
- Business recruitment and retention
- Marketing and promotion of the district
- Maintaining and enhancing the downtown

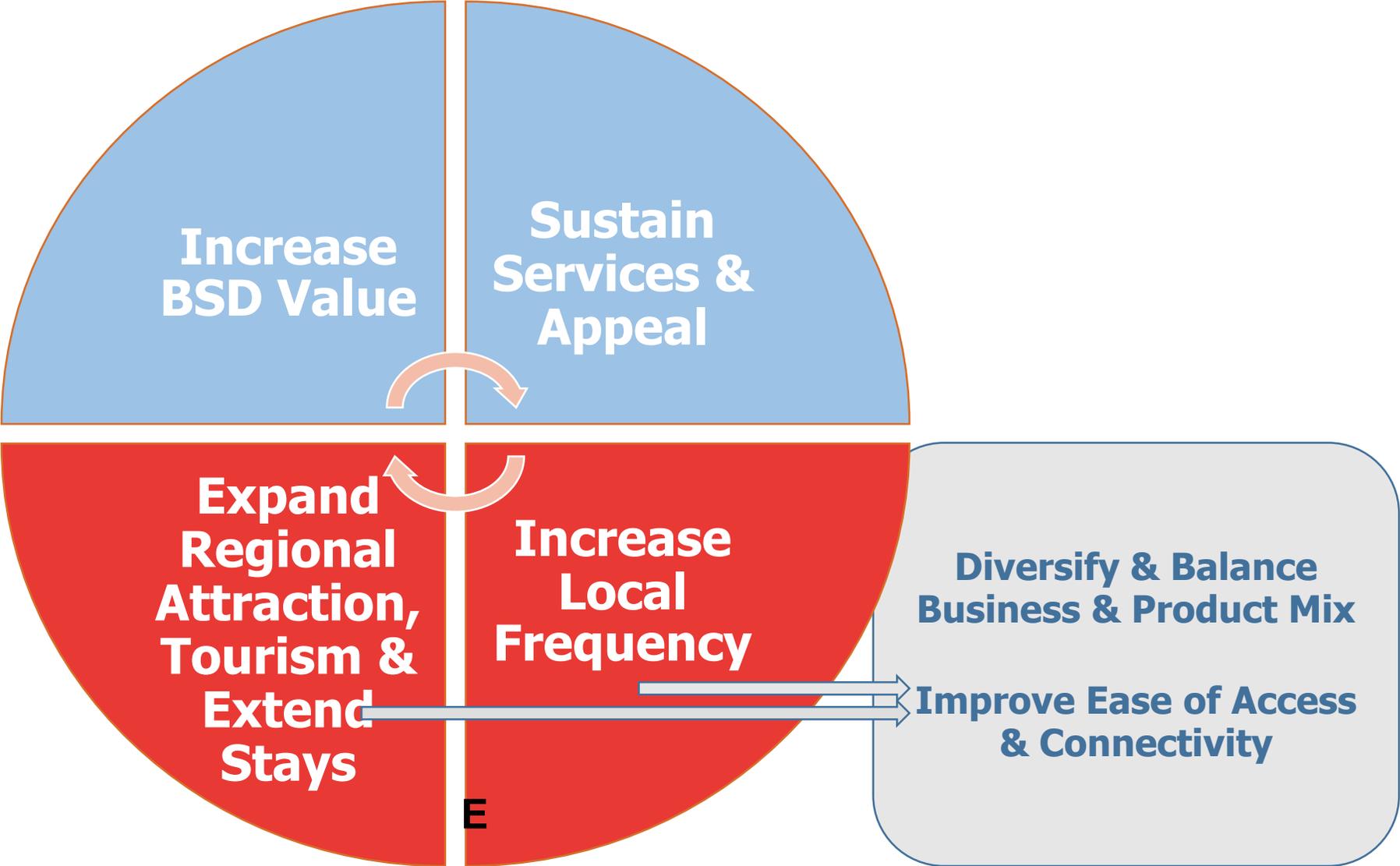
Volunteer Opportunities

[www.allinbirmingham.com/about/bsd\\_committees](http://www.allinbirmingham.com/about/bsd_committees)



# BSD Strategic Plan

Adopted April 19, 2023  
3-5 Year Plan



# Recruitment Strategy



**LOCAL DRAW:** Recruit businesses that will appeal to office workers and residents to drive daily foot traffic, such as healthy fast casual restaurants and family-friendly offerings



**CHARACTER:** Identify and recruit unique entrepreneurs and regional small businesses to fill gaps in product segments not currently available to maintain the local character



**REGIONAL ATTRACTION:** Influence national retailer attraction, especially in apparel categories, toward higher-end, sophisticated, and experiential retailers

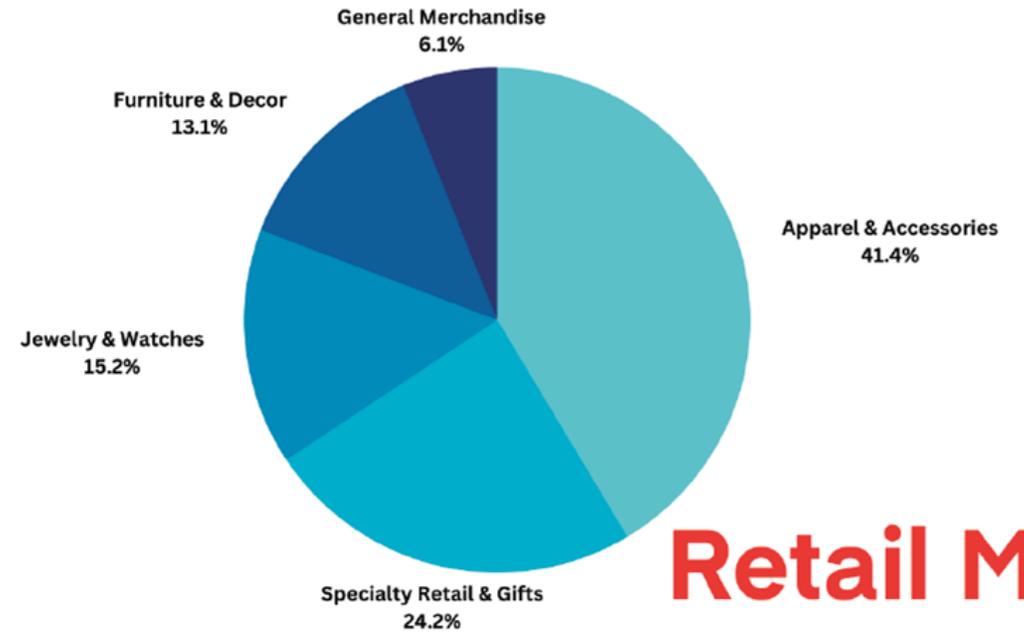
# BSD Stats

## Business Climate

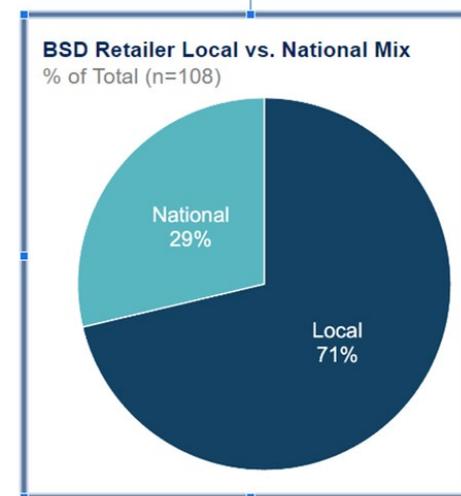
### BUSINESS DEVELOPMENT



30 NEW BUSINESSES  
AND 10 MORE IN PROGRESS!



**Retail Mix**



# Development In Progress

## 15 Projects

- \$500 Million Investment
- @1 Million+SF in Development
- 563 Residential Units
- Over 350,000 in Commercial & Office SF



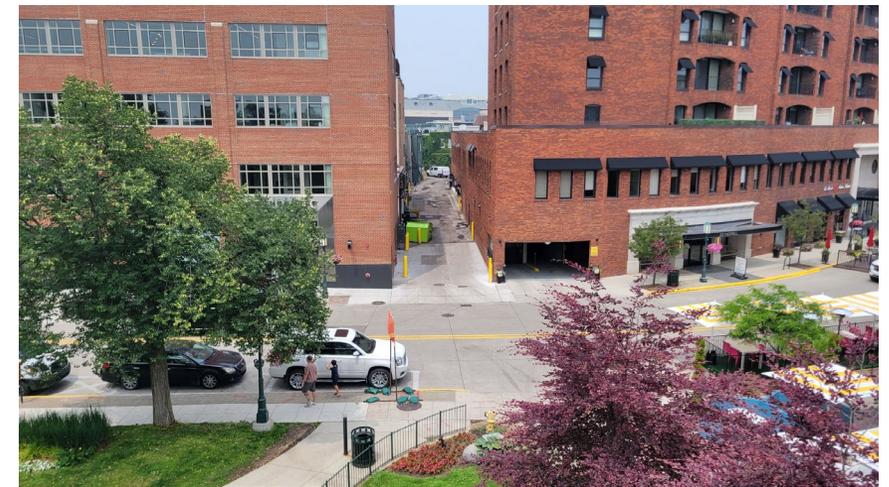
### PROJECT LIST

1. 320 Martin - Mixed Use
2. 380 S. Bates - Community Institution
3. 294 E. Brown - Mixed Use
4. 300 S. Old Woodward - RH
5. 479 S. Old Woodward - Birmingham Tower
6. 588 S. Old Woodward - Phoenicia - Addition
7. 239 N. Old Woodward - Bloom Bistro
8. 460 N. Old Woodward - Parkview/Wilders
9. 34952 Woodward - Mixed Use
10. 34965 Woodward - Mixed Use
11. 35001 Woodward - Mixed Use
12. 34350 Woodward - Commercial
13. 707 S. Worth - Birmingham Pointe
14. 720 S. Adams - Mixed Use
15. 219 Elm - All Seasons 2

# Long Range Plan

## Key Projects for 2024-26

- VIA Alley Improvements
  - Improves Pedestrian Access, Walkability, Safety, Stormwater, Sanitation, Beautification & Interest
  - Based on Passages & Alleys (VIA Plan) and Concepts
  - Beginning with Pierce Street Alley
  - In coordination with Planning & Engineering



# Long Range Plan

## Key Projects for 2024-26

- Customer Relationship Management System (CRM) & Web/App Integration
  - Improves Staff Efficiency, Robust Information, Communication

## What It Can Do:

- Quick & Easy Insights for Team, Property Owners & Businesses
- Streamline Information Pushing to Web & Other Apps
- Centralized Data to Reduce Redundancies & Errors

### Features

Everything you need to manage your Downtown Districts

#### Property Management

Track properties & assessments the right way

#### Accounts Management

Get 360 view of businesses in Downtowns

#### Contact Management

Discover stakeholders' contacts effortlessly

#### Public Assets Management

Catalog public assets with the geospatial map

#### Service Requests/Case Management

Fast track downtown's service requests

#### Field Services Mobile App

Custom app to track field-level ops in real-time

#### Directory Listings Management

Automate directory and special listings on your downtown website

#### Major Initiatives Management

Smart way to manage projects and fundraising campaigns

#### Board of Directors Management

Centralized place to manage current and historic board info

# Long Range Plan

## Key Projects for 2026-28

- Triangle District
  - Connect the City
  - Economic & Physical Enhancements
- Farmers Market
  - Sheds & Enhancements

## Triangle District Economic & Physical Enhancements

### Short-Term

- Add holiday lighting to trees
- Streetpole Banners

### Mid-Term

- District Signage at Elm & Maple, Haynes & Elm/Woodward, Worth & Woodward
- Work with Property Owners to enhance street presence
- Façade Improvement Program

### Long-Term

- Neighborhood markers & bump out improvements at Hazel & Chestnut
- Multi-modal pavement markings and signage
- Soften Streetscape & Greenspace/Vias

### Other Considerations:

- Building/Lot Development Sites
- Parking Consolidation



## MEMORANDUM

Fire Department

**DATE:** January 8, 2024

**TO:** Jana L. Ecker, City Manager

**FROM:** Paul A. Wells, Fire Chief

**SUBJECT:** Long-Range Planning ISO update

---

The Birmingham Fire Department is evaluated every 5 years for its effectiveness in fire protection. This evaluation is completed by the Insurance Services Office (ISO). In 2023 the Fire Department was evaluated by ISO and was awarded 81.3 points, an increase from the previous total of 73.69 points. This improved score classified the department as an ISO 2, an improvement from the previous ISO rating of 3, which the department held for the past 17 years.

The Fire Department's new ISO rating of 2 puts the department in the top 1.5% of fire departments (1,308) in the State of Michigan and the top 3.5% of fire departments in the United States. The evaluation is based on four main categories: Emergency Communications, Fire Department, Water Supply, and Community Risk Reduction.

Listed below is a brief synopsis of the previous points awarded in 2018 and points awarded this past summer. Also, there are some improvements the department plans on implementing and requests to the City Commission to help improve the department's future 2028 ISO score. It is the Birmingham Fire Department's goal to become an ISO 1 department.

**Emergency Communications: 2023 points - 9.07/10 Previous points - 8.55/10**

The Fire Department uses computer-aided dispatch (CAD). This system is managed by Oakland County Dispatch and the information is entered by Birmingham Police Dispatch. In 2018, the Fire Department started using an application that receives information about incident locations and sends details to emergency vehicle tablets. Fire Department officers can see the quickest route to a fire scene and communicate this to their engine driver and additional units. While responding, fire officers can also pull up a satellite view of the location and determine what size occupancy they are responding to. Fire hydrant locations and hazards associated with the property may also be viewed. After each call the response times are analyzed to assured they are accurate.

In 2024 the County implemented a new county-wide emergency radio system for all police and fire departments in Oakland County. With this new radio system in place, the Fire Department

will be enforcing the 2021 International Fire Code (IFC) ensuring that emergency services have reliable two-way communications in all commercial buildings. Those commercial buildings found to be non-compliant will have to install bi-directional amplifiers (BDA). The fire department will be responsible for testing and enforcing this code. The project may take up to two years to complete.

**Fire Department:** **2023 points - 38.12/50** **Previous points - 31.69/50**

The Fire Department is evaluated on station locations, training hours, participation in training, equipment, staffing, maintenance of equipment, and automatic mutual aid agreements. The score increase was mainly due to the automatic mutual aid agreements that were implemented with Bloomfield Township FD, and Royal Oak FD and the department increasing its daily minimum staffing levels from eight personnel to ten personnel on duty each day. Since the 2023 scoring, an additional automatic mutual aid agreement was made with Madison Heights FD. To capture as many points as possible in the training category, in FY 2024-2025, the department is planning to purchase training software that tracks employee training progress and automatically assigns missed training if personnel are on leave. This will ensure there is 100% completion of required training hours. In FY 2024-2025 and FY 2025-2026, the department is looking to add one position per year to maintain staffing needs affected by increased run volume, accrued vacation time, potential long-term injuries, etc. as Department seniority rises. In June 2023, the City ordered a 2026 Sutphen SPH 100 Ladder truck that will be delivered in Spring 2026. The new Ladder truck will replace the current 2008 SPH 100. The older 2008 Ladder truck will then be placed into reserve status which will give the City an additional 0.5 points in its next ISO review.

**Water Supply:** **2023 points - 32.58/40** **Previous 33.41/40**

A review of the water supply system accounts for 40% of the available points for classification scoring. Due to the aging infrastructure of the City's water supply, there was a reduction of points from previous evaluations. The Fire Department pressure tests and exercises one-fourth of all hydrants, along with flow testing 20 hydrants strategically placed throughout the City annually. Working with our Engineering Department, we have shared the data on where the water system needs to be improved to fit the department's suppression needs. The City has around 103 miles of water mains, some of which are close to 100 years old. **Currently, water mains are replaced at about one mile per year and the aging infrastructure is not keeping up with fire suppression water supply needs.** The City needs to increase its water main replacement of outdated smaller mains. The aging infrastructure, larger homes, and new commercial occupancies call for higher water flows during a fire. If the replacement schedules don't improve the Fire Department's ISO rating will decrease and insurance costs could increase. The only way to increase the replacement schedule of the City's water mains is through Commission action.

**Community Risk Reduction:** **2023 points - 5.37/5.5** **Previous - 4.07/5.5**

This section allows for extra points for recognition of communities that are proactive with their fire prevention practices without unduly affecting those who have not yet adopted such measures. The addition of community risk reduction programs gives an incentive to those communities who strive to proactively reduce fire severity through a structured program of fire prevention activities. The areas of community risk reduction evaluated in this section include fire prevention, fire safety education, and fire investigation. Since 2019, the department added five additional shift fire inspectors. These positions have focused on risk reduction of buildings by creating pre-incident plans. This planning will aid in identifying which areas of the community are at higher risk for fires and formulate the best response to deal with these hazards. In 2023, the Fire Department

created a Community Risk Reduction/Fire Inspector position that concentrates on programs such as home safety inspections, social media fire education content, and community outreach safety talks. At the request of residents, the department will provide a home safety inspection to private residences. If smoke or CO detectors are needed, they will be provided and installed for residents who need financial support. Moving forward, the fire department will work with the Communication Director, as well as local senior groups, to help promote and grow this program.

# ISO UPDATE

2024 Long Range Planning

Department Name

Presented by: Chief Paul Wells

Date: January 20, 2024



# Insurance Services Office (ISO)

- ISO looks at four areas for rating:

- **Emergency Communications**
- **Fire Department**
- **Water Supply**
- **Community Risk Reduction**



- The lower the rating means the better prepared the fire department is to respond to fires.

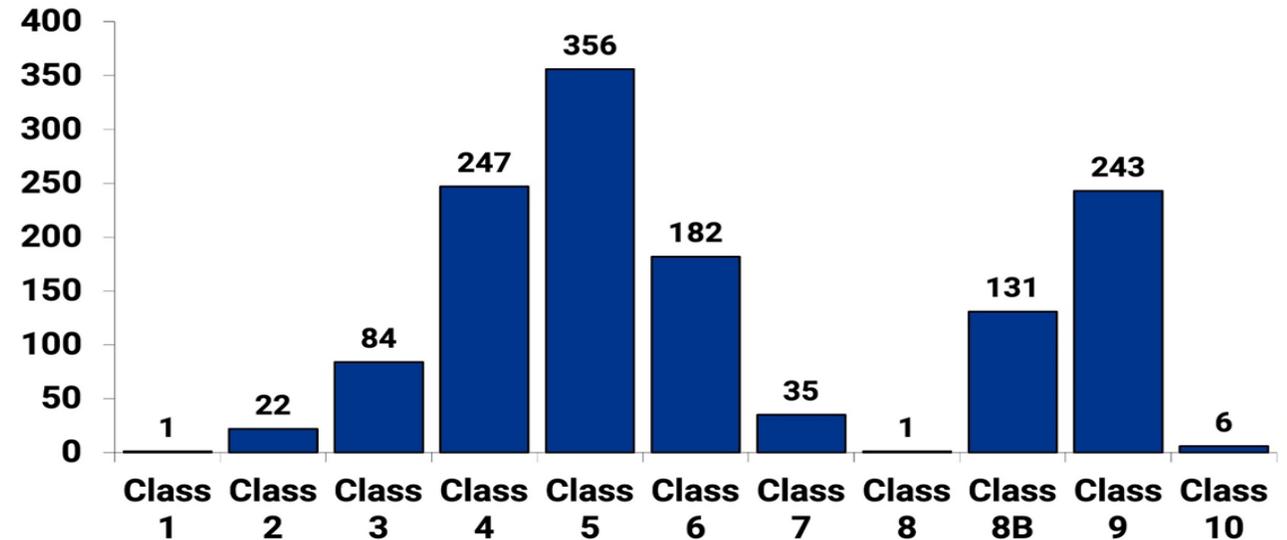


## Point Scale for Rating

- (1) 90+
- (2) 80-89.99 81.3 (2023)
- (3) 70-79.99 73.69 (2018)
- (4) 60-69.99

**\*We are ranked in the top 1.5% out of 1,308 Fire Departments in Michigan**

## Michigan



# ▪ **Emergency Communications**

- **Total credit available: 10**
- **Earned credit: 9.07**
- **Increased by: 0.52 points**
- Radio interoperability
- iPad use
- Dispatch time verification and notification



# ■ Fire Department

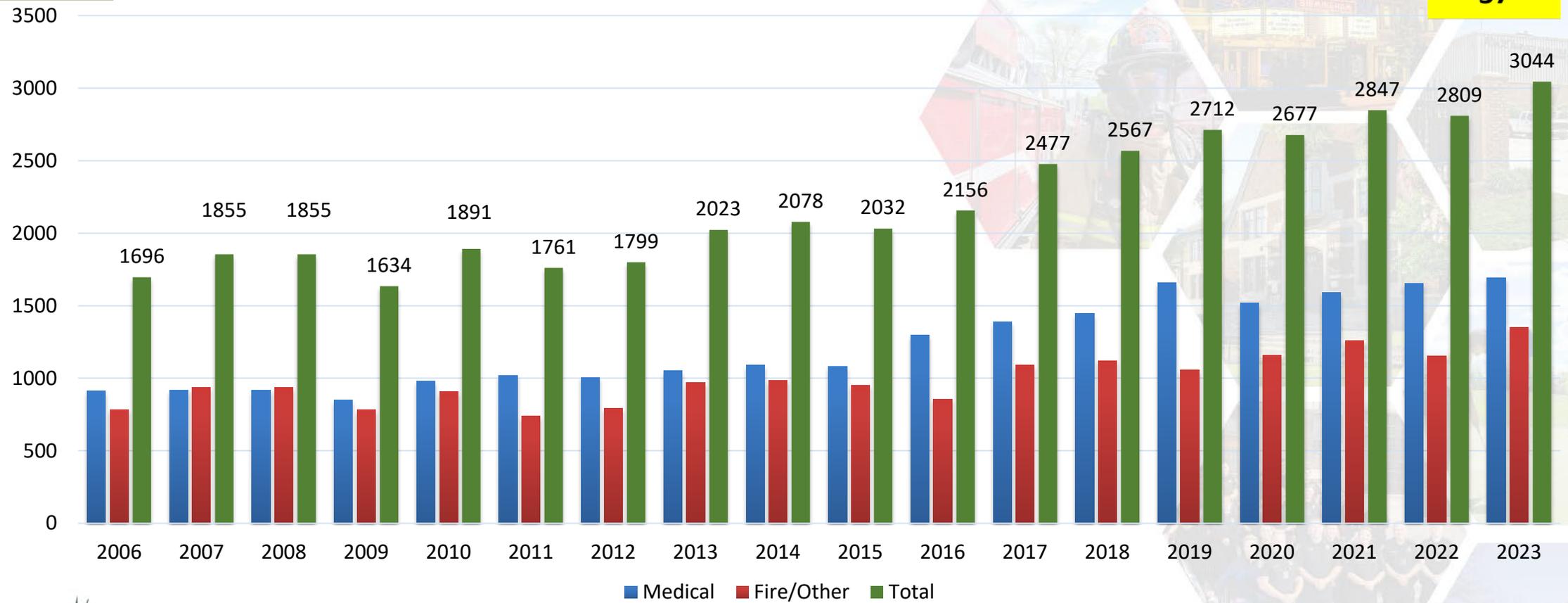
- **Total credit available: 50**
- **Earned credit: 38.12**
- **Increased by: 6.43 points**
- Training
- Staffing
- Apparatus
- Automatic Aid and Mutual Aid
- Daily CLEMIS reports



# 80% run volume increase over 17 years

Staffing in  
2006  
**39**

Staffing in  
2023  
**37**



# ■ Water Supply

- **Total credit available: 40**
- **Earned credit: 32.58**
- **Decreased by: 0.83 points**
- Flow testing
- Hydrant checks and exercising
- City replaces 1 mile of water mains annually
  - **The current replacement rate should be increased**
  - **103 miles of water mains**



# ■ Community Risk Reduction

- **Total credit available: 5.50**
- **Earned credit: 5.37**
- **Increased by: 1.3 points**
- Public Education
- Open House
- Home CO/smoke detector checks
- Annual fire inspections
- Community engagement



# Conclusion

- The Department's goal is receiving a rating of **1** when the next evaluation occurs in 2028.
- Questions?





# Long Range Planning

Police Department / City Hall Safety & Security, Building Redesign & Expansion

Police Department

Presented by: Chief Scott Grewe

Date: January 20, 2024

# Police Department Remodel & Addition

Safety & Security  
Needs Noted During  
MACP Accreditation

Lack of Sally Port

Interview  
Room/Prisoner  
Release

Police Administration  
Offices on City Hall  
Main Floor

# City Hall Improvements

Safety, Security  
& Accessibility  
Needs

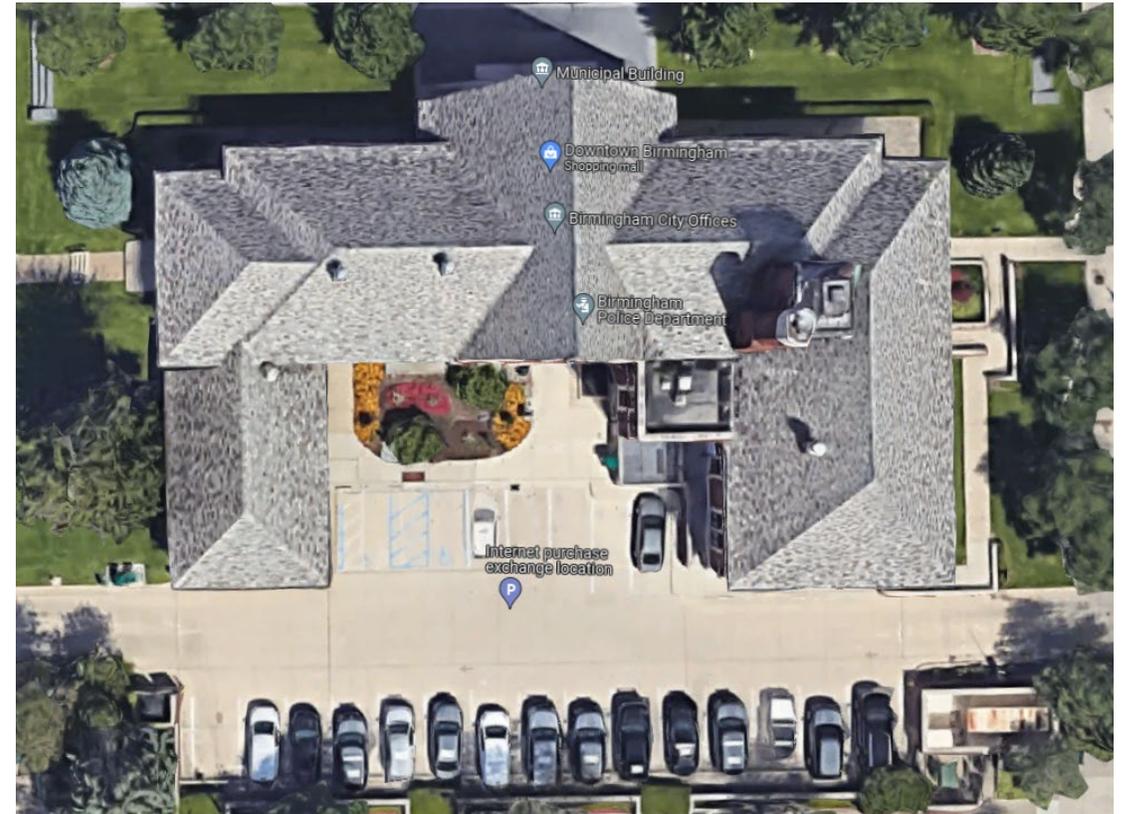
ADA Access

Unrestricted  
Access

Interoffice  
Safety &  
Security

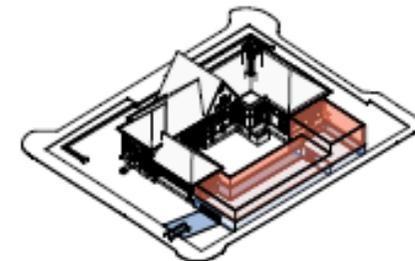
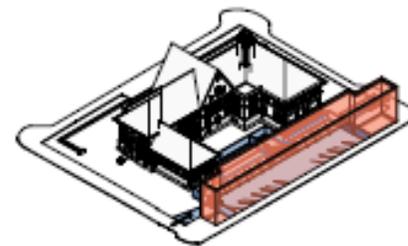
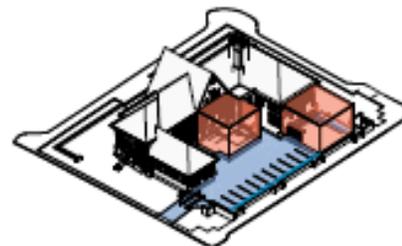
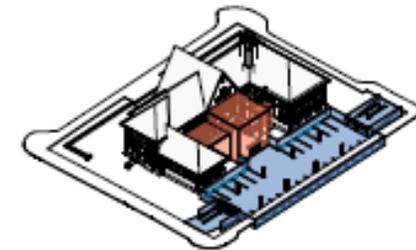
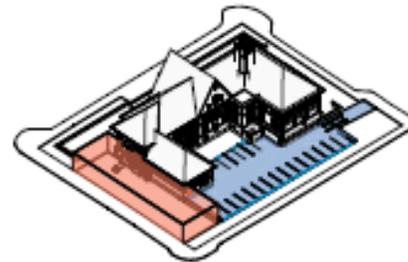
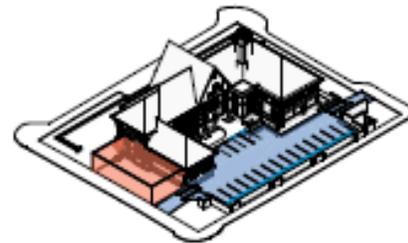
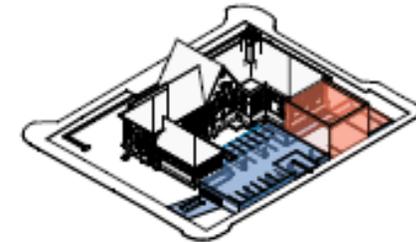
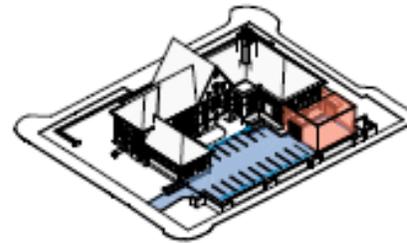
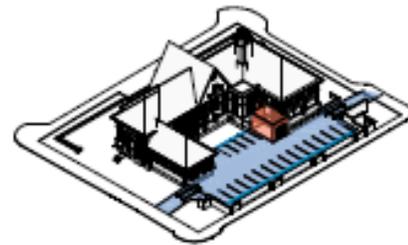
# Top Five Priorities

1. Safety and Security of the Police Department and City Hall.
2. Lack of Security for Prisoner Escort.
3. ADA Accessibility at City Hall.
4. Fire Protection Systems within City Hall.
5. Safety and Accessibility of City Commission Room.



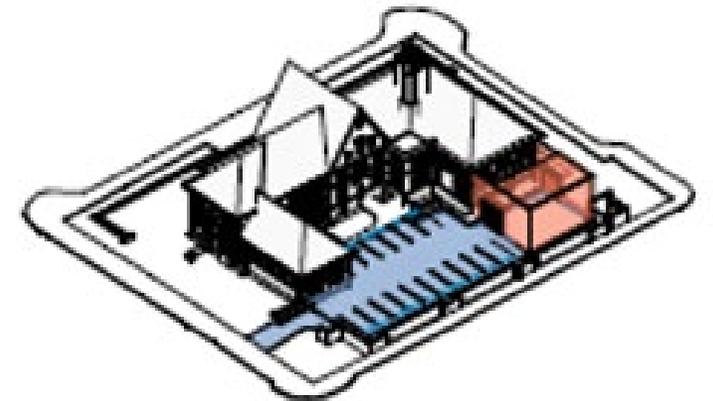
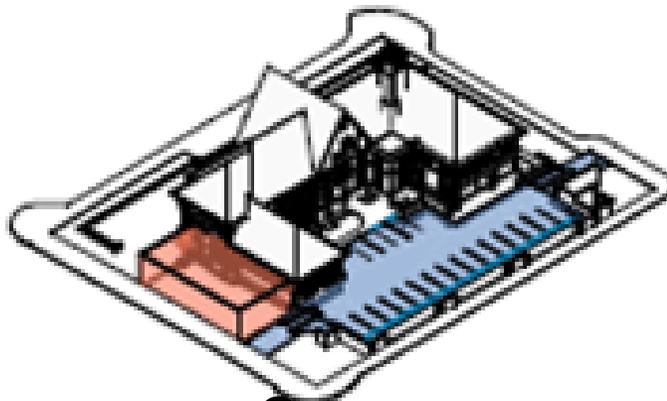
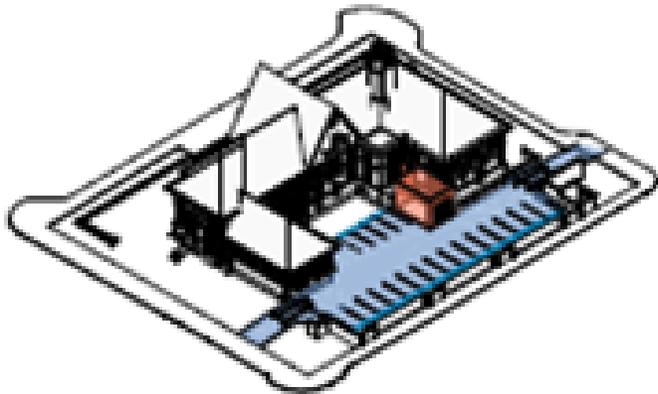
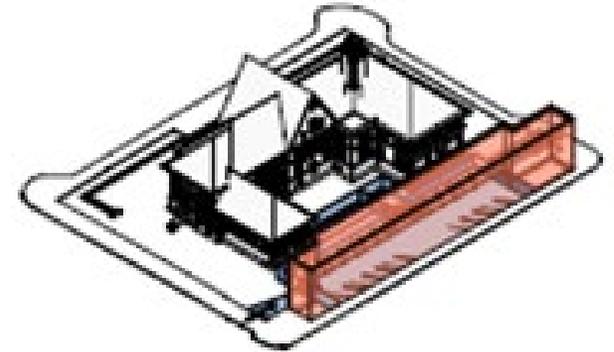
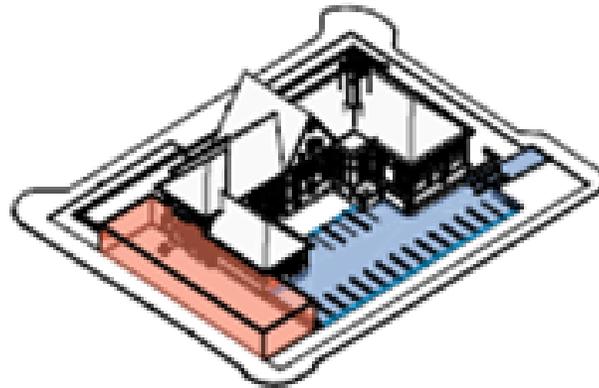
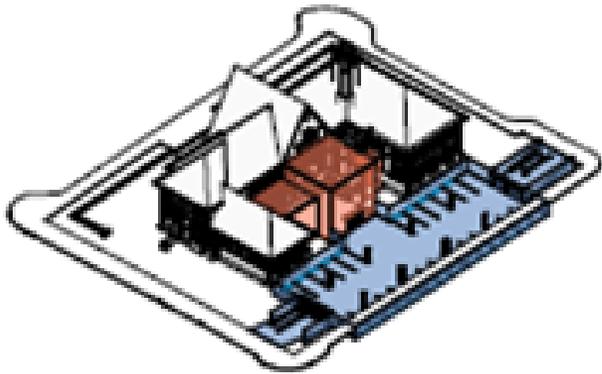
# Future Considerations

## MASSING STUDIES

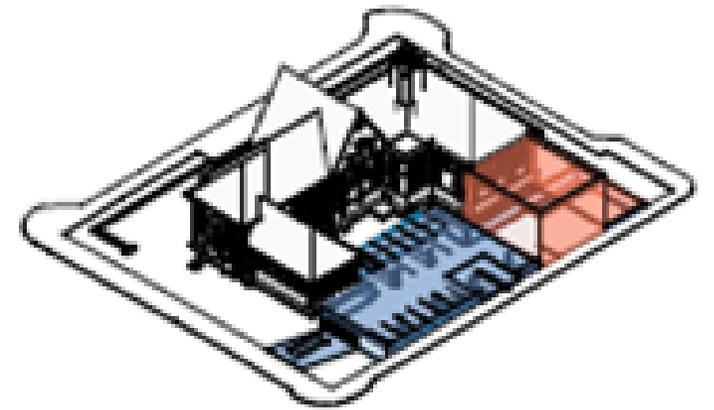
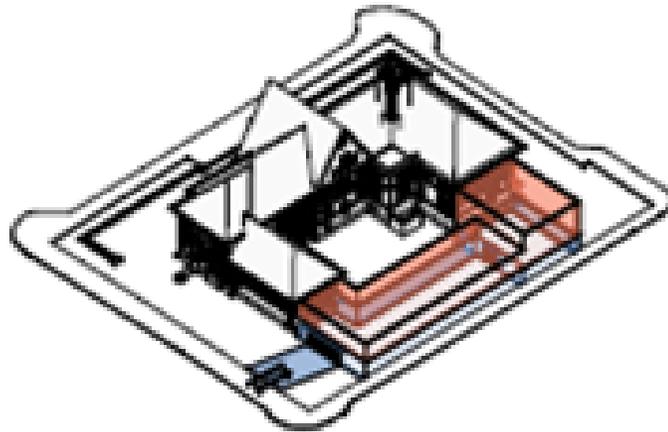
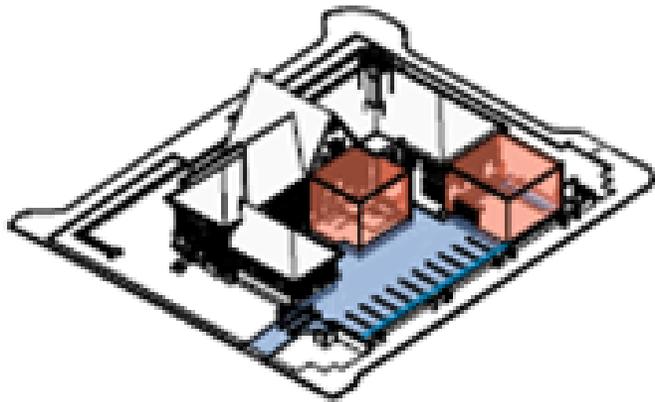


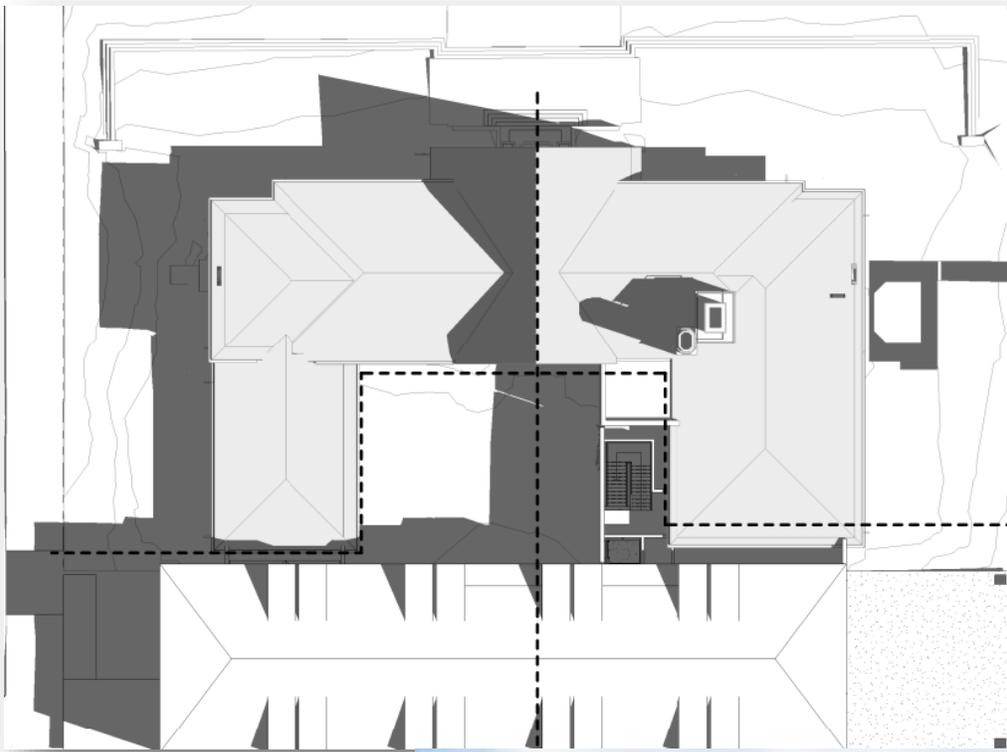
G

# Future Considerations



# Future Considerations





# Alternatives

Multiple municipalities were reviewed across the country.

1. Highland Park IL – Police Dept. located 2 miles from City Hall outside of the downtown area.
  - a. Population of 30,177
  - b. 12.3 square miles
2. Fredericksburg VA – Police Dept. located 2.3 miles from City Hall outside of the downtown area.
  - a. Population of 29,126
  - b. 10.5 square miles
3. Oak Harbor WA– Police Dept. and Clerk together across the street from City Hall.
  - a. Population of 24,709
  - b. 12.32 square miles
4. Ferndale MI – Police Dept. and City Hall are connected but have separate access points.
  - a. Population of 19,109
  - b. 3.8 square miles
  - c. Currently in planning stages for new Police Department expansion, current PD is 10,600 sq. ft.

## Variations Identified

1. Police Department – Standalone building
2. Department of Public Safety Building
3. Police and District Court Combined
4. Police and City Hall Connected but Separate Buildings.

## Cities Reviewed

Greenwich CT	Edina MN
New Canaan CT	Victoria MN
Davenport FL	Edwardsville IL
Holland MI	Winterpark FL
Westport CT	Chanhassen MN
Decatur GA	Hudson NY
Laconia NH	Steamboat Springs CO
Grosse Pointe MI	Carmel By the Sea CA
Torrington CT	

# Alternatives

## Advantages of an off-site location.

1. Provide appropriate safety and security for the Police Department.
2. Ability to address the safety and security of prisoner escorts.
3. Removes police-related visitors from City Hall.
4. Evidence storage concerns (Multiple Locations).
5. Address Storage Needs – Current shared storage at Chester Structure.
6. Frees space in City Hall to address safety and security.
7. Provides space to move the City Commission room to the first floor.
8. No additions to the Historic Municipal Building.

## Disadvantages of an off-site location.

1. Removes constant police presence inside City Hall.
2. During after-hour meetings, police dispatch controls access to the building.
3. Depending on location, loss of 24/7 open police lobby within the downtown.

## MEMORANDUM

Police Department

**Date:** November 22, 2023

**To:** City Employees

**From:** Rebekah Springer, Detective Sergeant

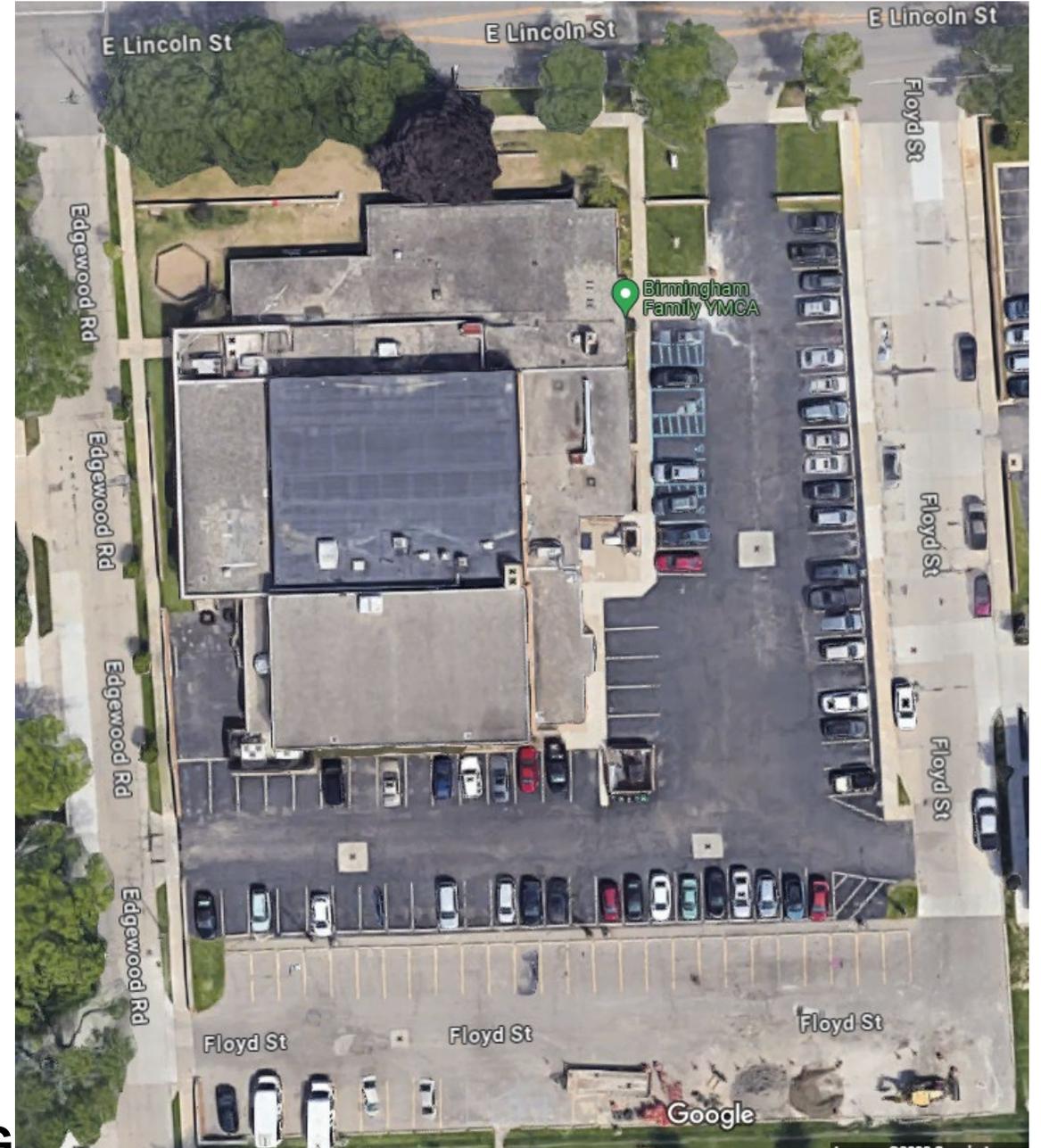
**Reference:** Notice of Suspicious Individual, [REDACTED] (41 yoa)



# Offsite Locations

## Birmingham YMCA / NEXT

- Available space for expansion or separate building.
- Easy access to the east and west sides of the City.
- 0.7 Miles from City Hall.
- 66,000 SF



# Offsite Locations

## Birmingham Skate Park

- Low frequency of use for the space.
  - Could be relocated.
- PD at this location would allow connection to the existing pistol range.
- 1.7 Miles to City Hall
- 38,600 SF



# Offsite Locations

## Poppelton Park

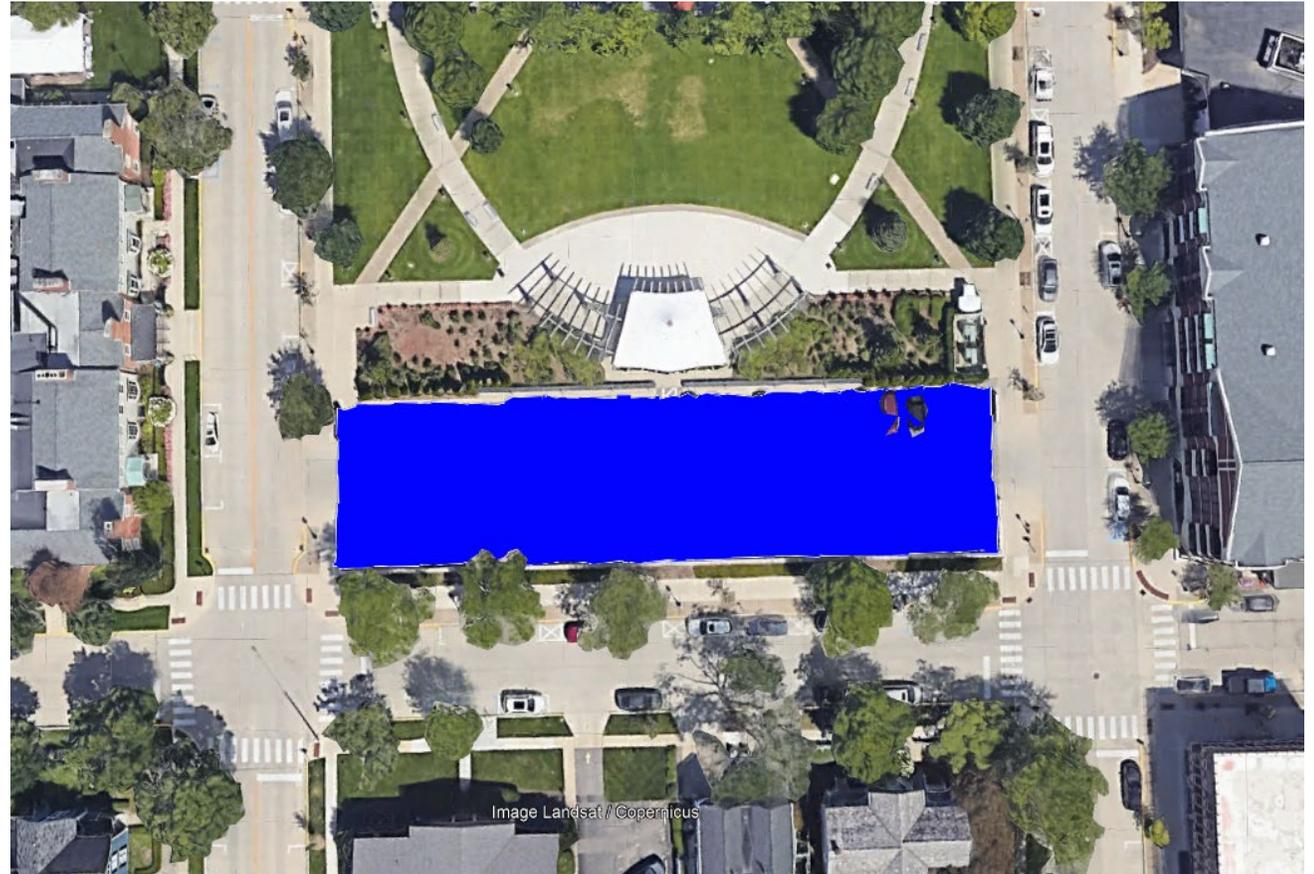
- Low use frequency in this area of the park.
  - Could add public parking and civic space to activate area.
- Direct presence along Woodward.
- Easy response to the entire City.
- Structure could act as sound barrier.
- 0.7 Miles to City Hall
- 59,000 SF



# Offsite Locations

## Shain Park Parking Lot (Lot #7)

- Low parking use frequency.
  - Removal of public parking or parking on the roof of new building.
- Maintain downtown presence.
- Adjacent to City Hall
- 13,505 SF



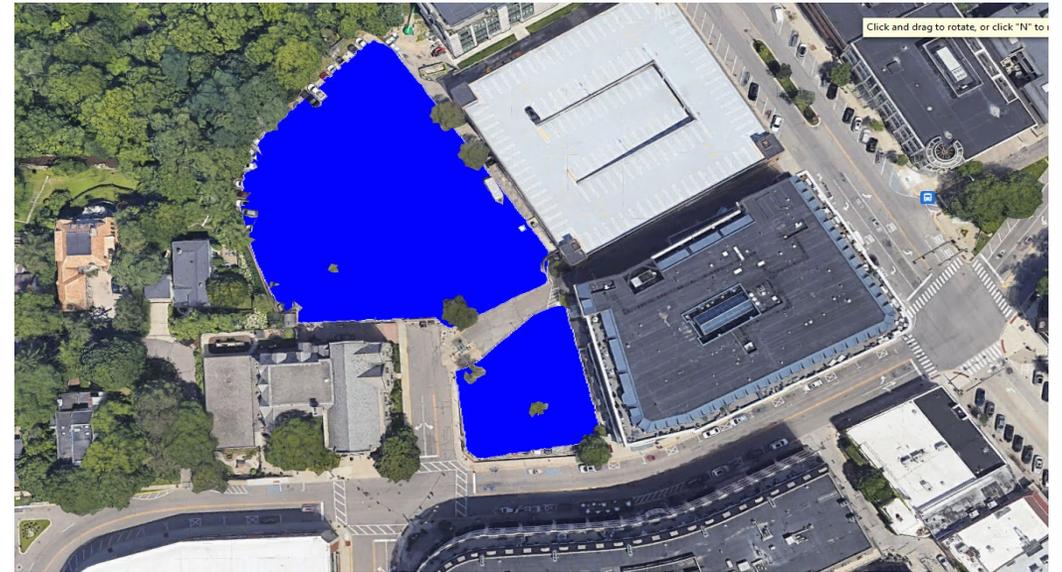
# Offsite Locations

## 2016 Master Plan

### Specific Project 6: The Willits Block

Referred to as the “superblock” for future development in the plan, it further stated “it is too beautiful a site, facing the park as it does, to reserve entirely for parking.”

- 0.2 miles from City Hall.
- Maintain a downtown presence.
- Develop civic space (1c) to connect to Booth Park.
- Deck space available for removal of open lot spaces.
- Northern Lot - 50,783 SF
- Southern Lot - 12,191 SF





QUESTIONS?

# Parking System

## Long Range Planning

Parking Department

Presented by: Aaron Ford

Date: January 20, 2024



# Current Parking System

- Five (5) structures with 3,579 spaces
- Three (3) metered surface lots with 224 spaces
- 1,202 metered on street parking spaces
- New TIBA Parking Equipment
- Structures are now operated by the City

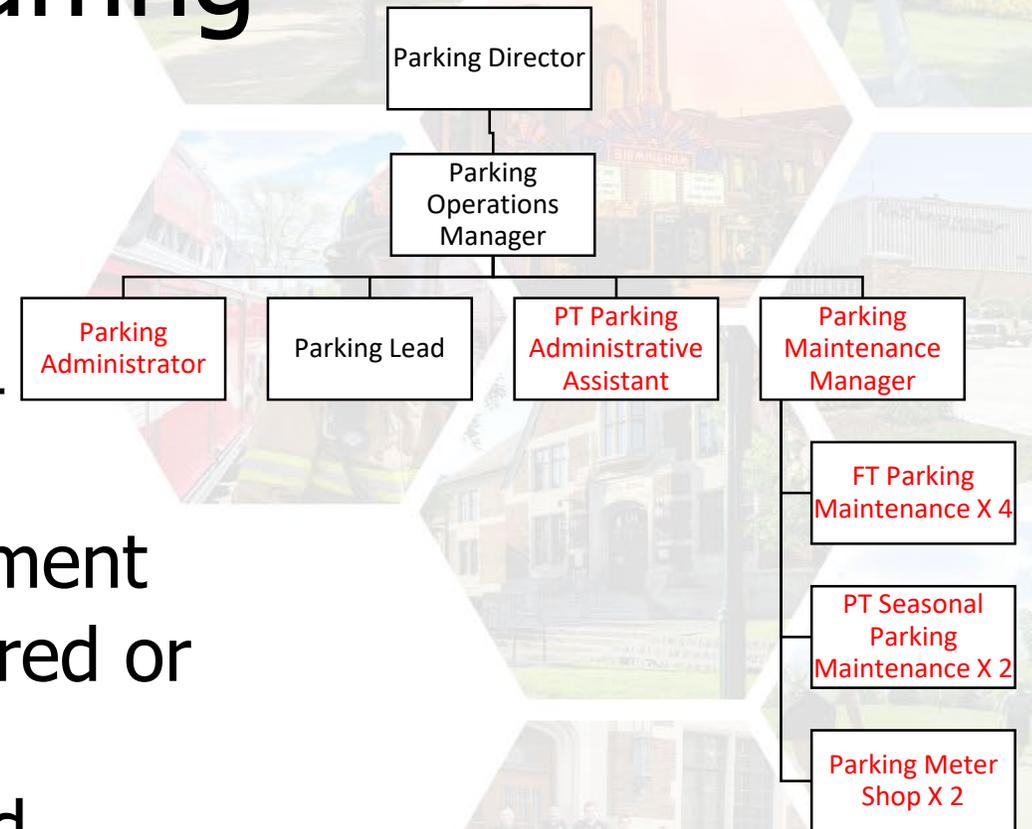


# Parking Operations

- Transition from SP+ to City control of all parking related operations went into effect on January 8<sup>th</sup>, 2024
- The City purchased Zephire monthly parking software with the purchase of the new TIBA parking equipment
  - First invoices went out in January
  - While the new system will ultimately be a better experience, there will be a learning curve
    - Need to merge accounts
    - Convert paper billings to on-line
    - Clean-up of existing accounts

# Parking Operations - Staffing

- Proposing a department of approximately 14 people
- Some staff transitioned from SP+
- 2 existing meter shop staff will transition from the Police Department
- Staff is in the process of being hired or transitioning from SP+
- All IT (computers/phones) related items have switched over

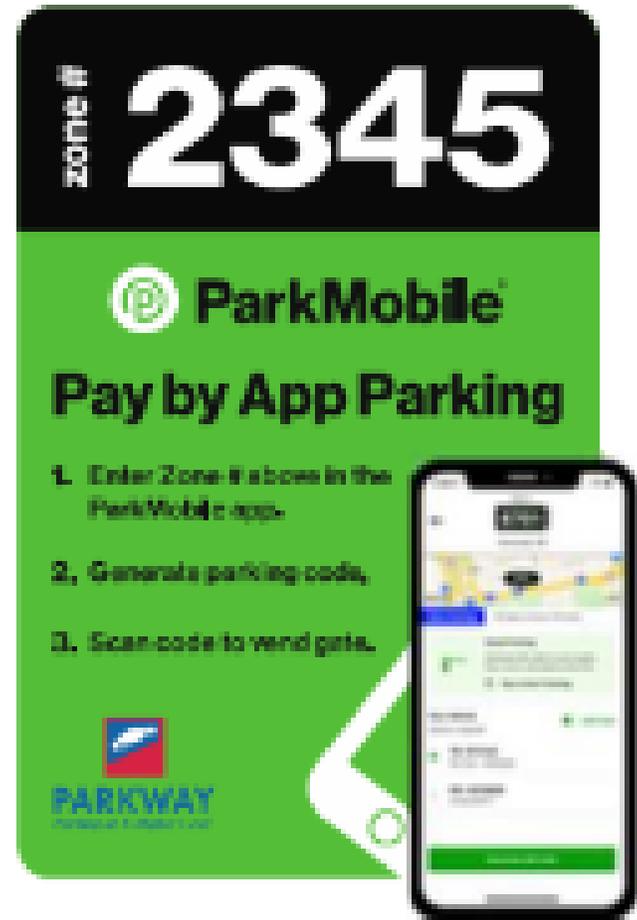


# Parking Operations

- New call center is scheduled to begin on February 1st
- Intercom calls
  - Will go to local parking office during business hours
  - Will go to a call center during off-hours
    - Call Center is located in Indianapolis
    - Is a parking specific call center
    - Estimated savings of 78% per month from the current call center

# Expand ParkMobile Program

- ParkMobile is currently used for on-street/meters
- Bring ParkMobile into all five structures
- Scan to Pay option provides guests an additional form of payment
- Helps prevent backups on exit



# Questions?



## MEMORANDUM

Information Technology

**DATE:** January 20, 2024

**TO:** Jana Ecker, City Manager

**FROM:** Eric V. Brunk, IT Manager

**SUBJECT:** Long Range Planning – Cyber Security / Infrastructure

---

### INTRODUCTION:

Over the past year, the IT Department has been focusing on Cyber security, researching and implementing a number of security measures. We will continue to focus on implementing additional security measures while also adding infrastructure to our existing network. This infrastructure will connect City assets to our core, and allow monitoring of those assets.

### Cyber Security:

The IT Department has been working to strengthen and tighten security on our network. We implemented a next generation firewall as our first line of defense for the network, an AI security appliance for monitoring internal traffic, added monitoring of our attack surfaces (internet facing assets) and upgraded the next generation anti-virus software on our endpoints to head off active and passive threats to our network.

We have had discussions during our research with a number of security companies looking to partner with the City to help tighten end user and network security. The companies we have talked with were impressed with the security measures already implemented, placing the City well ahead of curve of other clients. Their suggestions for next steps are to implement 2-factor authentication for email and other networked applications that are business critical and to add additional security scanning and monitoring of incoming and outgoing email to assure that malware and security threats do not have that avenue of access to our network. Currently we are in the process of implementing additional security monitoring for non-endpoint systems that are on the network such as switches, access points and other pieces of network capable equipment.

All of these initiatives will help to increase cyber security for the environment at the City of Birmingham and continue the level of service expected for City employees and residents.

Infrastructure:

The IT Department has been working with the Police Department to evaluate the infrastructure of the City's security camera network. Replacing and extending that infrastructure will be a part of an upcoming RFP for replacing existing security cameras throughout the City, and adding additional monitoring for the Garage structures and City Parks.

The City in 2023 purchased the existing YMCA building on Lincoln. As part of the building's evaluation for City use, the IT Department will be looking at costs to connect that building to the existing City infrastructure and the existing network infrastructure of the building.

The IT Department will continue to deploy best-in-class technology and practices for securing our network (security controls), detecting cyber threats on our attack surface (internet facing equipment), protecting our endpoints (both internal computers and laptops that are external to our environment) and providing connectivity for City assets.



# City Clerk's Office

Long Range Plan 2024

City Clerk's Office

Presented by: Alexandria Bingham

Date: January 20, 2023



# Digitizing Applications and Processes

- In the Near Future
  - Freedom of Information Act Software
    - This past year the Clerk's office evaluated and priced out software to improve the workflows of processing FOIA requests
      - Just FOIA
      - NextRequest
      - GovPilot (FOIA Module)
      - Gov QA
    - Benefits of implementing FOIA software in 2024-25
      - Increases Efficiency and Automation
      - User-Friendly Interface
      - Enhanced Document Management and Redaction Capabilities
      - Improved Notification and Communication
      - Assists with Compliance and Accountability
      - Analytics and Reporting

# Digitizing Applications and Processes

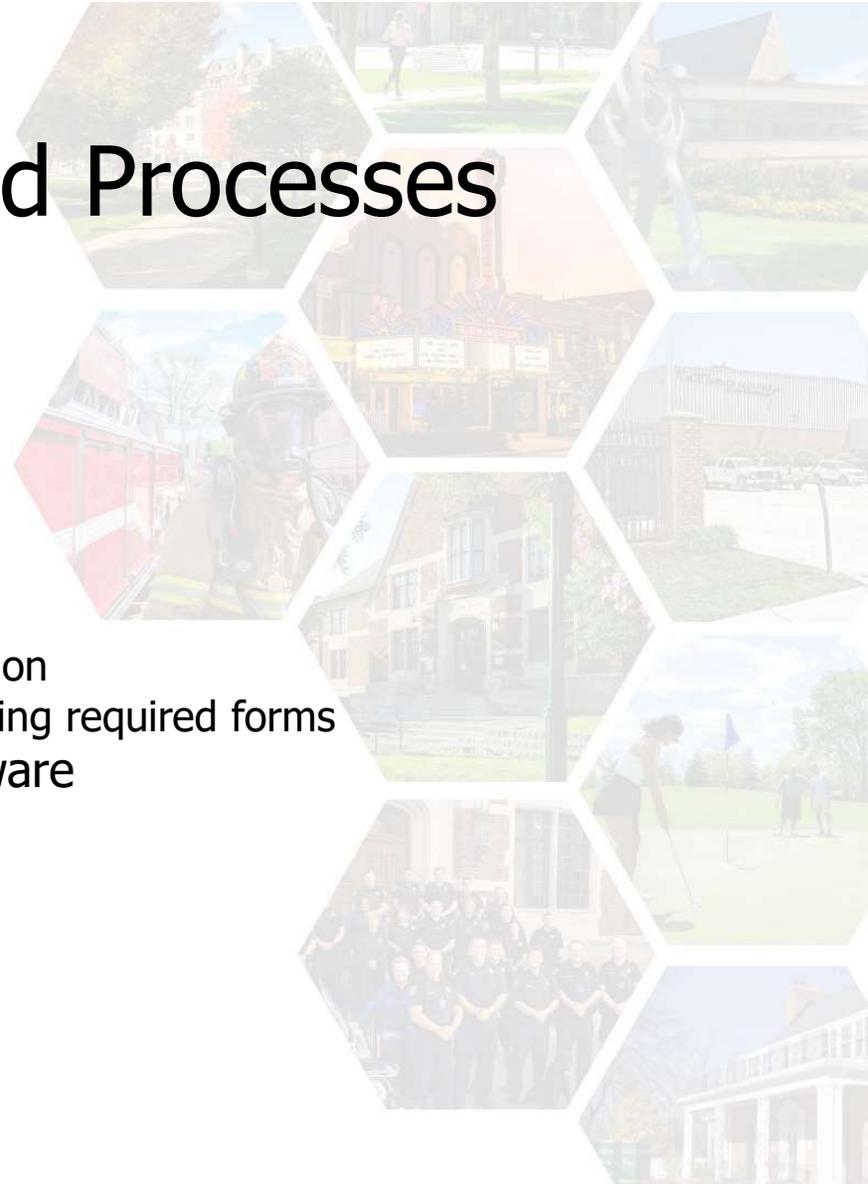
- On the Horizon
  - BS&A Cloud and Consideration of Other Software
    - Currently the Clerk's Office uses Wufoo for many online forms and payments for the following licenses
      - Animal
      - Auction/Estate
      - Initial Merchants License
      - Outdoor Dining
      - Peddling/Vendor/Solicitor
      - Special Event
    - Wufoo does not sync with BS&A so there is a lot of clerical data entry on the back end including linking payment to the license in process
    - Process to transition to BS&A Cloud or Other Software
      - IT & Clerk's Office will collaborate with BS&A to price out the transition and assess next steps for making the transition

# Digitizing Applications and Processes

- On the Horizon
  - BS&A Cloud and Consideration of Other Software
    - Process to transition
      - IT & Clerk's office will collaborate with BS&A and other Software Providers to price out the project and assess next steps for making the transition with our digital infrastructure
      - The budgeting and execution for this transition would likely occur in FY 2025-2026
    - Benefits of transitioning
      - Increased Accessibility – 24/7 application status
      - Faster Processing & Reducing Redundancy
      - Efficient Resource Allocation – Reducing Redundancy & Increasing Sustainability

# Digitizing Applications and Processes

- On the Horizon
  - Meeting Management Software
    - Tracks voting
    - Streamline agenda packet assembly
    - Improved document search capabilities
  - Board Member Management Software
    - Automate renewal process and enhance precision
    - Track training and improve follow up on collecting required forms
  - Contract Routing and Digital Signature Software
    - Automated Workflows for Quicker Turnaround
    - Enhanced Version Control
    - Accessibility
    - Sustainable and Efficient Resource Allocation



# Questions?





## **MEMORANDUM**

Building Department

**DATE:** January 9, 2024

**TO:** Jana L. Ecker, City Manager

**FROM:** Bruce R. Johnson, Building Official

**SUBJECT:** Long Range Planning Meeting  
Paperless Plan Review

---

The building department is planning to move its plan review process to 100% electronic to improve efficiency and to further meet the City's sustainability goals by reducing volumes of paper. The department implemented electronic permit submissions in 2020 and began accepting digital plans and other construction documents in 2021. Electronic submissions are not required at this time and applicants can still submit paper copies of permit applications and plans. However, now that we are past the implementation phase of electronic permitting we realize the benefits of digital submissions. The electronic plan review process is streamlined, better organized and saves space, as we do not need to store hard copies of the construction documents. Currently, a little over 50% of plans are submitted electronically and our goal is to move that percentage to 100% by the end of the next fiscal year. There are some things we will need to do in order to accomplish that goal including purchasing large scale plan review monitors, renovate work areas to make room for the larger screens and educate our customers on the digital submission and review procedures.

One of the challenges we experienced when we began reviewing digital plans was our current monitors were not large enough to view an entire plan sheet at one time. A lot of time was spent zooming in and out and around plan sheets that increased review time. In response to that inefficiency, we purchased two large-scale monitors for shared staff use allowing plans to be displayed in typical size and scale as hard copy submissions. These monitors have proven to work well for plan review and inspection staff. However, to maximize efficiency we will need to reduce the shared use by purchasing additional large-scale monitors for other staff to fully implement electronic plan review. In addition, we will need to make some workstations changes in order to make room for the monitors.

The room occupied by our plan reviewers and inspectors will need some minor renovations in order make room for the additional large-scale monitors. The built in furnishings installed years ago prior to computer technology need to be removed and replaced with workstations that will accommodate larger screens.

The purchase of the large-scale monitors and making room for them are the major steps for us to push plan review to 100% paperless by the end of the next fiscal year. While we complete those tasks, we will be informing the public through the year of our transition to paperless plan review.

Building Department

Presented by: Bruce Johnson

Date: January 20, 2024



# Paperless Plan Review

Digital Plan Review Initiative

# Paperless Plan Review

- Digital plan submissions are more efficient and are in line with the City's sustainability goals.
  - Improved organization
  - Space saving
  - Simultaneous reviews
  - Reduce paper



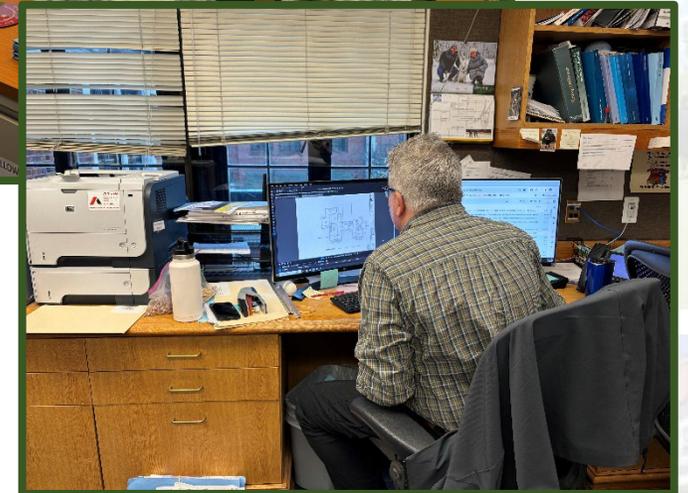
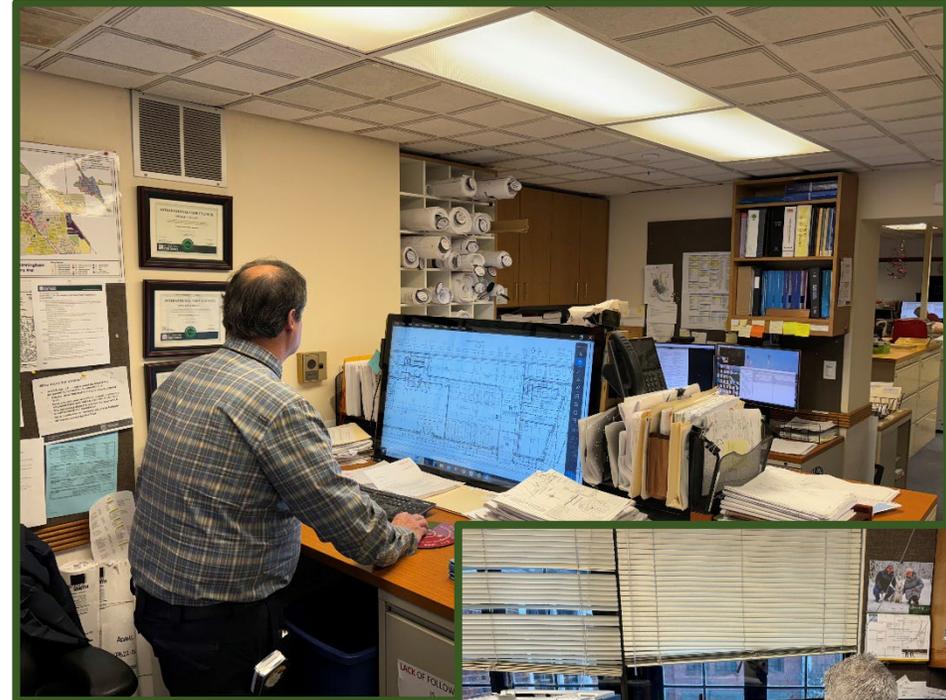
# Goal: Paperless by the end of FY 2024-25

- Steps we must take in order to achieve that goal:
  - Add additional large scale plan review monitors
  - Renovate workstations to accommodate larger monitors



# Large-Scale Review Monitors

- Necessary to ensure accurate and timely plan reviews
- Needed by inspection staff during the construction process
- Will reduce and eventually eliminate paper use within the department



# Conclusion

- We will improve efficiency and achieve sustainability goals with the addition of the large-scale review monitors.





# Baldwin's Future

Renovation update and future planning

# Phase 3: Project Progress

- Project is on track and within budget
- Center Gallery reopened November 1, 2023
  - 4 Study Rooms and Friends' Bookshop
- Library addition and Merrill St. entry to open April 2024
- Open House and Dedication on May 18, 2024



# Exterior Construction Progress



Pouring new plaza



Front walkway and book drop



Plaza with shade trees and planter



Future café space

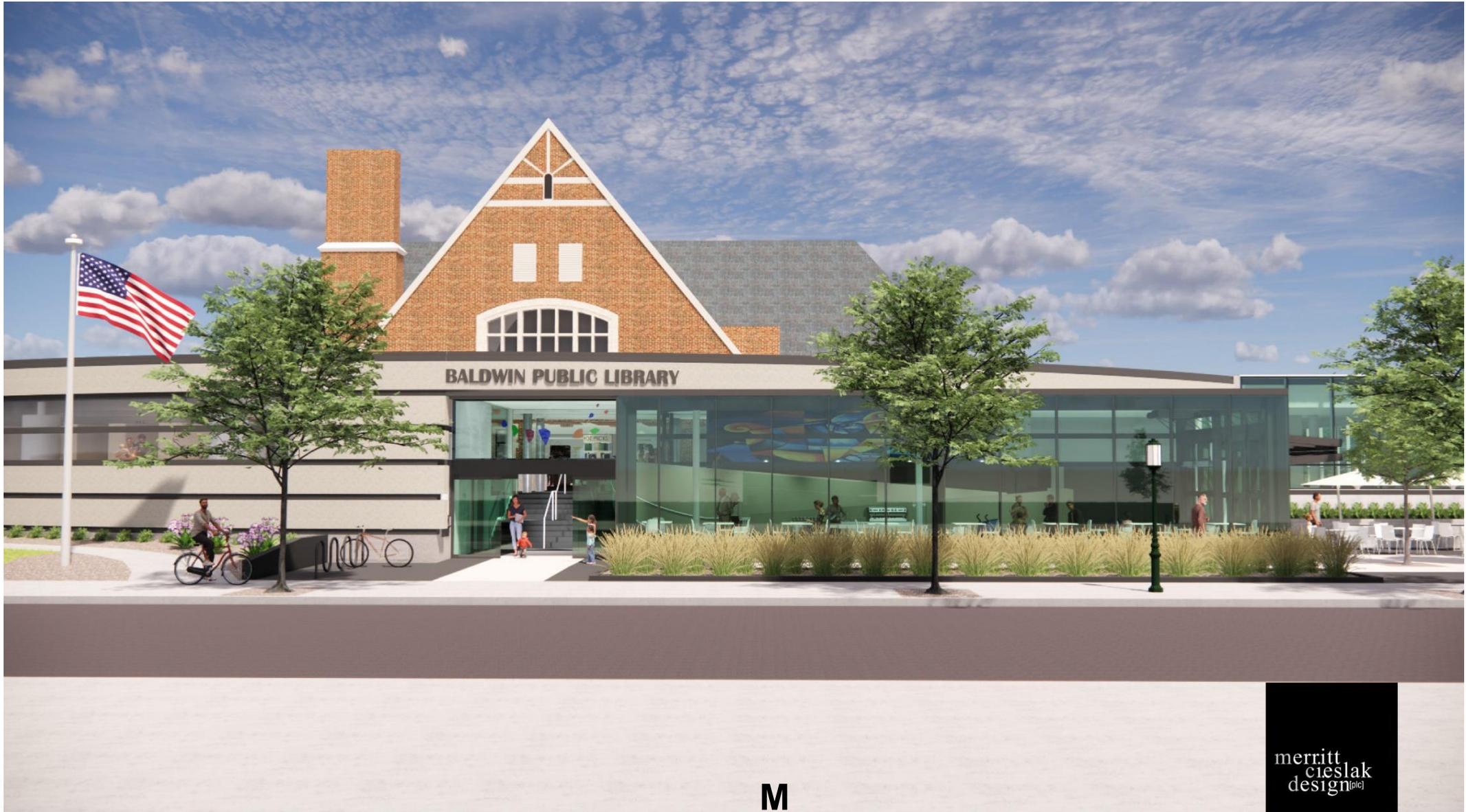


Indoor ramp & **M**fé space



Ramp view of vestibule, elevator

# View from The Community House



M

# View from West



# View from Information Desk



M

merritt  
cieslak  
design<sup>[pic]</sup>

ARCHITECTURE | PLANNING

# View of Entry



merritt  
cieslak  
design<sup>[p]c</sup>

ARCHITECTURE | PLANNING

M

# View from Plaza



M

# FY 2024-25 Planning: New Strategic Plan

2022-2025 Strategic Plan expires February 2025

*Current Strategic Goals:*

- Programs & Services
- Facility
- Diversity & Equity
- Outreach & Partnerships
- Personnel & Organization
- Financial

Library Board to form Strategic Planning Committee in June 2024

Survey community members, host focus groups, perform SWOT analysis

Issue new 2025-2028 Strategic Plan in March 2025

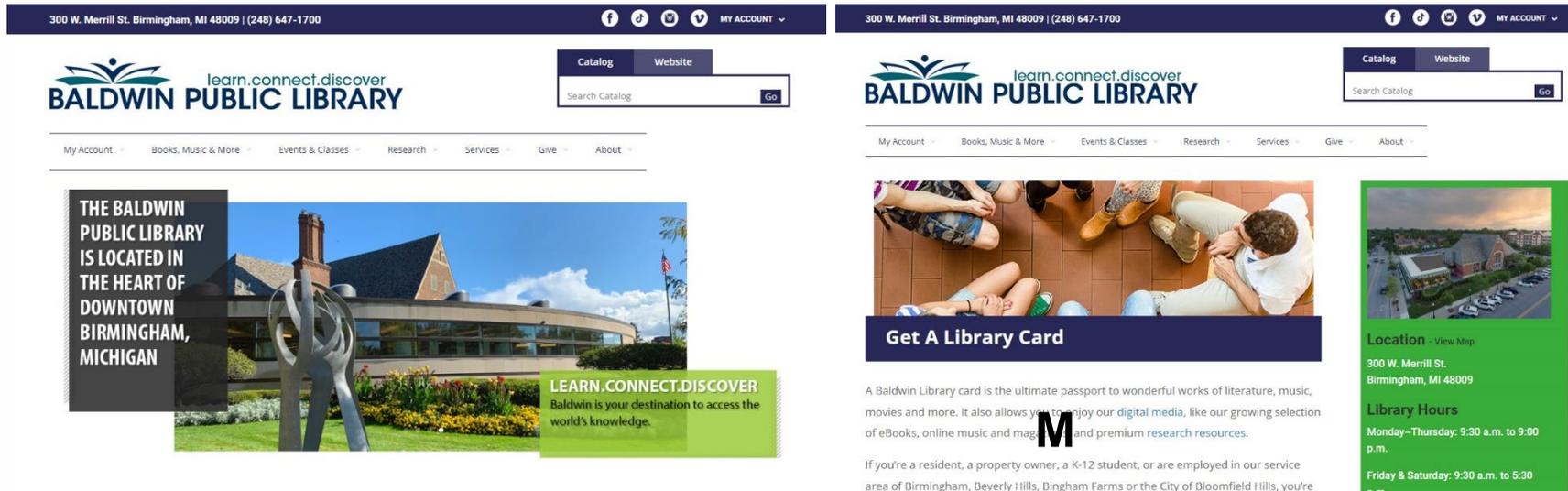
# FY 2024-25 Planning: New Website

Current website debuted in 2017

Goals for new website:

- Improve user experience & organization
- Mobile friendly
- Upgrade website security
- Incorporate new design trends

Will pursue grant from Birmingham Area Cable Board to fund project



# FY 2024-25 Planning: New Security Cameras

Upgrade current system and software

Install new cameras with higher resolution

Adjust placement of cameras to better capture movement

- help us resolve behavioral issues & misuse of the building
- theft deterrent
- allow us to use parts of the building at times we cannot staff those areas
- provide peace of mind, especially when we have limited staff onsite

# FY 2024-25 Planning: Fund Balance

Baldwin's fund balance will be depleted this year due to construction expenses:

- FY 2022-23 \$2,619,724
- FY 2023-24 \$ 125,000

In the next two fiscal years, we will use our additional millage to rebuild our fund balance:

- FY 2024-25 \$1,135,530
- FY 2025-26 \$2,221,277

# Plans for FY 2026-27

- Add solar panels to flat roof to reduce electricity bills by 60% and improve sustainability
- Add protective glass coating on south, east windows to prevent bird strikes
- Refresh lower level with new carpet, paint, restroom partitions

# Questions & Comments



M



# Birmingham Museum

## Long Range Plan 2024

# Strategic Plan Revision

- Build on accomplishments since 2013
  - Incorporate sustainability objectives
1. Update public input
  2. Focus on next 10 years
  3. Digital storage and public access
  4. Outreach and collaboration



# Strategic Plan Revision Methodology

1. Update public input with public, cultural, and internal feedback
2. Use a ten-year timeframe to set short- and long-term goals through employee recruitment and retention, best practices, and museum standards
3. Work towards enhanced public access and sustainable digital storage
4. Expand community engagement and local history education through collaborative programming and technology

# Landscape Master Plan Implementation

- Begin Phases 3 and 4 of pond and Rouge access improvements
- Incorporate sustainability objectives
  1. Reduce physical barriers to increase public access, utilization, and appeal
  2. Incorporate sustainability and technology
  3. Seek grant funding

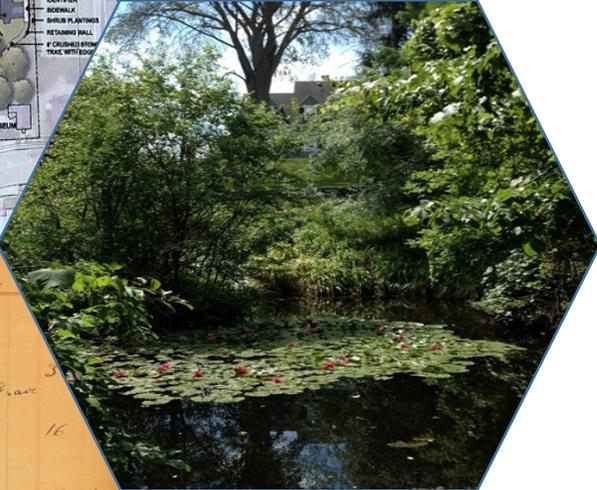
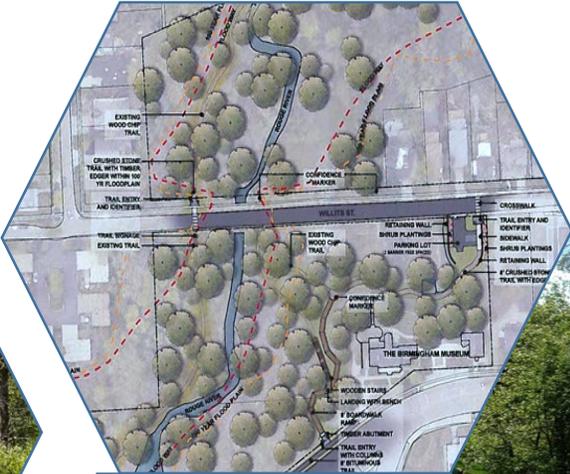


# Landscape Master Plan Implementation Methodology

1. Initiate Phases 3/4 landscape with sustainable design to provide ADA-compliant access to pond, lawn, and Rouge overlook
2. Utilize technology to reduce physical impact on site and for sustainable and educational interpretive content
3. Collaborate to develop grant-eligible public access and fund sustainable materials and improvements

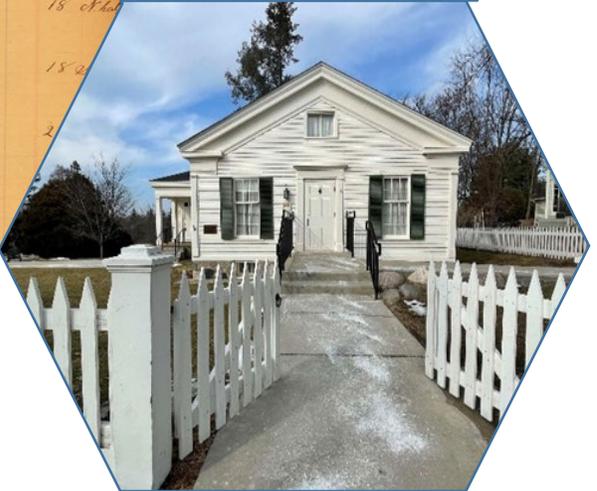


# Questions?



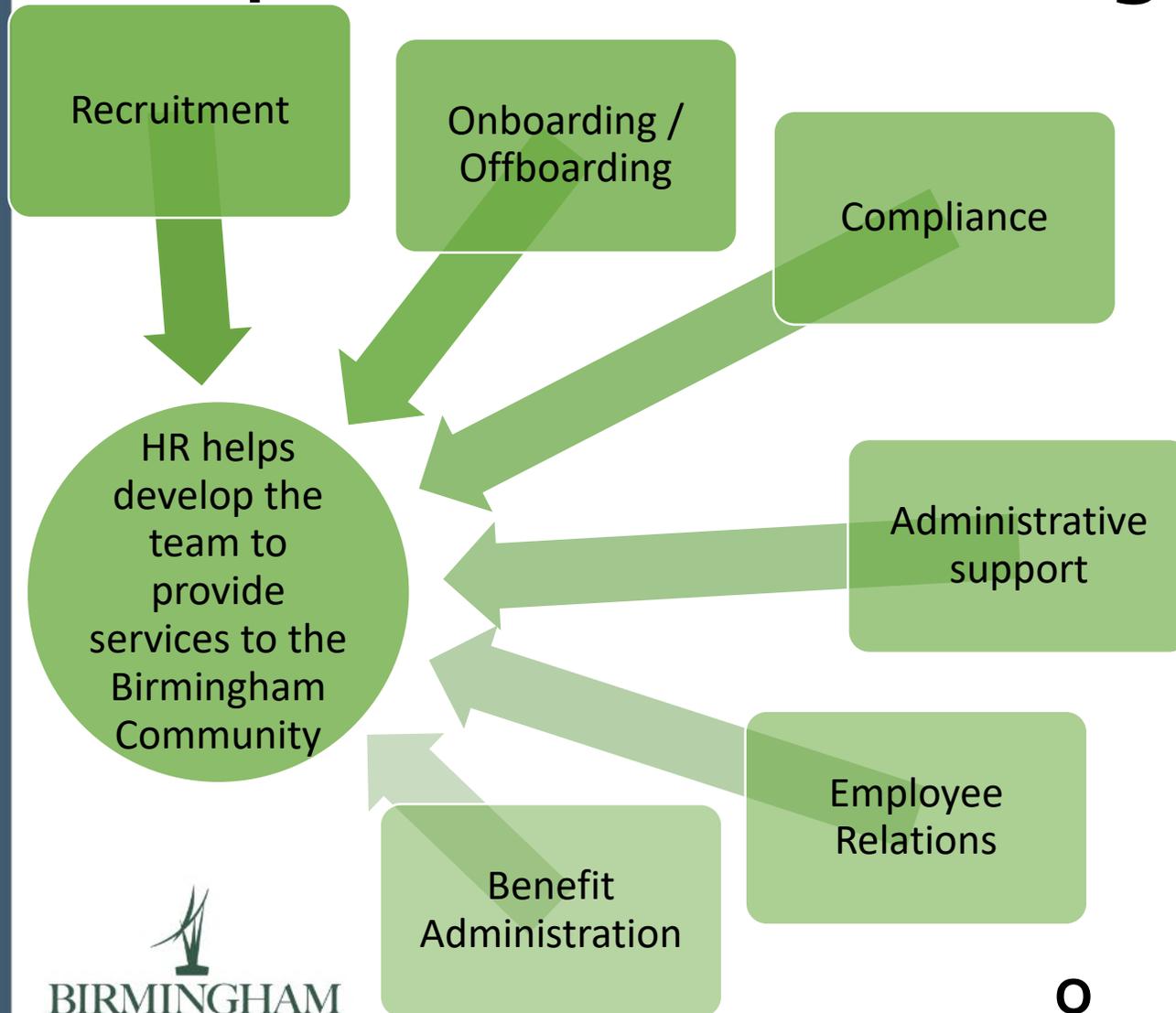
*Cemetery*

		McC
21	Mr. Frederick, B. Atzoff.	9
	3 ft West Side 1 ft 6 in South End to center grave	
21	Ms. Henry, H. Woodall.	E
	3 ft West Side 2 1/2 in South End to center grave	
28	Alice, A. Westlake, Child	D
	East Half of Lot, 11 in East Side to Foot of grave	
	3 ft North End to center grave	
Feb 22	Mrs. Estelle B. Parks.	E
	3 ft West Side, 3 ft North End to center grave	18
Mar 1	Mrs. Anna C. Parks.	E
	3 ft 3 in from home to Grave	18 1/2
	3 ft 3 in South	E
	3 ft West Side	2





# Purpose of the Birmingham HR Department



The HR department works with the City Administration, Department Managers, Labor Unions, Employees, Retirees and resource providers.

# Current Status

## Employee Population

	Full Time		Part Time		Seasonal
Current Total	186		110		Varies greatly depending on season, between 30-85 seasonal employees at any time
2023 Hires	29	+15%	25	+22%	
2023 Separations	25	-13%	22	-20%	

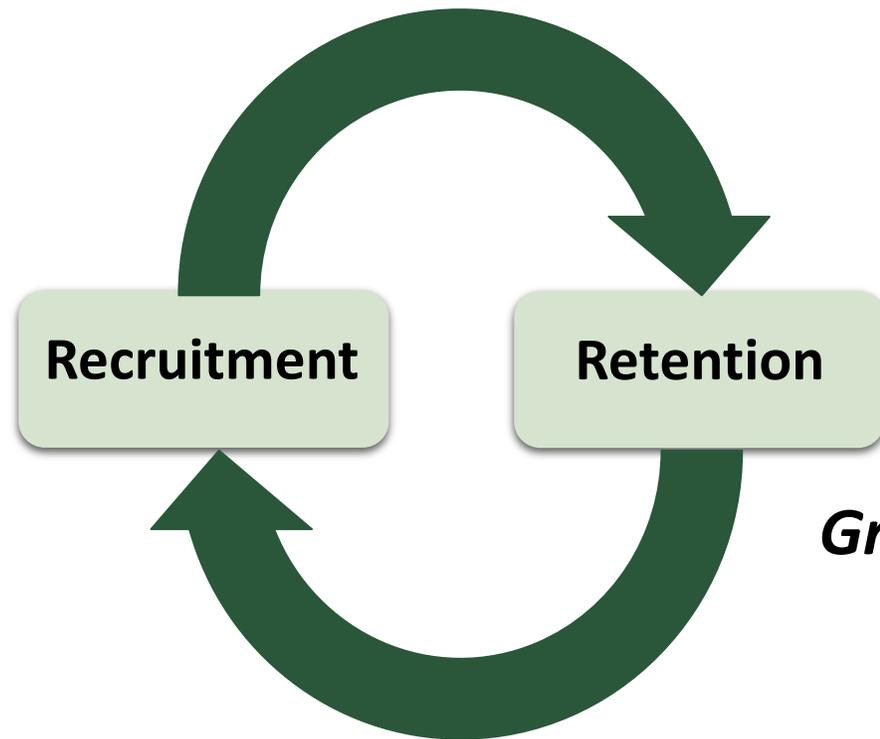
*Retention was weakest with Part time, with a 20% change in 2023 with Part Time Personnel. Overall the City saw an increased workforce in 2023 by accomplishing more hires than separations.*

## City Employee Policies

2022	2023	2024	2025	2026	2027
BPOA (Effective 7/1/2022 – 6/30/2025)		BPOA Negotiations Start 2025			
BCOA (Effective 7/1/2022 – 6/30/2025)		BCOA Negotiations Start 2025			
	BFFA (Effective 7/1/2023 – 6/30/2026)		BFFA Negotiations Start 2026		
	AFSCME (Effective 7/1/2023 – 6/30/2026)		AFSCME Negotiations Start 2026		
	Teamsters (Currently in Negotiation for 7/1/2024 – 6/30/2027)				

*HR coordinates with 7 employee policy documents: 5 Collective Bargaining Agreements, one employee handbook and the library employee handbook. All of these directly affect the employee experience.*

# Long Range Planning: Balance of Recruitment and Retention



Good candidate recruitment with poor employee retention practices result in workforce turnover, loss of valuable talent, and loss of institutional knowledge

***Great recruitment is needed to find great employees,  
great retention is needed to keep them***

# Recruitment

Finding, attracting and selecting highly qualified candidates

## Candidate Solicitation

- Review and update job descriptions
- Promoting the position online on [bhamgov.org/jobs](http://bhamgov.org/jobs)
- Review of candidates collected through the online portal

## Candidate Selection

- Perform a multi-step interview process
- Interview questions used relate directly to position
- The interview board evaluates with a consistent rating structure

## Onboarding

- Standardized onboarding paperwork processes ensure accuracy
- After onboarding, HR takes on a customer service role to assist with a smooth transition into the position

# Recruitment

**Finding, attracting and selecting highly qualified candidates**

Identified Goal	Long Range Planning
Catalog all positions	Updating and standardizing all job descriptions to encompass current duties, responsibilities, scope and skills required.
Ensure competitive wages	Run compensation studies using comprehensive job descriptions as basis of comparisons. Especially necessary for roles in which demand has not tracked with rate of inflation.
Improve application process	Implement minimal basic requirement questions into the application to assist in identifying qualified candidates.
Reach quality candidates	Explore additional ways to solicit for candidates. Expand presence on LinkedIn. Search for qualified internal candidates and train for upward movement.
Improve candidate selection	Compile pointed questions directly corresponding to job description. Provide training to any staff involved in the interview process. Create or find an agile rating system for candidates.
Provide great customer service	Implement automated technology in the application and interview process to promptly communicate status of position to applicant.

# Retention

Goal of keeping productive and skilled employees

Wages & Benefits

## Wages and Benefits

- “Total compensation package” include wages, PTO, Insurance, Retirement
- Policies regarding vesting, payouts, special pays, PTO accrual also play a role in compensation

Employee Support

Employee Engagement

Identified Goal	Long Range Planning
Pay equity	Create wage scales for all non-organized not already on a wage scale to ensure equity within positions. Provide an appropriate amount of PTO and Sick leave for employees without these benefits.
Pay momentum	Review performance and annual increase policies to ensure a consistent momentum to reduce the negative effects of “capping out”.
Knowledge and skill retention	Research possible solutions to counteract employee separation after 401(a) vesting is achieved. Create opportunities for post-retirement leadership, to return and assist in training new leaders to preserve institutional knowledge, share experience and boost success.
Non-traditional benefits	Research non-monetary, cost neutral and indirect-monetary policies for possible adoption.

# Retention

Goal of keeping productive and skilled employees

Wages &  
Benefits

Employee  
Support

Employee  
Engagement

## Employee Support

- Assisting the employee as an individual for their wellbeing and benefit
- Examples include training, providing resources and promoting work/life balance

Identified Goal	Long Range Planning
Equality through policy	Review to ensure policies are not disproportionately affecting groups of employees.
Empower through education	Provide workshops and increase email communications centered on personal and professional wellbeing.
Building skills through mentoring	Encourage and provide individual training to new employees to set them up for success. Set up mentorship program to build skills and confidence.
Increase communication	Share information regarding benefits regularly, and encourage all employees to contact HR or an appropriate resource to answer questions.
Improve employee intranet resource	Design the intranet for easy navigation to needed information. Re-implement online access to basic employee documents.

# Retention

Goal of keeping productive and skilled employees

Wages &  
Benefits

Employee  
Support

Employee  
Engagement

## Employee Engagement

- Employee engagement is the extent to which an employee will commit to the established values and goals of the organization.
- Facilitating engagement requires a dual offense approach – Increase engagement and address dis-engagement.

Identified Goal	Long Range Planning
Celebrate Achievements	Design recognition strategy to celebrate employee achievements and encourage others to do the same.
Encourage positive team dynamics	Create opportunities for employees to build trust and understanding with team members through non-work communication
Promote open communication	Encourage and facilitate honest employee feedback which negatively or positively effects their relationship with work.
Promote Fun!	Make work enjoyable with fun initiatives for employees to collectively participate in.

# Engagement Committee

The Employee Engagement Committee is comprised of employee volunteers tasked with creating and leading special initiatives to ensure our team-members enjoy their work experience.

Action	Anticipated Result
The committee includes a diverse group of employees from various departments and levels.	This employee 'Focus Group' provides direct insights into employee needs. As fellow employees, they naturally align with the overall consensus of the workforce.
Committee will create and implement an employee recognition program	By acknowledging and showcasing achievements, we celebrate the achiever and provide a positive example for other employees.
The Committee will organize employee activities, events and initiatives	Team bonding through shared experiences builds trust and supports teamwork.
The Committee will encourage and facilitate two-way communication between administration and employees.	This establishes a bridge for open communication to identify workplace strengths and weaknesses, fostering support and continuous improvement in the workplace experience.

# Other Considerations

## **Diversity - Equity - Inclusion**

Standards of inclusion and equality are interwoven in every process and policy from onboarding to education. State, Federal and policy are implemented with consistency. Any issues which compromise inclusion and equality are addressed and corrected.

## **Sustainability**

The HR department joins City departments in sustainability by prioritizing efficiency and environmentally-friendly solutions. HR's primary role in supporting sustainability is empowering our teams as they work to integrate sustainable practices into their services.

# Long Range Planning

Human Resources, 2024

## Human Resources

Presented by:

Christina Woods, HR Manager

Date: January 2024





## **MEMORANDUM**

Office of the City Manager

**DATE:** December 27, 2023

**TO:** Jana L. Ecker, City Manager

**FROM:** Marianne Gamboa, Communications Director

**SUBJECT:** Long Range Planning – Communications Enhancements

---

### **SOCIAL MEDIA AND PUBLIC EDUCATION VIDEOS**

The communications team continues to enhance the City's social media channels and public education video series. As we strive to expand both initiatives, we will explore new technology and strategies for continued improvements. Specifically, we will research social media tools which could be used to promote City events and activities. Facebook events will be created for all City events and we will explore allocating funds toward paid event promotions to targeted audiences in Birmingham and surrounding areas.

Last year we added approximately 30 videos and reels to our public education video series, which informed the community about topics such as new City staff members, the Birmingham Museum's podcast, new parking equipment, summer concerts and more. Going forward we will research GoPros and determine how we may incorporate GoPro footage to enhance our videos. GoPro cameras now offer features and content creation tools that make it easier to edit and share videos with the community. GoPro footage is perfect for action shots, and could take the viewer for a spin on the ice at the Ice Sports Arena, along the ramps at the skate park, through the Rouge River Trails from a bicyclist's viewpoint and more.

### **PARKS AND RECREATION GUIDE**

The communications team will work with the Department of Public Services' Parks Division on creating a Birmingham Parks and Recreation Guide. The printed guide will feature all Birmingham parks and include a map, park history and amenities. The team has worked with photographer Chris Cook to capture beautiful images of each park, including photos of treasured community events that take place at several parks each year. The guide will feature images which depict a wide range of activities and events for all ages and all seasons. For those seeking solitude in nature, picturesque trails for exercise or award-winning play equipment, Birmingham parks have it all! The guide will be included in new resident welcome packets, set out on City office counters and distributed to area hotels for all to enjoy.

# Long Range Planning

## Communications

City Manager's Office

Presented by: Marianne Gamboa

Date: January 20, 2024



# Communications Enhancements

- Social Media
- Public Education Video Series
- Parks and Recreation Guide



# Social Media Enhancements

- Promotion of City events and activities
- Paid social media promotions
- Targeted audiences
- Expand reach to surrounding areas



# Public Education Video Series

## Meet the Staff Video Series

- January through December

## Drone Footage

- Fall edit
- Golf Course edit
- Spring edit

## Museum Podcast

## Parking Equipment

## Reels

- Drone footage fall 2023
- Fall leaves
- Shain Park piano
- Spring flower planting
- In the Park Summer Concerts
- City Hall wreath installation

## Time-lapse Videos

- 2023 Holiday Tree
- Shain Park fall leaves changing
- Shain Park summer time-lapse

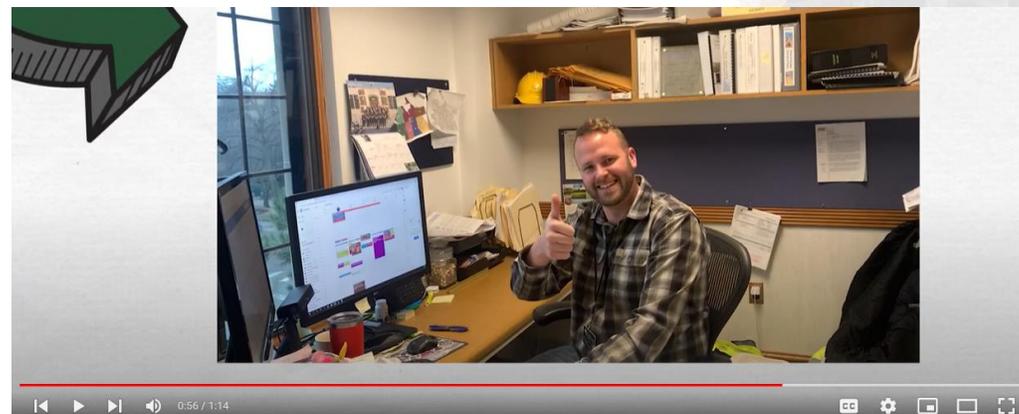
## Police Recruitment Video (in progress)

## CPR Educational Video (in progress)

# Most Watched Videos

- Fall Leaf Collection
- New Resident Welcome Video
- New Parking Equipment
- GovAlert App
- Engage Birmingham
- Fire Safety Demonstrations
- Lincoln Hills Dog Park

[\*\*\*bhamgov.org/watch\*\*\*](http://bhamgov.org/watch)



# Video Enhancements

- GoPro
  - Smooth action footage
  - High-res photos and videos
  - Slow motion and stabilization
- Application
  - Skate Park
  - Ice Sports Arena
  - Rouge River Trails
  - Golf Courses



# Birmingham Parks & Recreation Guide

- Printed Guide
  - Amenities
  - Map
  - Images
- Distribution
  - New resident welcome packets
  - City office counters
  - Community events and civic destinations
  - Area hotels



# Birmingham Parks & Recreation Guide



# Questions?



**Manager's Office**

Presented by:

Jana L. Ecker, City Manager

Date: January 20, 2024



# Senior/Recreation Building Project

## 400 E. Lincoln

# Senior/Recreation Building Project

- City purchased the YMCA Building in June of 2023
  - \$1.5 million from the City
  - \$0.5 million from Birmingham Next
- YMCA to remain through July 2026
- Next to remain at Midvale through September 2026
- Renovation planned to convert building into future senior/recreation center



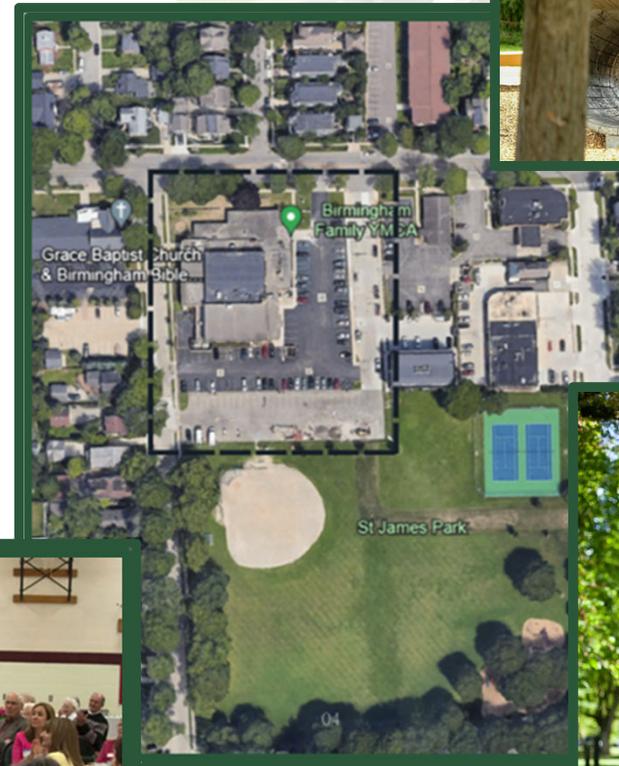
# Senior/Recreation Building Project

- Aging in Place Committee established in June 2023 to evaluate the needs of the City's aging population and to prepare a City-wide action plan for the health, safety and welfare of senior residents
- ACM Clemence is attending council/commission meetings of our partners to encourage participation
- Birmingham residents approved a senior millage of 0.33mills in November 2023
- Senior millage estimated to generate approx. \$1 million a year for the provision of senior services
- Birmingham, Beverly Hills, Bingham Farms and Franklin partner to provide a portion of the funding for Next to provide senior services to residents
- Preliminary meetings with community leaders have been conducted to discuss the relocation and future funding of Next



# Senior/Recreation Building Project

- Existing building is 40,000 sq.ft. in size, with surface parking along the east and south elevations, adjacent to St. James Park
- Excellent opportunity to improve the building to accommodate a permanent home for Next, provide community use space, and shared recreational services both in the building, throughout the site and within St. James Park
- City staff has met with officials from Next and the YMCA regularly since July to discuss a potential mix of uses, space planning and upgrades needed in both the short and long term



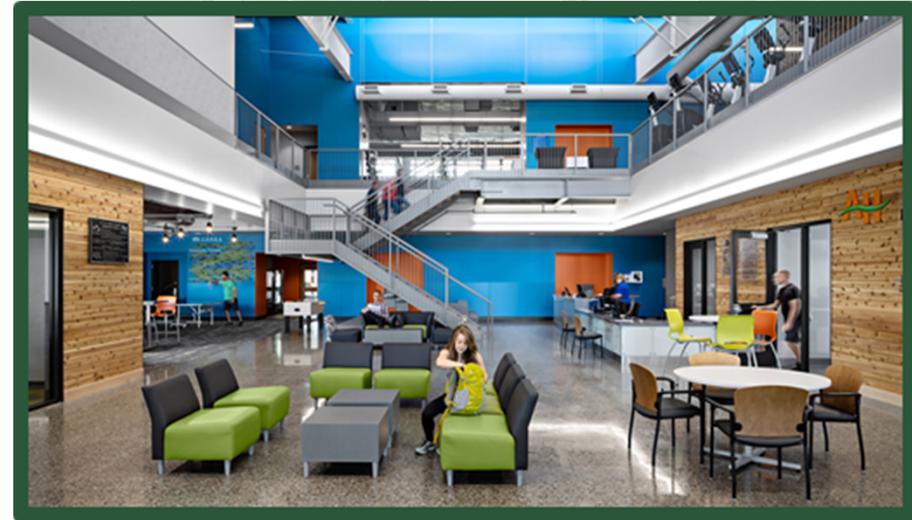
# Senior/Recreation Building Project

- RFP issued in November of 2023 seeking consultants to conduct a building assessment, evaluate future uses and prepare conceptual designs for renovation/expansion
- Phase 1 – Needs Analysis:
  - Conduct interviews with representatives of Next, YMCA and City staff
  - Conduct public survey to solicit input on desired mix of senior/community uses
  - Review and assess the building, plumbing and mechanical systems, ADA accessibility and security for building and site
  - Prepare a report documenting the information gathered in Phase 1



# Senior/Recreation Building Project

- Phase 2 – Recommendations / Conceptual Designs:
  - Determine options for the existing building
  - Develop solutions to identified needs and deficiencies in Phase 1
  - Develop conceptual plans with cost estimates
  - Furnish a final report



# Senior/Recreation Building Project



- Mandatory pre-bid meeting on site December 13, 2023 attended by 13 potential bidders
- City received 8 proposals in response to the RFP
- Costs ranged from \$54,100 to \$187,820

## Next Steps:

- Evaluation committee
- City Commission will select preferred consultant in February
- Selected consultant will proceed and complete scope of work within 9 months
- Proposed conceptual designs will be reviewed by relevant City boards
- Final report and recommended conceptual design(s) will be presented to the City Commission for approval
- Second RFP will be issued for detailed design and construction plans
- Project will be bid out for construction



# Citywide Sustainability Efforts

City Manager's Office

Presented by: Melissa Fairbairn,  
Assistant City Manager

Date: January 20, 2024



# Strategic Goal

- **Environmental Sustainability** → The City of Birmingham positions itself for a changing future by instituting policies and practices that protect the natural environment and reduce extreme weather impacts on the community
  - Create a sustainability board to review projects, investigate funding opportunities, and offer public education opportunities
  - Maintain and upgrade infrastructure to prepare for future climate conditions
  - Modernize City facilities for energy efficiency and sustainability

Adopted in November 2022

# Ad Hoc Environmental Sustainability Board

- ✓ Established by the Commission: January 23, 2023
- ✓ Appointment of members: March 27, 2023
- ✓ First meeting: May 15, 2023
- ✓ Tasked with creating the City's Sustainability and Climate Action Plan (SCAP) and completing a greenhouse gas emissions inventory.



# Electric Vehicles (EVs) & Hybrids

- ✓ Purchased City's first EV for the Parking Department (F-150 Lightning).
- ✓ Purchased a hybrid police vehicle.
- ✓ RFP issued to install the first public EV charging stations on City property.



Pc

# Phasing Out Gas-Powered Equipment

- Purchased rechargeable battery-powered equipment as gas-powered items reach their end of useful life.
  - ✓ DPS → Zamboni, weed whips, leaf blowers, trimmers, and saws
  - ✓ Fire Department → chain saws, rotary saws, lawn equipment
  - ✓ Fire Department → Purchased LED mobile lighting that is powered by the fire truck rather than generator.

# Digitization

- Instituted digitization projects and policies to reduce use of paper.
  - ✓ Building Department → digital agenda packets for BZA meetings, digital plan review, paperless inspection, permit & property records
  - ✓ Police Department → PACE scheduling to allow paperless payroll & overtime documentation, dot. business cards
  - ✓ Museum → Digital archives of museum materials (ex. yearbook project)

# Library Initiatives

- Focus on reuse and recycling of decommissioned books and other materials.
- Created a seed library for patrons.
- Purchased a book bike to ride to local outreach events.
- Built a native plant & pollinator garden.

# Looking Ahead



Partnerships



Projects



Purchases



# Partnering with Local Agencies

- RainSmart Rebates program → Oakland County WRC rebate program for residents in the George W. Kuhn sewer district. Rebates are available for residents who install rain barrels, rain gardens, and plant certain trees.
- Catalyst Leadership Circle Fellow → Graduate student fellow will work to create a stormwater infrastructure rebate pilot program similar to RainSmart.
- EGLE Materials Management Survey → Upcoming Engage Birmingham project polling residents on their recycling habits.
- SOCRRA → Studying food waste composting.

# Sustainable Changes in City Parks & Property

- Identifying areas within City parks that can be converted into no mow zones to reduce maintenance & infiltrate rainwater.
- Eliminating the use of single season plantings (annuals) in City parks and on City property.
- Installing native pollinator gardens at the Baldwin Public Library and the Birmingham Museum.
- Potentially adding solar panels to City buildings including the library, parking structures, and fire stations.
- Reducing energy use in City buildings (ex. HVAC efficiency, LED lighting, etc.)

# Future Stormwater Infrastructure Improvements

- Future stormwater infrastructure projects include:
  - Redding Rd → Install 2 hydrodynamic separator structures to prevent trash, debris & sediment from entering the Rouge River.
  - Edgewood Rd → Separate a portion of the combined sewer to direct stormwater toward St. James Park.
  - Arlington & Shirley → Separate a stormwater and sanitary sewer lines.
  - Mill Race → Design a bioretention feature to infiltrate runoff.

# Policy for Future Purchases

- Staff will consider EVs as fleet vehicles are due for replacement.
- Battery-powered tools will replace gas-powered tools at the end of their useful life.

# Questions?

