



**CITY COMMISSION LONG RANGE PLANNING AGENDA
JANUARY 28, 2017
8:30 AM**



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Municipal Building, 151 Martin, Birmingham, MI 48009

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**BIRMINGHAM CITY COMMISSION
LONG RANGE PLANNING AGENDA
JANUARY 28, 2017
MUNICIPAL BUILDING, 151 MARTIN
8:30 A.M.**

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mark Nickita, Mayor

II. ROLL CALL

Cheryl Arft, Acting City Clerk

III. DISCUSSION ITEMS

- I. 8:30 AM – 9:00 AM **Finance**
 - A. Five-Year Financial Forecast (under separate cover)

- II. 9:00 AM – 10:00 AM **Engineering**
 - A. Major & Local Streets
 - B. Backyard Sewer and Water Master Plan
 - C. Water Service Replacement Policy
 - D. Second Water Meter
 - E. Alley Maintenance

- III. 10:00 AM – 11:15 AM **Planning**
 - A. City-wide Master Plan Update
 - B. City-wide Parking Enhancement Efforts
 - a. Downtown
 - b. Triangle District
 - c. Rail District
 - C. Woodward Crosswalk Options
 - D. Brownfield Plan Parameters

- IV. 11:15 AM – 11:30 AM **Birmingham Shopping District**
 - A. Strategic Plan Update
 - B. Plan for Downtown Construction

- V. 11:45 PM – 12:00 PM **Building Department**
 - A. Online Inspection Scheduling & Code Updates

- VI. 12:00 PM – 12:20 PM Lunch Break

- VII. 12:20 PM – 1:20 PM **Department of Public Services**
 - A. Parks Master Plan
 - B. Capeseal Program
 - C. Water Meter Portal
 - D. Bulbouts Enhancement
 - E. SOCRRA Recycling Single Stream Conversion

- VIII. 1:20 PM – 1:35 PM **Police Department**
A. System Upgrades
- IX. 1:35 PM – 1:45 PM **Fire Department**
A. Chesterfield Fire Station Construction
- X. 1:45 PM – 2:00 PM **Historical Museum**
A. Strategic Plan
B. Park Master Plan
C. Bicentennial Planning
- XI. 2:00 PM – 2:15 PM **Library**
A. Long Range Library Improvement Funding
- XII. 2:15 PM – 2:30 PM **Adult Services (NEXT)**
A. Future Planning Efforts

IV. PUBLIC COMMENT

V. ADJOURN

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](tel:(248)530-1880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).



MEMORANDUM

Finance Department

DATE: January 13, 2017

TO: Joseph A. Valentine, City Manager

FROM: Mark Gerber, Finance Director/Treasurer

SUBJECT: 5 Year Financial Forecast

Every year for the City's Long Range Planning Meeting a 5 year financial forecast is prepared. This forecast is designed to be a management tool to assist the City in making future financial decisions based on certain assumptions.

The enclosed 5 Year Forecast was prepared by Plante & Moran with input from the City's Finance Department and capital needs from other City departments. Beth Bialy and Timothy St. Andrew from Plante & Moran will be presenting the forecast and will be available to answer any questions.

Also enclosed is a listing of capital projects submitted by the City's department heads for projects other than street/water/sewer; a summary of street, water, and sewer projects; and a summary of projected pension and retiree health care contributions.

Report Letter	1-2
Project Summary	3
Five-year Financial Model	4

General Assumptions and Information	5-7
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City of Birmingham Five-year Financial Model

January 2017

Assumptions	8-11
Historic and Estimated Financial Operations - Major and Local Street Funds	12-14
Assumptions	15-17
Historic and Estimated Financial Operations - Major Street Fund	18
Historic and Estimated Financial Operations - Local Street Fund	19
Water and Sewer Funds	20-21
Assumptions	22-23
Historic and Estimated Financial Operations - Water Fund	24
Historic and Estimated Financial Operations - Sewer Fund	25
Appendices	26-27
A. Community Profile	28-31
B. Estimation of Property Tax Revenue	32
C. Property Tax Assumptions	33-34
D. Graphics	35-36

City of Birmingham
Five-year Financial Model
Table of Contents

Report Letter	1-2
Project Summary	3
Five-year Financial Model:	
General Assumptions and Information	4
Description of Infrastructure Needs	5-7
General Fund:	
Assumptions	8-11
Historic and Estimated Financial Operations	12-14
Major and Local Street Funds:	
Assumptions	15-17
Historic and Estimated Financial Operations - Major Street Fund	18
Historic and Estimated Financial Operations - Local Street Fund	19
Water and Sewer Funds:	
Assumptions	20-21
Historic and Estimated Financial Operations - Water Fund	22
Historic and Estimated Financial Operations - Sewer Fund	23
Appendices:	
A. Community Profile	24-44
B. Estimation of Property Tax Revenue	45
C. Property Tax Assumptions	46-47
Graphs	48-54

To the Honorable Mayor
and City Commission
City of Birmingham, Michigan

We have compiled the accompanying five-year financial forecast of the City of Birmingham (the "City") for the years ending June 30, 2017 through June 30, 2021, in accordance with attestation standards established by the American Institute of Certified Public Accountants. This forecast includes the following funds:

- General Fund
- Major Street Fund
- Local Street Fund
- Water Fund
- Sewer Fund

Project Scope

The analysis and development of the financial forecast will provide the City with the following:

- In-depth estimation of future financial conditions
- Financial "framework" from which to evaluate the ongoing financial condition of the City
- A rational basis for identifying areas of greatest concern and devising fiscal strategy
- An automated tool to facilitate the analysis of financial and operational objectives

To assure a comprehensive evaluation, we collected and evaluated information from a variety of sources. Information was obtained through the following:

- Collection of information from internal sources within the City
- Collection and review of operational, financial, capital, and other applicable information
- Discussions with and data collection from expert sources including governmental representatives and other relevant sources
- Collection and review of information related to legislative initiatives and actions

The forecast has been developed using the best available information concerning financial trends and conditions. Changes in economic conditions and regulatory provisions could have a significant impact on the forecast. Based on a review of the above information and discussions with the City's finance department, the forecast was developed using certain key assumptions and should not be evaluated without a thorough understanding of the assumptions. The assumptions and the accompanying rationale are documented in the assumption section of this report. These assumptions provide a basis for estimating future years' revenue and expenditures. The underlying assumptions used in the estimations are likely to change and the costs projected are likely to differ from actual amounts.

To the Honorable Mayor
and City Commission
City of Birmingham, Michigan

The forecast does not present all significant financial measures that would be presented in a complete set of financial statements (statement of net position, statement of revenue, expenses, and changes in net position, and statement of cash flows). Accordingly, this forecast is not designed for those who are not informed about the City's financial position, results of operations, and cash flows.

A compilation is limited to presenting, in the form of a forecast, information that is the representation of management and does not include evaluation of the support for the assumptions underlying the forecast. We have not examined the forecast and, accordingly, do not express an opinion or any other form of assurance on the accompanying statements or assumptions. Furthermore, there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report.

We also compiled the community profile, estimation of property tax revenue, property tax assumptions, and graphs (as listed in the table of contents) and, accordingly, do not express an opinion or any other form of assurance on such information.

The accompanying forecast and this report are intended solely for the information and use of the City of Birmingham and are not intended to be and should not be used by anyone other than the specified party.

Plante & Morse, PLLC

January 11, 2017

Project Summary

The results of the analysis should be considered within the appropriate context. Essentially, the financial results for future fiscal years should be viewed only as financial estimates, derived from the best available financial information at this particular point in time. Considered in this light, the financial plan provides a benchmark from which to monitor and evaluate ongoing financial trends and results.

For the purpose of the General Fund and street funds, the level of projected fund balance is typically used as the barometer to measure likely future financial strength. In general, a level fund balance indicates a stable financial condition. A decreasing or negative fund balance indicates a financial situation that the City will have to monitor closely in the coming years; it does not indicate that we believe an actual fund deficit will occur.

Utilizing the Financial Model

The financial forecast has been developed as an automated spreadsheet program. As such, it provides the City with the ability to test alternative financial scenarios related to both revenue and expenditures.

Closing Comments

The financial forecast that has been presented this year shows continued improvement in the City's financial outlook. After a low point in revenue reached in 2011-2012, the City has seen four years of revenue growth. This is expected to continue in the future, with the increases led by property tax revenue. Also, continued development (or redevelopment) is further strengthening the City's tax base.

On the expenditure side, total costs are impacted significantly by the amount of capital projects that will be planned, as well as the cost of personnel services. The forecast shows that the resources available to the City will be sufficient to fund the projects that are currently planned to be undertaken.

The City's General Fund fund balance policy is that unassigned fund balance is to be maintained at an amount not less than two months, or 17 percent, of the General Fund operating expenditures and not more than the equivalent of 40 percent of the General Fund operating expenditures. The General Fund's unassigned fund balance is currently above the City Commission's range but is forecasted to be within the range for the years ended June 30, 2017 through June 30, 2019. For the years ended June 30, 2020 and June 30, 2021, the General Fund's unassigned fund balance is forecasted to be above the range.

The City of Birmingham continues to be an example of strong fiscal management even during this difficult period in the State's economy. With careful planning and investing, the City will be able to remain a positive model to other communities and to maintain the strong bond rating that is a result.

General Assumptions and Information

- Historical data for fiscal years 2012-2013 through 2015-2016 has been compiled from the City's audited financial reports.
- Assumptions are based on management's judgment given the most recent and best information known at the time of completion of this forecast, which was January 11, 2017. Because these projected results are based on management's estimates and assumptions, actual results will likely differ from what is projected.
- The assumptions presented are what management considers to be "significant assumptions" and are not all inclusive.
- Estimates for fiscal years 2016-2017 through 2020-2021 were developed based on the City's current budget and adjusted for inflation to determine future results. Nonrecurring capital outlay purchases and significant encumbrance rollovers from 2015-2016 have been excluded from future projections. Significant exceptions to this method are noted in the specific assumptions on the following pages.
- An annual inflation factor of 1.5 percent for revenue and 2.0 percent for expenditures for fiscal years 2016-2017 through 2020-2021 is utilized throughout the financial forecast.
- Data has been collected and financial estimates have been developed utilizing a number of expert sources including the finance director and department heads, State of Michigan departments, and other professional sources.

Basis of Accounting

Data has been presented using the modified accrual basis of accounting, which is the basis of accounting used in preparing the annual budget. Revenue is recognized when it is both measurable and available. Revenue is considered to be available if it is collected within 60 days. Disbursements for nonfinancial assets (capital outlay) are recorded as expenditures. Expenditures are recognized when a liability is incurred; however, expenditures for debt service principal and interest, compensated absences, and claims and judgments are recorded only when the payment is due. The Water and Sewer Funds have been presented using a basis of accounting that is different than the basis of accounting used in the City's historical financial statements. The Water and Sewer Funds have been presented in a manner to assist the City in forecasting the net cost of services throughout the forecasted period to coincide with the City's rate-making methodology. The Water and Sewer Funds also include depreciation expense, consistent with the City's rate-making methodology.

Description of Infrastructure Needs

Overview of Projected Infrastructure Costs

The Department of Engineering has provided estimated costs for street improvements along with associated water and sewer improvement costs for the period of 2017-2021. The following, subject to approval, is a summary of estimated infrastructure improvement costs by fiscal year:

FISCAL YEAR	MAJOR STREETS	LOCAL STREETS	WATER FUNDⁱ	SEWER FUNDⁱⁱ	TOTAL
2016-2017 ⁱⁱⁱ	\$2,555,000 ^{iv}	\$319,000	\$810,000	\$1,935,000	\$5,619,000
2017-2018	\$300,000	\$1,470,000	\$805,000	\$2,020,000	\$4,595,000
2018-2019	\$2,420,000 ^v	\$2,115,000	\$1,460,000	\$2,550,000	\$8,545,000
2019-2020	\$1,470,000	\$335,000	\$2,045,000	\$3,020,000	\$6,870,000
2020-2021	\$2,665,000	\$1,782,000	\$1,675,000	\$100,000	\$6,222,000

Streets

The Department of Engineering believes that the level of spending shown above is needed to allow the City to maintain its investment in streets. Failure to maintain streets at this level could result in streets deteriorating faster than the City can replace them in the future. Individual planned street projects are listed in the Major and Local Street Funds section beginning on page 15.

Sewage Disposal System

In 2011, the City Commission endorsed a backyard sewer and water master plan. The goal of the plan was to abandon or rehabilitate most public sewers and water mains located in backyards by 2018. The key components of this eight-year plan include:

- Address all backyard facilities to greatly reduce the chance of unexpected failures and emergency work as well as the private property damages that go along with such events

ⁱ Fiscal year 2017-2018 for the Water Fund includes \$135,000 for the Hunter Water Tower refurbishment.

ⁱⁱ Fiscal years 2016-2017 through 2019-2020 for the Sewer Fund include \$750,000 each for backyard sewer lining.

ⁱⁱⁱ Amounts for 2016-2017 reflect those projects as of December 31, 2016 which have not yet been approved by City Commission and awarded to contractors. Projects in progress are not included.

^{iv} This amount includes \$400,000 for traffic signals for Old Woodward reconstruction from Willits St. to Brown St.

^v The City has secured grant funding from the Michigan Department of Transportation for Maple Rd. reconstruction from Chester St. to Woodward Ave planned for 2018-2019. \$1,625,000 is the total estimated cost for street improvements. The anticipated grant amount is \$350,000. The estimated city share for street improvements is \$1,275,000. In addition to street improvements, \$400,000 for replacement of the traffic signals is also planned for a total project cost of \$2,025,000.

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

- Provide additional sewer capacity to the system in general in these neighborhoods where deficiencies currently exist
- Replace or rehabilitate permanent pavements and water mains in the study area that are also in need of work
- Divert storm water flows away from the combined sewer system for significant acreage in the Evergreen-Farmington District in order to reduce sewage treatment and retention basin maintenance costs

As of the end of 2014, all backyard water mains in the project areas have now been supplemented with new mains in the adjacent streets, and all buildings have been noticed to begin disconnections from the back. In 2015, new storm and sanitary sewers were installed in the Oak St. corridor, preparing for future upstream modifications where new large areas of the Quarton Lake subdivision will have their storm flows diverted to the adjacent Rouge River, instead of into combined sewers. Also in 2015, all backyard water mains were disconnected from the system within the Crestview Subdivision, marking a 10-year effort to disconnect over 100 buildings within that neighborhood.

In 2016, minor sewer improvements were completed along the Maple Rd. corridor. In late 2016 and into 2017, a renewed effort to secure easements from properties that have backyard sewers was started. Now that several blocks of the Quarton Lake Subdivision have successfully secured all needed easements, the Engineering Dept. plans to initiate a sewer lining project this year.

Additional effort at acquiring easements will have to continue to allow for more lining in the future.

Water Distribution System

On-going improvements to the water system are planned in conjunction with street renovation projects subject to City Commission approval.

Other Current and Future Projects

Corridor Improvement Authority

The City Commission has created a Corridor Improvement Authority to accommodate expanded business development in the City's Triangle District, which is an area of emerging business growth. The Corridor Improvement Authority has been charged with the task of developing public parking facilities in the Triangle District to help spur additional economic development as the Triangle District Urban Plan is implemented. The initial focus will likely include the construction of an approximately 350-space public parking structure. It is anticipated that funding for the parking structure will be provided by a bond issue, which will be repaid through tax increment financing, special assessment, and user fees. At present, the City is in negotiations with Oakland County regarding the County's participation in tax increment financing. If negotiations are successful, it is anticipated that revenue from captured taxes will begin in fiscal year 2017-2018. Revenue and expenditures associated with the Corridor Improvement Authority have not been incorporated into this forecast.

Streetlights

New streetlights are proposed in conjunction with planned downtown renewal projects. The estimated costs are as follows:

Old Woodward Ave. - Willits St. to Brown St.	\$450,000 in fiscal year 2017-2018
Maple Rd. - Chester St. to Woodward Ave.	\$452,500 in fiscal year 2019-2020

Chesterfield Fire Station

In fiscal year 2016-2017, it is anticipated that the Chesterfield Fire Station will be replaced with an estimated cost of \$3 million. The existing building is 61 years old and the number of repairs needed and the cost of updating it have made total replacement a more financially feasible option. The General Fund has contributed \$3 million toward this project. The specifications and construction drawings are complete. It is anticipated that the request for proposals will be issued soon.

Alley and Sidewalk

In 2016-2017, sidewalks and streetscape improvements are planned on Old Woodward Ave., with an estimated cost of \$520,000; and in year 2018-2019, similar improvements are planned on Maple Road with an estimated cost of \$390,000. Other sidewalks will be replaced as needed as part of the annual sidewalk replacement program.

- Alley, sidewalk, and passage improvements
- Bicycle and parking facilities in the downtown area - Phases 2 and 3 (Phase 1 has been implemented.)
- New phase of sidewalks in the Rail District
- Additions of bike lanes, transit stop improvements, and pedestrian improvements in conjunction with the Complete Streets approach. Future improvements include sidewalks, concrete pads, shelters, benches, bike racks, and trash receptacles.

General Fund Assumptions

Revenue

Property Taxes

Appendix B illustrates the process used to estimate property tax revenue. Economic indicators show an improving housing market, which will affect SEV and TV growth. The July 1, 2016 taxable value for the City increased by 5.45 percent. The forecast assumes that the total change in taxable value will increase between 3.00 percent to 4.00 percent beginning fiscal year 2017-2018 through 2020-2021.

Personal property tax revenue is expected to decline as a result of recent legislation: small taxpayers with total personal property valued at less than \$80,000 will be able to sign a taxation exemption for personal property beginning in 2014; additionally, recent legislation will phase out the industrial portion of personal property tax over a nine-year period beginning in 2016. It is expected that the City will lose about \$5.1 million, or 0.3 percent, in taxable value as a result of these changes. This equates to a property tax revenue loss of approximately \$75,000.

The legislation intends to reimburse for these property tax losses in the form of a use tax and an essential services assessment levy. The revenue from the use tax has been factored into the forecast as an intergovernmental revenue source in the amount of \$70,000.

Key assumptions on a line-by-line basis, beginning at the top of Appendix B, are provided in Appendix C.

The property taxes from the general operating levy exclude levies for the CSOs, George W. Kuhn Drain, North Arm Drain debt service, and water capital improvements.

Building Permits

Reinvestment in the City continues as new house permits, renovations, and additions have continued on a slower pace compared to the prior fiscal year. Revenue received from building permits in 2016-2017 is anticipated to be lower than revenue received in the prior fiscal year. The decrease in permit revenue in 2017-2018 reflects a return to historical levels as interest rates are expected to rise. The 2018-2019 level remains steady for the remaining forecasted years.

Cable Franchise Fees

Revenue is projected to increase slightly for each of the forecasted years through 2020-2021.

City of Birmingham

Five-year Financial Model

State-shared Revenue

The State eliminated the Economic Vitality Incentive Program (EVIP) and replaced it with “City, Village, and Township Revenue Sharing” (CVTRS) in which a city is required to meet certain criteria to be eligible to receive a percentage of the revenue-sharing appropriations. The estimated statutory revenue-sharing payment for fiscal year 2016-2017 per the State’s formula is expected to be less than \$190,000. Constitutional revenue sharing payments depend on the level of state sales tax collections and in 2016-2017, are estimated slightly higher than last year’s level according to the State’s website. Actual revenue-sharing distributions depend on the stability of the State’s budget as well as the State’s economy. The City has forecasted a constant level of revenue sharing for the statutory portion and an inflationary increase of 1.50 percent for the constitutional portion for the years beginning 2017-2018.

48th District Court

Based on information received from the 48th District Court, the City’s caseload percentage decreased in 2015 to 25.36. The City’s caseload for 2016-2017 is projected at 25.77 percent. For the remaining forecasted years, a level increase of 1.50 percent in court revenue is projected to be received.

Parking Fines

Parking fine revenue decreased in fiscal year 2015-2016 from the prior fiscal year due to the 2014-2015 collections of old outstanding parking tickets. Revenue is expected to remain steady from 2016-2017 projected levels.

Other Revenue

Fiscal year 2012-2013 includes a \$145,000 payment from the Birmingham Area Cable Board. This represents a return of surplus funds. Additionally in 2013-2014, 2014-2015, and 2015-2016, a surplus of cable funds in the amount of \$324,244, \$375,100, and \$122,613, respectively, was received.

Revenue in this category is projected to remain steady as they represent normal activity consisting of fireworks donations and other miscellaneous charges. Additional revenue is expected for fiscal years 2016-2017 through 2020-2021, which include sidewalk special assessments.

Interest and Rent

A one-time rental payment was received in 2012-2013, bringing rental income above normal levels. The projected interest rate earned on investments for 2016-2017 through 2020-2021 is 1.00 percent, 1.25 percent, 1.50 percent, 1.75 percent, and 2.00 percent, respectively.

City of Birmingham Five-year Financial Model

Expenditures

Personnel Service Cost Assumptions

Full-time staffing, which consists of 146 full-time employees, is assumed to remain at or near the same level for the period covered by the financial estimation.

The current status of wage contracts is as follows:

<u>Union or Group</u>	<u>Contract Runs Through</u>
AFSCME	June 30, 2020
Teamsters	June 30, 2018
Birmingham Command Officers Association (BCOA)	June 30, 2019
Firefighters (BFFA)	June 30, 2017
Police (BPOA)	June 30, 2019

For estimating purposes, the model assumes no rate increases for union and nonunion employees other than those included in settled union contracts. The actual rate can vary based on the results of union negotiations, the potential impact of reduced personal property tax, and limits on increases in property taxes.

Health insurance costs have been adjusted to reflect an increase of 7 percent for fiscal year 2016-2017 and 5 percent for 2017-2018 and for the remaining forecasted years.

General Government

General government expenditures have been adjusted for the employer's portion of retirement contributions and retiree healthcare contributions as recommended by the City's actuarial valuation and actuarial forecast prepared for the period ending June 30, 2016.

City of Birmingham

Five-year Financial Model

Sidewalk and Alley Construction

Construction costs include \$130,000 in 2012-2013 and \$70,000 in 2013-2014 for the Pierce and Merrill sidewalk project. Additional replacement costs include sidewalk reconstruction on Hamilton in 2015-2016, Old Woodward Avenue from Willits to Brown Streets in 2016-2017 for \$482,000, and Maple Road sidewalk reconstruction in 2018-2019 for \$500,000. Sidewalk replacement costs are estimated at \$280,000 per year. Alley construction costs include Hamilton Alley between Hamilton Avenue to Park Streets in 2015-2016 for \$225,000. Both the sidewalk and alley construction will be assessed to the owners.

48th District Court

Expenditures are allocated to each of the four governmental units responsible for maintaining the Court in the same proportion as the number of cases arising from each unit.

Operating Transfers Out

For 2012-2013, a \$1,000,000 transfer to the Retiree Health Care Fund was approved. For 2013-2014, a transfer of \$1,294,000 was made to the Retirement Fund. In 2014-2015, a transfer was made to the Water Fund in the amount of \$400,000. In 2015-2016, a transfer to the Risk Management Fund was made in the amount of \$1,000,000 to partially cover the Wolf v. Birmingham lawsuit settlement. Additionally in 2016-2017, a transfer of \$480,000 to the Risk Management Fund is projected and \$775,000 to the Sewer Fund is planned in 2017-2018 as reimbursement of costs paid to settle the Wolf v. Birmingham lawsuit. Transfers out to the Major Street Fund, Local Street Fund, and Capital Projects Fund are routine and represent funding for capital improvements.

Other Expenditures

Other expenditures assume 2 percent inflationary increases for the years 2017-2018 through 2020-2021.

City of Birmingham

General Fund Historic and Estimated Financial Operations

	Actual									
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Revenue										
Taxes										
Real and personal property taxes	\$ 18,522,481	\$ 19,135,930	\$ 19,742,553	\$ 20,315,235	\$ 21,032,640	\$ 23,098,760	\$ 24,607,120	\$ 25,422,540	\$ 26,177,280	
Tax losses	(212,292)	(216,083)	(90,384)	(82,340)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	
Penalties and interest	136,745	142,178	144,961	120,233	149,000	149,000	149,000	149,000	149,000	
Total taxes	18,446,934	19,062,025	19,797,130	20,353,128	21,081,640	23,147,760	24,656,120	25,471,540	26,226,280	
Licenses and Permits										
Business licenses and permits	77,127	79,325	61,779	64,926	57,220	58,078	58,949	59,834	60,731	
Rental housing fees	147,385	146,703	140,590	140,873	135,000	137,025	139,080	141,167	143,284	
Building permits	1,387,012	2,125,015	2,107,031	2,651,421	2,253,708	2,000,000	1,870,000	1,870,000	1,870,000	
Appeal and review fees	93,920	96,117	121,280	97,939	97,220	98,678	100,158	101,661	103,186	
Telecommunications permit	58,827	55,701	49,194	66,375	50,000	50,750	51,511	52,284	53,068	
Cable television franchise fees	314,256	320,470	341,015	352,810	340,000	345,100	350,277	355,531	360,864	
Other	55,995	63,620	67,750	85,596	75,500	76,633	77,782	78,949	80,133	
Total licenses and permits	2,134,522	2,886,951	2,888,639	3,459,940	3,008,648	2,766,264	2,647,758	2,659,424	2,671,266	
Intergovernmental										
Federal emergency management assistance	19,914	17,470	13,137	13,180	13,180	13,180	13,180	13,180	13,180	
State:										
Shared revenue	1,649,113	1,692,131	1,721,436	1,719,964	1,740,070	1,763,325	1,786,929	1,810,887	1,835,205	
Other	166,318	196,433	159,108	322,959	254,730	256,382	258,059	259,761	261,489	
Total intergovernmental	1,835,345	1,906,034	1,893,681	2,056,103	2,007,980	2,032,887	2,058,168	2,083,828	2,109,874	
Charges for Services										
Labor charges to other funds	1,060,500	1,147,385	1,295,960	1,178,584	1,207,620	1,207,620	1,207,620	1,207,620	1,207,620	
Ice arena fees	619,659	631,318	612,309	619,354	605,900	607,730	609,587	611,473	613,386	
Other recreation program fees	96,235	99,611	99,371	101,437	100,000	100,945	101,904	102,878	103,866	
Museum fees	36,990	44,761	40,616	44,874	42,650	42,650	42,650	42,650	42,650	
Special events fees	79,846	63,905	94,953	72,663	83,000	83,000	83,000	83,000	83,000	
Sidewalk construction	17,671	5,391	20,518	14,978	20,000	20,000	20,000	20,000	20,000	
Dispatch	232,500	287,572	302,905	344,076	336,200	336,200	336,200	336,200	336,200	
EMS transports	157,095	285,461	301,797	328,193	305,000	309,575	314,219	318,932	323,716	
Other	135,498	101,520	118,566	85,894	93,030	93,030	93,030	93,030	93,030	
Total charges for services	2,435,994	2,666,924	2,886,995	2,790,043	2,793,400	2,800,750	2,808,210	2,815,782	2,823,468	
Fines and Forfeitures										
48th District Court	932,525	1,246,147	1,204,800	1,033,994	1,140,000	1,157,100	1,174,457	1,192,073	1,209,954	
Parking and dog fines	423,180	523,964	479,705	423,494	447,500	447,500	447,500	447,500	447,500	
Impound fees	-	-	6,775	5,825	6,500	6,500	6,500	6,500	6,500	
False alarm charges	13,373	14,320	12,238	12,130	12,500	12,500	12,500	12,500	12,500	
Total fines and forfeitures	1,369,078	1,784,431	1,703,518	1,475,443	1,606,500	1,623,600	1,640,957	1,658,573	1,676,454	

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

City of Birmingham

General Fund Historic and Estimated Financial Operations

	Actual									
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Revenue (Continued)										
Interest and Rent										
Interest earned on investments	\$ (35,592)	\$ 194,744	\$ 139,966	\$ 162,430	\$ 135,420	\$ 151,110	\$ 175,860	\$ 229,290	\$ 309,120	
Rent	80,105	56,761	56,311	55,008	56,000	56,840	57,693	58,558	59,436	
Other interest earnings	1,242	4,150	3,924	1,787	3,600	3,600	3,600	3,600	3,600	
Total interest and rent	45,755	255,655	200,201	219,225	195,020	211,550	237,153	291,448	372,156	
Other Revenue	252,459	409,352	461,410	234,843	132,290	249,290	162,630	250,380	185,440	
Total revenue	26,520,087	28,971,372	29,831,574	30,588,725	30,825,478	32,832,101	34,210,996	35,230,977	36,064,938	
Expenditures										
General Government										
Commission	57,090	53,749	53,044	55,550	59,100	59,886	60,687	61,505	62,339	
Manager's office	222,744	176,483	315,107	318,161	300,610	294,979	298,611	304,812	309,661	
Elections	30,531	35,155	40,483	27,397	66,407	33,476	34,146	34,829	35,525	
Assessor	200,567	200,680	200,365	200,871	207,320	207,326	207,333	213,440	213,446	
Legal	489,506	454,040	434,040	418,974	450,000	459,000	468,180	477,544	487,094	
Clerk	326,100	299,569	338,966	341,259	348,100	343,119	347,170	352,137	356,231	
Finance department	791,064	860,150	863,698	689,278	809,450	800,880	810,655	825,708	836,159	
Human resources department	337,405	400,256	301,086	342,819	416,560	414,344	419,474	423,937	428,169	
Treasurer	681,443	732,286	801,159	646,690	656,360	661,580	674,312	694,024	704,884	
City hall and grounds	484,864	485,399	538,384	566,312	547,352	509,032	516,654	526,625	535,765	
Library maintenance	29,968	42,162	91,569	120,094	38,400	35,904	36,622	37,355	38,102	
Historical museums:										
Hunter House	10,462	11,485	10,337	13,898	14,200	14,484	14,774	15,069	15,371	
Allen House	109,185	146,421	133,341	126,171	237,407	144,108	145,401	146,943	148,374	
General administration	1,034,559	1,074,733	1,039,123	1,050,368	1,104,801	1,116,787	1,132,457	1,148,441	1,164,744	
Total general government	4,805,488	4,972,568	5,160,702	4,917,842	5,256,067	5,094,906	5,166,474	5,262,367	5,335,864	
Public Safety										
Police	5,285,282	5,916,910	6,349,443	6,048,860	6,411,169	6,096,684	6,251,700	6,377,786	6,480,206	
Fire	4,944,922	5,164,824	5,279,689	5,031,199	5,498,098	5,405,360	5,575,013	5,676,870	5,759,460	
Dispatch	821,633	863,300	983,075	891,222	1,003,100	965,078	986,956	999,645	1,010,824	
Emergency preparedness	9,956	5,787	4,787	5,931	9,400	9,588	9,780	9,975	10,175	
Total public safety	11,061,793	11,950,821	12,616,994	11,977,212	12,921,767	12,476,710	12,823,449	13,064,277	13,260,665	

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

City of Birmingham

General Fund Historic and Estimated Financial Operations

	Actual									
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Expenditures (Continued)										
Community Development										
Planning	\$ 484,118	\$ 435,273	\$ 457,620	\$ 453,053	\$ 697,470	\$ 636,927	\$ 369,313	\$ 378,709	\$ 387,309	
Building inspection	1,312,126	1,342,323	1,627,359	1,754,318	2,029,430	2,223,710	2,067,045	2,115,966	2,145,184	
Total community development	1,796,244	1,777,596	2,084,979	2,207,371	2,726,900	2,860,637	2,436,358	2,494,675	2,532,494	
Engineering and Public Services										
Engineering	520,927	646,300	673,157	711,702	833,060	840,057	849,069	860,559	867,222	
Sidewalk construction and replacement	537,962	182,547	203,599	297,732	1,100,303	320,249	719,454	338,927	938,677	
Alley construction and maintenance	38,252	372	38,418	231,874	77,697	25,500	26,010	26,530	27,061	
Property maintenance	704,047	752,163	847,601	845,260	881,181	865,406	878,025	893,825	908,056	
General	306,670	252,415	256,627	251,828	276,680	279,986	283,563	287,211	290,932	
Weed/Snow enforcement	38,860	53,679	38,758	28,621	32,150	32,552	32,945	33,553	34,073	
Ice sports arena	673,804	648,360	652,452	592,836	681,189	685,360	696,667	708,588	720,122	
Community activities	215,848	233,271	254,571	273,438	299,544	293,510	296,940	302,452	307,460	
Parks	886,563	889,196	895,747	863,326	1,054,358	1,030,556	1,047,748	1,066,816	1,085,175	
Total engineering and public services	3,922,933	3,658,303	3,860,930	4,096,617	5,236,162	4,373,176	4,830,422	4,518,461	5,178,777	
Contributions										
48th District Court	993,219	1,239,132	1,228,831	1,019,722	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	
Operating transfers to other funds:										
Major Streets Fund	1,581,320	1,350,000	1,200,000	1,580,000	1,550,000	2,100,000	2,000,000	1,900,000	2,000,000	
Local Streets Fund	1,850,000	2,150,000	2,000,000	2,250,000	2,650,000	2,700,000	4,000,000	4,100,000	4,000,000	
Capital Projects Fund	402,000	280,000	643,920	371,900	320,000	2,692,770	953,000	652,500	460,000	
Sewer Fund	-	-	-	-	-	775,000	-	-	-	
Water Fund	-	-	400,000	-	-	-	-	-	-	
Golf Course Fund	65,670	-	-	-	-	-	-	-	-	
Risk Management	-	-	-	1,000,000	480,000	-	-	-	-	
Retiree Health Care	1,000,000	-	-	-	-	-	-	-	-	
Retirement System	-	1,294,000	-	-	-	-	-	-	-	
Other	60,980	30,450	25,000	13,900	-	-	-	-	-	
Total contributions	5,953,189	6,343,582	5,497,751	6,235,522	6,150,000	9,417,770	8,103,000	7,802,500	7,610,000	
Total expenditures	27,539,647	28,702,870	29,221,356	29,434,564	32,290,895	34,223,199	33,359,703	33,142,280	33,917,800	
Excess of Revenue (Under) Over Expenditures	(1,019,560)	268,502	610,218	1,154,161	(1,465,417)	(1,391,097)	851,293	2,088,697	2,147,139	
Fund Balance - Beginning of year	13,298,765	12,279,205	12,547,707	13,157,925	14,312,086	12,846,669	11,455,571	12,306,864	14,395,561	
Fund Balance - End of year	\$ 12,279,205	\$ 12,547,707	\$ 13,157,925	\$ 14,312,086	\$ 12,846,669	\$ 11,455,571	\$ 12,306,864	\$ 14,395,561	\$ 16,542,699	

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

Major and Local Street Funds Assumptions

Major Street Fund

This forecast analyzes the actual results from 2012-2013 through 2015-2016 and the City's adopted budget for 2016-2017 with inflationary increases for the years 2017-2018 through 2020-2021. Exceptions to this method are noted below:

Revenue

State Grants and Distributions

On November 10, 2015, the Governor signed a new road funding bill. The funding for this road bill comes from an increase in registration fees, an increase in gas taxes, and the appropriation from the State General Fund. The Michigan Department of Transportation has provided to the City their estimated potential revenue increase. These estimates are based on the State's fiscal year which ends September 30.

This forecast has taken the State's estimates into consideration but the estimates used in this forecast are more conservative. It assumes that the City's gas and weight tax distribution will increase as follows: 5 percent in both 2017-2018 and 2018-2019, 6 percent in 2019-2020, and 7 percent in 2020-2021.

Special Assessments

These revenue amounts are based on estimated collections for prior and future assessments.

Interfund Transfers

Interfund transfers are forecasted in an amount to provide consistent funding to the street funds by the General Fund. The forecast demonstrates that at these levels of funding, fund balance is expected to decline to a low level in 2016-2017. It is expected to rebound somewhat in 2017-2018 and remain relatively steady over the short-term.

Interest Income

The forecast assumes investment returns of 1.25 percent for 2017-2018, with slow improvement to 2 percent for 2020-2021.

Expenditures

Capital Outlay

Below is a list of planned projects with an estimated cost equal to or greater than \$200,000.

2016-2017	Old Woodward Ave. between Willits St. and Brown St.	\$1,550,000
	Traffic signal replacement on Old Woodward Ave.	\$400,000
	Oak St. between N. Glenhurst Dr. and Chesterfield Ave.	\$530,000

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

City of Birmingham Five-year Financial Model

2018-2019	Maple Rd. between Chester St. and Woodward Ave.	\$1,625,000
	Traffic signal replacement on Maple Rd.	\$400,000
2019-2020	Coolidge Hwy. between Derby Rd. and E. Maple Rd.	\$400,000
	Pierce St. between Lincoln Ave. and Bird Ave.	\$350,000
	Bowers St. between Woodward Ave. and Adams Rd.	\$360,000
2020-2021	S. Old Woodward Ave. between Brown St. and Landon St.	\$2,470,000

A federal grant has been secured in the amount of \$350,000 for the Maple Rd. project between Chester St. and Woodward Ave.

Local Street Fund

This forecast analyzes the actual results from 2012-2013 through 2015-2016 and the City's adopted budget for 2016-2017, with inflationary increases for the years 2017-2018 through 2020-2021. Exceptions to this method are noted below:

Revenue

State Grants and Distributions

On November 10, 2015, the Governor signed a new road funding bill. The funding for this road bill comes from an increase in registration fees, an increase in gas taxes, and the dedication from the State General Fund. The Michigan Department of Transportation has provided to the City their estimated potential revenue increase. These estimates are based on the State's fiscal year which ends September 30.

This forecast has taken the State's estimates into consideration but the estimates used in this forecast are more conservative. It assumes that the City's gas and weight tax distribution will increase as follows: 5 percent in both 2017-2018 and 2018-2019, 6 percent in 2019-2020, and 7 percent in 2020-2021.

Special Assessments

These revenue amounts are based on estimated collections for prior and future assessments.

Interfund Transfers

Interfund transfers are forecasted in an amount to provide consistent funding to the street funds by the General Fund. The forecast demonstrates that at these levels of funding, fund balance is expected to decline in 2016-2017 and then increase over the next four years.

Interest Income

The forecast assumes investment returns of 1.25 percent for 2017-2018, with slow improvement to 2 percent for 2020-2021.

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

City of Birmingham

Five-year Financial Model

Expenditures

Maintenance of Streets and Bridges

The most recent cape seal project was completed in Fall 2014. The next cape seal project is planned for 2017-2018.

Street Cleaning

The forecast projects that Catch Basin cleaning will continue to be scheduled once every two years.

Capital Outlay

Below is a list of planned projects with an estimated cost equal to or greater than \$200,000.

2017-2018	Chapin Ave. and Ruffner Ave. between Grant St. and Woodward Ave.;	
	Bennaville Ave. between Edgewood Ave. and Grant St.	\$948,000
	Hidden Ravines Area, Ashford Lane and Millrace Ct.	\$280,000
2018-2019	Raynale St. / N. Glenhurst Dr. / Brookwood / Kenwood Ct.	\$985,000
	Townsend St. between Southfield Rd. and Chester St.	\$330,000
	Haynes St. between Bowers St. and Columbia Ave.	\$250,000
	Edgewood Ave. between E. Lincoln Ave. and Southlawn Blvd.	\$260,000
2020-2021	Bowers St. between Haynes Ave. and Columbia Ave.	\$207,000
	Maryland Blvd between W. Lincoln Ave. and W. 14 Mile Rd.	\$300,000
	Pembroke Rd. - West end to N. Eton St.	\$250,000
	Bird Ave. - Pierce St. to 120 Ft W. of Woodward Ave.	\$600,000

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

City of Birmingham

Major Street Fund Historic and Estimate Financial Operations

	Actual				Estimated Future Operations						
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021		
Revenue											
State grants and distributions	\$ 868,578	\$ 969,737	\$ 1,390,083	\$ 947,165	\$ 1,125,961	\$ 1,182,259	\$ 1,241,372	\$ 1,315,854	\$ 1,407,964		
Special assessment collections	18,946	12,314	12,446	485	10,119	21,370	1,370	1,370	1,370		
Federal grants	-	-	-	-	1,167,000	-	350,000	-	-		
Local sources	-	-	-	124,794	215,000	-	-	-	-		
Interest and rent	(4,510)	35,709	24,304	12,242	16,246	23,425	38,550	49,200	59,200		
Other	1,535	770	1,350	7,130	1,000	1,000	1,000	1,000	1,000		
Transfers from General Fund	1,581,320	1,350,000	1,200,000	1,580,000	1,550,000	2,100,000	2,000,000	1,900,000	2,000,000		
Total revenue	2,465,869	2,368,530	2,628,183	2,671,816	4,085,326	3,328,054	3,632,292	3,267,424	3,469,534		
Expenditures											
Maintenance of streets and bridges	253,847	262,368	322,310	302,173	334,517	327,574	312,487	318,114	324,184		
Street cleaning	133,163	154,618	122,855	162,528	132,060	162,094	134,142	169,585	139,230		
Street trees	210,435	231,593	253,083	251,257	241,450	245,620	250,128	255,000	260,068		
Traffic controls	334,099	195,874	202,226	323,555	782,990	313,171	638,782	243,557	248,429		
Snow and ice removal	232,960	472,644	292,463	208,915	332,780	333,500	338,702	345,018	351,808		
Administrative	20,220	19,874	21,803	17,867	18,690	19,064	19,445	19,834	20,231		
Capital outlay - Engineering and construction of roads and bridges	1,597,572	546,888	3,047,929	1,772,358	4,176,875	390,755	2,112,570	1,564,420	2,761,309		
Total expenditures	2,782,296	1,883,859	4,262,669	3,038,653	6,019,362	1,791,778	3,806,256	2,915,528	4,105,259		
Excess of Revenue (Under) Over Expenditures	(316,427)	484,671	(1,634,486)	(366,837)	(1,934,036)	1,536,276	(173,964)	351,896	(635,725)		
Fund Balance - Beginning of year	3,635,474	3,319,047	3,803,718	2,169,232	1,802,395	(131,641)	1,404,635	1,230,671	1,582,567		
Fund Balance - End of year	\$ 3,319,047	\$ 3,803,718	\$ 2,169,232	\$ 1,802,395	\$ (131,641)	\$ 1,404,635	\$ 1,230,671	\$ 1,582,567	\$ 946,842		

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

City of Birmingham

Local Street Fund Historic and Estimate Financial Operations

	Actual					Estimated Future Operations				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Revenue										
State grants and distributions	\$ 352,763	\$ 357,108	\$ 420,043	\$ 583,936	\$ 459,900	\$ 482,900	\$ 507,100	\$ 537,500	\$ 575,100	
Special assessment collections	150,132	102,596	205,365	57,034	259,000	288,000	82,000	61,000	61,000	
Local sources	-	-	-	-	31,000	-	-	-	-	
Interest and rent	18,970	45,459	26,437	19,618	21,500	37,400	45,800	82,800	126,000	
Other	10,384	7,812	15,517	8,737	10,000	10,000	10,000	10,000	10,000	
Transfers from General Fund	1,850,000	2,150,000	2,000,000	2,250,000	2,650,000	2,700,000	4,000,000	4,100,000	4,000,000	
Total revenue	2,382,249	2,662,975	2,667,362	2,919,325	3,431,400	3,518,300	4,644,900	4,791,300	4,772,100	
Expenditures										
Maintenance of streets and bridges	284,392	310,579	576,777	387,999	381,346	587,113	384,521	391,434	399,063	
Street cleaning	149,192	200,595	172,487	207,995	184,470	232,504	187,509	240,931	194,793	
Street trees	484,263	534,982	504,318	503,186	499,440	508,870	518,620	528,824	539,332	
Traffic controls	56,051	59,664	59,932	62,987	64,570	65,861	67,177	68,520	69,891	
Snow and ice removal	111,336	224,206	122,511	126,621	184,640	184,990	187,918	191,402	195,153	
Administrative	28,800	28,254	31,103	25,177	26,370	26,898	27,436	27,984	28,544	
Capital outlay - Engineering and construction of roads and bridges	1,146,299	1,358,736	2,140,833	2,050,733	2,801,310	1,516,538	2,162,469	383,418	1,831,387	
Total expenditures	2,260,333	2,717,016	3,607,961	3,364,698	4,142,146	3,122,774	3,535,650	1,832,513	3,258,163	
Excess of Revenue Over (Under) Expenditures	121,916	(54,041)	(940,599)	(445,373)	(710,746)	395,526	1,109,250	2,958,787	1,513,937	
Fund Balance - Beginning of year	2,961,507	3,083,423	3,029,382	2,088,783	1,643,410	932,664	1,328,190	2,437,440	5,396,227	
Fund Balance - End of year	\$ 3,083,423	\$ 3,029,382	\$ 2,088,783	\$ 1,643,410	\$ 932,664	\$ 1,328,190	\$ 2,437,440	\$ 5,396,227	\$ 6,910,164	

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

Water and Sewer Fund Assumptions

This forecast analyzes the actual results from 2012-2013 through 2015-2016 and the City's adopted budget for 2016-2017, with inflationary increases for the years 2017-2018 through 2020-2021. Water volumes are based on a five-year running average. Exceptions to this method are noted below:

Water Fund

Water Purchase Cost

The forecast assumes a 4 percent increase in the cost of water for 2017-2018 through 2020-2021. Water volumes are projected to remain relatively constant.

Depreciation

There was additional depreciation charged in 2015-2016 in order to correct an error made in 2014-2015.

Capital Outlay

The forecast is based on estimates prepared by the City Engineer for years 2017-2018 through 2020-2021. These improvements will be made in conjunction with road improvements and will be partially funded by \$750,000 in property taxes from 2017-2018 through 2020-2021. These additional resources will partially fund capital projects over the next four years and maintain the reserves of the system which have spent \$11.1 million in capital projects over the past five years.

Interest Income

The forecast assumes investment returns of 1.25 percent for 2017-2018, with slow improvement to 2.00 percent for 2020-2021.

Sewer Fund

Sewage Disposal Cost

The forecast assumes a 4 percent increase in the sanitary sewage disposal costs for the Evergreen-Farmington and George W. Kuhn Sewage Disposal Districts.

Stormwater Disposal Costs

The forecast assumes a 3-4 percent increase in stormwater disposal costs for the Evergreen-Farmington and George W. Kuhn Sewage Disposal Districts.

Capital Outlay

The forecast uses estimates prepared by the City Engineer for years 2017-2018 through 2020-2021. These improvements will be made in conjunction with road improvements and will be funded by the reserves of the system.

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

City of Birmingham
Five-year Financial Model

Interest Income

The forecast assumes investment returns of 1.25 percent for 2017-2018, with slow improvement to 2.00 percent for 2020-2021.

Debt Service Payments

Debt service payments are based on current debt schedules for 2017-2018 through 2020-2021.

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

City of Birmingham
Water Fund Historic and Estimate Financial Operations

	Actual					Estimated Future Operations				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Key Operating Data										
Water sold	\$ 850,119	\$ 770,840	\$ 724,718	\$ 812,470	\$ 839,400	\$ 829,700	\$ 809,100	\$ 800,200	\$ 806,600	
Water purchased	957,094	884,443	820,700	905,577	897,750	897,000	884,250	884,250	896,250	
Average unit cost of water purchased	\$ 1.84	\$ 1.86	\$ 1.93	\$ 2.16	\$ 2.23	\$ 2.31	\$ 2.41	\$ 2.50	\$ 2.59	
Cost of Services										
Cost of water	1,759,363	1,643,550	1,586,540	1,952,114	2,001,050	2,076,247	2,127,622	2,208,274	2,320,805	
Depreciation	730,339	768,351	768,351	864,213	810,580	855,905	892,405	943,530	985,405	
Operation and maintenance	1,113,670	1,225,279	1,326,453	1,280,770	1,481,420	1,479,354	1,502,427	1,528,264	1,552,044	
General and administrative	178,612	193,240	195,866	186,352	192,040	195,881	196,789	197,714	198,658	
Capital outlay	3,331,022	1,165,759	2,607,295	706,428	1,150,000	805,000	1,460,000	2,045,000	1,675,000	
Total cost of services	7,113,006	4,996,179	6,484,505	4,989,877	5,635,090	5,412,387	6,179,243	6,922,782	6,731,912	
Other Income										
Interest	35,062	(4,479)	16,107	4,909	12,060	21,228	32,848	36,843	39,196	
Property taxes	857	(111)	-	500,092	750,000	750,000	750,000	750,000	750,000	
Flat Rate meter charge and other	644,148	708,546	851,186	855,144	816,300	816,300	813,700	816,172	818,718	
Total other income	680,067	703,956	867,293	1,360,145	1,578,360	1,587,528	1,596,548	1,603,015	1,607,914	
Less Capital Outlay Not Included in Net Cost of Services					(400,000)	(55,000)	(710,000)	(1,295,000)	(925,000)	
Net Cost of Services	\$ 6,432,939	\$ 4,292,223	\$ 5,617,212	\$ 3,629,732	\$ 3,656,730	\$ 3,769,859	\$ 3,872,695	\$ 4,024,767	\$ 4,198,998	
Average User Charge			\$ 4.36	\$ 4.54	\$ 4.79	\$ 5.03	\$ 5.21			

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

City of Birmingham

Sewer Fund Historic and Estimate Financial Operations

	Actual					Estimated Future Operations				
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Key Operating Data										
Water sold	\$ 850,119	\$ 770,840	\$ 724,718	\$ 812,470	\$ 839,400	\$ 829,700	\$ 809,100	\$ 800,200	\$ 806,600	
Water purchased	957,094	884,443	820,700	905,577	897,750	897,000	884,250	884,250	896,250	
Average unit cost of sewage disposal	\$ 2.74	\$ 3.25	\$ 3.80	\$ 3.52	\$ 3.70	\$ 3.92	\$ 4.13	\$ 4.29	\$ 4.40	
Cost of Services										
Sewage disposal costs	2,618,375	2,870,763	3,120,025	3,190,852	3,322,620	3,519,426	3,655,403	3,796,617	3,943,272	
Storm water costs	2,304,094	2,137,224	2,169,924	2,383,232	2,470,420	2,478,980	2,558,454	2,640,773	2,726,040	
Depreciation and amortization ⁽¹⁾	740,800	879,649	784,047	842,433	884,300	916,050	961,050	1,017,800	1,055,300	
Debt service - Including principal	3,388,300	3,411,462	3,382,646	3,221,345	2,829,030	1,585,004	1,632,291	1,691,785	1,694,378	
Operation and maintenance	517,140	559,209	644,374	645,500	649,770	648,104	654,650	662,191	669,135	
General and administrative	223,685	223,325	250,750	205,860	214,630	214,796	214,965	215,138	215,314	
Capital outlay	1,113,276	1,125,342	1,398,212	1,628,015	2,495,000	2,020,000	2,550,000	3,020,000	1,500,000	
Total cost of services	10,905,670	11,206,974	11,749,978	12,117,237	12,865,770	11,382,360	12,226,813	13,044,304	11,803,439	
Other Income										
Interest	(11,032)	79,728	56,196	34,739	32,130	34,089	31,880	20,864	18,126	
Property taxes	3,330,320	3,353,599	3,371,828	3,201,674	2,829,030	1,585,004	1,632,291	1,691,785	1,694,378	
Storm water charge					2,470,420	2,478,980	2,558,454	2,640,773	2,726,040	
Other	43,752	60,189	70,105	80,706	60,000	70,000	70,000	70,000	70,000	
Total other income	3,363,040	3,493,516	3,498,129	3,317,119	5,391,580	4,168,073	4,292,625	4,423,422	4,508,544	
Less Capital Outlay Not Included in Net Cost of Services					(1,820,000)	(1,345,000)	(1,875,000)	(2,345,000)	(825,000)	
Net Cost of Services	\$ 7,542,630	\$ 7,713,458	\$ 8,251,849	\$ 8,800,118	\$ 5,654,190	\$ 5,869,287	\$ 6,059,188	\$ 6,275,882	\$ 6,469,895	
Average User Charge					\$ 6.74	\$ 7.07	\$ 7.49	\$ 7.84	\$ 8.02	
Average Rate Increase/Decrease ⁽²⁾						4.90%	5.94%	4.67%	2.30%	

⁽¹⁾ Does not include depreciation on joint projects (i.e. CSO facilities, North Arm Drain, GWK Drain).

⁽²⁾ Starting in January 2017, storm water disposal charges will be billed separately from sanitary sewage disposal. The storm water fee will be based on each

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

Community Profiles

YOU ARE VIEWING DATA FOR:

City of Birmingham

151 Martin St
Birmingham, MI 48009-3368
<http://www.bhamgov.org>

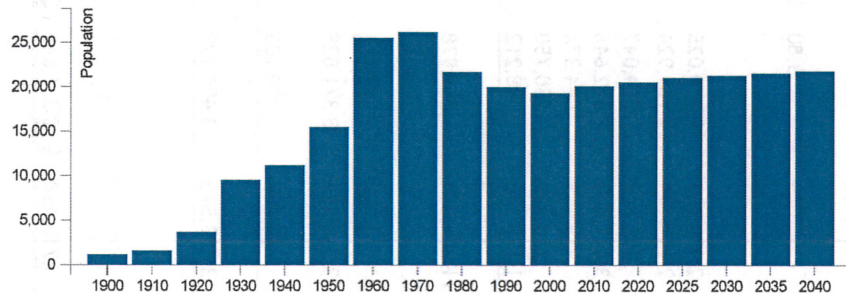


Census 2010 Population:
20,103
Area: 4.8 square miles

Population and Households

Link to American Community Survey (ACS) Profiles: **Select a Year** 2010-2014 ▼ **Social | Demographic**
Population and Household Estimates for Southeast Michigan, August 2016

Population Forecast



Note for City of Birmingham : Incorporated in 1933 from Village of Birmingham. Population numbers prior to 1933 are of the village.

Population and Households

Population and Households	Census 2010	Change 2000-2010	Pct Change 2000-2010	SEMCOG Jul 2016	SEMCOG 2040
Total Population	20,103	812	4.2%	22,358	21,800
Group Quarters Population	1	-3	-75.0%	1	1
Household Population	20,102	815	4.2%	22,357	21,799
Housing Units	9,979	279	2.9%	10,241	-
Households (Occupied Units)	9,039	-92	-1.0%	9,734	9,309
Residential Vacancy Rate	9.4%	3.6%	-	5.0%	-
Average Household Size	2.22	0.11	-	2.30	2.34

Source: U.S. Census Bureau and SEMCOG 2040 Forecast produced in 2012.

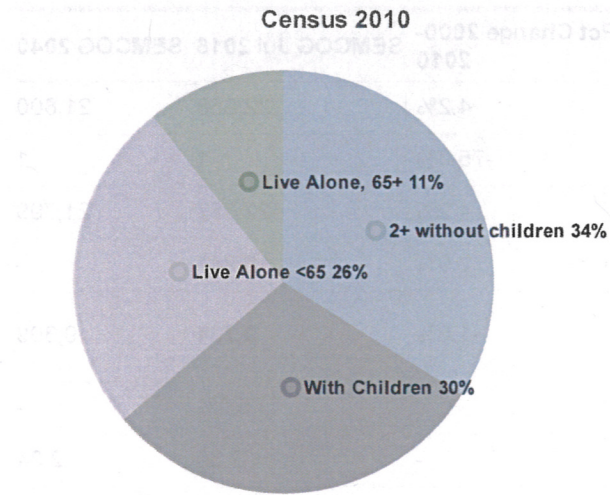
Components of Population Change

Components of Population Change	2000-2005 Avg.	2006-2010 Avg.
Natural Increase (Births - Deaths)	138	109
Births	279	232
Deaths	141	123
Net Migration (Movement In - Movement Out)	-177	92
Population Change (Natural Increase + Net Migration)	-39	201

Source: Michigan Department of Community Health Vital Statistics U.S. Census Bureau, and SEMCOG.

Household Types

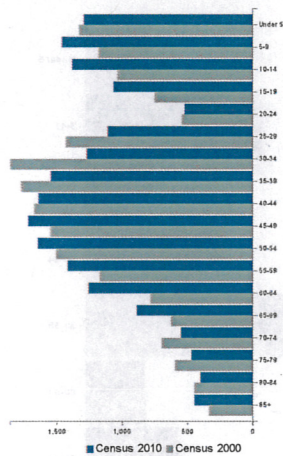
Population and Households



Household Types	Census 2000	Census 2010	Pct Change 2000-2010
With Seniors 65+	1,996	2,087	4.6%
Without Seniors	7,135	6,952	-2.6%
Two or more persons without children	3,363	3,068	-8.8%
Live alone, 65+	922	969	5.1%
Live alone, under 65	2,550	2,307	-9.5%
With children	2,296	2,695	17.4%
Total Households	9,131	9,039	-1

Source: U.S. Census Bureau and Decennial Census.

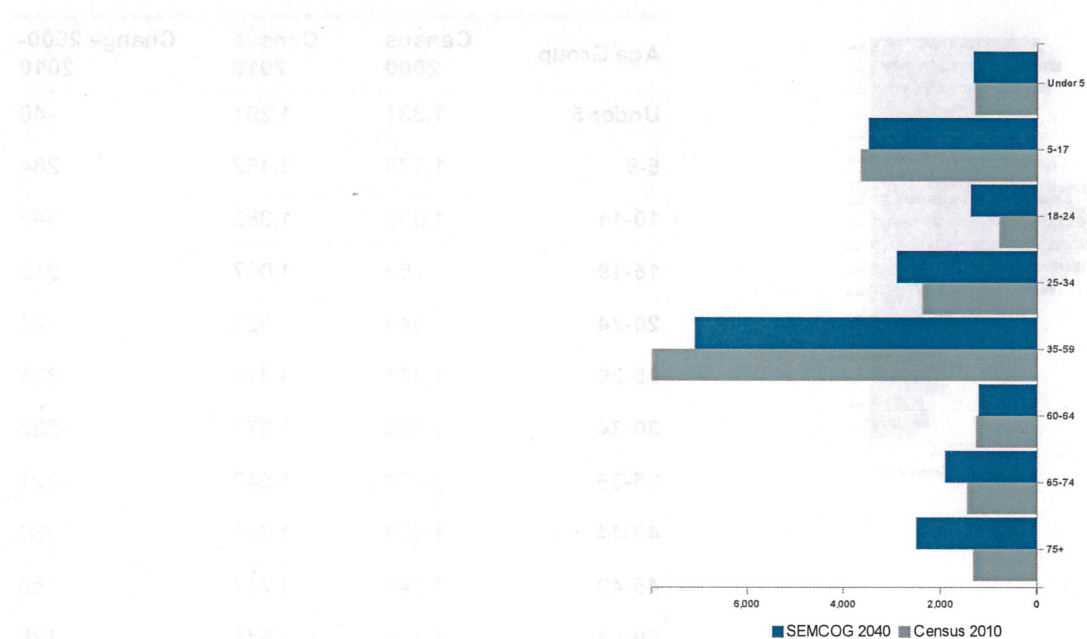
Population Change by Age, 2000-2010



Age Group	Census 2000	Census 2010	Change 2000-2010
Under 5	1,331	1,291	-40
5-9	1,178	1,462	284
10-14	1,035	1,382	347
15-19	752	1,067	315
20-24	544	523	-21
25-29	1,431	1,110	-321
30-34	1,856	1,273	-583
35-39	1,774	1,547	-227
40-44	1,677	1,641	-36
45-49	1,549	1,717	168
50-54	1,508	1,646	138
55-59	1,172	1,420	248
60-64	784	1,261	477
65-69	628	891	263
70-74	697	552	-145
75-79	593	472	-121
80-84	448	402	-46
85+	334	446	112
Total	19,291	20,103	812
Median Age	39.3	41.1	1.8

Source: U.S. Census Bureau and Decennial Census.

Forecasted Population Change 2010-2040



Source: SEMCOG 2040 Forecast produced in 2012.

Age Group	2010	2015	2020	2025	2030	2035	2040	Change 2010 - 2040
Under 5	1,291	1,333	1,355	1,373	1,355	1,335	1,325	34
5-17	3,648	3,456	3,119	3,138	3,209	3,354	3,488	-160
18-24	786	1,188	1,338	1,334	1,318	1,340	1,383	597
25-34	2,383	2,469	2,610	3,041	3,170	3,072	2,903	520
35-59	7,971	7,526	7,065	6,651	6,495	6,705	7,086	-885
60-64	1,261	1,439	1,658	1,593	1,488	1,342	1,210	-51
65-74	1,443	1,739	2,046	2,296	2,321	2,133	1,908	465
75+	1,320	1,248	1,348	1,596	1,929	2,259	2,497	1,177
Total	20,103	20,398	20,539	21,022	21,285	21,540	21,800	1,697

Source: U.S. Census Bureau and SEMCOG 2040 Forecast produced in 2010.

Senior and Youth Populations

Senior and Youth Population	Census 2000	Census 2010	Pct Change 2000-2010	SEMCOG 2040	Pct Change 2010-2040
65 and over	2,700	2,763	2.3%	4,405	59.4%
Under 18	4,094	4,939	20.6%	4,813	-2.6%
5 to 17	2,763	3,648	32%	3,488	-4.4%
Under 5	1,331	1,291	-3%	1,325	2.6%

Note: Population by age changes over time because of the aging of people into older age groups, the movement of people, and the occurrence of births and deaths.

Source: U.S. Census Bureau, Decennial Census and SEMCOG 2040 Forecast produced in 2012.

Race and Hispanic Origin

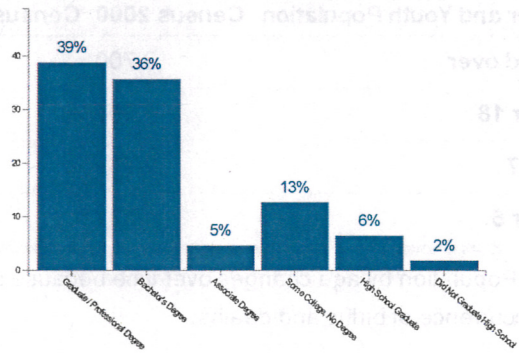
Race and Hispanic Origin	Census 2000	Percent of Population (2000)	Census 2010	Percent of Population (2010)	Percentage Point Change 2000-2010
Non-Hispanic	19,061	98.8%	19,684	97.9%	-0.9%
White	18,375	95.3%	18,243	90.7%	-4.5%
Black	168	0.9%	601	3%	2.1%
Asian	289	1.5%	500	2.5%	1%
Multi-Racial	181	0.9%	285	1.4%	0.5%
Other	48	0.2%	55	0.3%	0%
Hispanic	230	1.2%	419	2.1%	0.9%
Total	19,291	100%	20,103	100%	0%

Source: U.S. Census Bureau and Decennial Census.

Highest Level of Education

Highest Level of Education*	5-Yr ACS 2010	Percentage Point Chg 2000-2010
Graduate / Professional Degree	38.8%	9.3%
Bachelor's Degree	35.7%	-1.9%
Associate Degree	4.6%	0%
Some College, No Degree	12.7%	-4.1%
High School Graduate	6.4%	-2.3%
Did Not Graduate High School	1.8%	-1%

* Population age 25 and over

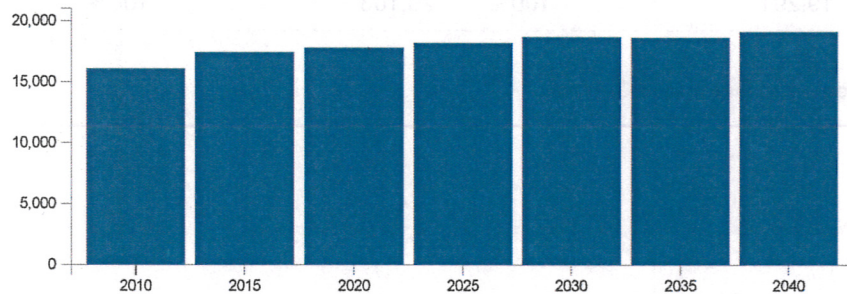


Source: U.S. Census Bureau, Census 2000 and 2010 American Community Survey 5-Year Estimates.

Economy & Jobs

Link to American Community Survey (ACS) Profiles: **Select a Year** 2010-2014 ▼ **Economic**

Forecasted Jobs



Source: SEMCOG 2040 Forecast produced in 2012.

Forecasted Jobs by Industry

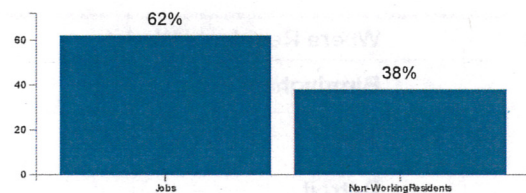
Forecasted Jobs By Industry	2010	2015	2020	2025	2030	2035	2040	Change 2010 - 2040
Natural Resources, Mining, & Construction	377	426	426	445	447	445	456	79
Manufacturing	204	212	217	213	206	191	192	-12
Wholesale Trade, Transportation, Warehousing, & Utilities	392	396	375	372	411	408	386	-6
Retail Trade	1,215	1,226	1,120	1,097	1,059	1,030	1,087	-128
Knowledge-based Services	6,311	7,026	7,358	7,422	7,709	7,701	7,799	1,488
Services to Households & Firms	2,960	3,255	3,437	3,501	3,604	3,569	3,716	756
Private Education & Healthcare	1,136	1,308	1,423	1,553	1,633	1,664	1,738	602
Leisure & Hospitality	2,464	2,550	2,407	2,517	2,552	2,556	2,655	191
Government	1,035	1,018	1,045	1,059	1,073	1,087	1,092	57
Total	16,094	17,417	17,808	18,179	18,694	18,651	19,121	3,027

Source: SEMCOG 2040 Forecast produced in 2012.

Note: "C" indicates data blocked due to confidentiality concerns of ES-202 files.

Daytime Population

Daytime Population	SEMCOG and ACS 2010
Jobs	16,094
Non-Working Residents	9,848
Age 15 and under	4,403
Not in labor force	5,029
Unemployed	416
Daytime Population	25,942



Source: SEMCOG 2040 Forecast produced in 2012, U.S. Census Bureau, and 2010 American Community Survey 5-Year Estimates.

Note: The number of residents attending school outside Southeast Michigan is not available. Likewise, the number of students commuting into Southeast Michigan to attend school is also not known.

Where Workers Commute From 5-Yr ACS 2010

Rank	Where Workers Commute From *	Workers	Percent
1	Birmingham	1,920	13.5%
2	Royal Oak	1,230	8.7%
3	Troy	910	6.4%
4	Bloomfield Township	845	6%
5	Detroit	595	4.2%
6	Waterford Township	455	3.2%
7	Warren	425	3%
8	Sterling Heights	410	2.9%
9	Rochester Hills	400	2.8%
10	West Bloomfield Township	385	2.7%
-	Elsewhere	6,607	46.6%
* Workers, age 16 and over employed in Birmingham		14,182	

Source: U.S. Census Bureau - CTP/ACS Commuting Data.
Commuting Patterns in Southeast Michigan

Where Residents Work 5-Yr ACS 2010

Rank	Where Residents Work *	Workers	Percent
1	Birmingham	1,920	19.1%
2	Troy	1,225	12.2%
3	Detroit	985	9.8%
4	Southfield	970	9.7%
5	Royal Oak	490	4.9%
6	Farmington Hills	370	3.7%
7	Auburn Hills	360	3.6%
8	Dearborn	325	3.2%
9	Bloomfield Township	300	3%
10	Pontiac	295	2.9%
-	Elsewhere	2,795	27.9%
* Workers, age 16 and over residing in Birmingham		10,035	

Source: U.S. Census Bureau - CTP/ACS Commuting Data.

Household Incomes

Income	5-Yr ACS 2010	Change 2000-2010	Percent Change 2000-2010
Median Household Income (in 2010 dollars)	\$101,529	\$-4,307	-4.1%
Per Capita Income (in 2010 dollars)	\$69,151	\$-8,483	-10.9%

Source: U.S. Census Bureau, Census 2000, and 2010 American Community Survey 5-Year Estimates.

Annual Household Incomes



Annual Household Income	5-Yr ACS 2010
\$200,000 or more	2,129
\$150,000 to \$199,999	964
\$125,000 to \$149,999	479
\$100,000 to \$124,999	967
\$75,000 to \$99,999	1,109
\$60,000 to \$74,999	771
\$50,000 to \$59,999	508
\$45,000 to \$49,999	248
\$40,000 to \$44,999	315
\$35,000 to \$39,999	180
\$30,000 to \$34,999	275
\$25,000 to \$29,999	146
\$20,000 to \$24,999	184
\$15,000 to \$19,999	165
\$10,000 to \$14,999	243
Less than \$10,000	258
Total	8,941

Source: U.S. Census Bureau and 2010 American Community Survey 5-Year Estimates.

Poverty

Poverty	Census 2000	% of Total (2000)	5-Yr ACS 2010	% of Total (2010)	% Point Chg 2000-2010
Persons in Poverty	555	2.9%	760	3.8%	0.9%
Households in Poverty	314	3.4%	428	4.8%	1.3%

Source: U.S. Census Bureau and 2010 American Community Survey 5-Year Estimates.

Housing

Link to American Community Survey (ACS) Profiles: **Select a Year** 2010-2014 ▼ **Housing**

Building Permits 2000 - 2016

Year	Single Family	Two Family	Attach Condo	Multi Family	Total Units	Total Demos	Net Total
2000	46	0	0	0	46	25	21
2001	67	0	0	0	67	0	67
2002	66	0	0	0	66	0	66
2003	91	0	22	0	113	25	88
2004	127	0	0	0	127	97	30
2005	127	0	0	0	127	14	113
2006	59	0	0	0	59	31	28
2007	32	0	0	0	32	12	20
2008	17	0	0	27	44	10	34
2009	22	0	0	0	22	12	10
2010	28	0	0	0	28	23	5
2011	42	0	0	0	42	27	15
2012	59	0	0	0	59	49	10
2013	74	0	2	131	207	61	146
2014	105	0	0	0	105	76	29
2015	103	0	14	32	149	113	36
2016	73	0	3	0	76	57	19
2000 to 2016 totals	1,138	0	41	190	1,369	632	737

Source: SEMCOG Development.

Note: Permit data for most recent years may be incomplete and is updated monthly.

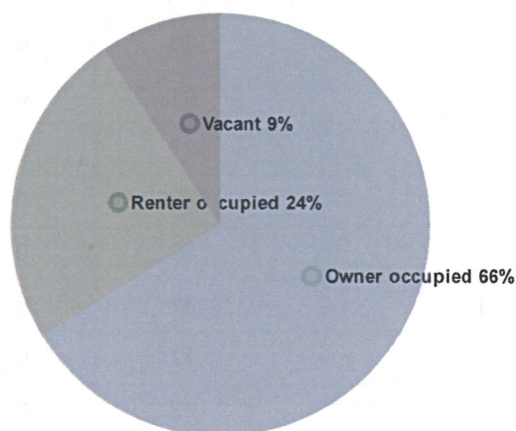
Housing Types

Housing Type	Census 2000	5-Yr ACS 2010	Change 2000-2010	New Units Permitted 2010-2016
Single Family Detached	7,060	7,205	145	484
Duplex	186	141	-45	0
Townhouse / Attached Condo	554	529	-25	19
Multi-Unit Apartment	1,896	2,000	104	163
Mobile Home / Manufactured Housing	19	16	-3	0
Other	10	0	-10	
Total	9,725	9,891	166	666
Units Demolished				-406
Net (Total Permitted Units - Units Demolished)				260

Source: U.S. Census Bureau, Census 2000, and 2010 American Community Survey 5-Year Estimates.

Housing Tenure

Housing Tenure	Census 2000	Census 2010	Change 2000-2010
Owner occupied	6,923	6,599	-324
Renter occupied	2,208	2,440	232
Vacant	569	940	371
Seasonal/migrant	101	144	43
Other vacant units	468	796	328
Total Housing Units	9,700	9,979	279

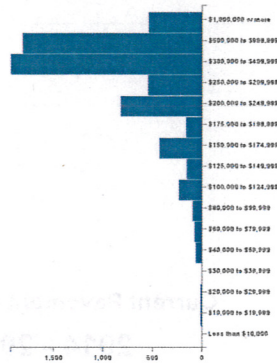


Source: U.S. Census Bureau, Census 2000, 2010 American Community Survey 5-Year Estimates.

Housing Value (in 2010 dollars)

Housing Value (in 2010 dollars)	5-Yr ACS 2010	Change 2000-2010	Percent Change 2000-2010
Median housing value	\$369,200	\$-27,555	-6.9%
Median gross rent	\$1,191	\$-121	-9.2%

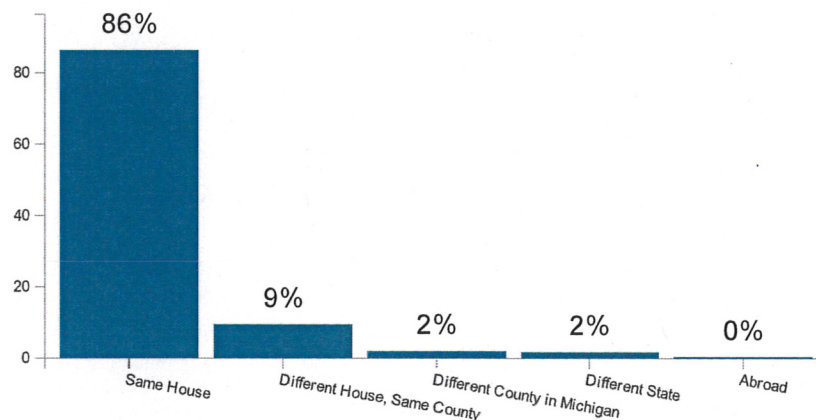
Housing Value



Housing Value	5-Yr ACS 2010
\$1,000,000 or more	540
\$500,000 to \$999,999	1,817
\$300,000 to \$499,999	1,937
\$250,000 to \$299,999	547
\$200,000 to \$249,999	818
\$175,000 to \$199,999	160
\$150,000 to \$174,999	425
\$125,000 to \$149,999	152
\$100,000 to \$124,999	232
\$80,000 to \$99,999	95
\$60,000 to \$79,999	75
\$40,000 to \$59,999	61
\$30,000 to \$39,999	0
\$20,000 to \$29,999	11
\$10,000 to \$19,999	10
Less than \$10,000	0
Owner-Occupied Units	6,880

Source: U.S. Census Bureau and 2010 American Community Survey 5-Year Estimates.

Residence One Year Ago *



* This table represents persons, age 1 and over, living in City of Birmingham from 2009-2013. The table does not represent person who moved out of City of Birmingham from 2009-2013.

Source: 2010 American Community Survey 5-Year Estimates.

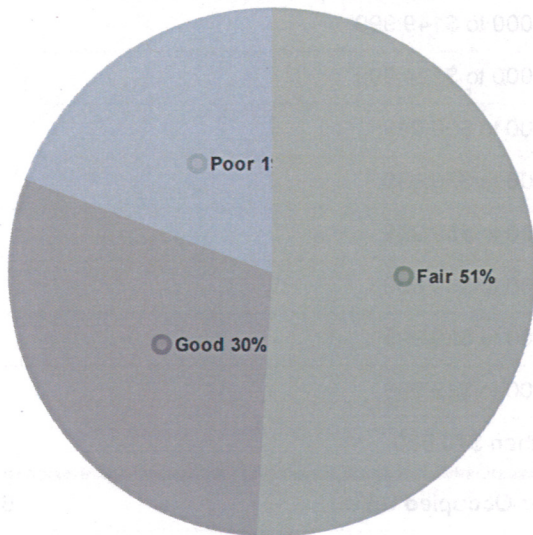
Transportation

Miles of public road (including boundary roads): 92

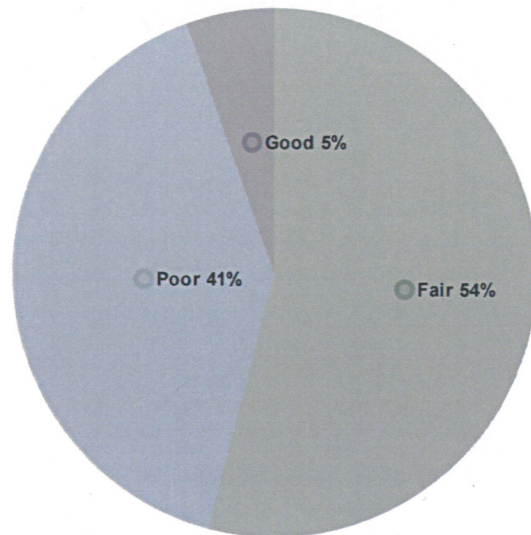
Source: Michigan Geographic Framework

Pavement Condition (in Lane Miles)

Past Pavement Conditions
2007



Current Pavement Conditions
2014 - 2015



Note: Poor pavements are generally in need of rehabilitation or full reconstruction to return to good condition. Fair pavements are in need of capital preventive maintenance to avoid deteriorating to the poor classification. Good pavements generally receive only routine maintenance, such as street sweeping and snow removal, until they deteriorate to the fair condition.

Source: SEMCOG

Bridge Status

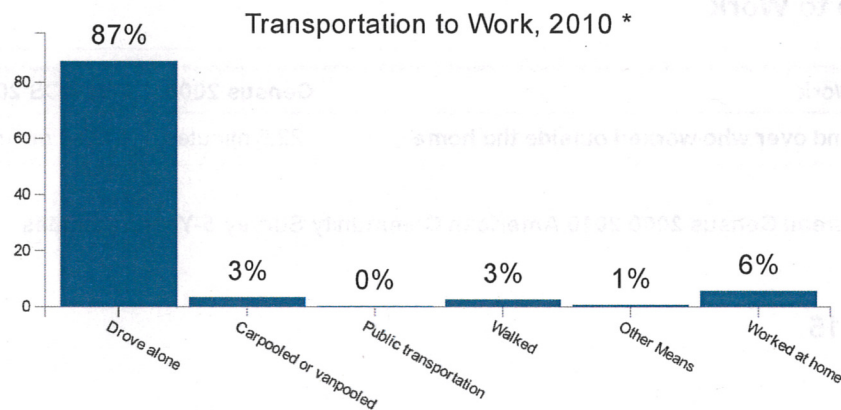
Bridge Status	2008	2008 (%)	2009	2009 (%)	2010	2010 (%)	Percent Point Chg 2008-2010
Open	8	88.9%	6	66.7%	6	85.7%	-3.2%
Open with Restrictions	1	11.1%	3	33.3%	1	14.3%	3.2%
Closed*	0	0%	0	0%	0	0%	0%
Total Bridges	9	100.0%	9	100.0%	7	100.0%	0.0%
Deficient Bridges	1	11.1%	3	33.3%	1	14.3%	3.2%

* Bridges may be closed because of new construction or failed condition.

Note: A bridge is considered deficient if it is structurally deficient (in poor shape and unable to carry the load for which it was designed) or functionally obsolete (in good physical condition but unable to support current or future demands, for example, being too narrow to accommodate truck traffic).

Source: Michigan Structure Inventory and Appraisal Database

Detailed Intersection & Road Data



* Resident workers age 16 and over

Transportation to Work

Transportation to Work	Census 2000	Census 2000 (%)	Census 2010	Census 2010 (%)	% Point Chg 2000-2010
Drove alone	9,254	89.6%	8,798	87.5%	-80.8%
Carpooled or vanpooled	296	2.9%	345	3.4%	-2.6%
Public transportation	56	0.5%	20	0.2%	-0.5%
Walked	140	1.4%	256	2.5%	-1.1%
Other Means	43	0.4%	68	0.7%	-0.3%
Worked at home	541	5.2%	568	5.6%	-4.6%
Resident workers age 16 and over	10,330	100.0%	10,055	100.0%	0.0%

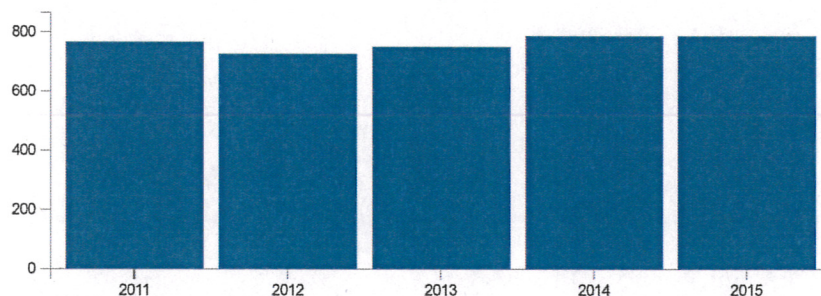
Source: U.S. Census Bureau | Census 2000 | 2010 American Community Survey 5-Year Estimates

Mean Travel Time to Work

Mean Travel Time To Work	Census 2000	5-Yr ACS 2010	Change 2000-2010
For residents age 16 and over who worked outside the home	22.6 minutes	22.8 minutes	0.2 minutes

Source: U.S. Census Bureau Census 2000 2010 American Community Survey 5-Year Estimates

Crashes, 2011-2015



Source: Michigan Department of State Police with the Criminal Justice Information Center, and SEMCOG.

Note: Crash data shown is for the entire city.

Crash Severity

Crash Severity	2011	2012	2013	2014	2015	Percent of Crashes 2011 - 2015
<u>Fatal</u>	1	1	0	0	0	0.1%
<u>Incapacitating Injury</u>	5	2	4	4	0	0.4%
<u>Other Injury</u>	110	107	114	120	117	14.9%
<u>Property Damage Only</u>	650	616	632	663	670	84.7%
<u>Total Crashes</u>	766	726	750	787	787	100%

Crashes by Type

Crashes by Type	2011	2012	2013	2014	2015	Percent of Crashes 2011 - 2015
<u>Head-on</u>	3	0	6	3	5	0.4%
<u>Angle or Head-on/Left-turn</u>	188	146	167	179	170	22.3%
<u>Rear-End</u>	283	269	278	253	288	35.9%
<u>Sideswipe</u>	157	130	130	155	172	19.5%
<u>Single Vehicle</u>	31	28	42	51	45	5.2%
<u>Backing</u>	N/A	N/A	N/A	N/A	0	0%
<u>Other or Unknown</u>	104	153	127	146	107	16.7%

Crashes by Involvement

Crashes by Involvement	2011	2012	2013	2014	2015	Percent of Crashes 2011 - 2015
<u>Red-light Running</u>	17	10	14	14	12	1.8%
<u>Lane Departure</u>	46	52	53	63	54	7%
<u>Alcohol</u>	8	19	24	21	21	2.4%
<u>Drugs</u>	5	2	4	3	2	0.4%
<u>Deer</u>	2	2	3	7	3	0.4%
<u>Train</u>	0	0	0	0	1	0%
<u>Commercial Truck/Bus</u>	31	29	31	46	35	4.5%
<u>School Bus</u>	5	1	5	7	6	0.6%
<u>Emergency Vehicle</u>	6	8	1	3	2	0.5%
<u>Motorcycle</u>	3	5	2	4	2	0.4%
<u>Intersection</u>	274	255	261	228	181	31.4%
<u>Work Zone</u>	4	13	2	11	3	0.9%
<u>Pedestrian</u>	12	8	6	10	6	1.1%
<u>Bicyclist</u>	7	5	5	7	4	0.7%
<u>Older Driver (65 and older)</u>	167	158	157	171	168	21.5%
<u>Young Driver (16 to 24)</u>	167	158	219	218	210	25.5%

High Frequency Intersection Crash Rankings

Local Rank	County Rank	Region Rank	Intersection	Annual Avg 2011-2015
1	110	270	<u>Maple Rd E @ Coolidge Rd</u>	23
2	132	340	<u>Maple Rd E @ Woodward Ave</u>	20.8
3	158	421	<u>Maple Rd E @ Woodward Ave</u>	19
4	165	434	<u>Maple Rd E @ Old Woodward Ave N</u>	18.8
5	258	711	<u>14 Mile Rd W @ Saxon Dr</u>	14.8
6	299	818	<u>14 Mile Rd E @ Woodward Ave</u>	13.6
7	304	835	<u>Quarton Rd @ Woodward Ave</u>	13.4
8	316	880	<u>Adams Rd @ Maple Rd E</u>	13
9	390	1,150	<u>Maple Rd W @ Cranbrook Rd N</u>	11
10	435	1,273	<u>Woodward Ave @ Lincoln E</u>	10.2

Note: Intersections are ranked by the number of reported crashes, which does not take into account traffic volume. Crashes reported occurred within 150 feet of the intersection.

Source: Michigan Department of State Police with the Criminal Justice Information Center SEMCOG

High Frequency Road Segment Crash Rankings

Local Rank	County Rank	Region Rank	Segment	From Road - To Road	Annual Avg 2011-2015
1	63	129	<u>Quarton Rd</u>	Lahser Rd - Woodward Ave	48
2	64	133	<u>Maple Rd W</u>	Cranbrook Rd S - Southfield Rd	47.6
3	116	275	<u>Maple Rd E</u>	Adams Rd - Coolidge Rd	36.4
4	166	417	<u>Woodward Ave</u>	Adams Rd Turnaround - 14 Mile Rd E	30.6
5	219	555	<u>Maple Rd E</u>	Woodward Ave - Adams Rd	27.2
6	256	645	<u>Coolidge Rd</u>	Maple Rd E - Big Beaver Rd W	25.4
7	286	727	<u>Adams Rd</u>	Lincoln E - Maple Rd E	24
8	286	727	<u>Adams Rd N</u>	Maple Rd E - Big Beaver Rd W	24
9	304	774	<u>Woodward Ave</u>	Adams Rd - 14 Mile Rd W	23.2
10	327	831	<u>14 Mile Rd W</u>	Coolidge Rd - Woodward Ave	22.2

Note: Segments are ranked by the number of reported crashes, which does not take into account traffic volume.

Environment

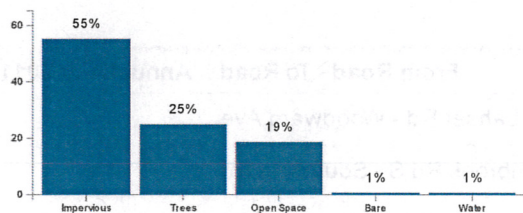
SEMCOG 2008 Land Use

SEMCOG 2008 Land Use	Acres	Percent
Agricultural	0	0%
Single-family residential	1,677.7	52.2%
Multiple-family residential	34.1	1.1%
Commercial	155.6	4.8%
Industrial	34.6	1.1%
Governmental/Institutional	252.9	7.9%
Park, recreation, and open space	237.4	7.4%
Airport	0	0%
Transportation, Communication, and Utility	812.9	25.3%
Water	11.5	0.4%
Total	3,216.7	

Note: Land Cover was derived from SEMCOG's 2010 Leaf off Imagery.

Source: SEMCOG

SEMOG Land Cover in 2010



Type	Description	Acres	Percent
Impervious	buildings, roads, driveways, parking lots	1,697.4	55.2%
Trees	woody vegetation, trees	767.4	24.9%
Open Space	agricultural fields, grasslands, turfgrass	572.5	18.6%
Bare	soil, aggregate piles, unplanted fields	19.8	0.6%
Water	rivers, lakes, drains, ponds	18.8	0.6%
Total Acres		3,075.9	

Source Data
SEMOG - Detailed Data

Part 1 - History of Actual Property Tax Levies:

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
History of Form L-4025, Assessor's Report of Taxable Values:	\$ 1,786,600,280	\$ 1,791,720,590	\$ 1,842,028,420	\$ 1,895,084,170	\$ 2,001,037,050
New property additions	26,375,585	34,314,495	33,573,753	55,400,552	84,086,384
Property losses	(9,522,524)	(7,656,271)	(15,257,897)	(10,951,259)	(17,980,114)
Increases in existing property TV (imputed; includes both uncapping and Headlee inflation increases)	(11,732,751)	23,649,606	34,739,894	61,503,587	43,045,460
Current year taxable value	\$ 1,791,720,590	\$ 1,842,028,420	\$ 1,895,084,170	\$ 2,001,037,050	\$ 2,110,188,780
Headlee inflation rate	2.70%	2.40%	1.60%	1.60%	0.30%
Actual increase on existing properties	-0.66%	1.30%	1.85%	3.14%	2.11%
Total change in taxable value	0.29%	2.81%	2.88%	5.59%	5.45%
Headlee reduction fraction	1.0000	1.0000	0.9970	0.9839	0.9817

Part 2 - Projection of Future Property Taxes:

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Fiscal year ended June 30,					
Assumed rate of:					
New property additions	3.70%	2.26%	1.40%	1.06%	1.06%
Property losses	0.75%	0.75%	0.75%	0.75%	0.75%
Headlee inflation rate multiplier	0.30%	0.90%	1.50%	1.50%	1.50%
Projected actual change in TV of existing property, excluding inflation	1.75%	1.60%	1.36%	1.20%	1.20%
Total change in taxable value	5.45%	4.00%	3.50%	3.00%	3.00%
Projected taxable value:					
Beginning value	\$ 2,001,037,050	\$ 2,110,188,780	\$ 2,194,664,912	\$ 2,271,450,751	\$ 2,339,565,880
New property additions	84,086,384	47,690,266	30,725,309	24,077,378	24,799,398
Property losses	(17,980,114)	(15,826,416)	(16,459,987)	(17,035,881)	(17,546,744)
Market value adjustments	43,045,460	52,612,282	62,520,517	61,073,632	62,905,078
Taxable value	\$ 2,110,188,780	\$ 2,194,664,912	\$ 2,271,450,751	\$ 2,339,565,880	\$ 2,409,723,612
Headlee rollback factor	0.9817	0.9843	0.9867	0.9882	0.9882
Less tax incremental taxable value	5,947,649	9,085,530	13,633,600	10,752,660	15,647,150

Part 3 - Millage Rates

Operating - General Fund	8.0127	8.3725	8.2412	8.3401	8.4280
Road - General Fund	1.9960	2.1962	2.6574	2.5764	2.5062
General Fund subtotal	10.0087	10.5687	10.8986	10.9165	10.9342
Combined Sewer Overflow	0.5333	-	-	-	-
George W. Kuhn Drain	0.1928	0.1828	0.1764	0.1709	0.1661
North Arm Drain	0.0879	0.0844	0.0819	0.0796	0.0755
Water Fund	0.3564	0.3432	0.3322	0.3221	0.3133
City operating levy subtotal	11.1791	11.1791	11.4891	11.4891	11.4891
Library Tax	1.4100	1.4100	1.1000	1.1000	1.1000
Refuse	0.8673	0.8350	0.8083	0.7837	0.7623
Debt	1.2984	1.2045	1.1559	1.1592	1.1034
Total Millage Rate	14.7548	14.6286	14.5533	14.5320	14.4548

Part 4 - Amount of Property Tax Levy:

Operating - General Fund	\$ 16,860,720	\$ 18,298,760	\$ 18,607,120	\$ 19,422,540	\$ 20,177,280
Road - General Fund	4,200,000	4,800,000	6,000,000	6,000,000	6,000,000
General Fund subtotal	21,060,720	23,098,760	24,607,120	25,422,540	26,177,280
Combined Sewer Overflow	1,122,100	-	-	-	-
George W. Kuhn Drain	405,640	399,610	398,338	398,071	397,610
North Arm Drain	185,040	184,494	184,953	185,314	180,718
Water Fund	750,000	750,000	750,000	750,000	750,000
City operating levy subtotal	23,523,500	24,432,864	25,940,411	26,755,925	27,505,608
Library tax	2,966,972	3,081,667	2,483,599	2,561,695	2,633,484
Refuse	1,825,000	1,825,000	1,825,000	1,825,000	1,825,000
Debt	2,739,770	2,642,885	2,624,785	2,711,185	2,657,785
Total Property Taxes Levied	\$ 31,055,242	\$ 31,982,416	\$ 32,873,795	\$ 33,853,805	\$ 34,621,877

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

Property Tax Assumptions

Appendix B illustrates the process used to estimate the property tax revenue.

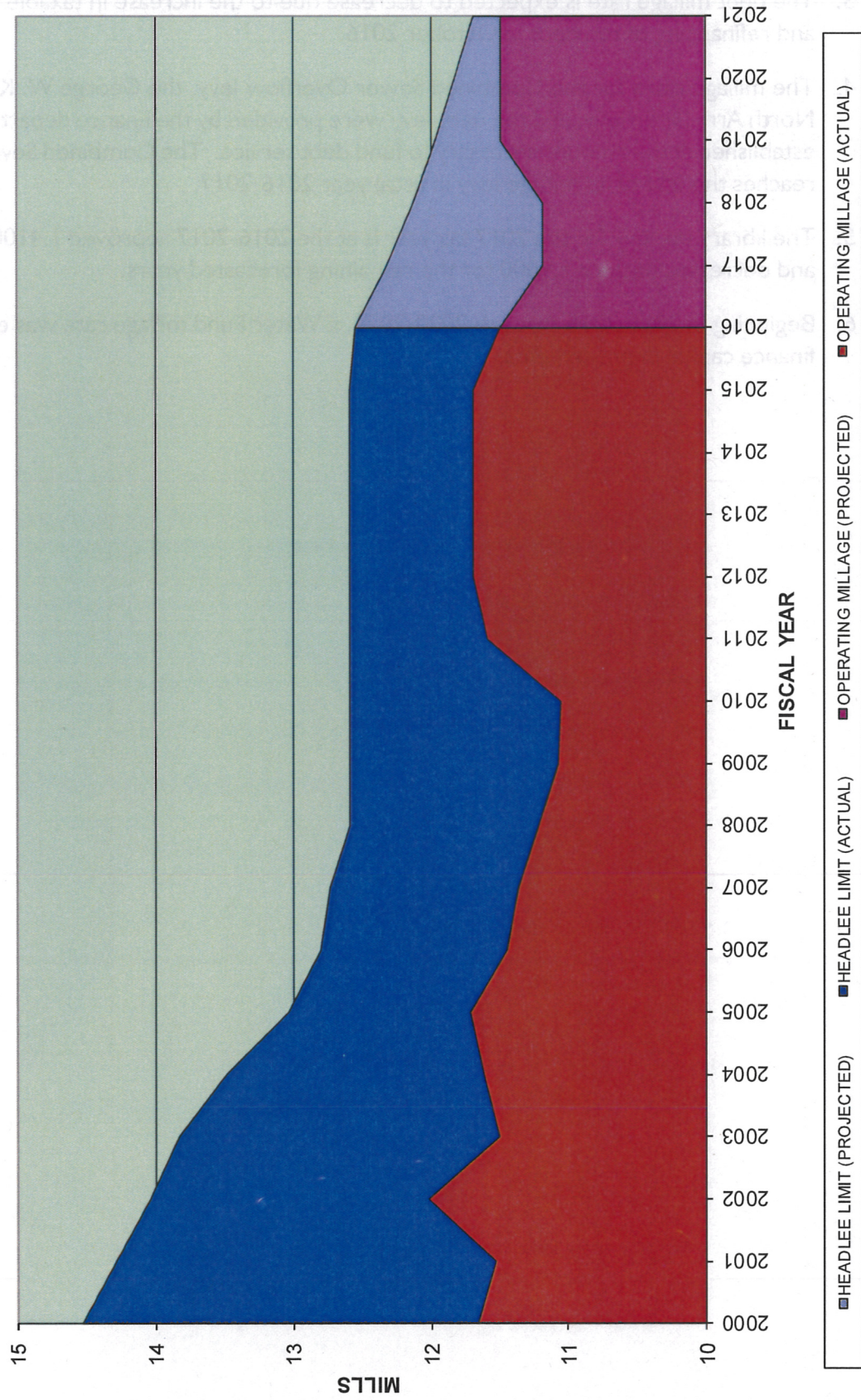
Part I includes the last five years of actual data from the Assessor's Report of Taxable Values (Form L-4025). Parts 2 through 4 represent the projection of future property tax values, millage rates, and dollars levied. The 2016 tax billing is already final (billed July 1, 2016); key assumptions for 2017-2018 through 2020-2021 on a line-by-line basis are as follows:

- a. New property additions are assumed to range between 1.00 percent and 2.30 percent and losses are assumed to be .75 percent (the five-year historical average is 2.40 percent in additions and 0.6 percent in losses).
- b. The projected actual change in taxable values of existing properties is expected to be positively impacted by the current improvements in the local real estate market. Note that this index represents the net change in valuation for all properties that existed in the previous year; therefore, it includes three components: (1) inflationary adjustments (as indicted by the Headlee inflation rate multiplier), (2) uncapping of properties that are transferred or sold; and (3) any reductions in market value that cause SEV (50 percent of market value) to go lower than the TV. While market value increases are expected to continue, the impact on taxable value is limited because of Proposal A. As a result, this forecast has assumed that adjustments to the taxable value of existing properties for the years 2017-2018 through 2020-2021 will range between a positive 1.20 percent to a positive 1.60 percent. The total change in taxable value for the years 2017-2018 through 2020-2021 is projected to range between a positive 3.00 percent to a positive 4.00 percent.
- c. Personal property tax revenue is expected to decline as recent legislation will phase out the industrial portion of personal property tax over a nine-year period beginning 2016 and businesses with less than \$40,000 taxable value in industrial and commercial personal property would no longer pay the tax beginning July 2014. It is expected that the City will lose about \$5.1 million, or .3 percent, in taxable value as a result of these changes.
- d. The Headlee inflation rate multiplier for years 2016 and 2017 has already been set by the State at 0.30 percent and 0.90 percent, respectively. This projection assumes future inflation rates of 1.50 percent for 2018-2019, 2019-2020, and 2020-2021, respectively.
- e. Taxable values are then calculated based on the above three factors.
- f. Millage rates are set as required to achieve the amount of property tax levy required in Part 4. Specifically:
 1. The millage rate for the city operating levy is assumed to remain constant through the forecasted 2017-2018 fiscal year, with an increase in 2018-2019 as the Library millage rate goes back to normal levels. Through the 2020-2021 forecasted year, the operating levy remains at a constant level.

2. The millage rate for the Solid Waste Fund is expected to decrease over the years beginning in fiscal year 2016-2017.
3. The debt millage rate is expected to decrease due to the increase in taxable value growth and refinancing of the debt in October 2016.
4. The millage rates for the Combined Sewer Overflow levy, the George W. Kuhn levy, the North Arm Drain levy, and the debt levy were provided by the finance department and are established at the amount necessary to fund debt service. The Combined Sewer Overflow reaches the end of its millage levy in fiscal year 2016-2017.
5. The library tax levy for the 2017 tax year is at the 2016-2017 approved 1.4100 millage rate and decreases back to 1.1000 for the remaining forecasted years.
6. Beginning in 2015-2016 through 2020-2021, a Water Fund millage rate was established to finance capital improvements.

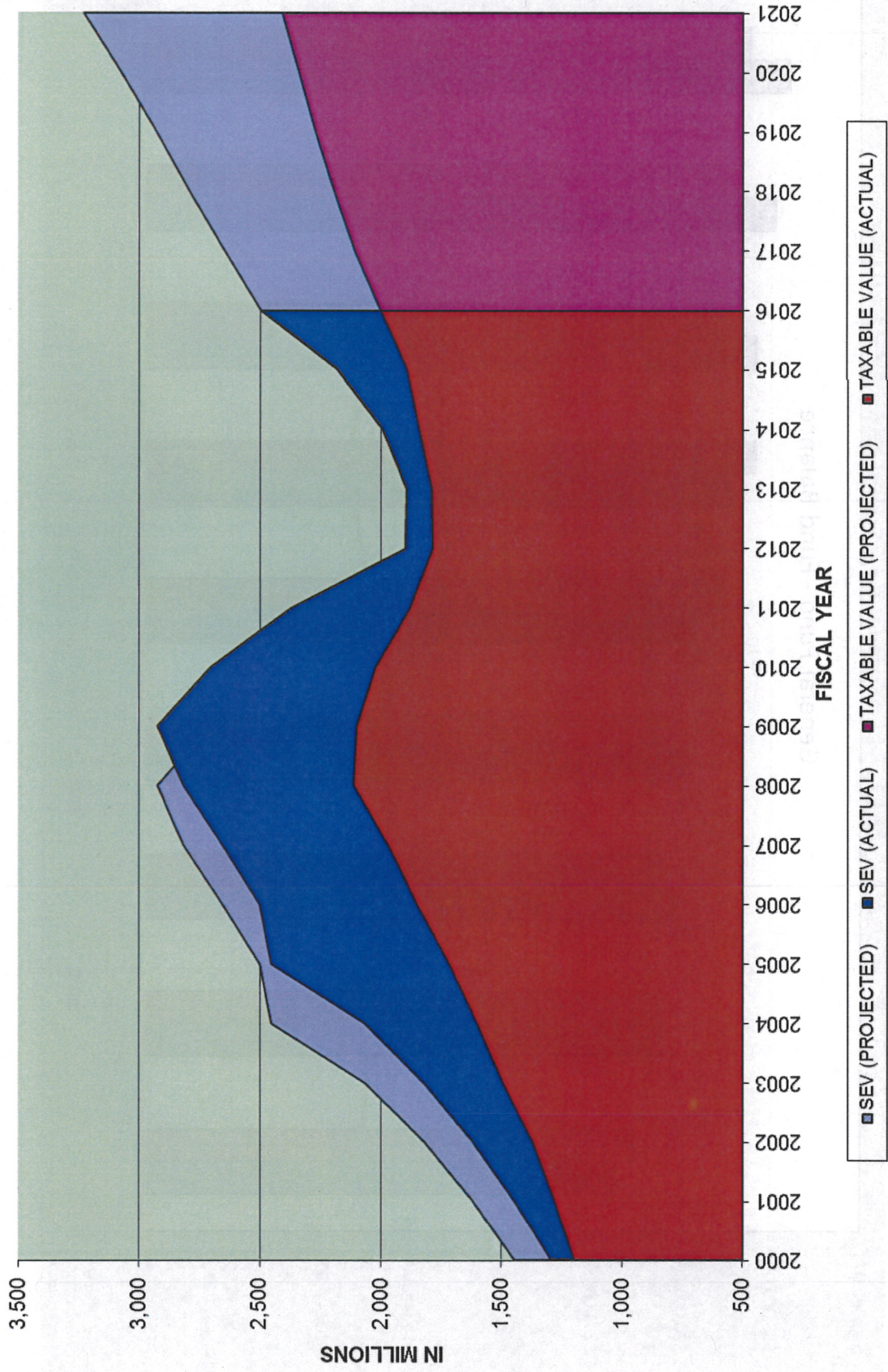
See accompanying summaries of significant assumptions and accounting policies and accountant's report.

HEADLEE LIMIT VS. OPERATING MILLAGE

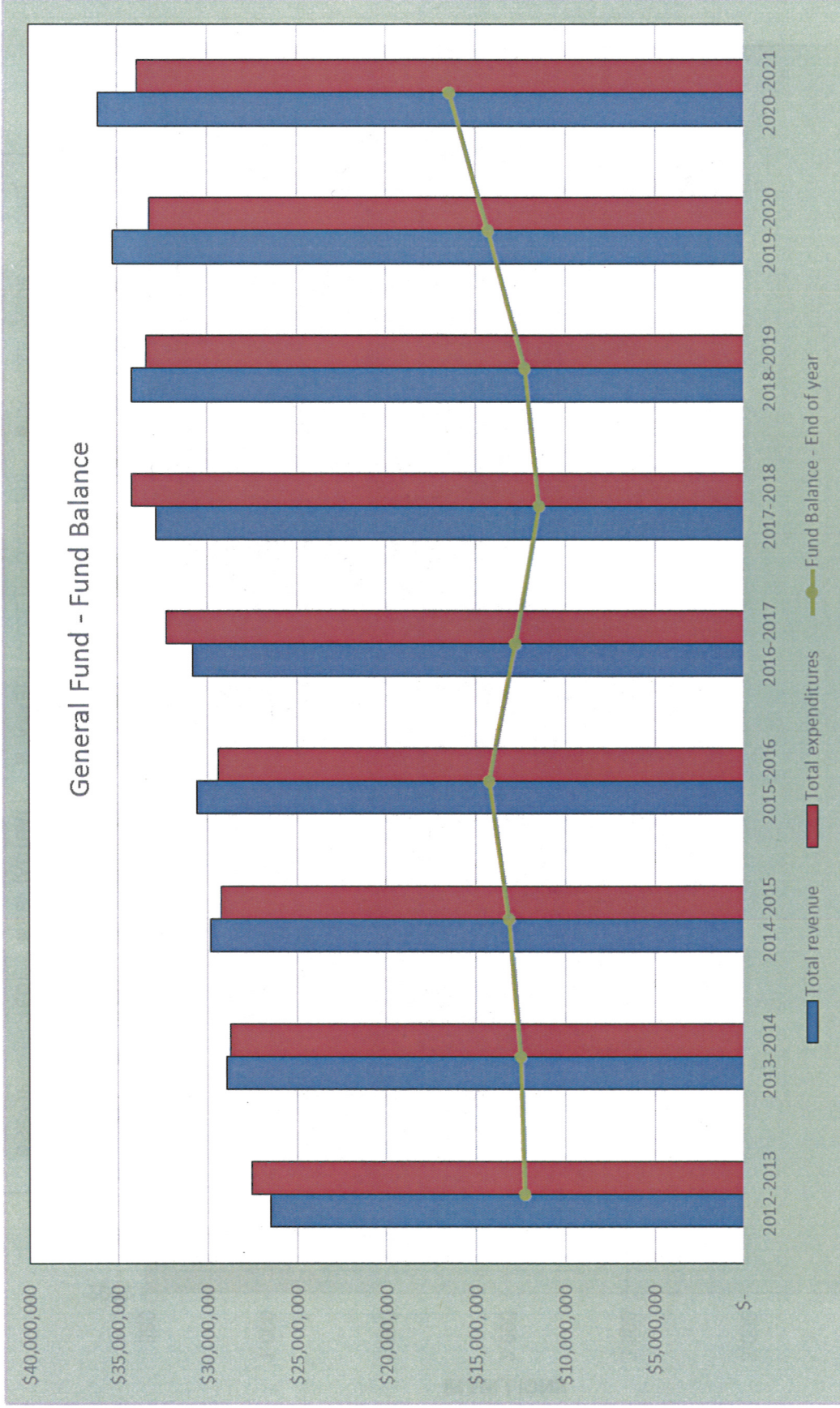


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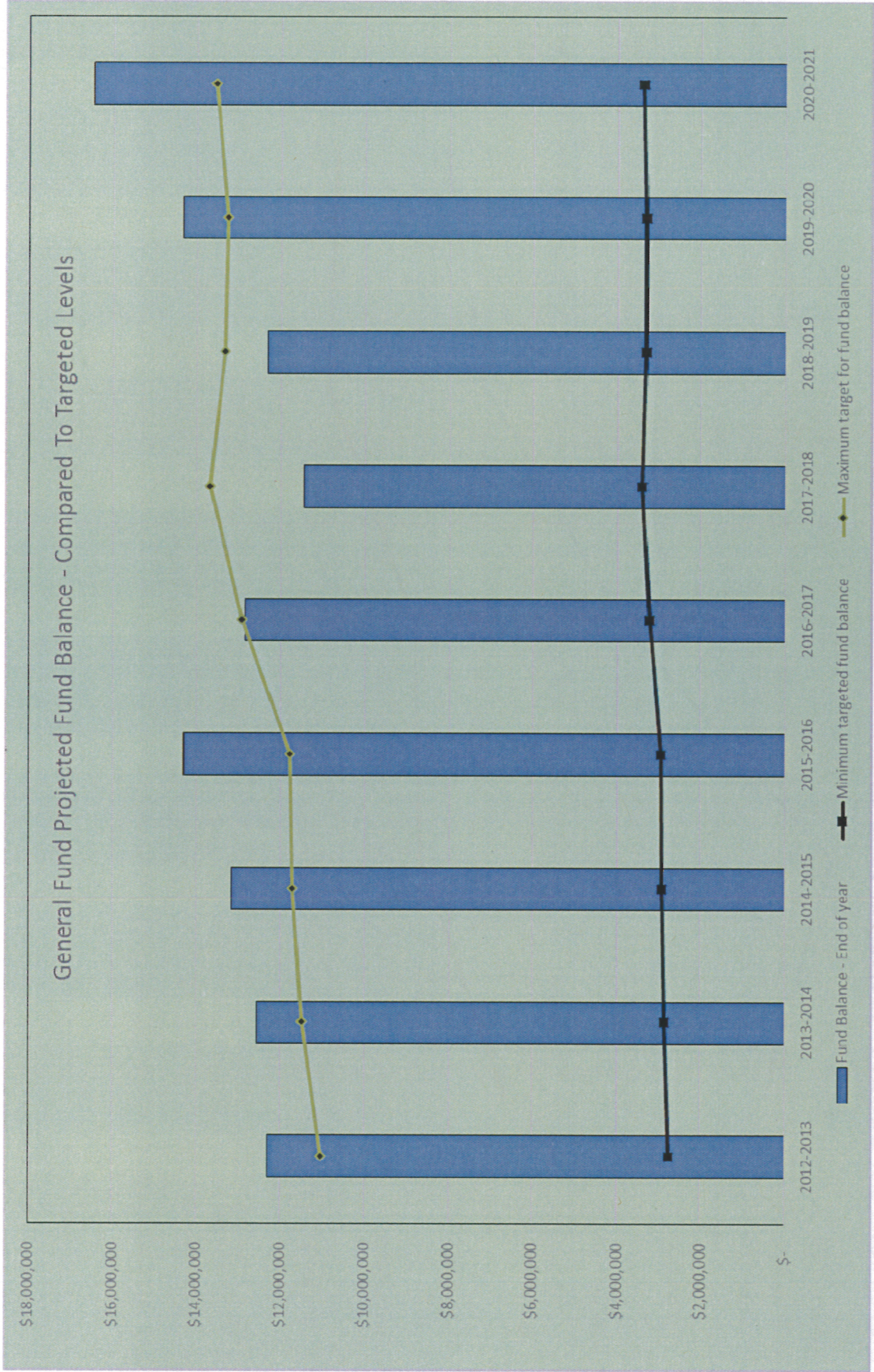
SEV VS. TAXABLE VALUE



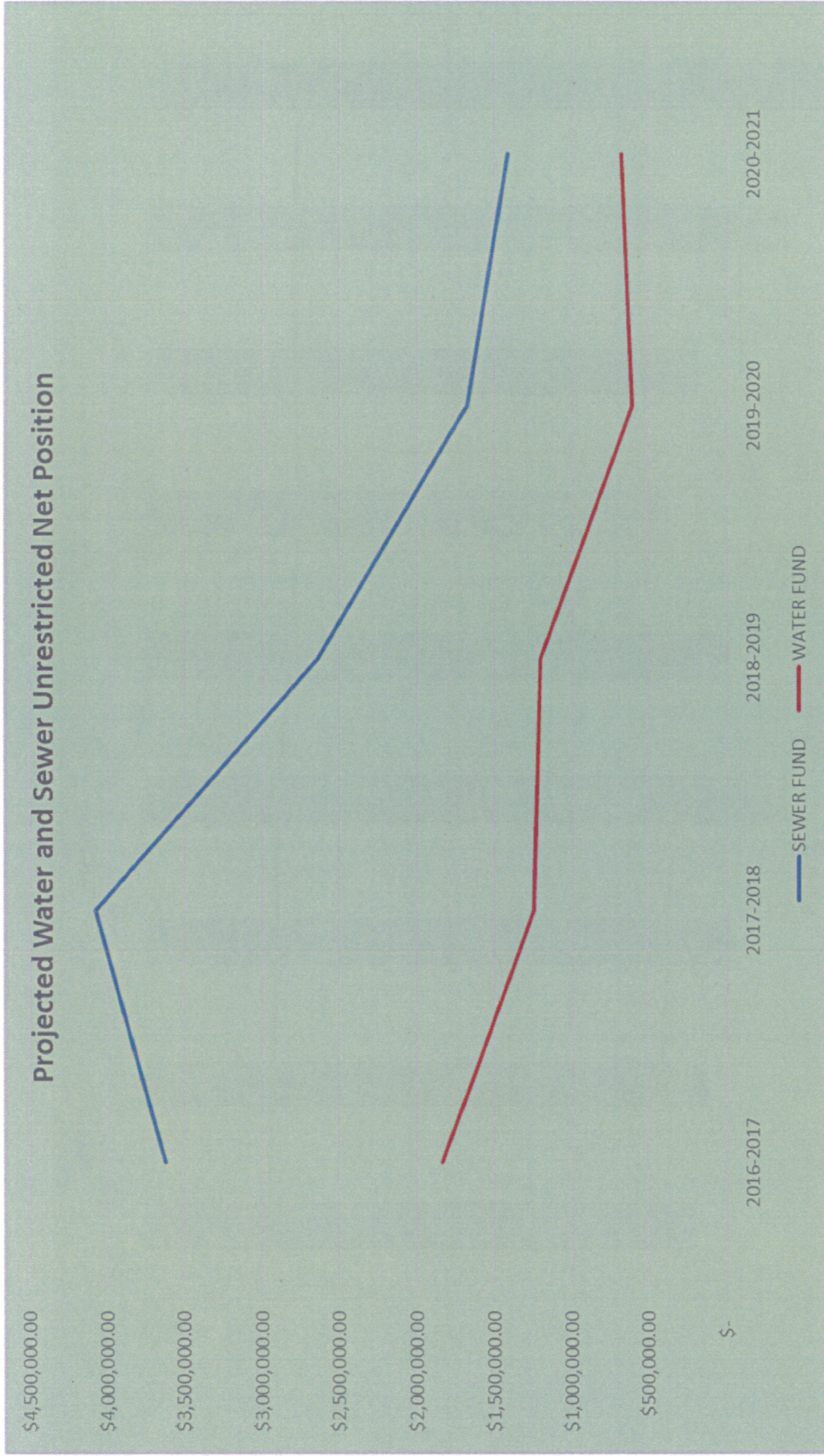
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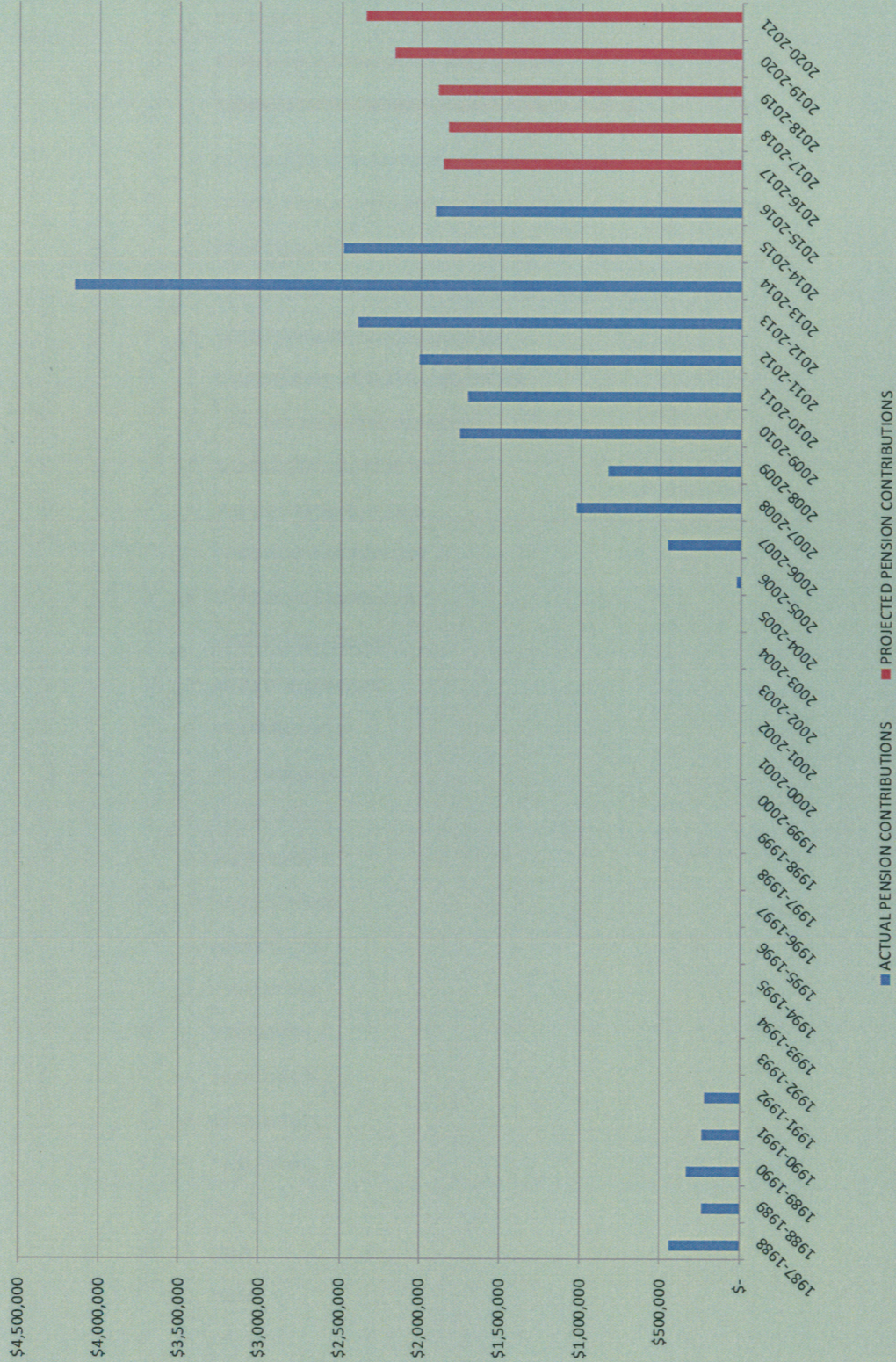
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See accompanying summaries of significant assumptions and accounting policies and accountant's report.

CITY PENSION CONTRIBUTIONS

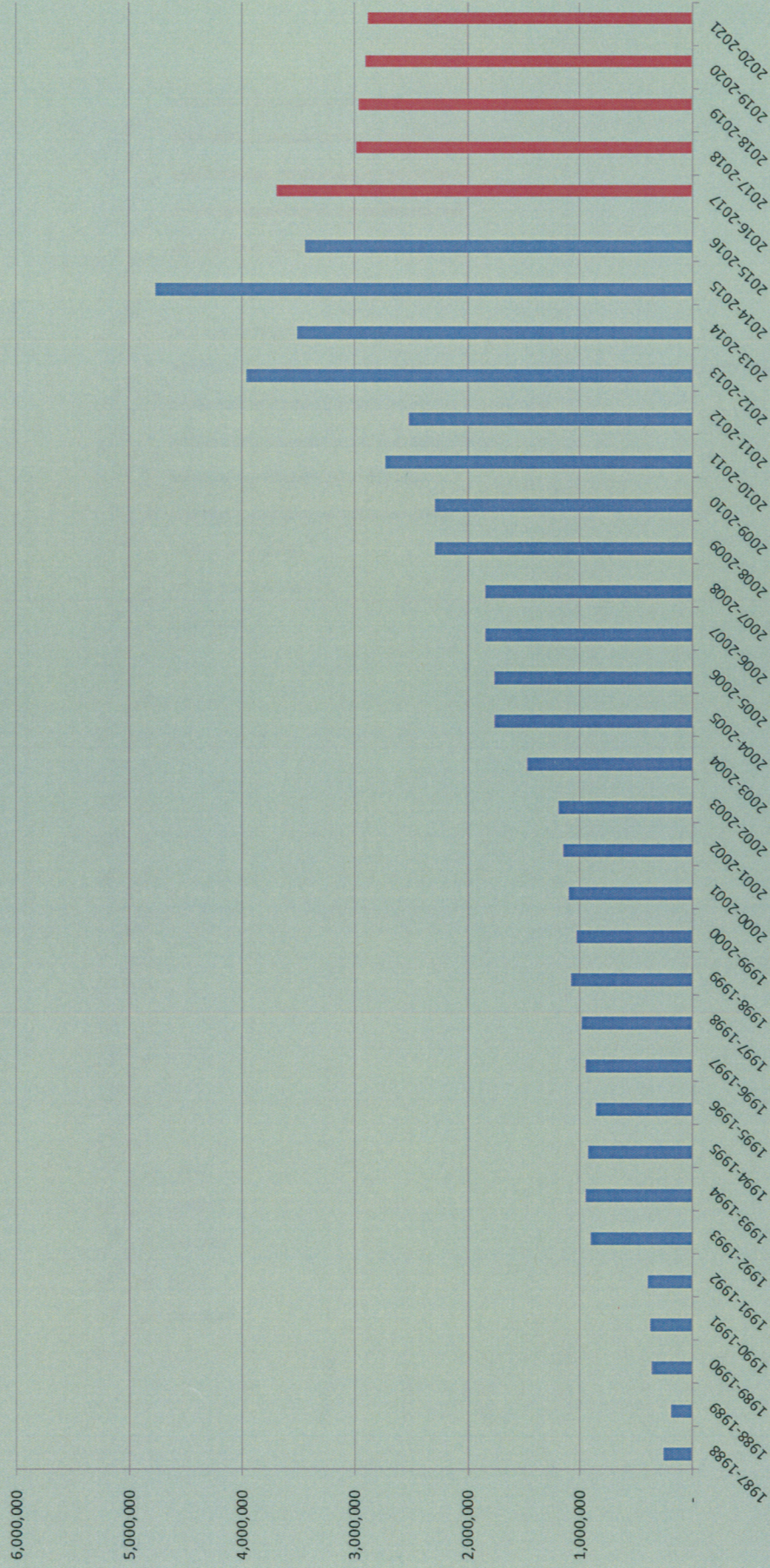
FISCAL YEAR 1988-2016 (actual) AND 2017-2021 (projected)



Fiscal Year 2013-2014 included an extra \$1,294,000 contribution

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

CITY RETIREE HEALTH CARE CONTRIBUTIONS FISCAL YEARS 1988-2016 (actual) AND 2017-2021 (projected)



■ ACTUAL RETIREE HEALTH CARE CONTRIBUTIONS ■ PROJECTED RETIREE HEALTH CARE CONTRIBUTIONS

CITY MADE ADDITIONAL CONTRIBUTIONS OF \$450,000 IN 2009, \$300,000 IN 2010, AND \$1,000,000 IN 2013

See accompanying summaries of significant assumptions and accounting policies and accountant's report.

CITY OF BIRMINGHAM
SCHEDULE OF PROJECTED CAPITAL/OTHER COSTS
FISCAL YEARS 2017 - 2021

<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>	<u>STATUS OF FUNDING</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>COMMENTS</u>
<u>PLANNED PROJECTS</u>								
<u>CAPITAL PROJECTS FUND</u>								
1 City Hall								
Security System Upgrade	General Fund	Unfunded		\$ 26,000				\$40,000 available in capital projects fund
Locker Room Update	General Fund	Partial Funded		80,000				\$68,500 available in capital projects fund
Replace Boilers at City Hall	General Fund	Unfunded	\$ 18,597	250,000				
2 Baldwin Public Library								
Replace Passenger Elevator	General Fund	Funded	175,000					
Replace Roof in Birkerts Addition	General Fund	Unfunded		360,000				
3 Birmingham Museum								
Replace Allen House Siding	General Fund	Funded	80,000					
4 Fire Stations								
Replace Chesterfield Fire Station	General Fund	Funded	2,901,260					
Adams Concrete Repair	General Fund	Funded	25,549					
5 DPS Facility								
Replace 5 Heaters	General Fund	Funded	26,000					
Heaters/Furnances	General Fund	Partial Funded		50,000				\$29,000 is available in capital projects fund
Update Security System	General Fund	Unfunded		17,320				
6 Ice Arena								
Compressor Rebuild	General Fund	Funded	20,000	20,000	20,000	20,000		\$55,000 is available in capital projects fund
Replace Flat Roof	General Fund	Funded	60,000					
Outdoor Lighting	General Fund	Funded	5,400					
7 City Parks								
Irrigation Updates - (Shain)	General Fund	Funded	15,000					
Electrical Improvements (Shain)	General Fund	Funded	20,000					
Soccer Field Improvements (Pembroke)	General Fund	Funded	15,000					
Soccer Field Improvements (Barnum)	General Fund	Funded		15,000				Funds are available in capital projects fund
Poppleton Park Site Plan	General Fund	Funded	25,000					
Barnum Park Phase II	General Fund	Funded	25,000					
Poppleton Park Playground Equipment	General Fund	Funded	30,000					
Park Signage	General Fund	Funded	15,000					
Drinking Fountains	General Fund	Partial Funded	25,000	25,000	25,000	25,000		Funds available for FY 16-17
Adams Park Improvements	General Fund	Partial Funded	50,000	517,200				Funds are available for FY 16-17 plans
Springdale Shelter Porous Pavement	General Fund	Funded	42,000					Funds are available in capital projects fund
Poppleton Park Improvement	General Fund	Unfunded		800,000	608,000			
Rouge River Trail Improvements	General Fund	Partial Funded		250,000	250,000			\$36,000 is available in capital projects fund
Barnum Ballfield Improvement	General Fund	Unfunded		20,000				Funds available in capital projects fund

CITY OF BIRMINGHAM
SCHEDULE OF PROJECTED CAPITAL/OTHER COSTS
FISCAL YEARS 2017 - 2021

<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>	<u>STATUS OF FUNDING</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>COMMENTS</u>
St. James/Poppleton Ballfield Improvement	General Fund	Unfunded			30,000			\$25,000 available in capital projects fund
Replace Boulders Maple/Eton Stairs	General Fund	Unfunded		45,000				
Synthetic Ice for Shain Park	General Fund	Unfunded				40,000		
Dog Park Upgrade	General Fund	Unfunded				80,000		
8 Streetscape								
Park Benches/Trash Cans	General Fund	Partial Funded	35,000	35,000	35,000	35,000	35,000	\$50,000 is available in capital projects fund
Bike Racks - Phase II	General Fund	Funded	20,000					
9 Streetlight Replacement								
Old Woodward Ave. - Willits to Brown	General Fund	Unfunded		450,000				\$ 452,500
Maple Rd. - Chester to Woodward	General Fund	Unfunded						
10 Bus Shelters								
Locations to be determined	General Fund	Partial Funded	25,000	25,000				SMART funding = \$20,042
11 Woodward Ave. Landscaping Improvements	General Fund	Funded	20,000					Funds are available in capital projects fund
12 Woodward Crossing Improvement	General Fund	Funded		150,000				Funds are available in capital projects fund
SUBTOTAL CAPITAL PROJECTS			\$ 3,673,806	\$ 3,135,520	\$ 968,000	\$ 652,500	\$ 35,000	

CITY OF BIRMINGHAM
SCHEDULE OF PROJECTED CAPITAL/OTHER COSTS
FISCAL YEARS 2017 - 2021

<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>	<u>STATUS OF FUNDING</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>COMMENTS</u>
<u>STREET FUNDS</u>								
13 Major Street Projects	General Fund Federal Grant	Unfunded Unfunded	\$ 2,920,900 1,167,000	\$ 300,000	\$ 1,670,000 350,000	\$ 1,470,000	\$ 2,665,000	
14 Local Street Projects	General Fund	Unfunded	2,755,685	1,470,000	2,115,000	335,000	1,782,000	
SUBTOTAL STREET FUNDS			\$ 6,843,585	\$ 1,770,000	\$ 4,135,000	\$ 1,805,000	\$ 4,447,000	
<u>WATER & SEWER PROJECTS</u>								
15 Water Projects	Reserves	Unfunded	\$ 1,279,138	\$ 805,000	\$ 1,460,000	\$ 2,045,000	\$ 1,675,000	
16 Sewer Projects	Reserves Rates	Unfunded Unfunded	2,826,947 675,000	1,345,000 675,000	1,875,000 675,000	2,345,000 675,000	825,000 675,000	
SUBTOTAL WATER & SEWER PROJECTS			\$ 4,781,085	\$ 2,825,000	\$ 4,010,000	\$ 5,065,000	\$ 3,175,000	
<u>PENSION AND RETIREE HEALTH CARE COSTS</u>								
17 Pension Contributions Percent Funded	Various	Unfunded	\$ 1,863,849 91.3%	\$ 1,827,814 90.9%	\$ 1,892,602 90.1%	\$ 2,169,069 87.3%	\$ 2,344,191 85.6%	Contributions increase as a result of phase 85.6% in of investment losses from FY 16
18 Retiree Health Care Contributions Percent Funded	Various	Unfunded	3,689,163 41.1%	2,977,041 49.7%	2,959,086 52.7%	2,901,354 54.9%	2,874,207 57.0%	
SUBTOTAL PENSION AND RHC COSTS			\$ 5,553,012	\$ 4,804,855	\$ 4,851,688	\$ 5,070,423	\$ 5,218,398	
TOTAL PLANNED CAPITAL AND OTHER COSTS			\$ 20,851,488	\$ 12,535,375	\$ 13,964,688	\$ 12,592,923	\$ 12,875,398	

THE ABOVE PLANNED PROJECTS DO NOT INCLUDE PARKING SYSTEM IMPROVEMENTS INCLUDING THE ADDITION OF ANY NEW STRUCTURES OR LEVELS. ALSO NOT INCLUDED ARE ANY IMPROVEMENTS FOR THE BALDWIN PUBLIC LIBRARY OTHER THAN NOTED ABOVE.



MEMORANDUM

Engineering Dept.

DATE: January 13, 2017
TO: Joseph Valentine, City Manager
FROM: Paul T. O'Meara, City Engineer
SUBJECT: 2017 Project Schedule

Attached for your reference is a spreadsheet and map of the various projects currently scheduled for construction this year. The following text helps summarize the goals to be achieved with these projects.

2017 Local Street Paving Program – Contract #1-17(P)

Typically, the Engineering Dept. attempts to conduct at least one contract geared at taking existing streets that are near the end of their service life, and replacing the pavement in its entirety. When doing so, it is always more practical to take advantage of the opportunity, and replace water and sewer systems when applicable. This year, the paving program is being downsized for two reasons:

1. To allow staff to focus more on the largest, most important project of the year (Old Woodward Ave.).
2. To help keep expenditures at a reasonable level in the various funds.

With that in mind, this contract combines three separate streets that need work.

- a. Now that an agreement has been reached with the Birmingham Public Schools District, Oak St. will be reconstructed for the block in front of the Quarton Elementary School property. The water system will be replaced, and a large storm sewer extension will be installed so that streets to the north and west of here can have storm water directed to the storm system, and out of the combined system. Finally, the City will construct the parent drop off lanes to service the elementary school, as agreed to with the school district.
- b. The commercial section of Poppleton Ave. will be reconstructed. This pavement is in poor condition. We are currently in discussions with Kroger management to arrive at a plan that keeps the store as accessible as possible, while allowing room for the road to be replaced.
- c. Select sections of concrete on Lawndale Ave. immediately next to Woodward Ave. will be replaced.

Old Woodward Ave. Reconstruction Project – Contract #2-17(P)

The Engineering Dept. is currently working on plan preparation with a team of consultants. Plans are being prepared in accordance with the concept plans prepared by planning team

MKSK. We are working to complete the plans by the end of February so that construction can start some time in May.

2017 Concrete Sidewalk Program – Contract #3-17(SW)

This year, sidewalk repairs will be concentrated in the section of the City between the Rouge River and Adams Rd., north of Maple Rd. In the downtown area, the contiguous NE quadrant of the City will be repaired. As always, the contract will also include multiple road and sidewalk repairs throughout the City that have been damaged over the previous year by utility taps and repairs.

Park St. Parking Structure Painting Project – Contract #4-17(PK)

Bids will be opened this month for this maintenance project. The structural steel frame of this facility needs to be cleaned of rust and repainted, to improve its appearance and increase its longevity. Work will be postponed until the Old Woodward Ave. project is completed, as one half of one floor will have to be closed at a time to give the contractor a work area. Depending on the schedule of the street project, there may not be sufficient time to complete the work in 2017. If necessary, the work will stop for the winter, and be completed in the spring of 2018.

2017 Asphalt Resurfacing Program – Contract #5-17(P)

Similar to previous years, several asphalt roads will be resurfaced in the fall. Curbs and sidewalk ramps will be repaired as a part of the project. The focus this year will be on several smaller, dead end streets that need attention. Several additional streets (not shown) will also be selected for crack sealing and waterproofing.

2017 Sewer Lining Program – Contract #6-17(S)

Later this year, the City will be ready to line several backyard sewers in the Quarton Lake area. The work will focus on the area north of Oak St., between Chesterfield Ave. and Lakepark Ave. Several other miscellaneous sewer runs will also be selected and lined where needed to make this a good sized project.

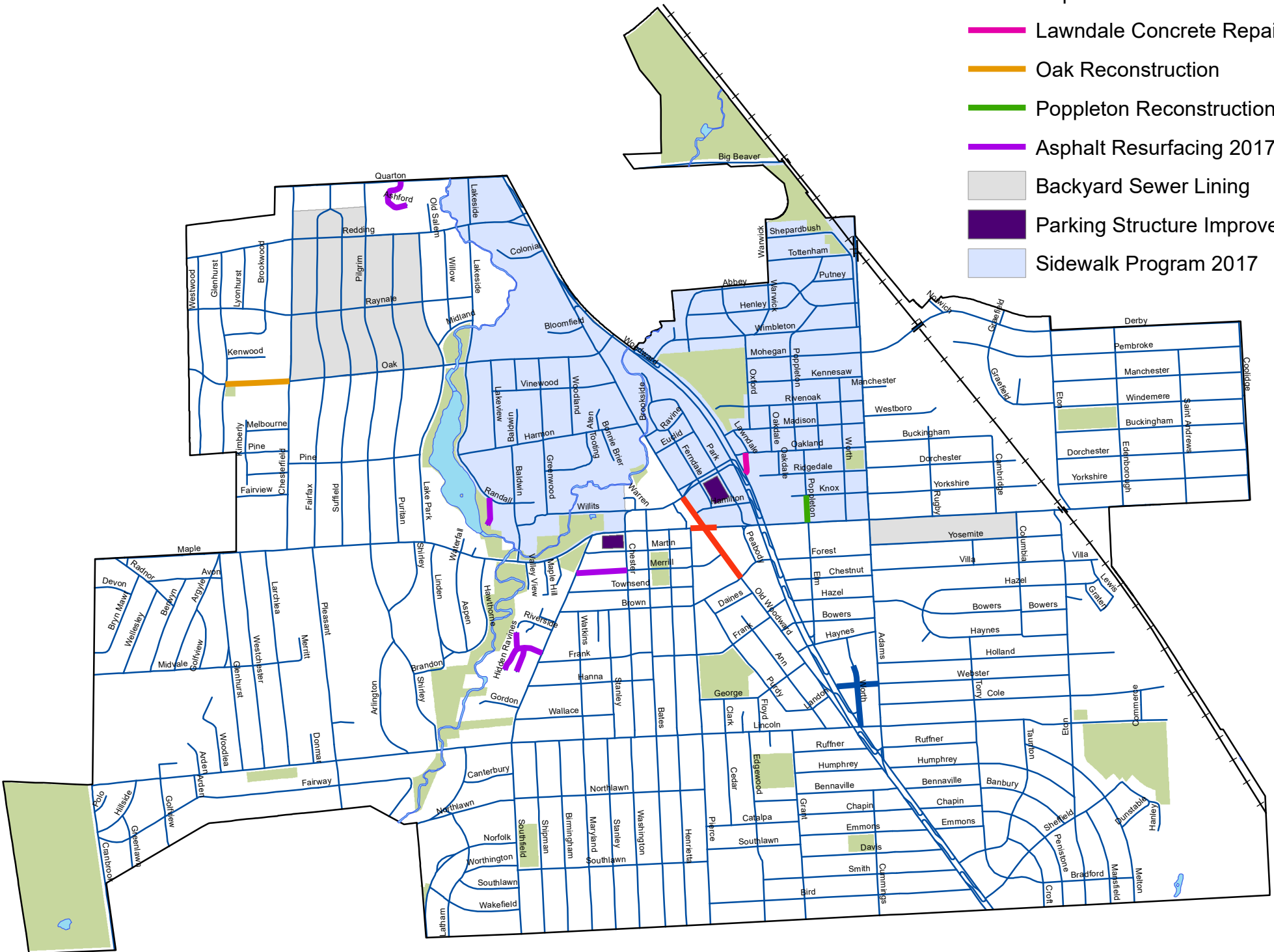
Chester St. Parking Structure Relighting – Contract #7-17(PK)

The City will bid out the replacement of all of the existing light fixtures throughout the building. All existing lights will be converted to LED for a higher quality light and lower annual cost. (Stair tower lights will not be included in this work, since those areas have already been converted to LED.) Work will be done in early morning hours to reduce impact on the daily customer traffic.

Webster Ave. & Worth St. Cape Sealing

These streets were awarded a 50% construction grant through Oakland Co., which must be completed in 2017. The work will be added to the larger Cape Sealing Program currently being put together by the Dept. of Public Services, for efficiency. Handicap ramps will be updated as a part of this work.

Birmingham Engineering Department Projects, 2017



CITY OF BIRMINGHAM
2017 CAPITAL IMPROVEMENT PROJECTS

CONTRACT NUMBER	TITLE	LOCATION	EST. COST	FUNDING SOURCE	EST. CONSTRUCTION SCHEDULE
1	2017 LOCAL STREET PAVING PROGRAM	Oak - Glenhurst to Chesterfield	\$530,000	Major Streets	June - Aug.
			\$170,000	Water	
			\$425,000	Sewer	
		Poppleton - Knox to Maple	\$132,000	Local Streets	June - Aug.
		Lawndale - Oakland to Woodward	\$50,000	Major Streets	June - Aug.
2	OLD WOODWARD AVE. RECONSTRUCTION	Old Woodward - Willits to Brown Maple - Pierce to E. of Old Woodward	\$2,000,000	Major Streets	May - Sept.
			\$500,000	Water	
			\$750,000	Sewer	
			\$400,000	Sidewalks	
			\$450,000	Street Lights	
3	2017 CONCRETE SIDEWALK PROGRAM	North Central Section of City	\$200,000	Sidewalks	May - Aug.
			\$25,000	Major Streets	
			\$30,000	Local Streets	
			\$15,000	Alleys	
			\$85,000	Sewer	
			\$60,000	Water Main	
			\$80,000	Water Services	
4	PARK ST. STRUCTURE PAINTING PROJECT	Park St. Parking Structure	\$750,000	Parking	Sept. - Nov.
5	2017 ASPHALT RESURFACING PROGRAM	Ashford Lane - Quarton to East End	\$80,000	Local Streets	Sept. - Oct.
		Millrace Ct. - Lakeside to South End	\$50,000	Local Streets	
		Merrill St. - Southfield to Chester	\$92,000	Local Streets	
		Hidden Ravines - West of Southfield	\$150,000	Local Streets	
		Miscellaneous Street Sealing (TBD)	\$50,000	Major Streets	
		Miscellaneous Street Sealing (TBD)	\$75,000	Local Streets	
6	2017 SEWER LINING PROGRAM	Quarton Lake Estates plus other locs.	\$750,000	Sewer	Oct. - Dec.
7	CHESTER ST. STRUCTURE RELIGHTING	Chester St. Parking Structure	\$350,000	Parking	Oct. - Nov.
	WEBSTER & WORTH CAPE SEALING	Webster - Woodward to Adams Worth - N. of Webster to Woodward	\$62,000	Local Streets	Sept. - Oct.

BACKYARD SEWER & WATER MASTER PLAN UPDATE

LONG RANGE PLANNING SESSION
JANUARY 28, 2017

City of Birmingham Engineering Dept.

BIRMINGHAM BACKYARD SEWER AND WATER MASTER PLAN

Approved July, 2011

A holistic, eight year plan to address three remaining neighborhoods that were built with backyard water mains and/or sewers.

BACKYARD SEWER & WATER MASTER PLAN

North Quarton Lake Easement Status



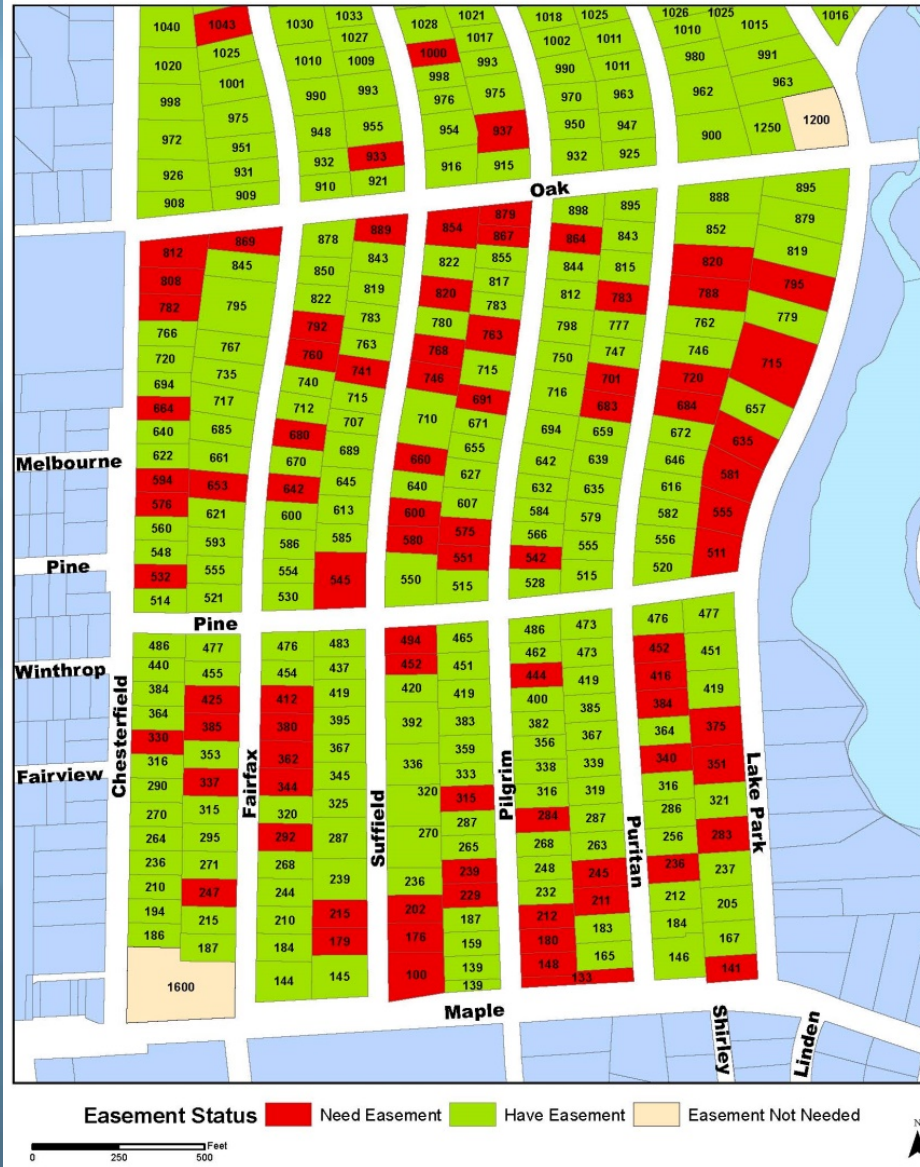
Easement Status ■ Need Easement ■ Have Easement ■ Easement Not Needed

0 255 510 Feet



BACKYARD SEWER & WATER MASTER PLAN

South Quarton Lake Easement Status



BACKYARD SEWER & WATER MASTER PLAN

EASEMENT ACQUISITIONS

Quarton Lake Subdivision –

- ▣ Three Mass Mailings
- ▣ Third Mailing Certified
- ▣ Articles in Neighborhood Newsletter
- ▣ Emails from Neighborhood Association
- ▣ Easement Required with Building Permit Requests
- ▣ 2016 Reminder in Sewer Billing Envelopes

BACKYARD SEWER & WATER MASTER PLAN

Current Status:

239 Recordable Easements Received (71%)

- ▣ New Focus on Key Properties for Early 2017

1. Certified Letters
2. Phone Calls to Owners

- ▣ Lining Planned for Late 2017 –
North of Oak St., between
Chesterfield Ave. to Lakepark Ave.

BACKYARD SEWER & WATER MASTER PLAN

East Maple Gardens Easement Status



BACKYARD SEWER & WATER
MASTER PLAN

EASEMENT ACQUISITIONS

E. Maple Gardens Subdivision –

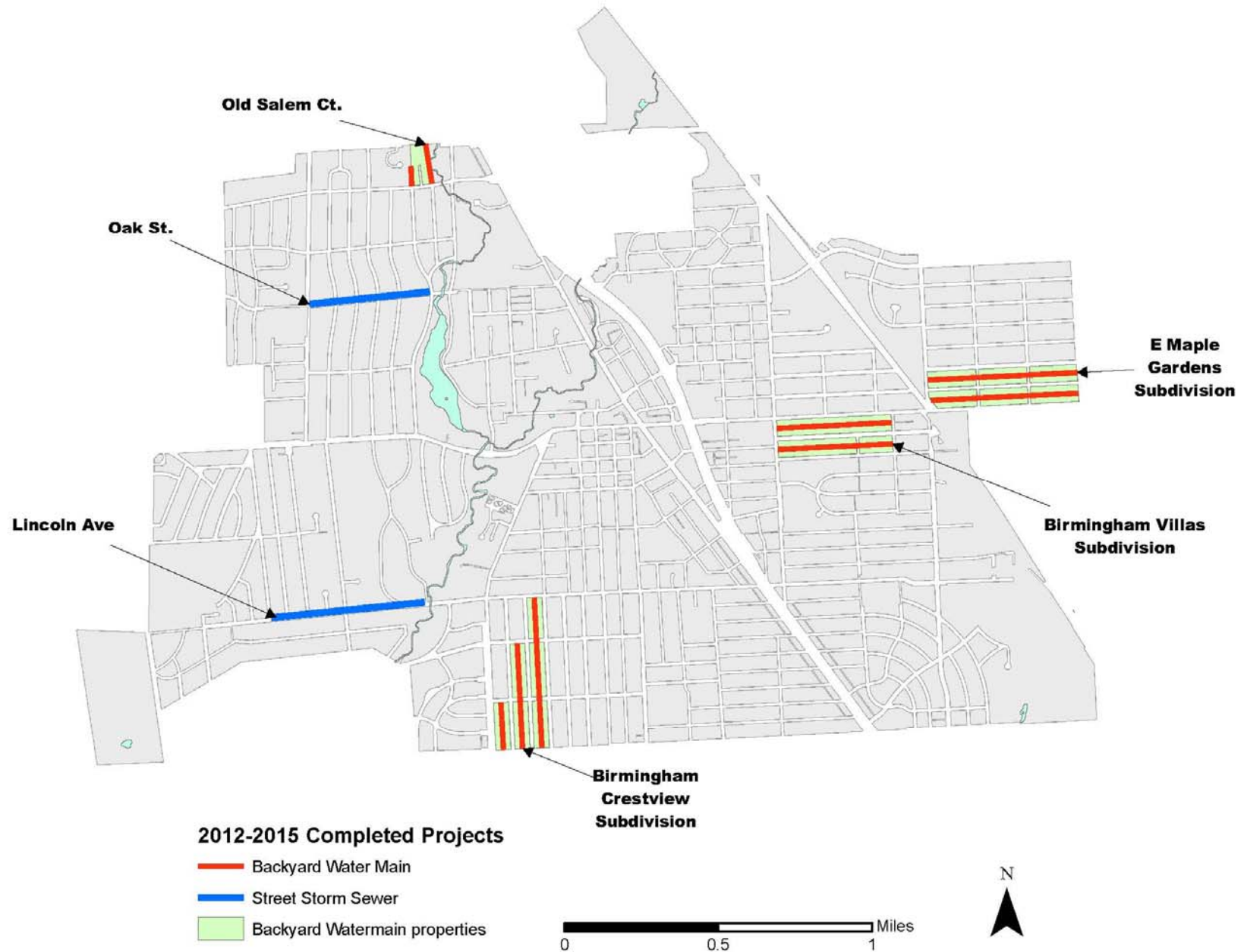
- ▣ Three Mailings in Past
- ▣ Easement Required with Building Permit Requests

Current Status as of End of 2016:

19 Recordable Easements Received (73%)

- ▣ Reminder in 2017 Sewer Billing Envelope Planned

BACKYARD SEWER & WATER MASTER PLAN



BACKYARD SEWER & WATER MASTER PLAN



BACKYARD SEWER AND WATER MASTER PLAN

Questions?



SEWER & WATER LATERAL REPLACEMENT POLICY UPDATE

City of Birmingham
Engineering Department
January 28, 2017

SEWER & WATER LATERAL REPLACEMENT POLICY

- ▣ Sewer and Water Laterals Typically Built with House, at Owner Expense
- ▣ As Laterals age and need replacement, repairs must be paid for by owner, whether on private property or in right-of-way.
- ▣ In early 2000's sewer lateral replacements became more frequent. Some owners thought City should be responsible.

SEWER & WATER LATERAL REPLACEMENT POLICY

- ▣ In 2003, Engineering Dept. bid out three year contract called “Private Building Sewer Excavation Repair or Replacement”
- ▣ Contract provided contractor “on call” available with contract unit prices if property owner wanted to hire out sewer work at fixed, fair prices.
- ▣ Contract was extended until interest died out about 2008.

SEWER & WATER LATERAL REPLACEMENT POLICY

- ▣ In 2005, City began offering voluntary sewer and/or water replacement with paving projects, with fixed price per foot.
- ▣ City covered inspection and restoration costs.
- ▣ Policy provided opportunity with drastically reduced prices.
- ▣ Voluntary participation was not as good as hoped.

SEWER & WATER LATERAL REPLACEMENT POLICY

Starting in 2007, policy was changed for sewer laterals. All sewers fitting criteria now must be replaced under special assessment district.

All sewers must be replaced if:

- ▣ Street pavement is being completely replaced.
- ▣ Sewer lateral is over 50 years old.
- ▣ Sewer lateral was constructed of Orangeburg pipe.
- ▣ Appeals process available if owner disagrees.

SEWER & WATER LATERAL REPLACEMENT POLICY

Sewer Lateral Replacement Policy deemed a success:

- ▣ 50% - 75% of sewer laterals replaced with new PVC.
- ▣ Prices very reasonable, ranging from \$500 to \$2,500 per house (compared to \$8,000 - \$10,000 when done individually).
- ▣ Homeowners generally happy to get this work done at such low cost.
- ▣ Water lateral replacement remains voluntary.

SEWER & WATER LATERAL REPLACEMENT POLICY

2007-2017:

Sewer Lateral Replacement → Mandatory

Water Lateral Replacement → Voluntary

Why the Difference?

SEWER & WATER LATERAL REPLACEMENT POLICY

SEWER LATERAL:

- ▣ Older pipes have shorter service life originally expected to expire after 50 years.
- ▣ Failures have occurred too frequently, causing damage to basements, large costs for emergency repairs.
- ▣ Even planned replacements often cost \$10,000+ when done for an individual property owner.
- ▣ New pipe (PVC) has extremely long service life and should operate trouble free for many decades.

SEWER & WATER LATERAL REPLACEMENT POLICY

WATER LATERAL:

- ▣ $\frac{3}{4}$ " Copper pipe has long service life; failures have been rare.
- ▣ Upgrade to 1" is a building code issue; change does not bring any immediate benefit to homeowner.
- ▣ Benefit comes when house is replaced or substantially expanded in value – often done by future owner.
- ▣ Replacement cost is less than sewer – average 40% less → Not a big factor when buying and selling.
- ▣ New pipe can be bored – less damage to surface.

SEWER & WATER LATERAL REPLACEMENT POLICY

Webster Ave. Paving Project (2016) – Example #1

Sewer Special Assessment District

69 out of 113 homes in district (69%)

Cost = \$48 per foot

Average paid \$1,304

Water Lateral Voluntary Contract

23 out of 68 homes signed contract (34%)

Cost = \$42 per foot

Average paid \$1,090

9 houses with lead service replaced at City expense

SEWER & WATER LATERAL REPLACEMENT POLICY

Mohegan/Kennesaw Paving Project (2014) – Example #2

Sewer Special Assessment District

52 out of 76 homes in district (68%)

Cost = \$39 per foot

Average paid \$1,040

Water Lateral Voluntary Contract

8 out of 19 homes signed contract (42%)

Cost = \$56 per foot

Average paid \$1,400

16 houses with lead service replaced at City expense

SEWER & WATER LATERAL REPLACEMENT POLICY

Should water lateral replacement be required?

- ▣ 426 Homes Replaced 2011-2016
- ▣ All Houses Must Have Minimum 1" Water Service
- ▣ 38 Cuts in Pavement on Holland Ave. in 11 yrs.
- ▣ 7 Cuts in Pavement on Cole Ave. in 3.5 yrs.
- ▣ 6 Cuts in Pavement on Webster Ave. in 5 mo.

SEWER & WATER LATERAL REPLACEMENT POLICY

Should water lateral replacement be required?

Positives:

- ▣ New pavement is not damaged by ongoing house replacements/expansions.
- ▣ Improved ride quality and life expectancy for City pavements.
- ▣ Reduced maintenance for City streets. Value of properties increases as all lots are ready for future growth.
- ▣ City can assess cost of lead service replacement.

SEWER & WATER LATERAL REPLACEMENT POLICY

Should water lateral replacement be required?

Drawbacks:

- ▣ No visible, immediate benefit to owner
- ▣ Return on investment comes when property is sold or greatly improved.
- ▣ Future owners with larger lots may want more than 1" service.
- ▣ Owners that need a new water lateral are typically those that also need a new sewer lateral → Same owners will be charged twice.

SEWER & WATER LATERAL REPLACEMENT POLICY

▣ Questions?







MEMORANDUM

Engineering Dept.
Dept. of Public Services
Finance Dept.

DATE: January 16, 2017

TO: Joseph Valentine, City Manager

FROM: Paul T. O'Meara, City Engineer
Lauren Wood, Director of Public Services
Mark Gerber, Finance Director

SUBJECT: Proposal and Analysis:
Second Water Meter for Outdoor Use Only

The City of Birmingham, like all communities in this area, provide the opportunity to connect to the public water supply and sewer system provided previously by the City of Detroit (now the Great Lakes Water Authority (GLWA)). In order to account for the costs incurred by these services, separate funds are operated known as the Water-Supply System Receiving Fund (Water Fund), and the Sewage Disposal Fund (Sewer Fund).

The Water Fund budget planned for revenues of about \$5.7 million for fiscal 2016-17, based on a rate of \$4.36 per 1,000 gallons used. Expenditures in the Water Fund are split into two main categories, as follows:

Water Supply (purchased from SOCWA ¹)	55%
City Maintenance and Capital Improvements	45%

The Sewer Fund budget plans for revenues of about \$10.9 million for fiscal 2016-17, based on a rate of \$9.68 per 1,000 gallons used. Expenditures in the Sewer Fund are split into three main categories, as follows:

Sewage Disposal (charged by the OCWRC ²)	42%
Storm Water Disposal (charged by the OCWRC)	31%
City Maintenance and Capital Improvements	27%

When a homeowner receives their quarterly water and sewer bill, it clearly shows that only 31% of their expense covers the cost of water supply; the remainder goes to disposing of sewage. For those seeing much higher water bills during the summer lawn watering season, it is reasonable to assume that a large amount of the water used never returns to the sewer system – it either evaporates or is deposited into the ground water table.

¹ Southeast Oakland County Water Authority

² Oakland County Water Resources Commissioner

For those that choose to maintain a high quality landscape, a high water bill appears to represent an unfair method of calculation that could be rectified easily by the installation of a second water meter. The first water meter would measure all water drawn from the City system and used on the property. The second water meter would measure the fraction of water from the first meter that is then used to water the landscape outside of the home. For billing purposes, the Water Meter Dept. would have to collect two numbers from the home. The first number would calculate the total fee that would be charged for any homeowner (units of water used times the combined rate charges from the water and sewer system). The number of units measured from the second meter would then be subtracted by the units measured by the first meter. That number would then be multiplied by the sewer system rate, and subtracted from the initial charge, thus providing a discount to the homeowner that has installed a second water meter. However, offering discounts to a select group of customers will result in recouping revenues from the customer base as a whole.

The following section of this report will be split into four parts. The first part will consider the position that some percentage of outdoor water does end up in the sewer system, although that percentage has been difficult to quantify. The second part will analyze the impact such a discount would have on various parts of the sewer billing system, both before and after the institution of the new Storm Water Apportionment Ordinance. The third part will consider the impact on the administrative and field staff involved in water metering and billings. The final part will summarize the issue.

OUTDOOR WATER USAGE

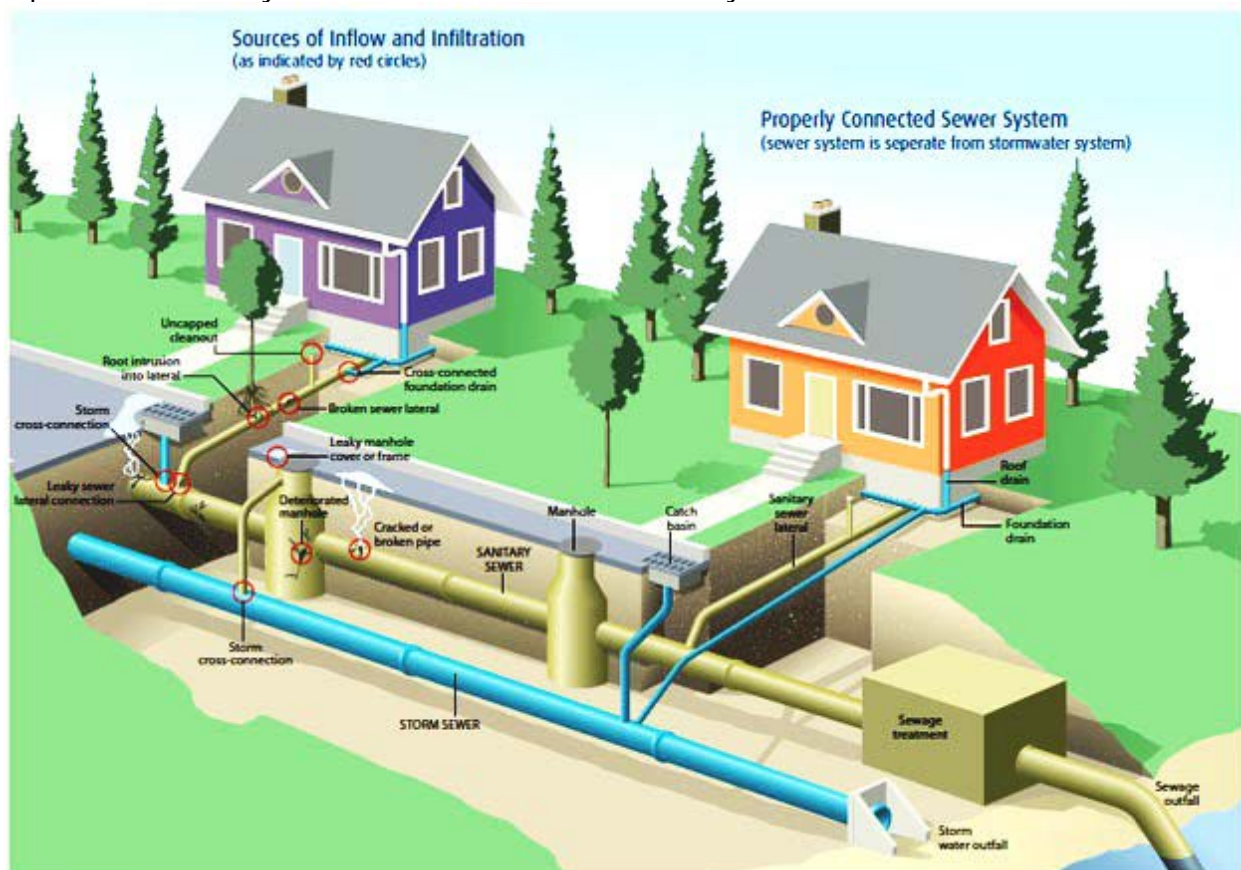
Typically, consumers assume that all water used for outdoor purposes soaks into the ground, and none of it returns back into the sewer system. However, this is not so. Most of Birmingham was developed by the 1930's, at a time when combined sewer systems were the norm. In fact, about 94% of Birmingham is within a combined sewer district, meaning that all flows, whether they be sanitary sewage from a building, or rain water from a street, is directed to the same sewer system, and ultimately treated at the sewage treatment plant owned and operated by the GLWA. At the time the system was built, there was little concern for being water tight. Almost every street drain, yard drain, and footing drain are connected to this system, directing wastewater to the sewer system which must then be treated. Plus, as the system ages, defects in the pipes and manholes allow ground water to infiltrate into the sewer system, all of which must be treated. While sewer improvements being constructed today are much more water tight, these improvements only make a small reduction in flows compared to the system at large. (While operating a combined sewer system is higher than a newer separated system, it is much less than the cost of building a new separated system today.)

The drawing below helps clarify the many sources of water infiltration that enter the sewer system. The orange house on the right depicts a newer home connected to a separated sewer system. Only sanitary sewage from the house is directed to the public sanitary sewer system. Roof drains, footing drains, and drains in the street are connected to a storm sewer, which is then directed to a nearby waterway (not to the sewage treatment plant).

The purple house on the left is more typical to what is found in older combined sewer neighborhoods such as Birmingham. In addition to the sanitary sewage, footing drains, yard drains, and street drains are connected to the sewer system. In addition, older pipes with

multiple joints are more likely to take on ground water through cracks and joints, further compounded by root intrusion. (Birmingham fortunately no longer allows roof drain connections into the sewer as shown on the drawing.)

Consumers often think that the sewer lines are deep and watering the lawn does not impact the system. However, loose, often sandy soils used to backfill trenches around the sewer and home often act as a sponge, encouraging excess groundwater to flow back to the sewer. In order to better understand this factor, the amount of flow being measured from a sewer meter late at night at the end of June, 2016, was measured. The flow from a large drainage area at 4 AM after three weeks of very dry weather should reflect to the best degree possible the amount of flow being generated at that time by irrigation that returns to the sewer. Based on this measure, about 0.8% of the total flow charged to customers for irrigation ended up back into the sewer. During wetter, more normal summer weather patterns, one could argue that more water would return to the sewer, as the groundwater table would not be able to absorb as much of the irrigation water. Even if this number were doubled, however, it still would represent a relatively small amount of the flows in the system.



With the above in mind, it appears that water returned to the sewer from irrigation systems is not as big of a factor as historically thought.

IMPACT ON SEWER BILLS – PREVIOUS BILLING METHOD

The following table demonstrates how the installation of a second water meter, using the City's previous billing mechanisms, would have impacted a water and sewer bill during the peak summer watering season:

AVERAGE WATER/SEWER BILL IN EVERGREEN-FARMINGTON DISTRICT FOR A SINGLE FAMILY HOME, 50' x 150' LOT (WATER & SEWER BILLING INCREASES 150% FOR 3 MONTHS IN

	Old Methodology – Winter Time Billing (storm water included in sewer rate)	Old Methodology Summer Time Billing (storm water included in sewer rate)	Old Methodology Summer Time Billing (with second meter discount)
	20 units	55 units	55 units
Water	\$87.20	\$239.80	\$239.80
Sewer	\$193.60	\$532.40	\$532.40
Meter Charge	\$8.00	\$8.00	\$16.00
Second Meter Discount	N/A	N/A	-\$338.80
Total Quarterly Bill	\$288.80	\$780.20	\$449.40 ³

SUMMER):

Operating under the assumptions noted, and also assuming that the bulk of outdoor watering occurs over a 3 month period, the homeowner would see a substantial 44% reduction in costs during the peak watering period, or a 21% reduction in annual costs.

Using these simple numbers above, it is also possible to develop the length of time it would take to pay back the cost of the second meter. Combining plumbing contractor cost and City meter installation, it can be assumed that the installation of a second meter would cost the average homeowner \$1,600. If \$330 is saved per year in annual water and sewer treatment costs, the homeowner would break even in **4.85 years**.

IMPACT ON SEWER BILLS – NEW BILLING METHOD WITH STORM WATER CHARGE

In January of 2017, the City Commission authorized a new billing system for sewage treatment in the City of Birmingham. The changes are explained in detail in the new Storm Water Apportionment Ordinance, as detailed in Section 114-400 of the City Code. The City was mandated to implement this ordinance as part of a court settlement, in an attempt to collect fees for storm water services in a manner that is more proportionate to the burden each user puts on the system.

³ Calculation assumes no change in overall rates, and internal household water usage stayed constant all year long.

With the new storm water charges coming into effect currently, the benefits to be derived from a second meter will be reduced. Storm water charges will now be based on how large a property is, and will not change at all relative to how much water is used through the meter. As a result, the sewer rate per 1,000 gallons will drop by 30%. The following table repeats the calculations developed for the table above, only using the new sewer rate method:

AVERAGE WATER/SEWER BILL IN EVERGREEN-FARMINGTON DISTRICT FOR A SINGLE FAMILY HOME, 50' x 150' LOT (WATER & SEWER BILLING INCREASES 150% FOR 3 MONTHS IN SUMMER):

	New Methodology - Winter Time Billing	New Methodology - Summer Time Billing (storm water included in sewer rate)	New Methodology- Summer Time Billing (with second meter discount)
Water Consumption	20 units	55 units	55 units
Water	\$87.20	\$239.80	\$239.80
Sewer	\$134.80	\$370.70	\$370.70
Meter Charge	\$8.00	\$8.00	\$16.00
Storm Water Fee	\$45.75	\$45.75	\$45.75
Second Meter Discount	N/A	N/A	-\$235.90
Total Quarterly Bill	\$275.75	\$664.25	\$436.35

Under the new billing method, the average customer with a second water meter using the same amount of water in the summer would now see a 35% reduction in costs during the peak watering period, or a 16% reduction in costs overall. If the City chooses to allow the installation of second water meters, the impact on overall City revenues should not be as significant as it would have been before, but the benefits to be gained by the individual homeowner will not be as great, either. Also using the numbers above, the payback period for a customer that expends \$1,600 to have the second meter installed will now take **6.7 years** to recover this cost.

IMPACT ON SEWER FUND

As noted above, the sample customer installing a second water meter would potentially see a 16% reduction in their total water and sewer bill during the peak watering months. The City, unfortunately, would not see any changes in its expenditures. In the current fiscal year the Sewer Fund must raise almost \$11 million to cover its operating expenses. It can be assumed that if allowed, second water meters would be most popular with those customers currently paying higher than average water and sewer bills. The customers that would participate are likely those that would stand to gain the most, but would also cost the Fund the most in reduced billings. The basic sewer rate charged to all would have to increase faster than it otherwise would to ensure that the Sewer Fund continues to collect the revenues needed to pay its expenses. Currently, it could be argued that those that choose to water their landscaping more subsidize those that do not by keeping rates lower. If second meters for outdoor use became popular, then the whole customer base would be impacted with higher rates. The

extent to which this would happen depends on how popular the second water meter concept becomes, as outlined below:

Percentage of Irrigation Water Removed from Sewer Rate					
	Current Rate	25%	50%	75%	100%
Sewer Rate	\$6.74	\$7.16	\$7.65	\$8.20	\$8.85
% Increase		6.2%	13.5%	21.7%	31.3%

IMPACT ON WATER METER DEPT. & TREASURY DEPT.

If second meters were allowed, there would be an initial increase in staff time to install, inspect, and set up the meters to be read and billed by the system. The Dept. of Public Services currently has two employees dedicated to the Water Meter operation, servicing 8,500 accounts. Should the number of meters grow in the system to service this new program, then additional hours will have to be made available to service this increased number. The extent to which this would change the current operation is difficult to predict until the popularity of the second meter concept is known.

OVERALL OPERATING PHILOSOPHY

As you are likely aware, the United States has adopted a policy of water conservation. There are several regions of the nation now suffering from a shortage of fresh water ready and available to treat and use for potable domestic water use. Some water districts in the southwest are now in crisis, and water rationing and outdoor watering bans are commonplace. Fortunately, such measures are far from being necessary in Michigan, and are not anticipated in the foreseeable future. Even so, nationwide policies such as low flow devices on faucets, low water usage dishwashers and washing machines, etc., are making an impact everywhere, including in Michigan. As homes, plumbing systems, and appliances are replaced, demand for water goes down. The City of Birmingham has experienced a 12% decrease in water demand over the past ten years, a decline being seen in all stable population areas within the GLWA service area. While the number of units of water declines, expenses related to performing the tasks involved in water treatment continue to go up. GLWA has become aggressive at watching costs and reducing staff where possible, but costs will still continue to go up. Since less units of water are being sold, the rate charged on a unit must go up faster to keep revenues increasing to cover such costs. If second water meters are allowed, the number of units of sewage treatment sold to the customer base will decline even faster, thereby just increasing the need to raise rates faster on the customer base as a whole.

Considering again the goal of conservation, if the cost of watering a lawn appears to go down, that will encourage those with a second meter to water more than they otherwise would. While this will increase units of water sold (a positive thing when trying to keep water rates low), it will work against the nation's overall goal of conserving fresh water resources, and it will increase reliance on the public water system.

SUMMARY

The City of Birmingham has had requests for a second water meter for at least 20 years, if not longer. Such requests have not been entertained, due to the counterproductive nature that

such an effort would entail. While the benefit to those who use lots of outdoor water is clear for a select group of the customer base, that benefit will not be realized as much with the new billing system that is now going into effect (hence, the payback period to cover the costs of the second water meter will be longer.) With either billing system, drawbacks remain to the system as a whole, such as:

1. As second water meters become more popular, discounts issued to a select customer group will grow, and the base sewer rate will have to grow as well to ensure that all expenditures can continue to be paid.
2. While it can be said that those who choose to be heavy outdoor water users currently subsidize the system by paying more than their fair share, implementing a system with many second meters would distribute that cost to all users, not just those that choose to irrigate their property a lot, but rather, all users.
3. With improved efficiency in data collection, the City has been able to reduce its staff engaged in the Water Meter Shop operation. Depending on how many new meters are added to the 8,500 currently in service, additional staffing resources may have to be deployed.

To summarize, there has always been pressure to allow second water meters. That pressure has grown as rates have risen, and is compounded after a dry summer, such as that experienced in 2016. With the implementation of the new Storm Water Ordinance, the billing system is already changing significantly this year. All customers will see differing numbers from years past. The amount of change from winter to summer will be reduced. It is recommended that all customers be given at least 12 to 24 months to experience a dry summer with the new billing system, and to determine if the desire to add the burden of additional meters in the system is truly needed or desired. After a dry summer, the issue can then be considered again.



MEMORANDUM

Planning & Engineering Departments

DATE: January 13, 2017

TO: Joseph A. Valentine, City Manager

FROM: Jana L. Ecker, Planning Director
Paul O'Meara, City Engineer

SUBJECT: Public Alleys in Downtown

In 2012, the City Commission approved the alley plan entitled Activating Urban Space: A Strategy for Alleys & Passages ("the Plan"). The first step taken by the City in implementing the Plan was the amendment of the Zoning Ordinance to add the Via Activation Overlay District to create design standards for alleys and passages and to clarify permitted uses in alleys and passages. This overlay was approved in 2012 at the same time that the Plan was adopted. An inventory of all existing alleys and passages in the City was also prepared in 2012 to assist the City in determining and prioritizing needed maintenance and improvements in alleys and passages.

When considering levels of maintenance, it is important to note that historically alleys are managed differently than streets. Once a public street is improved with a permanent pavement, the City has promised to continue maintenance of that pavement into the future, without further special assessments to the adjacent property owners. That promise does not extend to alleys, for two reasons in particular:

1. Alleys cannot be included in the total mileage that the City owns under its Act 51 total road mileage with the State. While the City collects funds from the State through gas tax income for each of its public streets, there is no such funding source for alleys. Any funds spent on alleys need to be either funded through special assessment districts, or charged to the General Fund.
2. While almost every property in the City is adjacent to, and therefore benefits from, a public street, only a small percentage of properties benefit from being adjacent to an alley. Further, when an alley is present, it is generally a secondary access in addition to the access the property enjoys to a public street. Any improvements made to an alley can be considered a special benefit over and above the level of benefits generally extended to all property owners in general.

As a result, expenditures on alleys have historically been small. An amount averaging \$25,000 per year is budgeted to provide funds for concrete or asphalt patching where bad sections of pavement create a safety hazard that must be maintained for the health, safety, and welfare of the public. Major overhauls in alleys require a special assessment district, which can be initiated in the following ways:

1. A group of property owners representing the majority may petition the City to create a special assessment district.
2. The City Commission may initiate a request to consider and subsequently authorize a special assessment district.
3. Staff may, on the basis of a health, safety, and welfare issue, initiate a report to the City Commission to consider and subsequently authorize the creation of a special assessment district.

A short summary of the conditions and provisions for alleys in the Alleys and Passages Plan have been included. Excerpts from the plan for each alley have also been attached. Finally, a brief history of the pavement condition and its current status is provided.

Willits Alley

Willits Alley ranges from 14-27 ft wide and connects Maple Road, Bates St., and Willits Street. It is landscaped with wall ivy, trees, and some plantings with business doors and windows facing the alley. There is bench seating and a combination of city street lamps and wall mounted lights. Some of the trash receptacles are screened, and it is generally a clean and well-maintained alley.

The portion of the alley directly adjacent to the Willits Building (100 Willits St.) was constructed in 2003 as a part of the Willits Building project. (The private alley to the west, towards Bates St., was built at the same time. While this alley appears to be public, it is private. Its maintenance is the responsibility of the adjacent owner.) The alley extending south from the three-way intersection to W. Maple Rd. was built in 2005 as a special assessment district, under the direction of the City.

The 2003 alley pavement is deteriorating rather quickly, given its age. Talks have been held between staff and the ownership of the Willits Building in the past about the condition of the pavement, but they have made no indication that they are ready to proceed with this work at their expense. Given the complexities of this pavement (exposed aggregate panels and lots of joints), patching of this alley will not be very practical. The Engineering Dept. is monitoring the public portion of the alley, and intends to request the authorization for a new assessment district to replace it all at one time once its remaining service life is gone. If the district is authorized, the City could offer to reconstruct the private portion of the alley at the same time for a potential cost savings.

The 2005 portion of the alley is holding up well, and does not need any work at this time.

N. Hamilton Alley

North Hamilton Alley connects Ferndale and Park Street between Hamilton Avenue businesses and the Park Street Parking Structure. The alley is approximately 30' wide. Lighting comes from recessed wall mounted lamps and there is landscaping along the Parking Structure side, but there are no benches or furniture. It is noted that this alley has great potential for outdoor dining, events, and sales.

The surface of this alley is relatively old, but is still in good condition. Given the age and size of the adjacent buildings, it appears possible that new building construction may occur immediately to the south within the next ten years. With that in mind, a large investment in this pavement at this time may not be appropriate. The City currently operates and collects

funds from 17 metered public parking spaces on this alley. If the City elects to replace this pavement in the future, a substantial contribution to the cost should come from the Parking System.

S. Hamilton/E. Maple Alley

The S. Hamilton/E. Maple Alley connects Hamilton Rd, E. Maple Rd, and Park Street. The alley sewer and pavement were completely replaced under a special assessment in 2015, using the City's exposed aggregate pavement concept. Heavy duty dumpster screens were installed to partly conceal areas where dumpsters are placed within the alley property, to improve the appearance of the area. The passageway extending to E. Maple Rd. was completely replaced as a part of the adjacent Social Kitchen restaurant renovation in 2011, while the passageway extending to Hamilton Ave. was replaced in 2016 by the City. Since this is the downtown's newest alley, no further work is planned at this time.

Peabody Alley

The Peabody Alley connects Peabody St. And Brown St. It has "No Parking" signs, although parallel parking occurs. It has some wall ivy for landscaping, a tree, and a small plaza area. It does not have public benches and relies on small wall mounted lights for illumination. Utilities in the alley are screened but the dumpsters are not. This area could benefit from an enhanced terminating vista and enhanced aesthetics.

The section of the alley north of the parking structure is privately owned. The pavement has been completely replaced within the last five years, and is in good condition. The section west of the parking structure is public, and was constructed in 1984. Portions of the pavement have been replaced recently due to safety issues. Overall, the pavement is in good condition, and no further work is planned at this time.

Churchill's Alley (Pierce Alley)

Churchill's Alley connects Merrill St and Pierce St. It is considered a busy alley with multiple business entryways. It has 3 City street lamps and some small wall mounted lights. There is ivy on two of the buildings, but no public benches or outdoor commercial use. This alley has good terminating vista opportunities and could benefit from more clear delineation of pedestrian & service uses.

The pavement surface is asphalt, which has not been replaced in over 25 years. It is in poor condition. When it is time to replace the pavement, it is recommended that the exposed aggregate concrete concept used in the Hamilton Alley in 2015 be used here as well. Such a project would have an estimated value of approximately \$300,000 if built today. A special assessment district will have to be authorized to proceed with this work.

Brooklyn Pizza Alley

The Brooklyn Pizza Alley connects Henrietta and Pierce Street and is considered a busy service alley. Some adjacent properties use the alley for private parking spaces. It does not have public furniture or public gathering space. There is no landscaping and only small wall mounted lights. Adjacent businesses do not use the alley for extra commercial space either.

Similar to the Pierce Alley, this section is paved with asphalt that has not been replaced in over 25 years. The surface is in fair to poor condition. Complete concrete replacement to today's standards is estimated to cost \$150,000. A special assessment district will have to be authorized to proceed with this work.

Bates Alley

Bates Alley has only one vehicular entrance off of Bates Street, between Maple and Martin. Perpendicular parking is allowed on the north side, where the Tender passage connects Bates Alley to Maple Road. It is 26 feet wide. There is dumpster screening for the townhouses, small planters mounted on the wall for landscaping, and the lighting is wall mounted as well. It is recommended that pedestrian traffic zones between Bates Alley and Tender Passage could be more clearly defined.

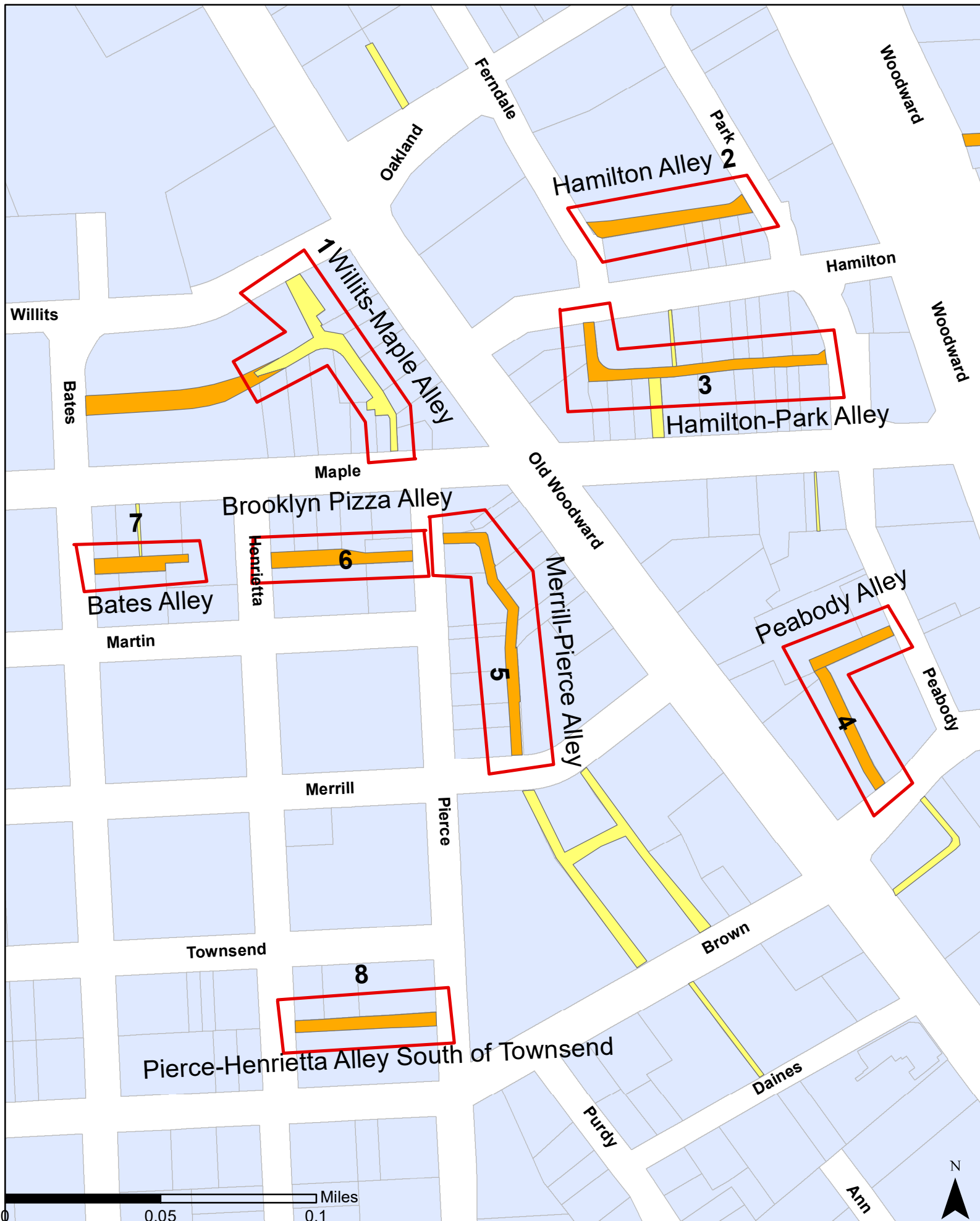
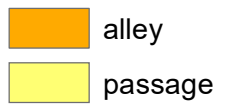
The concrete in this alley dates back many years, although significant portions were replaced with the construction of the 250 Martin St. building in the early 2000's. Overall, it is in fair condition. No work is planned at this time.

Henrietta Alley

Henrietta Alley connects Henrietta and Pierce Street between Brown and Townsend Street. The alley is 25 feet wide, the surface is in reasonable condition, and no parking is allowed. The dumpsters are not screened, there are no landscaping features, and there are a few wall mounted lights. Currently, there is no public furniture, plaza space, or outdoor commercial use. There is a mural on one of the buildings, and the alley is considered spacious. It receives a good amount of natural light.

Portions of the alley pavement were replaced around 1990 with construction of the adjacent 480 Pierce St. building. More recently, the City has patched areas where needed. The pavement surface is in fair condition.

Alleys & Passages



WILLITS ALLEY



Willits Alley

EXISTING CHARACTERISTICS

CLASSIFICATION: Active

2016 PLAN TYPE: Alley

WIDTH: Approximately 27 feet east to west, approximately 14 to 22 feet wide north to south

SURFACE: Concrete with aggregate accents

SURFACE CONDITION: Good in most areas, OK in others

EXISTING SERVICES: Trash & deliveries

SCREENING: Some trash receptacles are screened, utilities are screened by a green wall on the Willits edge of the alley

VEHICLES: Cars & trucks

SPEED LIMIT: Not posted

PARKING: There are a number of "No Parking in Fire Lane" signs, parallel parking and perpendicular parking occurs in areas throughout the alley

BICYCLE FACILITIES: No existing facilities

LIGHTING: 9 City street lamps & wall-mounted lights on the buildings along the passage

FURNITURE: 4 City benches along the alley

PLAZA/GATHERING SPACE: There are two small areas to pause for repose in the alley

LANDSCAPING: Green walls, trees, shrubs and other plantings

PEDESTRIAN SCALED ARCHITECTURE: Back doors of businesses, windows, and balconies on many of the buildings

OUTDOOR COMMERCIAL USES: None

SIGNAGE: Many of the buildings have signage on the wall facing the alley

WAYFINDING SIGNAGE: On Maple there is a wayfinding sign

VISUAL FEATURES/ ART: Nice mix of colors, textures, architectural & green features

OTHER NOTES: Clean and well-maintained alley that could use more delineation for parking, deliveries and pedestrian traffic

1



2



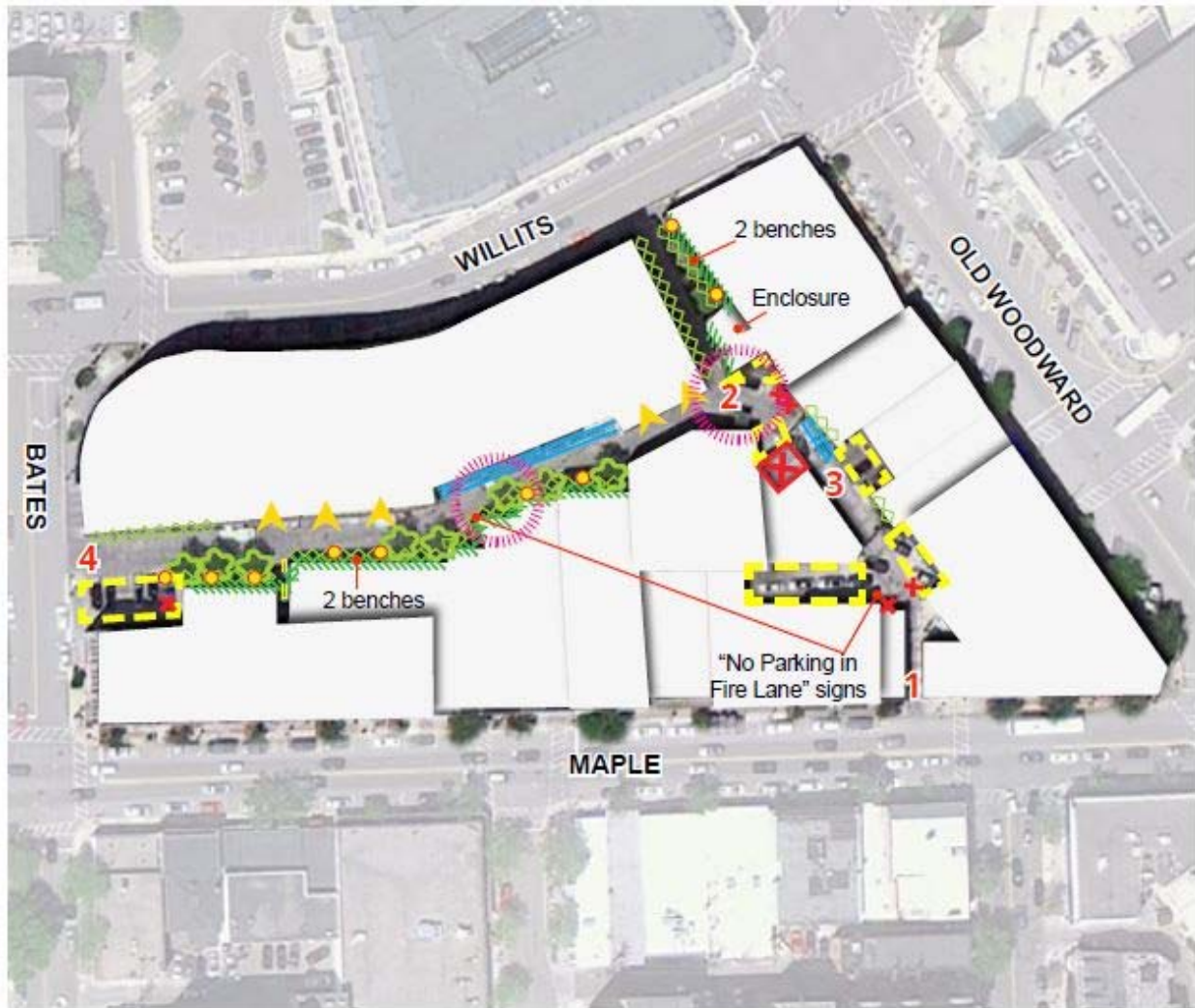
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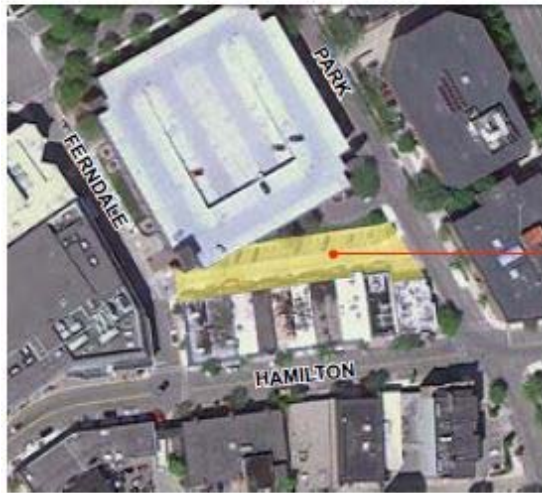
WILLITS ALLEY



-  Perpendicular or Angled Parking
-  Trash Compactors & Dumpsters
-  Trees
-  Landscaping
-  Compactor Enclosure

-  Terminating Vista
-  Green Wall
-  Cars parallel park here in the alley
-  Entrances for covered parking or garage door

N. HAMILTON ALLEY



N. Hamilton Alley

1



EXISTING CHARACTERISTICS

CLASSIFICATION: Active

2016 PLAN TYPE: Alley

WIDTH: Approximately 30 feet wide excluding the angled parking area

SURFACE: Concrete & asphalt

SURFACE CONDITION: OK

EXISTING SERVICES: Trash & deliveries

SCREENING: None

VEHICLES: Cars & trucks

SPEED LIMIT: Not posted

PARKING: "No Parking in Alley" signs, parallel parking occurring on the south side and angled parking spaces on the north side

BICYCLE FACILITIES: No existing facilities

LIGHTING: Recessed lighting above business doors

FURNITURE: None

PLAZA/ GATHERING SPACE: No

LANDSCAPING: Trees and other plantings along the side of the alley adjacent to the parking structure

PEDESTRIAN SCALED ARCHITECTURE: The businesses have ample signage on the facade facing the alley and glass doors that are welcoming back entrances for pedestrians

OUTDOOR COMMERCIAL USES: None

SIGNAGE: Businesses have substantial signage on the facade facing the alley

WAYFINDING SIGNAGE: None

VISUAL FEATURES/ ART: Very open & inviting alley

OTHER NOTES: This alley has great potential for outdoor dining, events and sales

2



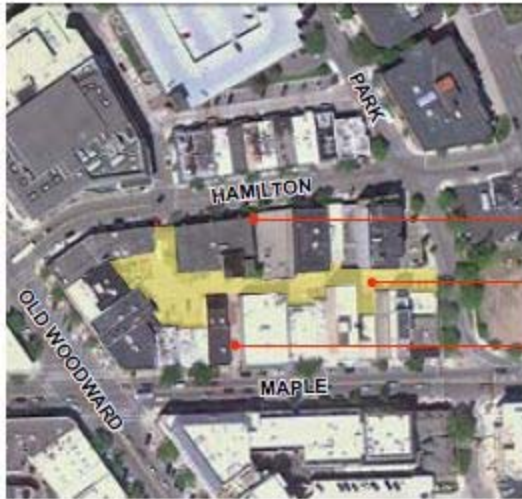
3





-  Dumpsters
-  Cars parallel park here
-  Angled Parking
-  Landscaping
-  Trees

S. HAMILTON/ E. MAPLE



Commonwealth
Passage
S. Hamilton / E.
Maple Alley
Social
Passage

EXISTING CHARACTERISTICS

CLASSIFICATION: Active

2016 PLAN TYPE: Alley

WIDTH: Approximately 18 feet wide

SURFACE: Asphalt

SURFACE CONDITION: OK in some areas, poor in others

EXISTING SERVICES: Trash & deliveries

SCREENING: 1 dumpster enclosure built into a building, the rest of the receptacles are unscreened

VEHICLES: Cars & trucks

SPEED LIMIT: Not posted

PARKING: "No Parking in Alley" signs, parallel parking occurs as well as perpendicular parking

BICYCLE FACILITIES: No existing facilities

LIGHTING: Small wall-mounted lights

FURNITURE: None

PLAZA/ GATHERING SPACE: Small plaza with City benches adjacent to the alley

LANDSCAPING: Green wall, plantings near alley entrances & small landscaped areas throughout the alley

PEDESTRIAN SCALED ARCHITECTURE: Back doors of businesses and some windows

OUTDOOR COMMERCIAL USES: None

SIGNAGE: A few businesses have their names on their back walls

WAYFINDING SIGNAGE: None

VISUAL FEATURES/ ART: Covered elevated walkway adjacent to Hamilton & some interesting brick work on buildings

OTHER NOTES: This alley could use some aesthetic upgrades and better delineation for parking, deliveries & pedestrian traffic



S. HAMILTON/ E. MAPLE



- | | | | |
|--|--------------------------------|--|-----------------------------|
| | Perpendicular Parking | | Terminating Vista |
| | Dumpsters & Recycle Bins | | Green Wall |
| | Potential Crosswalk Connection | | Social Passage |
| | Trees | | Commonwealth Passage |
| | Landscaping | | Cars parallel park here |
| | Dumpster Enclosure | | Garage doors for townhouses |
| | Plaza | | |

PEABODY ALLEY



Peabody Alley

Peabody Plaza

Peabody Mansion Passage

1



2



3



EXISTING CHARACTERISTICS

CLASSIFICATION: Active

WIDTH: Approximately 15 feet on Peabody side, wider in areas off of Brown

SURFACE: Concrete

SURFACE CONDITION: OK

EXISTING SERVICES: Trash & deliveries

SCREENING: Utilities screening area. Dumpsters are not enclosed

VEHICLES: Cars and trucks

SPEED LIMIT: Not posted

PARKING: "No Parking in Alley" signs, however, parallel parking occurs

BICYCLE FACILITIES: No existing facilities

LIGHTING: Small wall-mounted lights

FURNITURE: No

PLAZA/ GATHERING SPACE: Yes

LANDSCAPING: Green wall

PEDESTRIAN SCALED ARCHITECTURE: Back door of a business

OUTDOOR COMMERCIAL USES: None

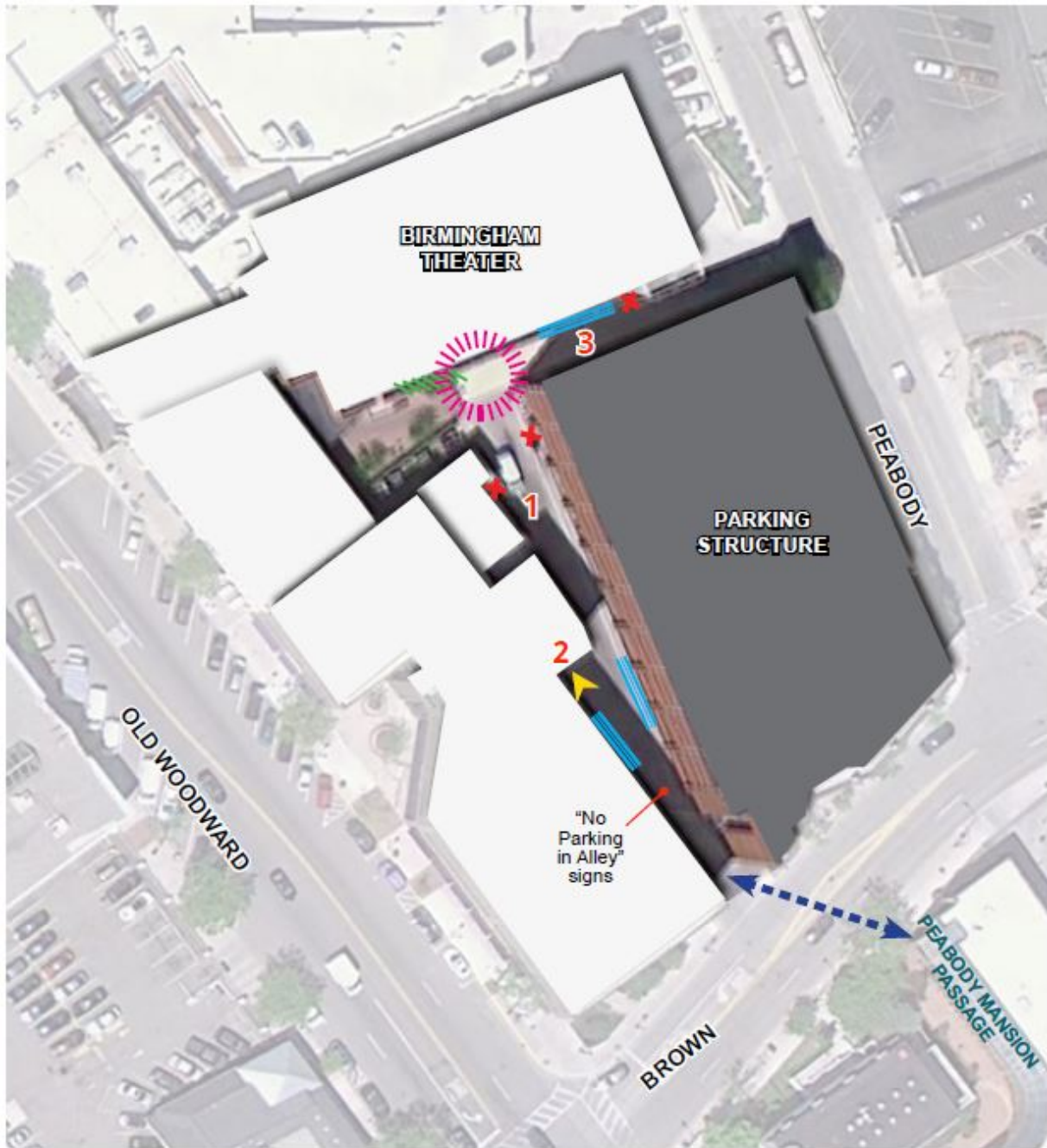
SIGNAGE: One business with its name on the back door

WAYFINDING SIGNAGE: None

VISUAL FEATURES/ ART: Plaza when looking from Peabody; opportunity to create a strong terminating vista from Brown

OTHER NOTES: This alley could benefit from more clear delineation of pedestrian, parking & service uses. The alley could also benefit from an enhanced terminating vista opportunity.

PEABODY ALLEY



- | | |
|---|--|
|  Green Wall |  Potential Crosswalk Connection |
|  Garage Entrance/ Loading Dock |  Terminating Vista |
|  Cars parallel park here |  Dumpsters |

CHURCHILL'S ALLEY



Brooklyn
Pizza Alley

Churchill's
Alley

EXISTING CHARACTERISTICS

CLASSIFICATION: Active

2016 PLAN TYPE: Alley

WIDTH: Approximately 18 feet wide

SURFACE: Asphalt

SURFACE CONDITION: Poor

EXISTING SERVICES: Trash & deliveries

SCREENING: None

VEHICLES: Cars and trucks

SPEED LIMIT: Not posted

PARKING: "No Parking in Alley" signs, however, parallel parking occurs. There is perpendicular parking in a bump out & covered parking adjacent to the alley

BICYCLE FACILITIES: No existing facilities

LIGHTING: 3 City street lamps, some small wall-mounted lights

FURNITURE: None

PLAZA/ GATHERING SPACE: No

LANDSCAPING: Climbing vines on two buildings

PEDESTRIAN SCALED ARCHITECTURE: Alley entrance to Biggby's coffee, back doors of businesses and a few windows

OUTDOOR COMMERCIAL USES: None

SIGNAGE: Small wall sign for Biggby's Coffee entrance, one business has a decal on its back door

WAYFINDING SIGNAGE: None

VISUAL FEATURES/ ART: Corners break up the length of the alley, climbing vines

OTHER NOTES: A busy service alley with good vista opportunities. This alley could benefit from more clear delineation of pedestrian & service uses

1



2



3







4



CHURCHILL'S ALLEY



-  Perpendicular Parking
-  Dumpster
-  Potential Crosswalk Connection
-  Green Wall

-  Entrance for covered parking area
-  Street Lamps
-  Terminating Vista
-  Cars parallel park here in the alley

BROOKLYN PIZZA ALLEY



Brooklyn
Pizza
Alley

EXISTING CHARACTERISTICS

CLASSIFICATION: Active

2016 PLAN TYPE: Alley

WIDTH: Approximately, 27 feet wide, excluding parking area

SURFACE: Asphalt

SURFACE CONDITION: Poor

EXISTING SERVICES: Trash & deliveries

SCREENING: None

VEHICLES: Cars and trucks

SPEED LIMIT: Not posted

PARKING: "No Parking in Alley" signs, perpendicular parking on the north side of the alley

BICYCLE FACILITIES: No existing facilities

LIGHTING: Small wall-mounted lights

FURNITURE: None

PLAZA/ GATHERING SPACE: No

LANDSCAPING: None

PEDESTRIAN SCALED ARCHITECTURE: Back doors of businesses and some windows

OUTDOOR COMMERCIAL USES: None

SIGNAGE: On the back of some businesses

WAYFINDING SIGNAGE: None




VISUAL FEATURES/ ART: Telephone poles

OTHER NOTES: A busy service alley



BROOKLYN PIZZA ALLEY



-  Perpendicular Parking
-  Dumpsters & Recycle Bins
-  Potential Crosswalk Connection

BATES ALLEY



1



2



3



EXISTING CHARACTERISTICS

CLASSIFICATION: Active

2016 PLAN TYPE: Alley

WIDTH: 26 feet at narrowest point where there's no parking

SURFACE: Concrete & asphalt

SURFACE CONDITION: Okay, could use some work in areas

EXISTING SERVICES: Trash & deliveries

SCREENING: Dumpster screening for townhouses next to garage doors

VEHICLES: Cars and trucks

SPEED LIMIT: Not posted

PARKING: "No Parking in Alley" signs. Perpendicular parking permitted on the north side of the alley

BICYCLE FACILITIES: No existing facilities

LIGHTING: Small wall-mounted lights

FURNITURE: No

PLAZA/ GATHERING SPACE: No

LANDSCAPING: Small planters mounted on the walls of buildings

PEDESTRIAN SCALED ARCHITECTURE: Back doors of businesses and some windows

OUTDOOR COMMERCIAL USES: None

SIGNAGE: None

WAYFINDING SIGNAGE: None

VISUAL FEATURES/ ART: Telephone poles & wires, large plain white brick wall

OTHER NOTES: Connects to the Tender Passage with a set of three stairs. Dumpsters could be enclosed, and areas for pedestrian and vehicular traffic could be more clearly defined.

BATES ALLEY



- • • Tender Passage
- ▤ Perpendicular Parking
- ▲ Garage doors for townhouses
- ✗ Dumpster
- ▭ Dumpster Enclosure
- ☀ Terminating Vista

HENRIETTA ALLEY



Henrietta Alley

EXISTING CHARACTERISTICS

CLASSIFICATION: Active

2016 PLAN TYPE: Alley

WIDTH: Approximately 25 feet wide

SURFACE: Concrete

SURFACE CONDITION: Good

EXISTING SERVICES: Trash & deliveries

SCREENING: None

VEHICLES: Cars & trucks

SPEED LIMIT: Not posted

PARKING: "No Parking in Alley" sign

BICYCLE FACILITIES: No existing facilities

LIGHTING: Wall-mounted lights

FURNITURE: None

PLAZA/ GATHERING SPACE: No

LANDSCAPING: None

PEDESTRIAN SCALED ARCHITECTURE: Back doors of businesses and some windows

OUTDOOR COMMERCIAL USES: None

SIGNAGE: One business with its name on the back door

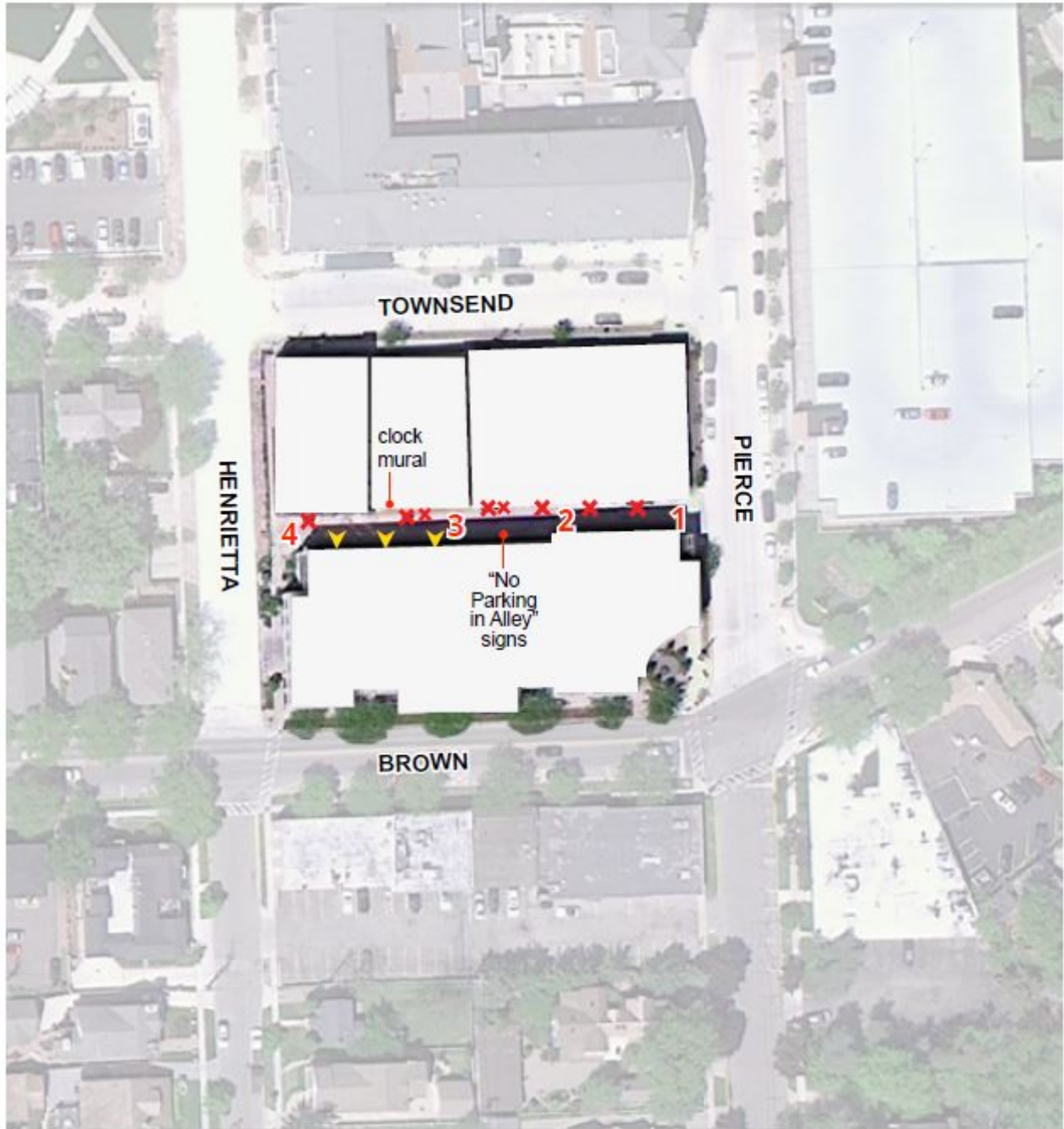
WAYFINDING SIGNAGE: None



VISUAL FEATURES/ ART: Interesting mural on the back of one building

OTHER NOTES: This is a well-maintained & wide alley that is well-lit in natural light



HENRIETTA ALLEY



-  Dumpsters & Recycle Bins
-  Entrance for covered parking area



MEMORANDUM

Planning Division

DATE: January 12, 2017

TO: Joseph A. Valentine, City Manager

FROM: Matthew Baka, Senior Planner

APPROVED: Jana Ecker, Planning Director

SUBJECT: Comprehensive Master Plan Update

The City of Birmingham has a history of implementing master plans and ordinances that are intended to guide and regulate the growth of the City in order to promote the type of development that the citizens and property owners value. Currently, the development of the City's planning and zoning regulations are principally governed by six documents which are currently available on the City website:

- The Birmingham Future Land Use Plan (1980);
- The Downtown Birmingham 2016 Plan (1996);
- The Eton Road Corridor Plan (1999);
- The Triangle District Plan (2007);
- The Alleys and Passages Plan (2012); and
- The Multi-Modal Plan (2013).

The Future Land Use Plan ("the Plan") was the last comprehensive master plan to be adopted by the City (1980). The Plan made specific recommendations throughout the City that are intended to protect residential areas while at the same time made recommendations that would allow the commercial areas to thrive. Since the adoption of the Plan, the City has updated the master plan through the additional subarea plans listed above. Those plans have been implemented through the three overlay zones (Downtown, Triangle and Via Activation) and the rezoning of the rail district to MX (Mixed Used). The Multi-modal plan adopted in 2013 is now the guiding document for the City in regards to transportation infrastructure, major right of way improvements, and user accessibility issues. The cumulative effect of all the sub area plans has essentially updated the Future Land Use Plan in almost all of the commercially zoned areas of Birmingham.

The updating and implementation of master plans and subarea plans are important aspects of maintaining and improving the standard of excellence that is expected in Birmingham. Over the past year the City Commission and Planning Board have been actively discussing the potential scope of an RFP for a new comprehensive master plan. Although the subarea plans listed above have been established in the City over the past twenty years, there has not been a comprehensive Master Plan update completed since the 1980 Future Land Use Plan. There are several components of the plan that included demographic data and projections that were based on a twenty year time frame (1980-2000). In addition, many of the land use

policies and system analysis may be considered outdated now considering the advancements in technology and changes in lifestyle habits. Accordingly, much of the information provided in the plan was intended to be projections up to the year 2000, and is in need of updating.

At the June 20th & September 19th, 2016 joint meetings of the City Commission and the Planning Board, the need to update the City's existing comprehensive master plan was discussed in detail. A draft RFP was reviewed by the group on both occasions. There was consensus that a large portion of the new master plan would be dedicated to updating outdated sections of the Future Land Use Plan. The following list outlines the information in the plan that is out of date or policies that are currently included in the draft RFP for review and updating:

- Update of Population section to include current demographic data, future projections and analysis;
- Update of Regional and Surrounding Development section to include current and projected demographic data (residential, retail, office, mix of land uses) and analysis of the region, regional and downtown development trends and regional collaboration efforts;
- Update of Residential Housing section to include neighborhood vision in residential areas, analysis of changes in residential patterns and residential areas from 1980 to now, typology and character of neighborhoods, development trends, future projections and future direction;
- Review and update of Transportation section to include current vehicular, pedestrian and bicycle data, recent and currently budgeted infrastructure improvements, current multi-modal trends, regional transportation projects, and future recommendations based on regional and national best practices;
- Update and review of existing land use, updated recommendations for future land uses and an updated future land use map including the area of Woodward between 14 Mile Rd. and Lincoln, known as the S. Woodward gateway; and
- Review and update of the Policies section to encourage the implementation of the City's vision, current goals, best practices, current technological advances, and innovative policies.

Much of this information may only require a review to determine if the recommendations and analysis are still relevant. The City has effectively updated many sections of the Master Plan in recent years and the new subarea plans should be incorporated into a new comprehensive Master Plan document. In addition to the review of the previous master plan and the incorporation of the subarea plan into a comprehensive document, the RFP also provides direction to include additional categories to the scope of work as follows:

- **Comprehensive Community Engagement Plan** that details how public input will be acquired throughout the master planning process;
- **Infrastructure Analysis** that reviews existing infrastructure, evaluate future needs

and provide recommendations;

- **Parking analysis** and recommendations for both public and private parking regulations throughout the entire City including the following components:

1. Central Business District municipal system;
2. Triangle District municipal system;
3. Rail District recent analysis and recommendations;
4. Zoning Ordinance parking regulations;
5. Residential Permit parking and alternatives (City-wide); and
6. Restricted on-street parking between 2am-6am.

- **Meeting Attendance schedule** that outlines the expectations for the public meetings that the consultant will be expected to attend.

The attached draft RFP has been updated to reflect the comments made by the City Commission and Planning Board at the most recent joint workshop. The timelines inserted in the RFP may need to be changed when a deadline for submittal of consultant proposals is established. Relevant meeting minutes regarding this topic have also been included to provide context for the content of the RFP.



REQUEST FOR PROPOSALS FOR MASTER PLAN UPDATE

Sealed proposals endorsed **“MASTER PLAN UPDATE”**, will be received at the Office of the City Clerk, 151 Martin Street, PO Box 3001, Birmingham, Michigan, 48012; until **Friday, December 9, 2016 at 3:00pm** after which time bids will be publicly opened and read.

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to conduct a comprehensive master plan update. This work must be performed as specified in accordance with the specifications contained in the Request For Proposals (RFP).

The RFP, including the Specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or at the City of Birmingham, 151 Martin St., Birmingham, Michigan, ATTENTION: Jana L. Ecker, Planning Director.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until an agreement has been executed.

Submitted to MITN:

Deadline for Submissions:

Contact Person:

_____ at 4:00pm

Jana L. Ecker, Planning Director
P.O. Box 3001, 151 Martin Street
Birmingham, MI 48012-3001

Phone: 248-530-1841

Email: jecker@bhamgov.org



REQUEST FOR PROPOSALS FOR MASTER PLAN UPDATE

Contents

<u>INTRODUCTION</u>	6
<u>SCOPE OF WORK</u>	5
<u>INVITATION TO SUBMIT A PROPOSAL</u>	10
<u>INSTRUCTIONS TO BIDDERS</u>	12
<u>EVALUATION PROCEDURE AND CRITERIA</u>	12
<u>TERMS AND CONDITIONS</u>	10
<u>CONTRACTOR'S RESPONSIBILITIES</u>	14
<u>CITY RESPONSIBILITY</u>	14
<u>SETTLEMENT OF DISPUTES</u>	14
<u>INSURANCE</u>	15
<u>CONTINUATION OF COVERAGE</u>	152
<u>EXECUTION OF CONTRACT</u>	15
<u>INDEMNIFICATION</u>	15
<u>CONFLICT OF INTEREST</u>	15
<u>EXAMINATION OF PROPOSAL MATERIALS</u>	15
<u>PROJECT TIMELINE</u>	163
<u>ATTACHMENT A - AGREEMENT</u>	17
<u>ATTACHMENT B - BIDDER'S AGREEMENT</u>	20
<u>ATTACHMENT C - COST PROPOSAL</u>	21
<u>ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM</u>	25

INTRODUCTION

For purposes of this request for proposals the City of Birmingham will hereby be referred to as “City” and the private consulting firm or firms will hereby be referred to as “Contractor.”

The City of Birmingham, Michigan is seeking a comprehensive update of the City-wide master plan, and is accepting sealed bid proposals from qualified professional planning firms who have experience drafting comprehensive master plan updates. Qualified Contractors must demonstrate experience in conducting strategic visioning sessions, encouraging public participation, community consensus building, demographic and land use analysis, parking analysis, planning best practices, and have a strong background working in traditional, walkable communities.

This work must be performed as specified in accordance with the specifications outlined by the Scope of Work contained in this Request For Proposals (RFP).

During the evaluation process, the City reserves the right where it may serve the City’s best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a firm will be completed by February 22, 2017. An Agreement for services will be required with the selected Contractor. A copy of the Agreement is contained herein as Attachment A. Contract services will commence upon execution of the service agreement by the City.

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide a comprehensive update of the City-wide master plan. The City’s current comprehensive master plan is entitled The Birmingham Plan, and was adopted in 1980. Since the adoption of the master plan, several sub-area plans have also been adopted for specific sections of the City:

- Downtown 2016 Plan (1996);
- Eton Road Corridor Plan (1999);
- Triangle District Plan (2007);
- Alleys and Passages Plan (2012); and
- Multi-modal Transportation Plan (2013).

Each of these sub-area plans continue to be relevant and have essentially acted as updates to the City’s comprehensive master plan for portions of the City.

At this time the City is seeking a comprehensive update of the 1980 Birmingham Plan, and the formal inclusion of each of the subarea plans into an updated comprehensive master plan (“the Plan”). While some portions of the Birmingham Plan may continue to be relevant today, specific areas that need to be updated include:

- Community vision and planning objectives;
- Update of Population section to include current demographic data, future projections and analysis;
- Update of Regional and Surrounding Development section to include current and projected demographic data (residential, retail, office, mix of land uses) and analysis of the region, regional and downtown development trends and regional collaboration efforts;
- Update of Residential Housing section to include neighborhood vision in residential areas, analysis of changes in residential patterns and residential areas from 1980 to now, typology and character of neighborhoods, development trends, future projections and future direction;
- Review and update of Transportation section to include current vehicular, pedestrian and bicycle data, recent and currently budgeted infrastructure improvements, current multi-modal trends, regional transportation projects, and future recommendations based on regional and national best practices;
- Update and review of existing land use, updated recommendations for future land uses and an updated future land use map **including the area of Woodward between 14 Mile Rd. and Lincoln, known as the S. Woodward gateway**;
- Current parking analysis and recommendations for both public and private parking regulations throughout the entire City including the following components:
 1. Central Business District municipal system;
 2. Triangle District municipal system;
 3. Rail District recent analysis and recommendations;
 4. Zoning Ordinance parking regulations
 5. Residential Permit parking and alternatives (City-wide); and
 - 6. Restricted on-street parking between 2am-6am;**
- Review and update of the Policies section to encourage the implementation of the City's vision, current goals, best practices, current technological advances, and innovative policies.

It is anticipated that the master plan update will commence in early 2017 and be completed in the fall of 2017.

PUBLIC PARTICIPATION

Extensive public participation is vital to the success of the master plan update. During the master plan update process, the Contractor should solicit and garner the input of the public on the future vision for the City and build consensus to provide the basis for the overall direction of the master plan update. Extensive public input should also be

encouraged throughout the entire master planning process, including specific discussions on residential areas, the downtown and commercial areas, and the transitional areas that connect these zones. The selected Contractor will be required to submit a detailed community engagement plan as a part of this RFP that allows for public input throughout the entire process from visioning to formal adoption of the Plan, utilizing contemporary technologies.

SCOPE OF WORK

The selected Contractor will work with the public, City staff, the Planning Board, and the City Commission to review and update Birmingham's master plan. The Contractor will coordinate with City staff and the City Attorney to ensure compliance with all State and/or Federal laws related to a community master plan update.

The scope of services is as follows:

1. **Comprehensive Community Engagement Plan.** Create a detailed and inclusive comprehensive Community Engagement Plan to encourage and facilitate ongoing public participation of all stakeholders in the master planning process, including workshops, charrettes, visioning process, surveys, walking tours and/or other such methods that have been demonstrated to stimulate public discourse to gather input from residents and business owners for integration into the strategic vision for the residential neighborhoods and commercial areas within the Plan. This process is expected to include at a minimum, a multi-day workshop that provides various opportunities for local stakeholders and residents to provide input to achieve consensus on the direction of the City moving forward, and ongoing engagement with elected and appointed boards and commissions throughout the entire planning process.
2. **Updated Data Collection and Analysis.** Review and update all demographic, social, economic and market data and provide future projections and trends. Review and update existing land use and zoning patterns and evaluate future land uses (ie. transitional zoning, lot consolidation etc.). Evaluate current trends and best practices in other dense, traditional, walkable communities to make policy recommendations for the future success of Birmingham.
3. **Infrastructure Analysis.** Review existing infrastructure, evaluate future needs and provide recommendations. Specific emphasis should be placed on transportation infrastructure, including analysis of existing vehicular, pedestrian, bicycle and transit facilities, current multi-modal trends, the formulation of recommendations based on future projections and best practices and the incorporation of Complete Streets principles and walkability priorities.
4. **Parking Analysis.** Review current parking regulations in effect in the City of Birmingham for both private and public property. Provide best practice analyses and recommendations for updating current parking

regulations for both private developments and on street public parking in residential and commercial areas. Recommendations should include consideration of current multi-modal infrastructure enhancement goals, potential for shared parking and emerging and innovative technologies.

5. **Attendance at Meetings.** The Contractor shall expect to attend the following meetings and base their fees accordingly:
 - A multi-day charrette as noted in subsection (1) above.
 - One (1) meeting with the Planning Board to discuss process and finalize a schedule to meet the requirements of this RFP.
 - Up to five (5) work sessions with City staff to discuss progress and recommendations.
 - Two (2) progress report meetings with the City Commission during the master planning process.
 - Up to three (3) work sessions/monthly meetings with the Planning Board to discuss updates to key segments of the Plan.
 - One (1) public hearing for review of the final draft at the Planning Board.
 - One (1) public hearing for review of the final draft at the City Commission.

The City reserves the right to reduce or increase the number of meetings depending on the progress of the project with an adjustment in the contract accordingly.

6. **Plan Preparation.** The Contractor will prepare a detailed progress report for review by the City Commission upon completion of 50% of the project, and another progress report for review by the City Commission upon completion of 75% of the project. The Contractor shall provide ongoing engagement with respective commissions and boards. The Contractor will prepare drafts of each key segment of the Plan for review by the Planning Board, and shall make changes as directed throughout the process. The Contractor will prepare one draft version of the Plan including updated census information, maps, charts, exhibits and graphics to create a vital and compelling statement of public policy. The Contractor will work with the public and the Planning Board to refine the draft Plan into a final draft for approval by the City Commission.
7. **Finalization and Adoption.** A draft of the updated Plan will be presented to the Planning Board for initial recommendation and to the City Commission for their concurrence. The Contractor will participate in the required public hearing(s) and prepare a completed final document with all necessary changes.

This outline is not necessarily all-inclusive and the Contractor shall include in the proposal any other tasks and services deemed necessary to satisfactorily complete the project.

DELIVERABLES

The Contractor shall provide a detailed, master graphic format of the Plan that incorporates all sub-area plans and includes an extensive use of illustrations, photos, before and after examples, charts and tables that clearly depict the plan content, vision and implementation in the following formats upon adoption of the final version of the Plan:

1. One reproducible PDF digital file of the Plan for publication on the web and social media;
2. Twenty (20) hard copies of the draft Plan at 50% completion of plan;
3. Twenty (20) hard copies of the draft Plan at 90% completion of plan;
4. Twenty (20) hard color copies of the completed plan;
5. One page infographic outlining vision, goals and recommendations of the Plan.

All data, illustrations and projections created or compiled throughout the project shall become the sole property of the City of Birmingham.

TIME SCHEDULE AND COST PROPOSAL

All proposals must include a proposed time schedule for completion of the project and a fixed price agreement with an associated fee schedule for extra meeting costs, should they be required. Reimbursable expenses will be billed at direct cost plus a 10% administrative charge. Normal reimbursable expenses associated with the project are to be included in the estimated fees as outlined in the proposal.

The Contractor shall perform all services outlined in this RFP in accordance with the requirements as defined and noted herein.

This section, the RFP and referenced documents shall constitute the Scope of Work for this project and as such all requirements must be met.

INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than **Friday, March 3rd, 2017 at 4:00pm** to:

City of Birmingham
Attn: City Clerk
151 Martin Street
Birmingham, Michigan 48009

One (1) electronic copy and ten (10) hard copies of the proposal must be submitted. The proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, **"MASTER PLAN UPDATE"**. Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer.

Proposer may submit more than one proposal provided each proposal meets the functional requirements.

Submission Requirements

All proposals that wish to be considered must contain the following:

- (1) Cover Letter;
- (2) Outline of qualifications of the Contractor and of the key employees that will be involved in the project, including an organizational chart of the roles and responsibilities of each team member, and references for the team leader(s). The project team should include each of the following skill sets:
 - Urban design;
 - Multi-modal transportation;
 - Sustainability;
 - Urban planning;
 - Zoning and form-based code;
 - Architecture;
 - Physical design;
 - Landscape architecture;
 - Transportation engineering;
 - Parking expertise; and
 - National Charrette Institute certification and/or training.
- (3) Outline of Contractor(s) experience with the preparation of similar master plan updates, including references from at least two relevant communities where you have completed such plans. (Portions of sample plans prepared by the Contractor should be submitted with the proposal, up to a maximum of twenty-five (25) pages);
- (4) Outline presenting a description of the scope of work to be completed, broken down into the following separate components:
 - (i) Data collection and analysis;
 - (ii) Parking and infrastructure Analysis;
 - (iii) Community Engagement Plan;
 - (iv) Preparation of draft plan;
 - (v) Presentation and Adoption;
- (5) Proposed time frame for completion of each component of the scope of work; A statement of any additional services that you recommend, if any. Define hourly rates for additional services by discipline.
- (6) Bidders Agreement (Attachment B);
- (7) Cost Proposal (Attachment C); and
- (8) Iran Sanctions Act Vendor Certification (Attachment D).

INSTRUCTIONS TO BIDDERS

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Contractor's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in writing and delivered to: Jana L. Ecker, Planning Director, 151 Martin Street, Birmingham, MI, or via email to jecker@bhamgov.org. Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
4. The contract will be awarded by the City of Birmingham to the most responsive and responsible bidder and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in their proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful company with tax exemption information when requested.
6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and fax number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the City should be directed as part of their proposal.

EVALUATION PROCEDURE AND CRITERIA

The City will utilize a qualifications-based selection process in choosing a Contractor for the completion of this work. The evaluation panel will consist of City staff, board members, and/or any other person(s) designated by the City who will evaluate the proposals based on, but not limited to, the following criteria:

- Ability to provide services as outlined.
- Experience of the Contractor with similar projects.
- Professional qualification of key employees assigned to the project.

- Public Involvement Process.
- Content of Proposal.
- Cost of Services.
- References

TERMS AND CONDITIONS

1. The City reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The City reserves the right to award the contract to the next most qualified Contractor if the successful Contractor does not execute a contract within ten (10) days after the award of the proposal.
2. The City reserves the right to request clarification of information submitted and to request additional information of one or more Contractors.
3. The City reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The City may terminate this Agreement at any point in the process upon notice to Contractor sufficient to indicate the City's desire to do so. In the case of such a stoppage, the City agrees to pay Contractor for services rendered to the time of notice, subject to the contract maximum amount.
4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Contractor and shall not be chargeable in any manner to the City.
6. Payment will be made within thirty (30) days after invoice. Acceptance by the City is defined as authorization by the designated City representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the City.
7. The Contractor will not exceed the timelines established for the completion of this project.
8. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.

CONTRACTOR'S RESPONSIBILITIES

Each bidder shall provide the following as part of their proposal:

1. Complete and sign all forms requested for completion within this RFP.
 - a. Bidder's Agreement (Attachment B)
 - b. Cost Proposal (Attachment C)
 - c. Iran Sanctions Act Vendor Certification Form (Attachment D)
 - d. Agreement (Attachment A – **only if selected by the City**).
2. Provide a description of completed projects that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and in a timely manner, and within budget.
3. Provide a written plan detailing the anticipated timeline for completion of the tasks set forth in the Scope of Work.
4. The Contractor will be responsible for any changes necessary for the plans to be approved by the City of Birmingham.
5. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
6. Provide a list of sub-contractors and their qualifications, if applicable.
7. Provide three (3) client references from past projects, include current phone numbers. At least two (2) of the client references should be for similar projects.
8. Provide a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Include a statement that the Contractor will be available according to the proposed timeline.

CITY RESPONSIBILITY

The City will provide a designated representative to work with the Contractor to coordinate both the City's and Contractor's efforts and to review and approve any work performed by the Contractor.

SETTLEMENT OF DISPUTES

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

INSURANCE

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 12 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONTINUATION OF COVERAGE

The Contractor also agrees to provide all insurance coverages as specified. Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the agreement, the City may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, Birmingham shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

EXECUTION OF CONTRACT

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the City until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandonment of all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

INDEMNIFICATION

The successful bidder agrees to indemnify the City and various associated persons. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONFLICT OF INTEREST

The successful bidder is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 14 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Contractor that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

PROJECT TIMELINE

Evaluate Respondents	_____
Interview Contractors	_____
Award Contract	March 2017
Project Kick Off Meeting	April/May 2017
Final Draft of Plan Completed	Winter 2017

The Contractor will not exceed the timelines established for the completion of this project.

**ATTACHMENT A - AGREEMENT
FOR MASTER PLAN UPDATE**

This AGREEMENT, made this _____ day of _____, 2017, by and between CITY OF BIRMINGHAM, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "City"), and _____, Inc., having its principal office at _____ (hereinafter called "Contractor"), provides as follows:

WITNESSETH:

WHEREAS, the City has heretofore advertised for bids for the procurement and performance of services required to complete an update to the City-wide comprehensive master plan, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

WHEREAS, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to complete an update to the City-wide comprehensive master plan.

NOW, THEREFORE, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to complete an update to the City-wide comprehensive master plan and the Contractor's cost proposal dated _____, 2016 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.
2. The City shall pay the Contractor for the performance of this Agreement in an amount not to exceed _____, as set forth in the Contractor's _____, 2016 cost proposal.
3. This Agreement shall commence upon execution by both parties, unless the City exercises its option to terminate the Agreement in accordance with the Request for Proposals.
4. The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.
5. The Contractor and the City agree that the Contractor is acting as an independent contractor with respect to the Contractor's role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the

City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.

6. The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement. The Contractor agrees that it will require all subcontractors to sign a Non-Disclosure Agreement satisfactory to the City Attorney.
7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.
8. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.
9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the City. Any attempt at assignment without prior written consent shall be void and of no effect.
10. The Contractor agrees that neither it nor its subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to

employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Contractor shall inform the City of all claims or suits asserted against it by the Contractor's employees who work pursuant to this Agreement. The Contractor shall provide the City with periodic status reports concerning all such claims or suits, at intervals established by the City.

11. The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City of Birmingham.
12. The Contractor shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:
 - A. Workers' Compensation Insurance: Contractor shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
 - B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
 - C. Motor Vehicle Liability: Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*. The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.

- E. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Finance Director, City of Birmingham, PO Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.
- F. Proof of Insurance Coverage: Contractor shall provide the City of Birmingham, at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.
- 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
 - 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
 - 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
 - 4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
 - 5) If so requested, Certified Copies of all policies mentioned above will be furnished.
- G. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City of Birmingham at least (10) days prior to the expiration date.
- H. Maintaining Insurance: Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.
13. To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from and the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall

not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham.

14. If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.
15. If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.
16. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

City of Birmingham
Attn: Jana L. Ecker
151 Martin Street
Birmingham, MI 48009
248-530-1841

CONTRACTOR

17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.
18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham will be handled in a manner providing fair opportunity for all businesses. This

will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City of Birmingham.

IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.

WITNESSES:

CONTRACTOR

By: _____

Its:

CITY OF BIRMINGHAM

By: _____

Mark Nickita

Its: Mayor

By: _____

Cheryl Arft

Its: Acting City Clerk

Approved:

Jana L. Ecker, Planning Director
(Approved as to substance)

Joseph A. Valentine City Manager
(Approved as to substance)

Timothy J. Currier, City Attorney
(Approved as to form)

Mark Gerber, Director of Finance
(Approved as to financial obligation)

**ATTACHMENT B - BIDDER'S AGREEMENT
FOR MASTER PLAN UPDATE**

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

**PREPARED BY
(Print Name)**

DATE

TITLE

DATE

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

COMPANY

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

**ATTACHMENT C - COST PROPOSAL
FOR MASTER PLAN UPDATE**

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

TOTAL AMOUNT	\$
Additional Meeting Charge	\$ per meeting
Additional Services Recommended (if any):	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour

Firm Name_____

Authorized signature_____ Date_____

**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION
FORM
FOR MASTER PLAN UPDATE**

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

**PREPARED BY
(Print Name)**

DATE

TITLE

DATE

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

COMPANY

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

TAXPAYER I.D.#

**BIRMINGHAM CITY COMMISSION /
PLANNING BOARD JOINT WORKSHOP SESSION MINUTES
JUNE 20, 2016
DPS FACILITY, 851 SOUTH ETON
7:30 P.M.**

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Rackeline J. Hoff, Mayor called the meeting to order at 7:30 PM.

II. ROLL CALL

ROLL CALL: Present, Mayor Hoff
Commissioner Bordman Commissioner Boutros Commissioner DeWeese Commissioner Harris
Mayor Pro Tem Nickita Commissioner Sherman
Absent;
None

ROLL CALL OF PLANNING BOARD:

Present, Mr. Clein, Chairperson
Ms. Boyce
Mr. Boyle
Mr. Jeffares
Mr. Koseck
Ms. Lazar
Ms. Prasad, alternate member (arrived at 7:32 PM)
Mr. Share, alternate member

Mr. Williams

Administration: City Manager Valentine, City Attorney Studt, Deputy Clerk Arft, City Engineer O'Meara, Planning Director Ecker, Senior Planner Baka, Building Director Johnson

III. ITEMS FOR DISCUSSION

City Manager explained the meeting format. The city-wide master plan will be discussed, followed by discussion on various issues facing the city regarding land use. No action is anticipated this evening on any of the items. We envision there will be a consensus-driven discussion at the end as to which items are to be brought back to the City Commission to act on formally and provide direction on those issues for the Planning Board.

Public participation will be included as each item is concluded. A short presentation outlining each item will be made by staff.

Mayor Hoff noted that they hope to have interaction here and gain consensus on how to prioritize the many issues. Through the discussion tonight we will try to prioritize and give the Planning Board some direction on next steps.

A. City-wide Master Plan Update

Senior Planner Baka noted that the most recent comprehensive master plan was completed and adopted in 1980. Since that time, there have been sub-area plans and overlay plans that have been implemented and are essentially master plan updates, including the 2016 plan in 1996, the Eton Road corridor plan in 1999, and the Triangle plan in 2007. Also the Alleys and Passageways plan was done in 2012, and the Multi-Modal plan in 2013. All of those have been used to guide development throughout Birmingham. The discussion has been whether it is time to do a comprehensive master plan update. It has been suggested that with the sub-area plans being fairly recent, generally it is thought it may not be necessary to overhaul the master plan but tie all of the plans together in a way that creates a consistent and comprehensive guide for the future development. The 1980 plan contains outdated demographic and statistical information. The projections were for 20 years out.

Staff provided a sample RFP of the types of things thought to be important to include in the plan, and certainly, public participation is at the top of the list. If the Commission and Planning Board want to move in that direction, staff would pursue a formal RFP and begin the process.

Mayor Hoff noticed much information to be updated is objective data and she is not certain why we need an outside consultant for that.

Mr. Valentine said part of the reason is the need for a process facilitated by an outside consultant. He agreed that the data analysis is certainly something staff could do, but the public involvement process is more defined, and that process needs to be driven by a hired consultant to insure all public input that is desired is included in the process.

She confirmed that this is scheduled for the 2016-17 budget. She noted that this is not as much a discussion topic, since we are going to move forward.

Ms. Bordman said that she was disappointed after reading the sample RFP and the memo. She did not think it asked for new ideas especially in the residential areas. She did not see a place for this visionary look at the plan.

Ms. Ecker noted that this would be addressed, but this is not going to be a comprehensive master plan. If Birmingham was a community that did not have any sub-area plans or any master plans, then a comprehensive master plan would be needed. She does not envision that we would start from scratch because Birmingham has been consistent in knowing where it wants to go in the different commercial areas. It is more fine tuning some of the areas that have almost been left out by the sub-area plans, such as the residential neighborhoods and the some of the sensitive zones between the residential neighborhoods in downtown.

Mr. Koseck said master plans should be about discovery, gathering information and analyzing information and presenting it. He would like to find someone who has creativity and can help the city connect the dots after analyzing the information. He thinks it requires a specific and unique expertise. In his opinion, the 2016 plan was very successful. He does not think a one day workshop with the public will gather enough information. The influence should be equally shared by people who live in and who have businesses in the community. He said the Planning board references the plan often. He does not want to shortchange the design piece, and suggested giving at least another day or two of workshops.

Mr. Clein agreed that more public engagement is needed and ask for a detailed public engagement plan.

Mr. Boyle thought the 1980 plan did not connect with the public until the vision was completed and presented. He agrees that we need public involvement in the planning process and let the staff and consultants keep the process moving to end up with a product acceptable with everyone in the city.

Commissioner Harris asked if this RFP mirrors the RFP issued 20 years ago for the 2016 plan since he understands it was considered to be successful. Ms. Ecker said that neither she nor Mr. Baka were employed with the city in 1996 when the 2016 plan was written and she has been unable to locate the RFP. She said the last direction staff received from the previous commission was to update the data and pull all the sub-area plans together. She agrees that the 2016 plan was more involved.

Mr. Jeffares said he views this as a strategic plan of our city. He agreed that the Planning Board relies on the plan in every decision that is made. His opinion that there have been several sea changes and doing something like this may not capture the changes. He referenced plans for electric vehicles in the near future and planning for it in the city. He thinks we need to be more all encompassing and stretching a bit more on this.

Commissioner DeWeese missed vision and direction as to where we want to go and how we get there. Residents have a vision of how neighborhoods should be and how the city acts in regard to that. It is all about integration and the perspective. He thinks we need a broader scope and to pay more attention to the vision that people have. He noted the trend in the community for big homes on small lots, and may be coming more narrow in terms of economic perspective due to need for more wealth in order to live here. We need a community consensus of what we want the community to be, and he thinks this was missing. He wants to see a document that gives us a direction and vision. It may be implied, but it was not explicit.

Commissioner Nickita thinks the RFP has to be carefully drafted. He thinks it is a matter of the right consultant to help orchestrate the very solid planning efforts that have been successfully implemented. Also, to look at the gaps that have not been looked at for many years and put it all together. He thinks we can find a consultant if we clearly define the expectations. He thinks someone needs to recognize what the city has brought to the table already, and then orchestrate it with the neighborhoods and seam it together.

Mr. Williams noted that the plans that have been approved are basically touching on commercial areas as they impact the residential areas. He would like to focus on the neighborhood input and that is different from what the city has done in the past. He said the master plan is not comprehensive as it pertains to some of the neighborhoods and some of the transitional areas but more importantly from a future planning standpoint of how the neighborhoods fit into the dynamics of the entire city. We cannot sit back and pretend that an outside entity will be successful at getting the input of the residents. That is up to the Planning Board and City Commission to reach out to the residents.

Mr. Jeffares agreed that the plans that have been implemented are good and need to be looked at now with a vision to the future to make sure they will continue to work. This plan could have a dramatic effect on the neighborhoods.

Mr. Valentine expected to hear comments about the process by which the plan is updated. Staff will go back and rework it based on the comments made and show everyone another draft for any other comments and then move forward with the process.

Ms. Ecker explained for Ms. Prasad that what generally happens in the RFP process is to advertise and invite proposals. In the past, a steering committee or a board or committee has been used to review the proposals along with staff. A number of top candidates are selected and will be invited to interview with the committee and the City Commission and a final consultant is chosen. Mr. Valentine confirmed that this would be done in the fiscal year beginning July 1. It will go through the process at this level to make certain that what is wanted in the RFP is included. It may be this fall or later.

Ms. Ecker stated the selection process would be included in the RFP. This evening was a review of the scope of service.

Mayor Hoff asked for public comments.

Paul Reagan, 997 Purdy, expressed concern about buffers contained in the master plan, emphasis by the city on commercial planning only, at the expense of neighborhoods. He is fearful for property values of homes. He stated that this process has to be neighborhood-centric when moving forward.

DeAngelo Espree, 505 E. Lincoln, asked if there is any plan for a common meeting place for all residents. Ms. Ecker said the master plan does not have a specific recommendation to provide a community center, but over the years there have been many discussions with the expansion of the YMCA and the Barnum property, but nothing has so far moved forward. It was noted there has been no discussion about expanding or adding another Department of Public Services building, nor is there a present need.

Mayor Hoff summarized that the comments heard tonight will be incorporated into a new proposed RFP which will come back to the commission.

**BIRMINGHAM CITY COMMISSION /
PLANNING BOARD JOINT WORKSHOP MINUTES
SEPTEMBER 19, 2016
DPS FACILITY, 851 SOUTH ETON
7:30 P.M.**

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Rackeline J. Hoff called the meeting to order at 7:30 PM.

II. ROLL CALL

Present: Commissioner Bordman Commissioner Boutros Commissioner DeWeese
Commissioner Harris Mayor Hoff
Mayor Pro Tem Nickita
Commissioner Sherman
Ms. Boyce Mr. Boyle Mr. Jeffares Mr. Koseck Ms. Lazar
Ms. Prasad, alternate member Mr. Williams

Absent: Mr. Clein
Mr. Share, alternate member

Administration: City Manager Valentine, City Attorney Currier, Deputy Clerk Arft, City Planner Ecker, Building Director Johnson

III. ITEMS FOR DISCUSSION

A. Comprehensive Master Plan Update

Ms. Ecker described what has transpired with the RFP for a Master Plan. In June, 2016 a draft scope of work was presented to the commission and board. At that time, it was agreed that a more holistic, comprehensive approach was desired, including a visioning process that would look at the character and future of the neighborhoods and how that would fit in with the commercial districts. Transitional zoning, parking concerns, and the use of present and future technology, among others, were also concerns. The intention is to get feedback tonight on the draft RFP and then bring the RFP formally to the City Commission for issuance. She said if the RFP is issued soon, respondents could submit in October, with interviews following, and an award in December of this year, with a kick-off meeting in January 2017.

Some of the additions to the draft include a public visioning process, a public engagement plan from firms. The Planning Board would work with the consultant to get a draft plan and then bring it to the City Commission. The Commission would be involved throughout the process in the various design sessions, input sessions, and workshops. More detail was added to the parking analysis, including residential permit parking, city-wide parking plan.

Ms. Ecker said transitional zoning is not specifically called out for a study, but is referred to within the RFP as it relates to residential areas, the downtown, and commercial areas.

Mr. Williams would like to see representatives from residential communities added to the evaluation committee.

Ms. Ecker noted that the proposals would be reviewed by staff and the Planning Board, be narrowed down to two or three candidates, and be interviewed by the Planning Board. It would be brought to the City Commission to make the final selection. Ms. Ecker explained how the process was handled for the sub-area plans.

Mayor Hoff asked for thoughts on including residents on the selection committee. City Manager Valentine said the options would be to stay with the Planning Board, or create an ad hoc committee to serve as the evaluation panel for the proposals.

Mr. Williams said residents have complaints about a lack of input and he would like to get them involved. He would like the residents to appoint their own representatives from the beginning.

City Manager Valentine asked if the residents are part of the evaluation panel, are they going to have the same voting privileges as other members of the board.

Ms. Boyce thinks important for the Planning Board to make recommendations to the City Commission, and agrees it is important to have residents involved early in the process. She does not think there should be a separate committee and that the residents should not have a vote. The Planning Board already has qualified people on the board who have the knowledge and skills in this area.

Commissioner Boutros said the residents elected the commissioners to represent them and make decisions. He welcomes public involvement, but his fear is finding qualified residents to make the evaluations and decisions on this important plan.

Mayor Pro Tem Nickita said the key to public involvement is during the process to include as much as possible the public's interest and concerns and reaction to the proposals. In terms of selecting, he suggested we stay with the Planning Board or create an ad hoc committee to include members of different boards and some commissioners. He suggested it would be helpful to include the public in that dialog during the evaluation process with specific invitations and keep the final selection to the Planning Board.

Mr. Williams said since this plan will deal with residential areas and not just commercial as the sub-area plans have, the residents should be invited to participate at the beginning of the process. The residents would have opinions on what the study is going to look like as opposed to who the consultant is going to be.

Commissioner Bordman thinks an ad hoc committee could be created for the purpose of selecting the contractor to include MMTB, Parks & Recreation as well as the Planning Board and residents.

Mr. Boyle suggested those who respond to the RFP be asked how they would engage the public. He thinks we can deal with the selection of appropriate consultants by using the people who are experienced in this including the commission, staff and with a public meeting at the Planning Board with the consultants who respond.

Mayor Hoff said there are now two different opinions on how we should proceed. One is to create an ad hoc committee consisting of members of different boards and including members of the general public. The other is to have the Planning Board conduct the interviews with invitations to members of the public to attend that session and invite them to give their opinions on selecting the contractor.

Ms. Ecker said historically we have used an ad hoc committee if we do not have a specific board dedicated to the topic. She stated that the state law and city code specifically task the planning board with the planning of the city and making recommendations for land use, etc. to the City Commission.

Mayor Pro Tem Nickita prefers to base the decision making on some level of precedent that we have had success with. This is a special plan, more broad, more inclusive, more unique in the sense it has not been done in 30 years, so it may be appropriate to have the Planning Board lead, but incorporate some of the other boards as an option.

Commissioner DeWeese suggested a compromise of perhaps three or more Planning Board members that the board selects and maybe one member of other boards that are critical, along with a public representative.

Commissioner Harris agrees with the creation of an ad hoc committee for this review.

Mr. Jeffares suggested using the Planning Board and adding a few people to that. After the decision is made, the Planning Board will be working with the plan, and it is important to have the seven Planning Board members all feel like they were in on the decision.

Commissioner Sherman suggested that what is contemplated is how the city is going to grow and fit together, and he thinks it falls more in the category of a committee as we have set up for things like Shain Park where we had multiple aspects that went into it. All of the boards will be involved in various aspects of this plan, but he would limit the task of this committee solely to selecting the contractor. The plan itself is going to come back to each of the boards for review. At that point, the board's comments and interpretation are going to be incorporated into the plan. Selection is only part of it. Getting the right candidates to submit their proposals is more important.

Commissioner Boutros asked how the individual members feel.

Mr. Williams wants to be inclusive and go beyond the Planning Board.

Mr. Jeffares is in favor of the Planning Board and add a few of the other key players.

Ms. Prasad has experience in working on master plans and she does not believe that she has ever presented to a group that has not been tailor made to select the planner for that particular exercise. She agrees with including members of other committees that could add value with the Planning Board would be the right approach.

Ms. Boyce said the Planning Board is the appropriate board to make the selection for the recommendation and agrees that it would be beneficial to have others invited and hear their comments at a public meeting. She would not put them on the board and specifically give them a vote

Mr. Boyle is in favor of inclusiveness and wants the Planning Board members to be involved. At the end of the day, the board will be working with the consultant and their teams. He suggested that Parking, Multi-Modal Transportation Board, Parks and Recreation, and Design Review Boards be included, and there may be others.

Mr. Koseck said the Planning Board members have been appointed by the commission. Members of other committees would bring expertise to the group which might make it better.

Mayor Hoff said we are now talking about the Planning Board and four other people, or an ad hoc committee comprised of three or four planning board members and people from the other committees and boards. She believes the makeup makes a difference.

Ms. Boyce said this discussion began with including residents and asked if that is important or not.

Commissioner Sherman does not think the entire board should sit on the selection committee plus other committee members. He would rather see a couple board members plus the other committees mentioned, and a couple of residents. It will be looked at from different points of view made up of a mixed bag of people with different skill sets.

Mayor Hoff said if that is the way we go, we need to discuss the composition of the committee. Mayor Hoff noted the contractor selection recommendation committee will be made up of three Planning Board members, two residents (one property owner), and one member of each of the following committees: Multi-Modal Transportation Board, Advisory Parking Committee, Parks and Recreation, Design Review Board.

Mayor Hoff asked for comments on the Introduction.

Commissioner DeWeese suggested changes in the reference to dense urban communities.

Mayor Pro Tem Nickita agreed and suggested the words "...traditional, walkable..." be used.

Commissioner Bordman suggested adding the words "...encouraging residents to participate in a public involvement process,...".

Mayor Hoff suggested "conducting strategic visioning sessions with residents".

Commissioner Bordman would like to see it in the introduction on the first page. She questioned the use of only "current" demographic data, and suggested that "projected" be added. Ms. Ecker noted it was spelled out in more detail on the next in the Updated Data Collection and Analysis section. Ms. Ecker said the word would be added.

Resident Deangelo Espree commented.

Commissioner DeWeese referred to bullet point 4, and said he would like to have something referring to a vision for neighborhoods. There is disagreement in this city over how the

neighborhoods look and he would like to more directly address that with a vision on which we can get some agreement.

Mr. Williams would like to address the trends in the city since 1980, and analyze what has taken place in neighborhoods.

Commissioner DeWeese said we have a clear vision for the downtown and commercial areas, but we do not have a clear vision of the neighborhoods.

Commissioner Bordman suggested "Update of residential housing section to include an analysis of changes in residential areas from 1980 to present, neighborhood goals, projections..."

Commissioner DeWeese wants some direction. He wants to know where the city needs to be moving.

Mr. Boyle suggested adding "...future direction" to Commissioner Bordman's suggestion.

Mayor Pro Tem Nickita thinks it is more involved and maybe we need to expand the bullet, because it is going back to the percentage of the city that is single family residential for the most part and the amount of emphasis we have had on the planning and directing the non-residential. In order for us to identify where we want these neighborhoods to go, we have to recognize exactly what we have. Part of that is the distinction of identifying the characteristics of the different neighborhoods so that there is some definition of physical conditions of one neighborhood over another, because if we are going to start identify or analyze some type of variation of what is there, we need to understand how it is different from the next. He thinks the bullet point should expand to include "neighborhood typeology, neighborhood characteristics and neighborhood evolution". He said we cannot competently direct vision and set the stage for future development if we do not understand that.

Commissioner Harris suggested incorporating the RTA in the discussion in bullet 5. Commissioner Bordman suggested adding "anticipated effects of autonomous vehicles". Ms. Ecker said that is covered on the next page under Parking Analysis.

Mr. Jeffares asked if that would cover the utility aspect since autonomous is mostly going to be electrical. Ms. Ecker agreed that should be added in section 3.

Commissioner DeWeese would like the words "and alternatives" added to item 4. Residential Permit Parking (city-wide). It would be clear that we are looking for alternatives.

Mayor Pro Tem Nickita said we need to be somewhat specific when referring to demographic data to include residential, office and commercial.

Mayor Pro Tem Nickita suggested adding to bullet point 7 "to incorporate current technological advancements" and "innovative policies". He feels "best practices" is too broad.

Mayor Pro Tem Nickita suggested under Public Participation language to include provide an app to develop and encourage as much public participation as possible.

Mr. Boyle suggested the words “,...utilizing contemporary technologies.” at the end of the last sentence.

Commissioner Bordman did not see anything like a monkey survey that the consultant would put together and offer to the public. She thought the city could use the email that we use now for the bulletins we send out so we could have a monkey survey ahead of or around the same time as the charrettes. It would involve people who due to work or family commitments cannot come to the charrette, but would still like to play a role to help figure out where we are going with this plan.

Mr. Boyle suggested more of a rewrite in the Visioning Process section to indicate we are looking for a consultant who understands the importance of capturing all views and brings these views early and often. He would like to put the onus on them to present to us a detailed plan for comprehensive community engagement, and that we assess that as part of the review process. They should bring experience of where it has been done before.

Mayor Hoff asked how we communicate that we want one public meeting for review of the final draft at the Planning Board and one before the City Commission.

Ms. Ecker suggested “....shall include at a minimum...”

Mayor Pro Tem Nickita suggested that the commission be involved in a preliminary meeting that provides a progress report.

Commissioner DeWeese suggested replacing the words “urban areas” with “dense, traditional, walkable communities” in 2. Updated Data Collection and Analysis.

Mr. Koseck suggested adding words “residential” before neighborhood in 1. Visioning Process. Mayor Pro Tem Nickita suggested adding in 3. Infrastructure Analysis “and the incorporation of complete streets policies and walkable priorities.”

Ms. Prasad said whatever we find in the infrastructure analysis and parking analysis, should feed the visioning process, and that the community engagement goes on throughout the whole term of the project.

Commissioner DeWeese suggested changes to item 6 on page 6. He said it needs to be more inclusive especially as it relates to the City Commission. Ms. Ecker will add language requiring progress reports and/or updates.

Mr. Boyle suggested the words “ongoing engagement with....”

Mayor Pro Tem Nickita said we may want to be more specific in the Deliverables section. He suggested that we add “...that clearly depict the plan concepts, proposed vision, and recommendations.” We should be very clear on the documentation that they give us. We may want to add before and after illustrations, three dimensional illustrations of particular concepts, detailed plan document, including elements like buildings, pedestrian network, including sub area plans. We want to have in our hands at the end of the day that will give us the ability to implement the plan.

Ms. Boyce asked if we need the hard color copies. Ms. Ecker said historically we have supplied a copy of the plan to the commissioners.

Mr. Koseck said it might be more important to get a hard copy of a 90% complete set. It is common for architects to provide hard copies at 50% and 90% completion so the clients can mark it up.

Mr. Jeffares suggested an infographic might be helpful.

Mr. Koseck suggested that item 2 under Submission Requirements, identify key people and their roles, ask for references for those people, and a separate category for past projects that the firm has done with references.

Mr. Williams suggested we need to be flexible to accept both a contractor who brings along sub-contractors as opposed to a joint venture situation.

Mayor Pro Tem Nickita said it is important how we frame our desired qualifications.

City Attorney Currier said a joint venture agreement gives the city more protection and more accessibility.

Mr. Koseck suggested requesting an organizational chart in the submission requirements.

City Manager Valentine clarified this RFP will be bid under our normal procedure which is open and public as all bids are.

Mr. Williams said he is not sure a month is enough time to put together a joint venture. He thinks firms should have 60 days to respond.

Mayor Hoff adjourned the meeting at 9:44 pm.



MEMORANDUM

Planning & Engineering Divisions

DATE: January 12, 2017

TO: Joseph A. Valentine, City Manager

FROM: Jana L. Ecker, Planning Director
Paul O'Meara, City Engineer

SUBJECT: Parking Enhancement Strategies

Over the past several years, the City of Birmingham has been experiencing high levels of activity, particularly in the Downtown, that have resulted in the increased use of public parking facilities. In 2013, for the first time ever, each of the Downtown public parking decks experienced a waiting list of patrons seeking monthly parking permits, as all available permits in every deck were in use. In 2015, multiple parking decks also began to experience closures during the summer months as they were filled to capacity. In January 2016, there was another increase in parking deck closures after the new office space in the Palladium building came online. Given the success of businesses in the Downtown and the influx of shoppers and visitors, the City began to receive complaints and concerns regarding the availability of public parking.

Accordingly, the City took action to study the current parking needs, as well as future parking trends anticipated, and reviewed all components of the public parking system to determine where improvements could be made both in the short and long term to address the real and perceived parking challenges. Below is a review of the actions taken by the City to address parking needs and opportunities in each of the primary commercial areas.

Downtown Birmingham

Downtown Birmingham has a variety of parking options, including five parking decks, three surface parking lots, on-street metered parking, and valet options. The Birmingham Parking System has many initiatives designed to provide more parking capacity to the downtown area and more convenience to the public.

Parking Deck Rates and Permit Enhancements

The City of Birmingham owns and operates five parking structures providing over 3,500 parking spaces for public use in the Central Business District. Deck parking has several benefits, including: costing less than meter parking; no time limits; being well-lit; elevators; and handicap accessibility. The same rate structure applies at all five parking structures for daily parking. The first two hours are free in decks, and traditionally there has been a charge of \$1 per hour thereafter for the past 20 years. After reviewing the rate structure for public parking in other communities, and based on the increased parking demand Downtown, as of July 1, 2016 the parking rate structure for all parking decks was increased to a charge of \$2 per hour, after the first two hours (which remain free to all). In addition, the City Commission raised the

monthly parking permit rates in all decks. The increase in parking rates will provide additional revenue to the parking system to address parking needs, and may also assist in encouraging mode shift such that some will switch to walking, biking or transit to travel to Birmingham, or consider carpooling, using a ride service etc. See attached comparison charts of public parking charges in other local communities, as well as the parking usage rates that show a drop in parking demand after the rate structure was increased.

In July of 2016, the City started offering a new classification of permits, the Evening Only Monthly Permit, at all five parking structures. This new type of monthly permit allows unlimited monthly parking to patrons who enter the parking structure after 4 p.m. only, and leave prior to the next regular business day. The Evening Only Permit has been offered at a discounted rate of \$20 off the standard monthly permit rate. Currently, approximately 60 Evening Only permits have been sold system-wide. The Evening Only permit allows the City to encourage frequent evening users to purchase this new permit, and not the standard monthly permits. This frees up additional standard monthly permits to be sold to patrons requiring daytime parking.

Parking Meter Enhancements

The City currently operates and maintains 1,238 parking meters throughout the Downtown. Hours of operation for the parking meters are Monday through Saturday, from 9:00 a.m. to 9:00 p.m. Time limits vary and are posted on the meters. Fees for metered parking range from \$0.50 to \$1.00 per hour, depending upon the location of the parking meter. Several years ago the City added the Parkmobile payment option to the meters to allow patrons to pay for metered parking using their phone. Merchants also have the option of paying for customer parking on Parkmobile's website. This year, the City will also be replacing all parking meters throughout Downtown with smart meters that offer the enhanced convenience of accepting credit card payments while continuing to accept coin and Parkmobile payments. The City also plans to increase the hourly rates for metered parking after the new smart meters are installed. The upgrade to smart meters will improve convenience for users, and will allow for stricter enforcement of parking time limits to encourage turnover and thus enhance parking availability.

In March of 2016, the City adopted a new accessible parking policy to comply with new federal laws as well as being more consistent with neighboring communities. The City of Birmingham operates its public facilities, including streets, in accordance with the requirements of the Americans with Disabilities Act (ADA). New regulations under the ADA require all cities to provide reserved, marked accessible spaces at the ratio of at least 1 parking space per 25 that already exist on any city block, to be implemented whenever a street improvement (such as paving or resurfacing) is conducted by the City. The following criteria were used in identifying accessible parking locations:

- a) Provide at least 1 parking space per 25 that already exist on any city block.
- b) Use existing angled parking spaces wherever possible.
- c) Locate near existing ramps (i.e. sidewalk, corners, etc.).
- d) Locate near main entrances of large buildings or businesses.

This new policy was applied to all public streets that had individually marked parking spaces and all municipal parking lots and decks. As a result of this enhancement of the City's accessible parking policies, 65 existing on-street parking spaces have been converted to handicap accessible parking spaces. All accessible spaces are identified with blue pavement markings, blue parking meters with heads lowered to 48" above grade and a reserved parking

sign using the standard accessible parking symbol. Patrons using the accessible parking meters must have a disabled parking permit. The parking rates at all accessible meters are the same as standard meter rates. All accessible meters however have a time limit of at least two hours, even when located in a one hour parking zone, to provide additional time for patrons with mobility challenges. In addition, patrons parking at accessible meters have the ability to use Parkmobile to renew their parking for one additional time period over and above the posted time limit. The addition of handicap accessible parking meters throughout the Downtown will ensure that all patrons with mobility challenges will have accessible parking options available to them on each block improving the likelihood that they will find parking close to their intended destination. Patrons with disabled parking permits will continue to be able to use the standard parking meter spaces as well.

In accordance with the ADA, as streets are reconstructed in the downtown area, the disabled parking spaces will be sized and constructed with a more accessible ramp.

Valet Enhancements

Starting in June 2016, the City added a rooftop valet service at the N. Old Woodward deck on Tuesdays, Wednesdays and Thursdays. On these days, the rooftop of the parking structure is controlled by valet staff during the peak demand hours of the day (about 10:00 a.m. to 2 p.m. or later, depending on demand). Drivers that are unable to locate a vacant space on the lower levels of the parking structure have the opportunity to use the valet service located at the entrance to Level 5. The valet operation allows the building to hold about 50 more cars than it usually does. The use of this rooftop valet service has allowed for additional cars to be parked in the N. Old Woodward structure, and has eliminated closures at this deck (due to deck being at full capacity) since the valet service started. The City is paying for the valet services that are provided by SP+. There is no fee to patrons for this service.

During the upcoming construction on Old Woodward in the summer of 2017, the City plans to provide rooftop valet services at the Chester Street and Pierce Street parking structures in addition to the service provided at the North Old Woodward structure. Again, no fee is proposed for patrons using this service.

In 2016, the Birmingham Shopping District ("BSD") also began providing on street daytime valet service at the north east corner of Maple and Old Woodward. This valet service was funded by the BSD, and there was no fee for patrons using the service during the Hamilton Road construction project. Upon completion of the Hamilton Road construction project, the valet service continued to be offered for a fee. The on street valet service continues to be offered Monday through Saturday from 10 a.m. - 6 p.m., and is intended to improve the experience and convenience of parking for downtown shoppers and visitors. During the 2016 holiday shopping season, the BSD once again provided funding for on street valet service, and added two additional locations, one at Old Woodward and Hamilton, and another at Henrietta and Maple. Please see attached reports illustrating the usage rates for the on street valet.

During the upcoming construction on Old Woodward in the summer of 2017, the BSD plans to relocate the existing on street valet service at Maple and Old Woodward to N. Old Woodward in front of Flemings restaurant, and to add two additional on street valet stands, one on S. Old Woodward at the Peabody mansion and one on Henrietta in front of Brooklyn Pizza. Each of these locations are meant to provide convenient valet service immediately adjacent to the

construction area so that patrons have a clear option for parking upon reaching the road closure zones.

Addition of Temporary Parking Lot at 35001 Woodward Ave

In the summer of 2016, the City leased the vacant property at the northwest corner of Maple Rd. and Woodward Ave. to operate a monthly permit only parking lot. The lot was graded and improvements made to the gravel surface to provide a temporary parking lot until the site is developed. Customers currently on the waiting list for a monthly permit at the Park St. parking structure were given first priority to purchase a permit for use in this lot. Fifty monthly permits were made available to patrons on the Park Street deck waiting list, and all available permits have been sold. This option has assisted in reducing the parking demand in the Park Street parking structure, and has provided a convenient and cost-effective parking option for patrons unable to secure a monthly parking permit in the Park Street deck at this time.

Technology Advancements to Parking Management System

In June 2016, the City invested in a new traffic management system for the Chester Street parking structure. This new technology not only provides patrons with the opportunity to use credit and debit cards for quick payments, but also improves the ability to count the number of available spaces within the deck. The advanced traffic control equipment also creates a faster and more efficient parking experience. The system is cashless and does not require inserting a ticket, which prevents backups from occurring when a driver is stopped at the exit and unable to locate their ticket. Monthly permit holders simply hold up their new access cards to a scanner at the entrance and exit. As part of these improvements, an electronic sign has also been added at the entrance to the parking deck which displays the number of real time spots available in the Chester Street structure to allow patrons driving by the structure to see how many spaces are available.

Starting in February 2017, the City plans to install this upgraded traffic management system in the other parking decks in the following priority order: Peabody, Old Woodward, Park Street and Pierce Street parking decks. Conversions are scheduled to occur at the rate of one structure per month. After the upgrades are complete, all parking structures in Birmingham will have the available parking spots sign, and the information will be displayed live on the City's homepage.

Additional Parking Opportunities

Over the past year, the City has worked with property owners just outside of Downtown with large surface parking lots to negotiate shared parking arrangements. The City has reached agreements with three property owners: the First United Methodist Church at 1589 W. Maple Road, Our Shepherd Lutheran Church at 2225 E. 14 Mile Road, and Ascension of Christ Lutheran Church at 16935 W. 14 Mile Road in Beverly Hills. Thus, the City has the opportunity to offer approximately 150 parking spaces at these locations to companies who are currently on the waiting list for monthly parking permits. If an agreement is reached with an employer, the City will pay all rental fees for the use of these properties. The employer would have to set up transportation from the remote lot to their destination downtown, using carpooling programs, a shuttle service, or valet parking services

Long Term Strategies

All of the above parking strategies are currently being offered to provide convenient and easily accessible parking Downtown. At the same time, the City is conducting its due diligence in examining long-term parking needs in the Downtown and beyond. The City continues to monitor the usage of all public parking facilities, and has analyzed current office trends to determine the long term parking needs for Downtown. In 2015, the City Commission established the Ad Hoc Parking Development Committee to develop an implementation strategy for addressing future parking demands in the Central Business District, while considering cost, capacity needs and impacts, master planning concepts, financial alternatives and timelines. The Ad Hoc Committee has continued to meet to assess the parking needs and develop an implementation strategy. The Committee has just completed a draft Request for Qualifications seeking a developer or a development team to undertake the collective redevelopment of a parcel of public property of approximately 4 acres located in the City's Central Business District, to include the removal of the N. Old Woodward parking deck, and the construction of a new and expanded public parking facility, as well as the extension of Bates Street as recommended in the Downtown Birmingham 2016 Plan, and the private development of commercial and residential space. The City's objective is to solicit creative and innovative development plans from qualified developers that will extend Bates Street from Willits to North Old Woodward and redevelop the remainder of the site by constructing a parking facility that provides a minimum of 1150 parking spaces to replace the 770 parking spaces currently on the N. Old Woodward / Bates Street site, introducing residential, commercial and/or mixed uses to create an activated, pedestrian-oriented urban streetscape and provide public access to the Rouge River and Booth Park to the north. A copy of the draft RFQ is attached for your review.

Triangle District

Currently, there are no public parking structures or surface lots within the Triangle District. The Birmingham Triangle Urban Design Plan ("the Plan") was completed in 2007 and the fundamental need identified in the Plan was to provide public parking facilities to encourage the redevelopment of the Triangle District.

In 2008, after the adoption of the Plan, the City added pavement markings to clarify and organize the location of public on-street parking. In 2009, the City created a Corridor Improvement Authority ("CIA") to assist in the development and funding of public parking facilities in the Triangle District. The CIA completed a Development Plan and a Tax Increment Financing Plan to determine the best locations for public parking facilities within the Triangle District, and to identify potential taxes that could be captured to fund public parking improvements. In 2015, the City began working with Oakland County to negotiate a tax capture agreement in accordance with the County's new guidelines. Despite numerous meetings with Oakland County officials and the approval of Oakland County's Budget Committee and Tax Increment Financing Committee, the City has been unable to execute an agreement with Oakland County that would ensure their participation in the tax capture under the proposed TIF Plan. At this time, the County has once again sought to amend the contract language, and is now asking to limit their contributions, and to require that one or more parking structures are constructed within a 10 year period or their tax contributions will be refunded to them, despite the fact that the approved TIF Plan operates over a 40 year period. A CIA meeting is planned for the end of this month to have the CIA members review the latest version

of contract language to determine if the City can agree to these terms, and whether it is worth our while to do so or simply continue on without the economic support of Oakland County.

In 2014, the City hired a consultant to conduct an updated parking study in the Triangle District to determine if current and future needs had changed since the adoption of the Plan. This parking study demonstrated that a strong demand for public parking exists today, and will continue as the area is redeveloped. One of the findings of the 2014 parking study also demonstrated that once public parking is established in the Triangle District, any parking assessment district created should include not only the properties within the Triangle District boundaries, but also those properties on the north side of Maple between Woodward and Adams at a minimum.

Rail District

By 2010, the redevelopment and reuse of numerous properties in the Rail District began to draw extensive activity and growth to the area, bringing parking challenges as well. Thus in 2010, the City implemented a trial of on street parking on both sides of Cole Street from S. Eton to the eastern terminus of the road to assist in providing additional public parking in the area. At the end of the trial period, it was determined that the double side on street parking should remain from S. Eton to Commerce. More recently, at the request of the immediate owners and tenants parking has been banned on the north side of the road from Commerce to the eastern terminus of the road to accommodate issues with large trucks.

In 2015, the City began to study proposed multi-modal improvements for the S. Eton Corridor, and a concern arose from the public regarding parking needs in that area. The desire to add angled parking on S. Eton was studied, but residents were divided as to whether additional parking was necessary. Accordingly, in January 2016, the City Commission established an Ad Hoc Rail District Review Committee to study a range of issues in the Rail District, including the existing and future parking needs in the Rail District. As part of their work, the Ad Hoc Committee conducted a comprehensive parking study in and around the Rail District in September 2016, and presented the findings of the parking study to the City Commission in January 2017. The study showed that there is currently an abundance of parking in the Rail District (a total of 2,480 parking spaces, 941 of which are on street public parking spaces), and the real issues are that most of this is private parking that is for the exclusive use of one owner, and there is little shared use of parking to accommodate parking needs even when neighboring businesses have opposite peak parking demand periods. Based on these findings, the City Commission has referred the Ad Hoc Rail District Review Report to the Planning Board to review and then to propose recommendations to encourage shared parking in the Rail District.

Prime On-Street Meter Rate

East Lansing	Kalamazoo	Ann Arbor	Bloomington	State College	Grand Rapids	Lansing
\$ 1.50	\$ 1.50	\$ 1.60	\$ 1.00	\$ 1.00	\$ 1.75	\$ 1.20

Surface Lot Hourly

East Lansing	Kalamazoo	Ann Arbor	Bloomington	State College	Grand Rapids	Lansing
\$ 1.50	\$ 1.35	\$ 1.50	\$ 0.50	\$ 0.75	\$ 2.00	\$ 2.00
After 2HR \$1.60	After 1 HR \$1.70	After 3HR \$1.70				

Off-Street Lot Daily Max

East Lansing	Kalamazoo	Ann Arbor	Bloomington	State College	Grand Rapids	Lansing
\$ 15.00	\$ 3.75	N/A	N/A	\$ 16.00	\$ 4.00	\$ 10.00

Monthly Lots

East Lansing	Kalamazoo	Ann Arbor	Bloomington	State College	Grand Rapids	Lansing
\$65 - \$75	\$29 - \$56	\$90 - \$115	N/A	\$65	\$45 - \$76	\$48 - \$70
\$70	\$43	\$103	N/A	\$65	\$60	\$59

Garage Hourly

East Lansing	Kalamazoo	Ann Arbor	Bloomington	State College	Grand Rapids	Lansing
\$ 1.40	\$ 1.35	\$ 1.50	\$ 0.50	\$ 1.00	\$ 2.00	\$ 2.00
After 2HR \$1.60	After 1 HR \$1.70	After 3HR \$1.70	First 3HR Free	First 30min Free		
				\$.50/HR After 6pm		

Garage Daily Max

East Lansing	Kalamazoo	Ann Arbor	Bloomington	State College	Grand Rapids	Lansing
\$ 15.00	\$ 9.70	N/A	N/A	\$ 16.00	\$ 15.00	\$ 10.00

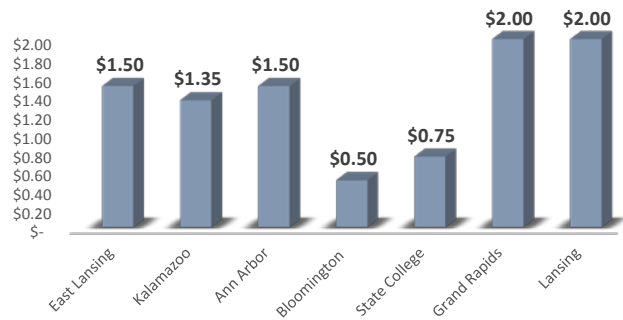
Monthly Garage Unreserved

East Lansing	Kalamazoo	Ann Arbor	Bloomington	State College	Grand Rapids	Lansing
\$75 - \$85	\$88 - \$90	\$150 - \$165	\$40 - \$67	\$75 - \$105	\$119 - \$154	\$107 - \$137
\$ 80	\$ 89	\$ 158	\$ 54	\$ 90	\$ 137	\$ 122

Monthly Garage Reserved

East Lansing	Kalamazoo	Ann Arbor	Bloomington	State College	Grand Rapids	Lansing
0	\$125	\$213	\$67	0	\$195	\$152

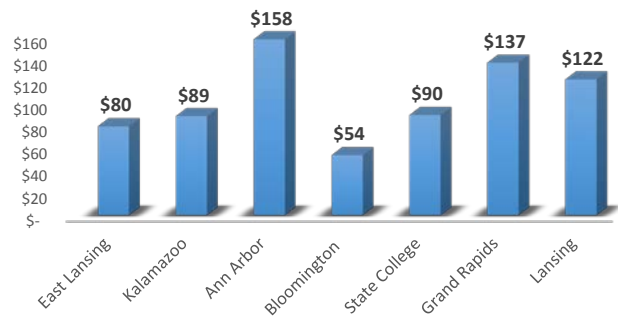
Surface Lot Hourly Rates



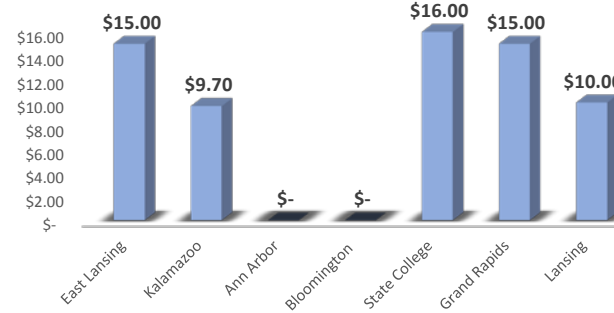
Prime On-Street Meter Rates



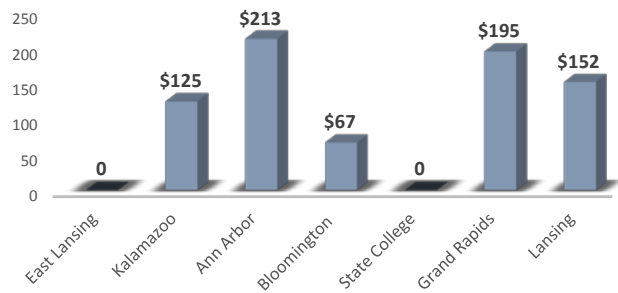
Average Unreserved Garage Rates



Garage Daily Max



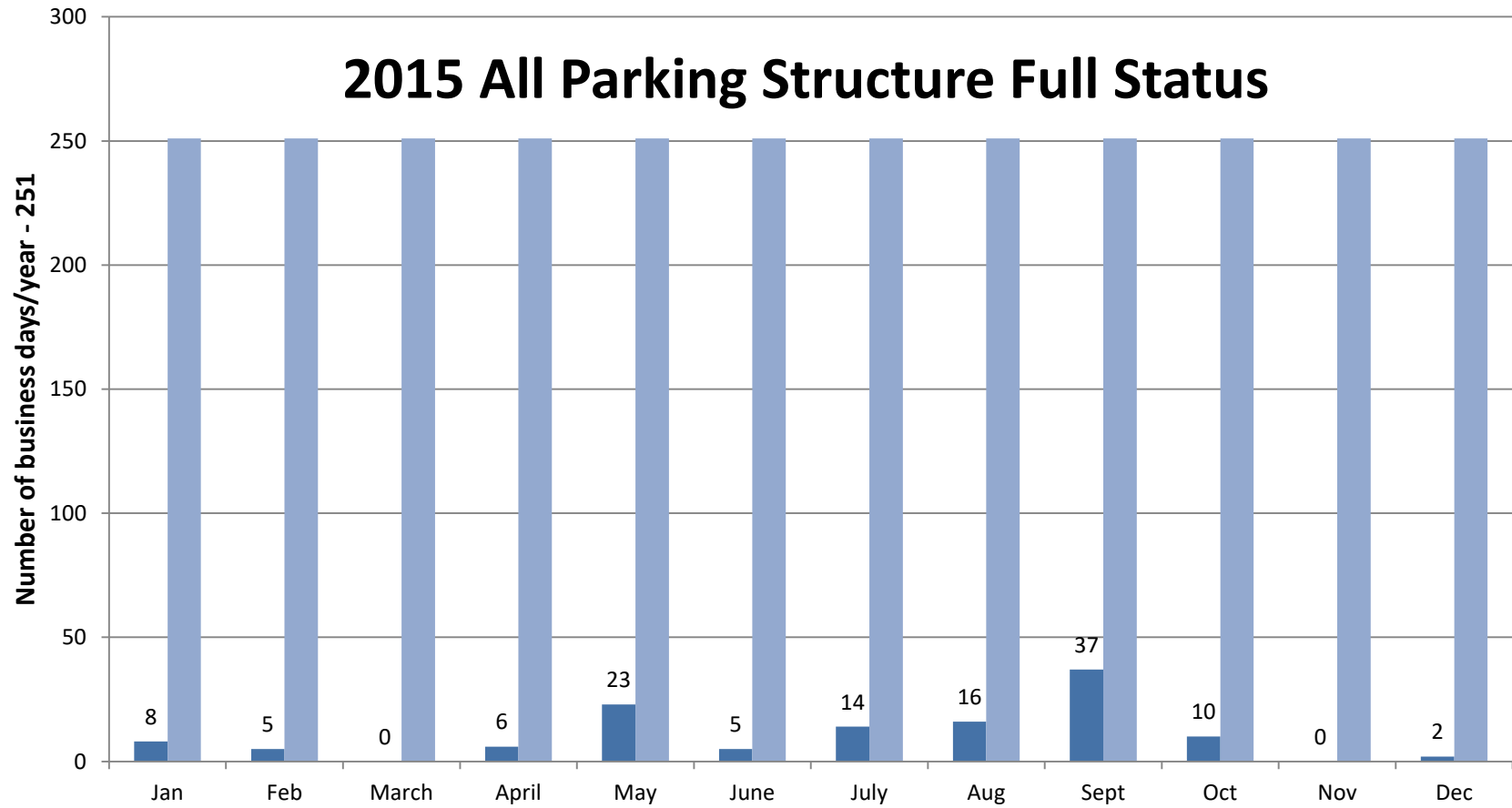
Average Reserved Garage Rates



Garage Hourly Rate



2015 All Parking Structure Full Status



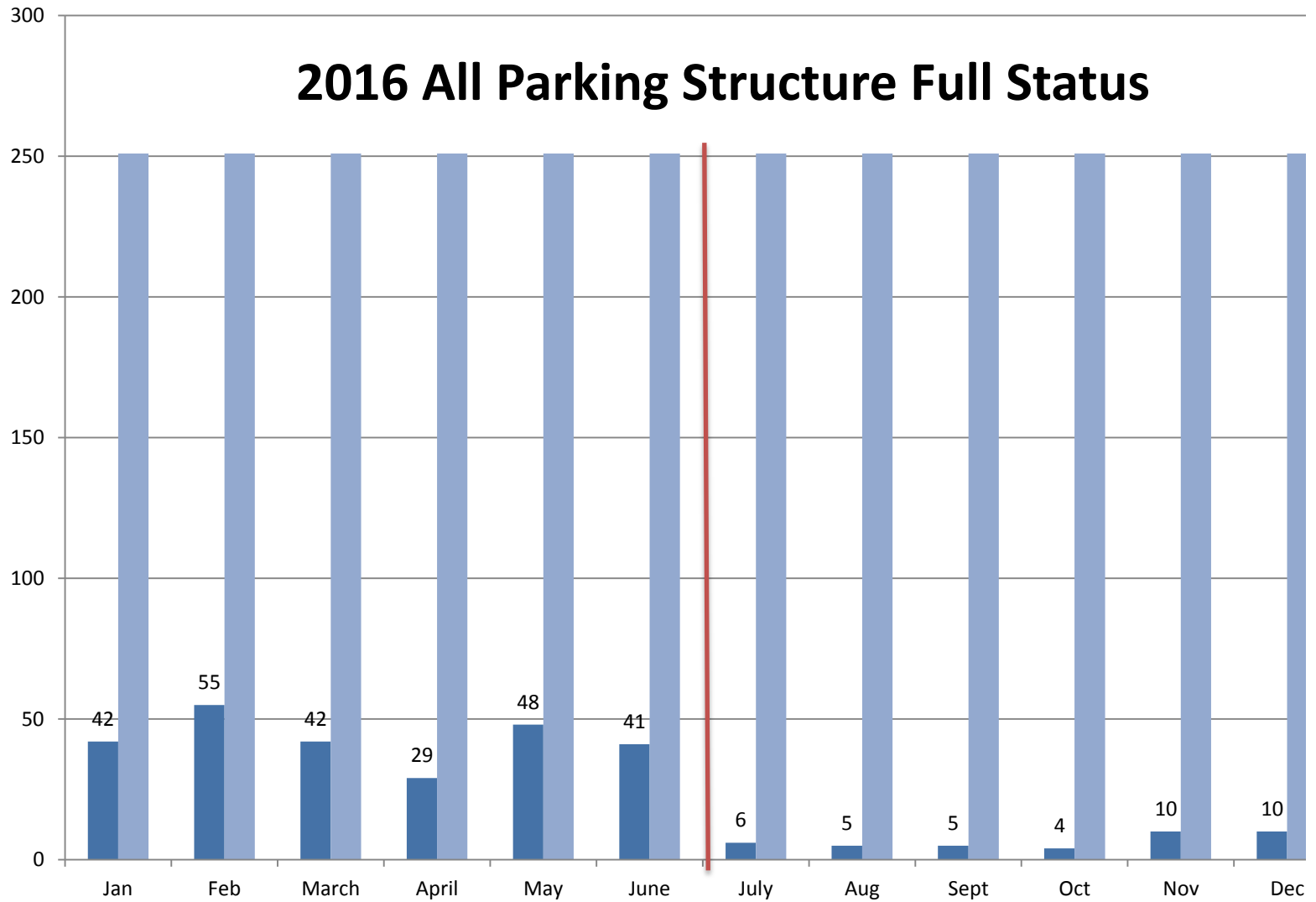
2015

■ Total occurrences full all structures combined

■ Total business days/year - 251

2016 All Parking Structure Full Status

Number of business days/year - 251



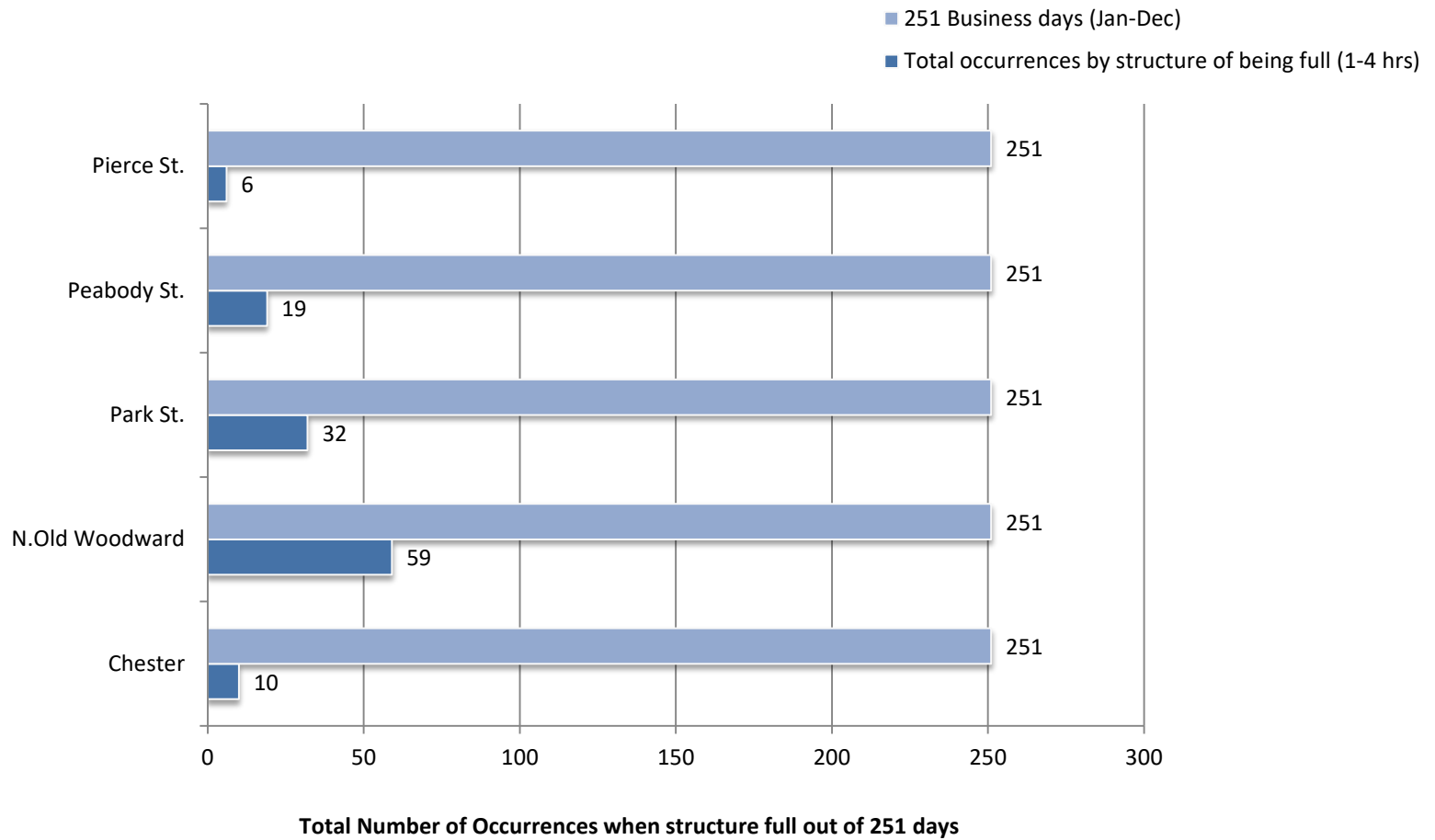
— = July 1, 2016 - daily parking rates doubled

2016

- Total monthly occurrences of all structures combined being full (1-4 hrs)
- Total business days/year (M-Friday)

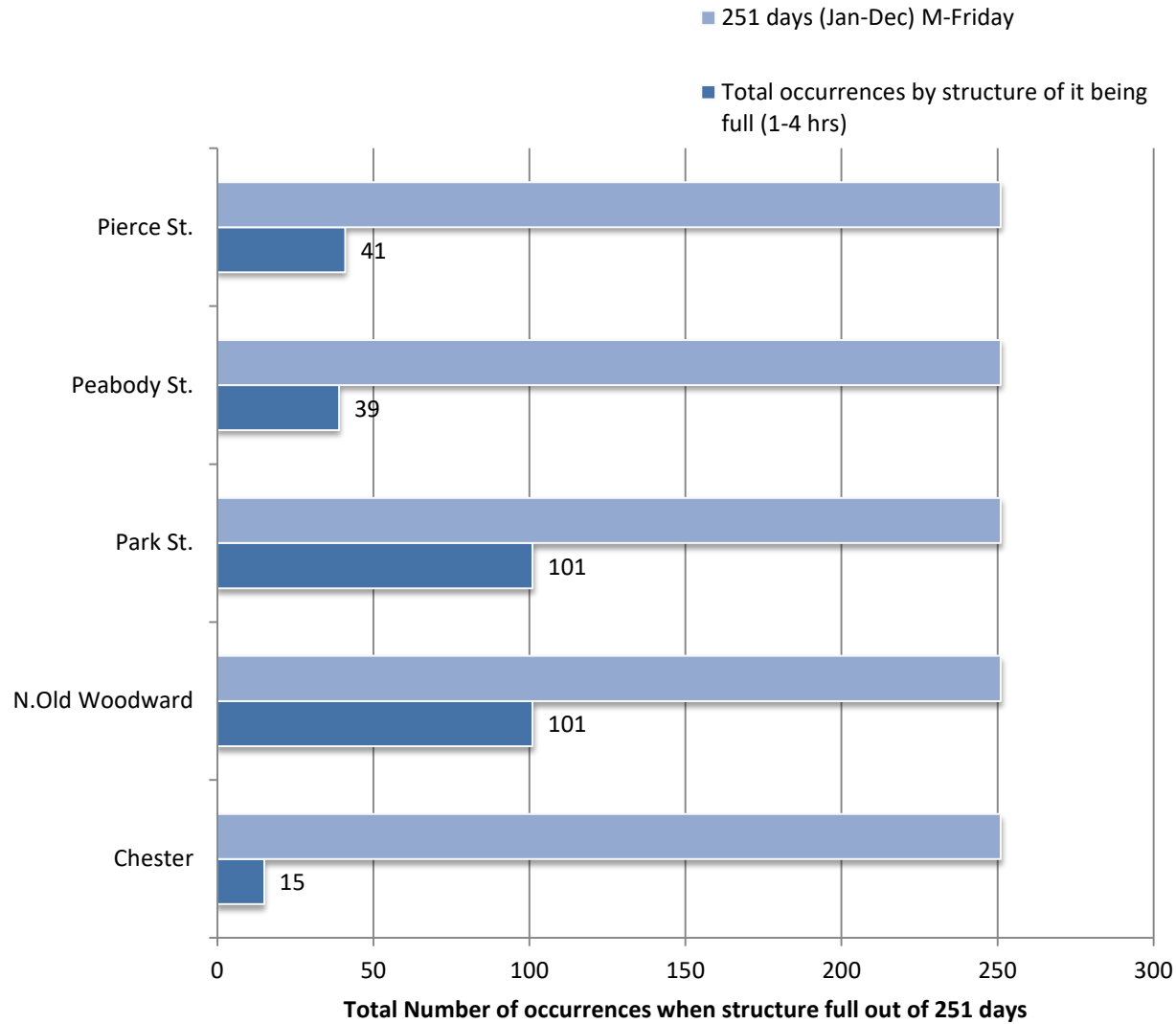
Parking Full Status by Structure

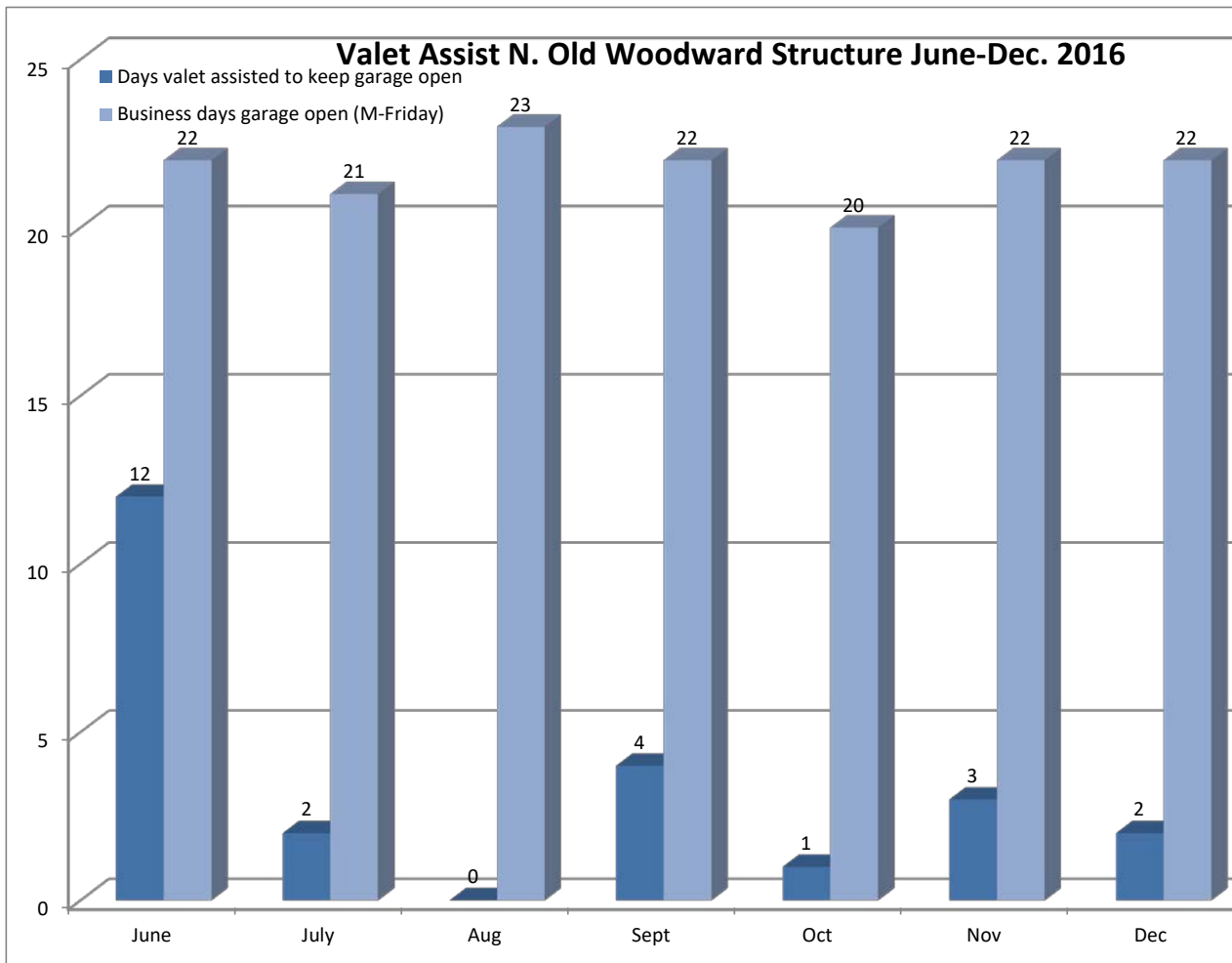
Jan-Dec. 2015 Business Days Only (M-Friday)



Parking Full Status by Structure

Jan-Dec. 2016 Business Days Only (M-Friday)





Birmingham Principle Shopping District
Birmingham, MI 48009
Attention : John Heiney
248-530-1200

April 18-24

Date	Description of Services	Time overage	Total
4/18/2016	21 cars	\$0.00	21-
4/19/2016	27 cars	\$20.00	27-
4/20/2016	47 cars	\$20.00	47-
4/21/2016	40 cars	\$15.00	40-
4/22/2016	72 cars	\$15.00	72-
4/23/2016	48 cars	\$0.00	45-
	Total	\$70.00	252-

IN-HOUSE VALET

Birmingham Principle Shopping District
Birmingham, MI 48009
Attention : John Heiney
248-530-1200

DATE	DESCRIPTION OF SERVICES	TIME OVERAGE	TOTAL
5/9/2016	30 cars	\$5.00	30-
5/10/2016	55 cars	\$15.00	55-
5/11/2016	60 cars	\$10.00	60-
5/12/2016	92 cars	\$10.00	92-
5/13/2016	57 cars	\$5.00	57-
5/14/2016	47 cars	\$5.00	47-
	Weekly Total	\$50.00	341- cars
5/16/2016	32 cars	\$5.00	32-
5/17/2016	43 cars	\$10.00	43-
5/18/2016	65 cars	\$5.00	65-
5/19/2016	63 cars	\$15.00	63-
5/20/2016	65 cars	\$20.00	65-
5/21/2016	44 cars	\$5.00	44-
	Weekly Total	\$60.00	312- cars

5/23/2016	27 cars	\$0.00	27-
5/24/2016	53 cars	\$0.00	53-
5/25/2016	78 cars	\$10.00	78-
5/26/2016	69 cars	\$40.00	69-
5/27/2016	53 cars	\$10.00	53-
5/28/2016	41 cars	\$0.00	41-
	Weekly Total	\$60.00	312- cars

IN-HOUSE VALET

Birmingham Principle Shopping District
Birmingham, MI 48009
Attention : John Heiney
248-530-1200

DATE	DESCRIPTION OF SERVICES	TIME OVERAGE	TOTAL
6/6/2016	21 cars	\$0.00	21-
6/7/2016	65 cars	\$20.00	65-
6/8/2016	60 cars	\$10.00	60-
6/9/2016	65 cars	\$5.00	65-
6/10/2016	60 cars	\$10.00	60-
6/11/2016	50 cars	\$0.00	51-
	Weekly Total	\$45.00	322- cars
6/13/2016	38 cars	\$5.00	38-
6/14/2016	45 cars	\$5.00	45-
6/15/2016	68 cars	\$10.00	68-
6/16/2016	86 cars	\$5.00	86-
6/17/2016	65 cars	\$5.00	65-
6/18/2016	33 cars	\$0.00	33-
	Weekly Total	\$30.00	335- cars

6/20/2016	26 cars	\$0.00	26-
6/21/2016	45 cars	\$5.00	45-
6/22/2016	71 cars	\$20.00	71-
6/23/2016	48 cars	\$10.00	48-
6/24/2016	60 cars	\$10.00	60-
6/25/2016	38 cars	\$15.00	38-
	Weekly Total	\$60.00	288- cars
6/27/2016	33 cars	\$5.00	33-
6/28/2016	47 cars	\$25.00	47-
6/29/2016	58 cars	\$20.00	58-
6/30/2016	53 cars	\$35.00	53-
7/1/2016	42 cars	\$5.00	42-
7/2/2016	18 cars	\$20.00	18-
	Weekly Total	\$110.00	251- cars

IN-HOUSE VALET

Birmingham Principle Shopping District
Birmingham, MI 48009
Attention : John Heiney
248-530-1200

DATE	DESCRIPTION OF SERVICES	TIME OVERAGE	TOTAL
7/4/2016	closed		
7/5/2016	21 cars	\$10.00	21-
7/6/2016	29 cars		29-
7/7/2016	36 cars	\$10.00	36-
7/8/2016	32 cars	\$15.00	32-
7/9/2016	30 cars	\$50.00	30-
	Weekly Total	\$85.00	148- cars

SUMMARY OF PARKING STATISTICS:

July 25-31 2016

	Monday	Tuesday	Wednesday	Thursday
CASH RECEIPTS				
Short - Term	4	5	12	7
Long -Term	3	7	6	6
Parking Fee	\$20.00	\$25.00	\$60.00	\$35.00
Parking Fee	\$24.00	\$56.00	\$48.00	\$48.00
Cash received	\$44.00	\$81.00	\$108.00	\$83.00
CASH DISBURSEMENTS				
Labor Hours	14	12	14	12
Labor Rate	\$11.77	\$11.77	\$11.77	\$11.77
Labor Fee	\$164.78	\$141.24	\$164.78	\$141.24

IN-HOUSE VALET

Birmingham Principle Shopping District
Birmingham, MI 48009
Attention : John Heiney

SUMMARY OF PARKING STATISTICS:

August 8-14 2016

	Monday	Tuesday	Wednesday
CASH RECEIPTS			
Short - Term Cars- \$ 5.00	5	7	13
Long -Term Cars- \$8.00	3	3	1
Parking Fee @\$5.00 per vehicle	\$25.00	\$35.00	\$65.00
Parking Fee @\$8.00 per vehicle	\$24.00	\$24.00	\$8.00
Cash received from parking fee	\$49.00	\$59.00	\$73.00
CASH DISBURSEMENTS			
Labor Hours	10	13	12
Labor Rate @ \$ 10.00 per man hour	\$11.77	\$11.77	\$11.77
Labor Fee	\$117.70	\$153.01	\$141.24
Lot Expenses			
Other expenses	\$10.00	\$10.00	\$10.00
Total Cash Disbursements	\$127.70	\$163.01	\$151.24
Net cash received/(cash disbursed)	(\$78.70)	(\$104.01)	(\$47.00)
Cash Brought In			
PER VEHICLE STATS			
Labor fee	\$14.71	\$15.30	\$10.09
Average cash receipts per vehicle	\$6.13	\$5.90	\$5.21

SUMMARY OF PARKING STATISTICS:

August 22-28 2016

	Monday	Tuesday	Wednesday
CASH RECEIPTS			
Short - Term Cars- \$ 5.00	7	10	11
Long -Term Cars- \$8.00	\$1.00	\$8.00	\$9.00

\$30.00	\$30.00	\$45.00	\$0.00
\$48.00	\$96.00	\$24.00	\$0.00
\$78.00	\$126.00	\$69.00	\$0.00

14	8	7.5	
\$11.77	\$11.77	\$11.77	\$11.77
\$164.78	\$94.16	\$88.28	\$0.00

\$10.00	\$10.00	\$10.00	
\$174.78	\$104.16	\$98.28	\$0.00
(\$96.78)	\$21.84	(\$29.28)	\$0.00

\$13.73	\$5.23	\$7.36	#DIV/0!
\$6.50	\$7.00	\$5.75	#DIV/0!

IN-HOUSE VALET

Birmingham Principle Shopping District
Birmingham, MI 48009
Attention : John Heiney

SUMMARY OF PARKING STATISTICS:

September 5-11 2016

	Monday	Tuesday	Wednesday
CASH RECEIPTS			
Short - Term Cars- \$ 5.00		5	7
Long -Term Cars- \$8.00		2	8
Parking Fee @\$5.00 per vehicle	\$0.00	\$25.00	\$35.00
Parking Fee @\$8.00 per vehicle	\$0.00	\$16.00	\$64.00
Cash received from parking fee	\$0.00	\$41.00	\$99.00
CASH DISBURSEMENTS			
Labor Hours		8	14
Labor Rate @ \$ 10.00 per man hour	\$11.77	\$11.77	\$11.77
Labor Fee	\$0.00	\$94.16	\$164.78
Lot Expenses			
Other expenses	\$10.00	\$10.00	\$10.00
Total Cash Disbursements	\$10.00	\$104.16	\$174.78
Net cash received/(cash disbursed)	(\$10.00)	(\$63.16)	(\$47.00)
Cash Brought In			
PER VEHICLE STATS			
Labor fee	#DIV/0!	\$13.45	\$10.99
Average cash receipts per vehicle	#DIV/0!	\$5.86	\$6.60

SUMMARY OF PARKING STATISTICS:

September 12-18 2016

	Monday	Tuesday	Wednesday
CASH RECEIPTS			
Short - Term Cars- \$ 5.00			
Long -Term Cars- \$8.00			

Parking Fee @\$5.00 per vehicle	\$0.00	\$0.00	\$0.00
Parking Fee @\$8.00 per vehicle	\$0.00	\$0.00	\$0.00
Cash received from parking fee	\$0.00	\$0.00	\$0.00
CASH DISBURSEMENTS			

Labor Hours			
Labor Rate @ \$ 10.00 per man hour	\$11.77	\$11.77	\$11.77
Labor Fee	\$0.00	\$0.00	\$0.00
Lot Expenses			
Other expenses	\$10.00	\$10.00	\$10.00
Total Cash Disbursements	\$10.00	\$10.00	\$10.00

Net cash received/(cash disbursed)	(\$10.00)	(\$10.00)	(\$47.00)
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Cash Brought In

PER VEHICLE STATS

Labor fee	#DIV/0!	#DIV/0!	#DIV/0!
Average cash receipts per vehicle	#DIV/0!	#DIV/0!	#DIV/0!

SUMMARY OF PARKING STATISTICS:

September 19-25 2016

	Monday	Tuesday	Wednesday
CASH RECEIPTS			
Short - Term Cars- \$ 5.00	5	10	4
Long -Term Cars- \$8.00	1	8	9
Parking Fee @\$5.00 per vehicle	\$25.00	\$50.00	\$20.00
Parking Fee @\$8.00 per vehicle	\$8.00	\$64.00	\$72.00
Cash received from parking fee	\$33.00	\$114.00	\$92.00
CASH DISBURSEMENTS			
Labor Hours	7	7	11
Labor Rate @ \$ 10.00 per man hour	\$11.77	\$11.77	\$11.77
Labor Fee	\$82.39	\$82.39	\$129.47
Lot Expenses			
Other expenses	\$10.00	\$10.00	\$10.00
Total Cash Disbursements	\$92.39	\$92.39	\$139.47
Net cash received/(cash disbursed)	(\$59.39)	\$21.61	(\$47.00)

Cash Brought In

/	Thursday	Friday	Saturday	Sunday
	12	10		
	4	2		
	\$60.00	\$50.00	\$0.00	\$0.00
	\$32.00	\$16.00	\$0.00	\$0.00
	\$92.00	\$66.00	\$0.00	\$0.00
	14	12		
	\$11.77	\$11.77	\$11.77	\$11.77
	\$164.78	\$141.24	\$0.00	\$0.00
	\$10.00	\$10.00	\$10.00	
	\$174.78	\$151.24	\$10.00	\$0.00
	(\$82.78)	(\$85.24)	(\$10.00)	\$0.00
	\$10.30	\$11.77	#DIV/0!	#DIV/0!
	\$5.75	\$5.50	#DIV/0!	#DIV/0!

/	Thursday	Friday	Saturday	Sunday
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IN-HOUSE VALET

Birmingham Principle Shopping District
Birmingham, MI 48009
Attention : John Heiney

SUMMARY OF PARKING STATISTICS:

October 3-9 2016

	Monday	Tuesday	Wednesday
CASH RECEIPTS			
Short - Term Cars- \$ 5.00	5	7	10
Long -Term Cars- \$8.00	3	4	6
Parking Fee @\$5.00 per vehicle	\$25.00	\$35.00	\$50.00
Parking Fee @\$8.00 per vehicle	\$24.00	\$32.00	\$48.00
Cash received from parking fee	\$49.00	\$67.00	\$98.00
CASH DISBURSEMENTS			
Labor Hours	7	7	7.5
Labor Rate @ \$ 10.00 per man hour	\$11.77	\$11.77	\$11.77
Labor Fee	\$82.39	\$82.39	\$88.28
Lot Expenses			
Other expenses	\$10.00	\$10.00	\$10.00
Total Cash Disbursements	\$92.39	\$92.39	\$98.28
Net cash received/(cash disbursed)	(\$43.39)	(\$25.39)	(\$47.00)
Cash Brought In			
PER VEHICLE STATS			
Labor fee	\$10.30	\$7.49	\$5.52
Average cash receipts per vehicle	\$6.13	\$6.09	\$6.13

SUMMARY OF PARKING STATISTICS:

October 10-16 2016

	Monday	Tuesday	Wednesday
CASH RECEIPTS			
Short - Term Cars- \$ 5.00	2	1	2
Long -Term Cars- \$8.00	\$3.00	\$8.00	\$0.00

Parking Fee @\$5.00 per vehicle	\$10.00	\$5.00	\$10.00
Parking Fee @\$8.00 per vehicle	\$24.00	\$64.00	\$0.00
Cash received from parking fee	\$34.00	\$69.00	\$10.00
CASH DISBURSEMENTS			
Labor Hours	8	8	7
Labor Rate @ \$ 10.00 per man hour	\$11.77	\$11.77	\$11.77
Labor Fee	\$94.16	\$94.16	\$82.39
Lot Expenses			
Other expenses	\$10.00	\$10.00	\$10.00
Total Cash Disbursements	\$104.16	\$104.16	\$92.39
Net cash received/(cash disbursed)	(\$70.16)	(\$35.16)	(\$47.00)
Cash Brought In			
PER VEHICLE STATS			
Labor fee	\$18.83	\$10.46	\$41.20
Average cash receipts per vehicle	\$6.80	\$7.67	\$5.00

SUMMARY OF PARKING STATISTICS:

October 17-23 2016

	Monday	Tuesday	Wednesday
CASH RECEIPTS			
Short - Term Cars- \$ 5.00	4	12	5
Long -Term Cars- \$8.00	1	7	4
Parking Fee @\$5.00 per vehicle	\$20.00	\$60.00	\$25.00
Parking Fee @\$8.00 per vehicle	\$8.00	\$56.00	\$32.00
Cash received from parking fee	\$28.00	\$116.00	\$57.00
CASH DISBURSEMENTS			
Labor Hours	\$7.00		\$7.00
Labor Rate @ \$ 10.00 per man hour	\$11.77	\$11.77	\$11.77
Labor Fee	\$82.39	\$0.00	\$82.39
Lot Expenses			
Other expenses	\$10.00	\$10.00	\$10.00
Total Cash Disbursements	\$92.39	\$10.00	\$92.39
Net cash received/(cash disbursed)	(\$64.39)	\$106.00	(\$47.00)

/	Thursday	Friday	Saturday	Sunday
	11	17	5	
	4	13	3	
	\$55.00	\$85.00	\$25.00	\$0.00
	\$32.00	\$104.00	\$24.00	\$0.00
	\$87.00	\$189.00	\$49.00	\$0.00
	8	8	7	
	\$11.77	\$11.77	\$11.77	\$11.77
	\$94.16	\$94.16	\$82.39	\$0.00
	\$10.00	\$10.00	\$10.00	
	\$104.16	\$104.16	\$92.39	\$0.00
	(\$17.16)	\$84.84	(\$43.39)	\$0.00
	\$6.28	\$3.14	\$10.30	#DIV/0!
	\$5.80	\$6.30	\$6.13	#DIV/0!

/	Thursday	Friday	Saturday	Sunday
	8	12	8	
	\$4.00	\$6.00	\$2.00	

\$40.00	\$60.00	\$40.00	\$0.00
\$32.00	\$48.00	\$16.00	\$0.00
\$72.00	\$108.00	\$56.00	\$0.00

8	8	7	
\$11.77	\$11.77	\$11.77	\$11.77
\$94.16	\$94.16	\$82.39	\$0.00
\$10.00	\$10.00	\$10.00	
\$104.16	\$104.16	\$92.39	\$0.00
(\$32.16)	\$3.84	(\$36.39)	\$0.00

\$7.85	\$5.23	\$8.24	#DIV/0!
\$6.00	\$6.00	\$5.60	#DIV/0!

/	Thursday	Friday	Saturday	Sunday
	10	9	2	
	5	6	1	
	\$50.00	\$45.00	\$10.00	\$0.00
	\$40.00	\$48.00	\$8.00	\$0.00
	\$90.00	\$93.00	\$18.00	\$0.00
	\$7.00	\$7.00	\$7.00	
	\$11.77	\$11.77	\$11.77	\$11.77
	\$82.39	\$82.39	\$82.39	\$0.00
	\$10.00	\$10.00	\$10.00	
	\$92.39	\$92.39	\$92.39	\$0.00
	(\$2.39)	\$0.61	(\$74.39)	\$0.00

IN-HOUSE VALET

Birmingham Principle Shopping District
Birmingham, MI 48009
Attention : John Heiney

SUMMARY OF PARKING STATISTICS:

Oct 31- November 6 2016

	Monday	Tuesday	Wednesday
CASH RECEIPTS			
Short - Term Cars- \$ 5.00			
Long -Term Cars- \$8.00			
Parking Fee @\$5.00 per vehicle	\$0.00	\$0.00	\$0.00
Parking Fee @\$8.00 per vehicle	\$0.00	\$0.00	\$0.00
Cash received from parking fee	\$0.00	\$0.00	\$0.00
CASH DISBURSEMENTS			
Labor Hours			
Labor Rate @ \$ 10.00 per man hour	\$11.77	\$11.77	\$11.77
Labor Fee	\$0.00	\$0.00	\$0.00
Lot Expenses			
Other expenses	\$10.00	\$10.00	\$10.00
Total Cash Disbursements	\$10.00	\$10.00	\$10.00
Net cash received/(cash disbursed)	(\$10.00)	(\$10.00)	(\$47.00)
Cash Brought In			
PER VEHICLE STATS			
Labor fee	#DIV/0!	#DIV/0!	#DIV/0!
Average cash receipts per vehicle	#DIV/0!	#DIV/0!	#DIV/0!

SUMMARY OF PARKING STATISTICS:

November 14-20 2016

	Monday	Tuesday	Wednesday
CASH RECEIPTS			
Short - Term Cars- \$ 5.00	16	3	13
Long -Term Cars- \$8.00	\$4.00	\$3.00	\$6.00

/	Thursday	Friday	Saturday	Sunday
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$11.77	\$11.77	\$11.77	\$11.77
	\$0.00	\$0.00	\$0.00	\$0.00
	\$10.00	\$10.00	\$10.00	
	\$10.00	\$10.00	\$10.00	\$0.00
	(\$10.00)	(\$10.00)	(\$10.00)	\$0.00
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

/	Thursday	Friday	Saturday	Sunday
	11	8	8	
	\$5.00	\$2.00	\$7.00	

\$55.00	\$40.00	\$40.00	\$0.00
\$40.00	\$16.00	\$56.00	\$0.00
\$95.00	\$56.00	\$96.00	\$0.00

8	7	7	
\$11.77	\$11.77	\$11.77	\$11.77
\$94.16	\$82.39	\$82.39	\$0.00
\$10.00	\$10.00	\$10.00	
\$104.16	\$92.39	\$92.39	\$0.00
(\$9.16)	(\$36.39)	\$3.61	\$0.00

\$5.89	\$8.24	\$5.49	#DIV/0!
\$5.94	\$5.60	\$6.40	#DIV/0!

Week Three (Dec. 5 – Dec. 10):

Day	Henrietta	Old Woodward	Total
12/5	0	6	6
12/6	8	25	33
12/7	2	15	17
12/8	3	19	22
12/9	4	20	24
12/10	3	18	21
Total Car Count	20	103	123
Total Cost	\$830	\$790	\$1,620

Week Four (Dec. 12- Dec 17):

Day	Henrietta	Old Woodward	Total
12/12	3	9	12
12/13	7	15	22
12/14	8	25	33
12/15	9	27	36
12/16	7	32	39
12/17	9	25	34
Total Car Count	43	133	176
Total Cost	\$780	\$840	\$1,620

Week Five (Dec 18- Dec 24):

Day	Henrietta	Old Woodward	Total
12/19	2	15	17
12/20	6	22	28
12/21	5	34	39
12/22	9	36	45
12/23	6	58	64
12/24	1	4	5
Total Car Count	29	169	198
Total Cost	\$710	\$850	\$1,560

Total Car Count over five weeks: 649

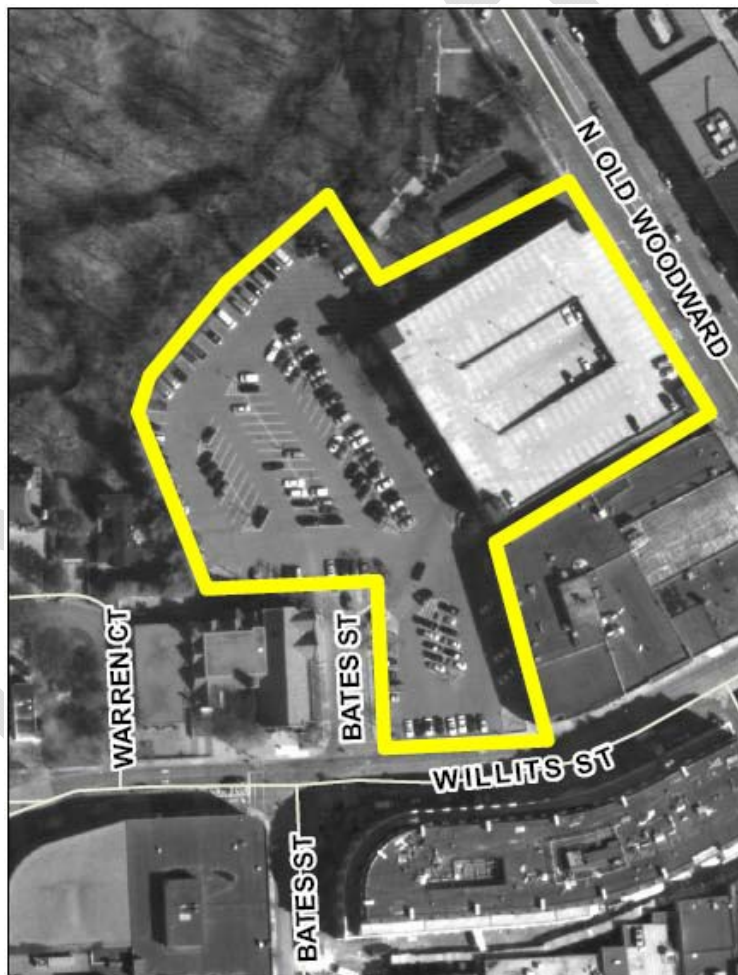
Total Cost over five weeks: \$6,760

Cost per car: \$10.42



REQUEST FOR QUALIFICATIONS

North Old Woodward / Bates Street Parking and Site Development



Issued by:

City of Birmingham,
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012
(248) 530-1850
www.bhamgov.org



**NORTH OLD WOODWARD / BATES STREET
PARKING AND SITE DEVELOPMENT**

REQUEST FOR QUALIFICATIONS

CONTENTS

	<u>PAGE</u>
Introduction.....	3
Development Objectives and Guidelines.....	6
Request for Qualifications Process.....	11
Submission Requirements and Guidelines.....	13
Terms and Conditions.....	17
Attachment A: Parcel Dimensions.....	18
Attachment B: Current Zoning	19
Attachment C: Overlay Zoning	20
Attachment D: Additional Conceptual Illustrations of Development Area.....	21
Attachment E: Easement Benefitting 325 N. Old Woodward.....	24
Attachment F: Booth Park Trail Connection.....	25

INTRODUCTION

The City of Birmingham, Michigan (the "City") is seeking a developer or a development team (the "Developer") to undertake the collective redevelopment of a parcel of public property of approximately 4 acres located in the City's Central Business District. Figure 1 shows the location of the subject property being offered for redevelopment. This property currently contains a public parking structure and surface parking lot.

The City will be utilizing a two phase process to select a Developer to redevelop the subject site. First, the City will conduct a public selection process for qualified Developers to redevelop the N. Old Woodward/Bates Street site, with oversight and review to be provided by the Ad Hoc Parking Development Committee and the City Commission.

In evaluating Developer's qualifications, the City will consider past development success, experience in working or partnering with communities, financial capacity and the design quality of previous development projects. The details of the City's interests are outlined within this Request for Qualifications (RFQ).

Following a review of Developer qualifications, the City will establish a "short list" of Developers that will be extended an invitation to participate in an interview with the Ad Hoc Parking Development Committee and/or the City Commission to discuss their qualifications for the redevelopment of this site. Only pre-qualified Developers will be offered the opportunity to submit a development proposal under a separate Request for Proposals.

Figure 1



The City's objective is to solicit creative and innovative development plans from qualified Developers that will extend Bates Street from Willits to North Old Woodward and redevelop the remainder of the site by constructing a parking facility that provides a minimum of 278 parking spaces in addition to replacing the 770 parking spaces currently on the N. Old Woodward / Bates Street site, introducing residential, commercial and/or mixed uses to create an activated, pedestrian-oriented urban streetscape and provide public access to the Rouge River and Booth Park to the north. (Note that if additional commercial space is provided by this project, parking spaces in addition to the 278 noted above shall be provided at the rate of 1 space for every 564 sq.ft. of new gross commercial space. Residential parking spaces are assumed to be provided and reserved outside of these numbers, at the rate of 1.5 spaces per unit.) The City owns the entire parcel and its parking structure as illustrated in Figure 1. Parcel dimensions are illustrated in Attachment A. The northern end of this parcel is planned for designation as park property along the Rouge River.

A sample plan of what the City envisions can be done with this property, while accomplishing the parking goals listed, is provided in Attachment D. Important desirable amenities of the plan as provided by the City include:

- New parking structure(s) with a minimum of 1150 parking spaces.
- New mixed use building adjacent to parking structure facing N. Old Woodward Ave.
- Service drive access to the adjacent buildings both north and south of the parking structure.
- New mixed use building facing Willits St.
- Public park property and connection between a new City street and the existing Rouge River to the north.
- Residential building on the north end of the site taking advantage of the existing views present in this area.

The existing zoning of this parcel is Public Property. An illustration of the existing zoning for this parcel and the immediate area is contained in Attachment B. This parcel is included in the City's Overlay Zoning District as illustrated in Attachment C, which provides for certain development opportunities. Modifications to the zoning of this parcel may occur to conform to the selected development plan, if the creativity of development plan does not meet existing parameters of the Overlay Zoning District. Additional information concerning the zoning regulations can be obtained from the City's Planning Division.

The selected Developer will work with the Ad-Hoc Parking Development Committee to present and review their plan at public meetings to receive community input on their development plan. This process may include presenting the plan to one or

more of the following boards and commissions:

- a. The Ad-Hoc Parking Development Committee;
- b. The Birmingham Planning Board;
- c. The Historic District and Design Review Committee;
- d. The Advisory Parking Committee;
- e. The Multi-Modal Transportation Board; and
- d. The City Commission.

The final approval of the development plans will be concluded by the Birmingham City Commission following the community review process.

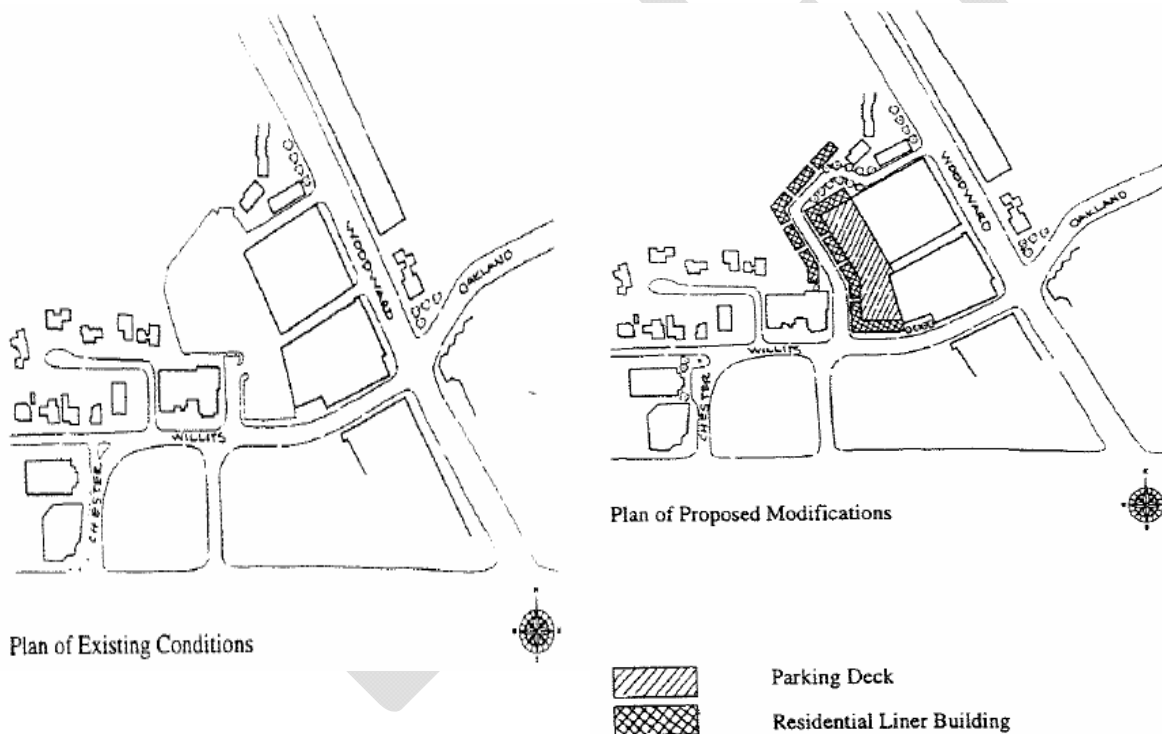
Based on the development plan selected, the City may lease or sell a portion or all of the property for development provided the development guidelines are met. The sale of public property would require the City to engage in placing the sale of property on the ballot for a vote in accordance with its City Charter. Once a development plan is accepted by the City, the process for the sale of property to the Developer may take from 4 to 12 months.

DEVELOPMENT OBJECTIVES AND GUIDELINES

The City's master planning document for the downtown, known as the *Downtown Birmingham 2016 Report* (DB2016 Report), identifies the N. Old Woodward / Bates Street site as a proposed location for redevelopment and provides conceptual illustrations of proposed modifications. The concept from the DB2016 Report referencing this area is provided herein for reference as Figure 2. Additional conceptual illustrations based on the DB2016 Report and incorporating various elements are provided as Attachment D.

Developers will be expected to present creative concepts for the site that incorporate these objectives and guidelines. The objectives and guidelines presented in this RFQ will be used in evaluating the submitted qualifications.

Figure 2.



Development Objectives

The City's overall objectives for redevelopment of the N. Old Woodward / N. Old Woodward / Bates Street site are as follows:

- **To extend Bates Street from Willits and provide access to a location on North Old Woodward as envisioned in the Downtown Birmingham 2016 Plan.**
- **To accommodate current and future public parking needs with consideration for transient, employee permit parking, shoppers and faith-based community uses.**
- **To provide a form of residential, commercial and/or mixed use development along the extension to Bates Street to create an activated urban streetscape.**

A number of primary objectives for the redevelopment of Bates Street as a whole are outlined below:

- **To contribute to the improvement of the downtown as an active, pedestrian- oriented retail, residential and community environment.**
- **Ensure an adequate supply of conveniently located and attractively designed parking.**
- **To coordinate parking utilization in conjunction with public parking standards modified to accommodate mixed residential and business uses.**
- **To incorporate existing streetscape standards into proposed streetscape design and create an attractive streetscape that unifies, enhances and connects the N. Old Woodward / Bates Street site with the rest of the downtown.**
- **Enhance the N. Old Woodward / Bates Street site as a safe, convenient and hospitable pedestrian environment, while linking Willits to North Old Woodward.**
- **To ensure that new construction is compatible with the existing building fabric.**
- **Minimize conflicts between vehicles, pedestrians and cyclists.**

These objectives should be a fundamental part of any development proposal for the N. Old Woodward / Bates Street site. The guidelines discussed below for the physical framework, mix and location of land uses, and design of buildings and public spaces are drawn directly from the *Downtown Birmingham 2016 Report* and/or have been developed with these objectives in mind.

Development Guidelines

1. **Pedestrian Circulation.** Redevelopment of the N. Old Woodward / Bates Street site should include a pedestrian circulation system that links public parking, public open space and new developments to surrounding uses and activities. All pedestrian access routes must be compliant with Americans with Disabilities Act (ADA) requirements.
2. **Vehicular Connection.** Bates Street will be preserved as a public street to promote efficient access and circulation by vehicles, pedestrians, cyclists and transit riders. Bates Street will connect Willits to North Old Woodward.
3. **Parking.** The existing parking structure should be renovated and expanded to accommodate additional parking, if current location is maintained. Should a proposal involve the removal and reconstruction due to relocation of the parking structure, the developer is responsible for the demolition and reconstruction costs. It is expected the City will own and operate any parking structure and own the land underneath the structure. Parking lots or garages serving residential developments would be privately owned. **During construction phasing, the Developer shall coordinate development with respect to the existing parking operation.**
4. **Topography and Redevelopment.** Building designs that take advantage of the natural topography in the area should be utilized. Site designs that provide public access to or overlooks of the Rouge River and Booth Park to the north are encouraged.
5. **Storm Water Management** – Special consideration for development on the Rouge River must be in accordance with best management practices permitted by the Environmental Protection Agency (EPA) and the Michigan Department of Environmental Quality (MDEQ).
6. **Infrastructure.** This project will require extending sewer and water utilities to any new developments. New water mains must be looped into the existing system. The addition of sewer or water services for this site must conform to the City's standards. Information on these standards can be obtained from the City's Engineering Division.
7. **Utilities.** All utilities within and leading to the site shall be underground. The adequacy of gas, electric, telephone and cable service availability to the site will need to be determined by those making a proposal by contacting the respective utility companies.

8. **Financial.** No City subsidies will be made available. Land will be sold or leased at market rates and all private property or private use of public property will be subject to property taxes.
9. **Required Easements.** All necessary easements must be provided in accordance with the Consolidating Easement and Restriction Agreement dated November 28, 2005 between the City and B/K/G Birmingham LLC, benefiting 325 N. Old Woodward (located at corner of Willits and Old Woodward). A copy of this easement is included as Attachment E.
10. **Booth Park Trail.** Booth Park is located to the immediate north of the N. Old Woodward / Bates Street site. A proposed bridge connection to Booth Park from the site is planned as part of a trail master plan. The bridge will provide access between the downtown and Booth Park. This proposed bridge will be a vital link in the overall trail system. A conceptual illustration is provided as Attachment F.

Design Issues

1. **Building Height Considerations.** The portion of the site not used for public parking is zoned D-3 under the Downtown Birmingham Overlay Zoning, which allows a maximum of 4 stories, provided the 4th story is used for residential units and is set back 10' from the front building façade. Maximum overall height is 68'. Specific regulations also apply. These regulations are outlined in the City's Zoning Ordinance.
2. **Residential Building Relationships.** Any proposed residential uses should be integrated into an overall mixed use development.
3. **Design of Buildings.** Specific design and architectural requirements are in place in the Downtown Birmingham Overlay Zoning District as outlined in the City's Zoning Ordinance.
4. **Design of Street.** The extension of Bates Street must conform to the City's street standards.
5. **Streetscape and Landscaping.**
 - Streetscape designs must incorporate the City's Downtown Streetscape Design Standards.
 - Landscaping designs should include innovative and aesthetically appealing plants and landscape features that enhance the pedestrian experience while enhancing the natural area along the Rouge River.

6. **Public Safety.** Fire and emergency access must be accommodated for all buildings in the development area. Hydrants must be placed where required by the City's Fire Department.
7. **Parking.** Most residential parking should be emphasized underground or within buildings, which would allow land areas to be used for buildings and open spaces. The change in elevation in the area should be used to facilitate underground parking.

DRAFT

REQUEST FOR QUALIFICATIONS PROCESS

The City will conduct a two phase public selection process for qualified Developers to redevelop the N. Old Woodward/Bates Street site, with oversight and review to be provided by the Ad Hoc Parking Development Committee and the City Commission.

In evaluating a Developer's qualifications in Phase 1 under this RFQ process the City will consider past development success, experience in working or partnering with communities, financial capacity and the design quality of previous development projects. The City may identify one or more of developers with qualifications that the City determines at their sole discretion, demonstrate the capability of the Developer(s) to successfully undertake and complete this redevelopment project.

All qualifications must be received by the City Clerk no later than _____. Submission requirements and guidelines are detailed in the Submission Requirements and Guidelines section of this RFQ.

Mandatory Site Visit Meeting

Each prospective developer is required to attend a mandatory pre-bid meeting to visit the site and meet with City staff prior to submitting qualifications. The mandatory site visit meeting will be held on _____. This meeting will begin in room 205 of the Birmingham Municipal Building located at 151 Martin Street and will conclude at the project site. Prospective developers are asked to pre-register by _____ by contacting Paul O'Meara at (248) 530-1836 or at pomeara@bhamgov.org.

Selection Process

Following a review of Developer qualifications, the City will establish a "short list" of Developers that will be extended an invitation to participate in an interview with the Ad Hoc Parking Development Committee and/or the City Commission to discuss their qualifications for the redevelopment of this site. Only pre-qualified Developers will be offered the opportunity to submit a development proposal in Phase 2 under a separate Request for Proposals (RFP).

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from Developers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting qualifications may be requested to make public presentations as part of the evaluation process.

The City will select a single developer or development team for the redevelopment of the parcel offered in this RFQ. The City may offer to sell or lease the property it currently owns within the Bates Street Site, exclusive of land to be used for public parking and public roads, for private use to the selected developer or development team.

Anticipated Timetable of Selection Process

Submittal & Review Process	Target Date
Release of Request for Qualifications	
Registration for Site Visit with staff	
Mandatory site visit with staff	
Qualifications Due Date	
Extend invitation for Interviews	
Interviews Conducted	
Recommendation of Developers to City Commission	
Request for Proposals Process	
Conduct community review process	
City Commission approval of final development plan	

Developer rights and responsibilities

The following outlines the rights and responsibilities of the developer and the City of Birmingham in the redevelopment of the North Old Woodward / Bates Street Parking and Site Development:

- Exclusive development rights and right to purchase or lease land for private uses (excludes purchase of any City owned land that will be used for public purposes, such as public parking.)
- To serve as developer or development team of the property for a mix of uses; all sub-developers must be identified if other firms will carry out portions of the project.
- Prepare all site plans and elevation drawings for approval by the City in accordance with the specifications and requirements of the City of Birmingham.
- Plan for and construct public parking as indicated in the development program.
- Work with the City during construction to accommodate temporary parking and minimize disruption to residents, tenants and the faith community in the surrounding area.
- Develop public infrastructure and utilities necessary for the site.
- Attend public meetings as necessary in order to present plans for review. It is expected that plans will need to be presented at up to ten (10) boards and committee meetings for review.

City's Role

- Assist with necessary development review process and approvals.
- Cooperate with any land acquisition pursued by the developer in accordance with this RFQ.
- Assist with construction phasing and coordination with respect to temporary parking operation during construction.
- Provide existing information relating to the site such as 1) title search, 2) site survey, 3) baseline environmental analysis, and 4) utility availability analysis.

SUBMISSION REQUIREMENTS AND GUIDELINES

The following outlines the submission requirements and guidelines for the North Old Woodward / Bates Street Parking and Site Development project.

- A. Cover sheet as provided in RFQ;
- B. Transmittal letter;
- C. Qualification Statement (see details below);
- D. Financial Information from Developer (Separate Sealed Envelope);
- E. Narrative description of what is proposed in detail and how proposal meets the development objectives; and
- F. Conceptual development plan for the entire site.

Qualification Statement Requirements

1. Firm/Team Description

A development team headed by an experienced developer should be identified including, as required, an architect, construction consultant, Developer, economic-financial consultant, and leasing/management company. Depending on the developer's capabilities, the team may include as few or as many firms as required. For all companies on the team, the following is required:

- Identification of all principal firms to be involved in the project including their roles, responsibilities and authorities.
- The size of each firm and the depth of experience of their personnel.
- Resumes of the persons who would be responsible for the day-to-day operation of the project and his/her back up in the event of this person's absence. Also, resumes of all other key persons directly involved with this project shall be included.

2. Organizational Structure and Workload

- Legal Name of development entity and managing entity which will be considered the developer.
- Business type (corporation, partnership, LLC, individual, joint venture, not for profit, etc.).

- Date established (for constituent firms if joint venture).
- If the developer is a subsidiary or affiliate of any other corporation, list such entity or entities including name, address, relationship to developer, and officers and directors.
- Names, addresses, title of position, and nature and extent of the interest of the officers and principals, shareholders and investors of both the developer and the development entity as follows:
 - For corporations, the officers, directors or trustees, and each stockholder owning more than 10% of any class of stock.
 - For partnerships or limited liability corporations, each partner or member, whether a general or limited partner or member, and either the percent of interest or a description of the character and extent of interest.
 - For joint ventures, each participant and either the percent of interest or a description of the character and extent of interest. If the joint venture partners are corporations or partnerships, then the information for such firms should be provided.
 - For any other type of entity, the officers, members of governing body, and each person having an interest of more than 10 %.
 - No City of Birmingham elected or appointed City official or employee, and no person who serves on any City of Birmingham public board or commission may have a direct or material indirect interest in the development entity or any part of that entity.
- The number, location and magnitude of projects currently on the developer's work plan for 2016 - 2019.
- A proposed organizational structure for the development team showing roles of each member of the team.

3. **Experience**

- Description, illustrations, location and a brief summary of the performance of similar projects, especially as they relate to the project.
- A comprehensive list of all projects for which the firm has served as a developer over the past three years including size, construction costs, major tenants, uses involved, and the current occupancy and ownership of these projects.
- Minimum experience required:
 - Demonstrated experience in at least two completed projects of similar size and quality as proposed in this RFQ.
 - Demonstrated financial resources and commitments to both acquire and develop the property (provided in financial statements, evidence of equity and debt financing, etc.)
 - Demonstrated commitment to the overall goals of the City and specific land uses and evidence of substantial efforts to comply with the development guidelines stated in this RFQ.

4. References

A minimum of three references for similar projects is required. References reflecting experience working on public/private ventures with government officials and public bodies should be included, if applicable.

Financial Information

One copy of the following information should be submitted in a separate sealed envelope to be kept confidential:

- Audited financial statement or federal income tax forms for the developer from the last three years; personal financial statements may be required as supplemental information at the option of the City's development advisor.
- References from financial institutions with whom the developer has dealt as a borrower or as a joint venture partner.
- Proposed sources of financing and preliminary evidence of interest from financial institutions or partners if available.
- List of pending litigation or other disputes with which the developer, development entity, or joint venture partners are involved, indicate status, the potential of a financial settlement, and impact on your ability to execute this project.
- If the firm or any individual in the proposed project has ever filed for bankruptcy or has had projects that have been foreclosed (or return lenders via deed-in-lieu of foreclosure), list dates and circumstances.

All of the above information will be provided only to the City's legal counsel and is considered exempt from the Freedom of Information Act as private information. Only those firms who are short-listed and invited for an interview with the City will have their financial information reviewed. All other sealed packets will be returned unopened to their respective firms. Upon completion of the selection process all firms will have their financial information returned.

Submission Procedure

Ten (10) hard copies and one (1) PDF copy of each qualifications proposal and one (1) copy of the developer's financial information shall be submitted no later than **4:00 p.m., on** _____ to:

City of Birmingham
Attn: City Clerk
151 Martin Street
Birmingham, Michigan 48009

Submittals should be firmly sealed in an envelope, which shall be clearly marked on the outside, **"Request for Qualifications – N. Old Woodward / Bates Street Parking and Site Development"**. Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer. Proposer may submit more than one submittal provided each proposal meets the functional requirements.

Each respondent shall include in their submittal the following information: Firm name, address, city, state, zip code, telephone number, fax number and website address. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the City should be directed as part of their proposal.

The City of Birmingham reserves the right, at its sole discretion, to reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so; to waive minor irregularities and informalities of a submittal; or to cancel, revise, or extend this solicitation. The Request for Qualifications does not obligate the City of Birmingham to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this Request for Qualifications.

Selection Criteria

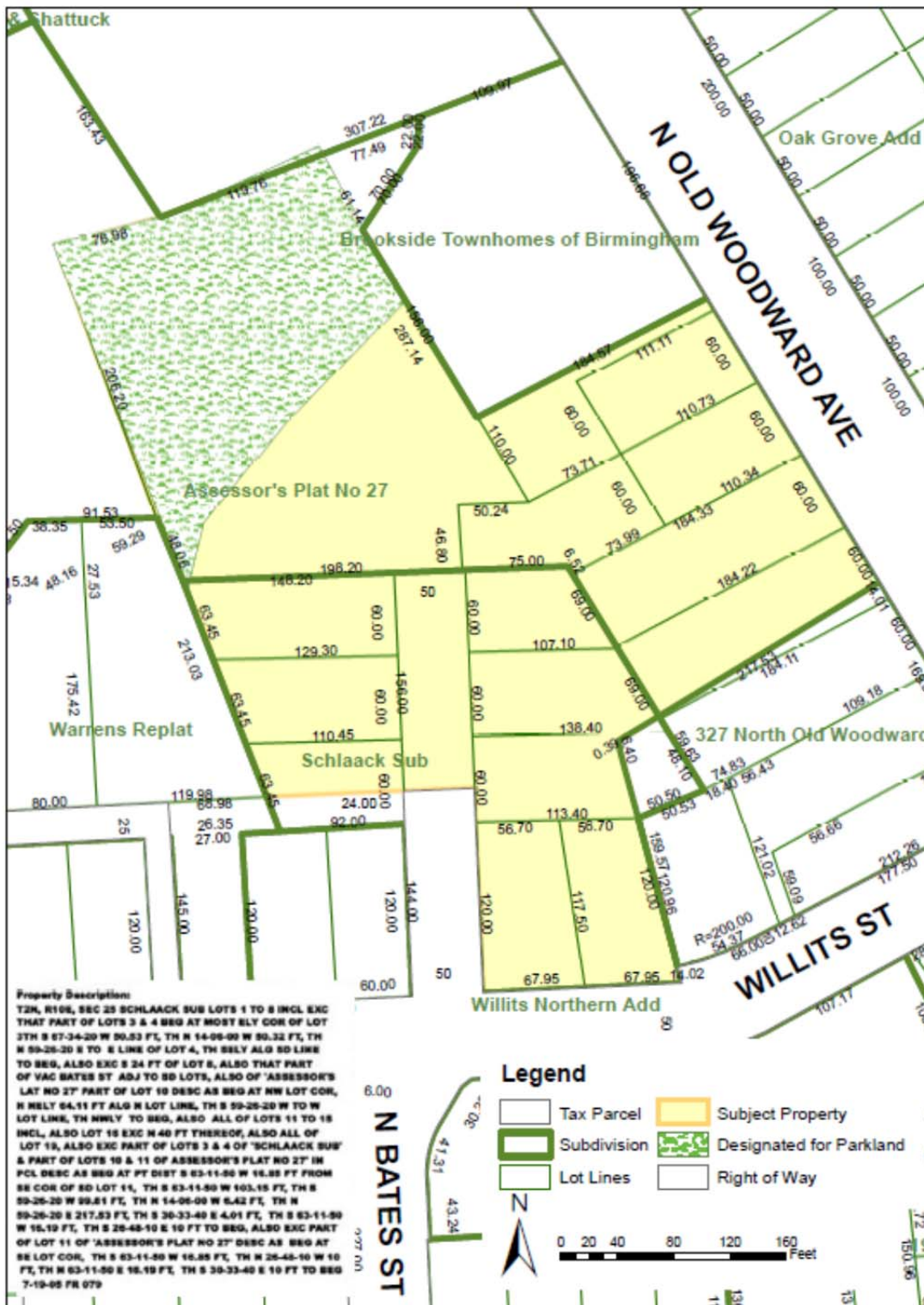
Evaluation of qualifications will be based upon:

- Qualifications and experience of developer and team members with projects of similar scale and magnitude;
- Financial capability including resources available as equity for the project and strength of financial commitments;
- Design quality of previous development projects;
- Detailed description of conceptual development plan and how the proposal meets the City's objectives;
- Past performance of firms as verified by references of previous clients/projects including demonstrated ability to work with local government clients in similar relationships; and
- Offer price for sale or lease of City property with a description of the necessity to purchase or lease.

TERMS AND CONDITIONS

1. The City reserves the right to reject any or all qualifications received at any time during this process, waive informalities, or accept any qualifications in whole or in part, it deems best. The City reserves the right to award the contract to the next most qualified Developer if the successful Developer does not execute a development agreement within thirty (30) days after the award of the proposal under a future Request for Proposals.
2. The City reserves the right to request clarification of information submitted and to request additional information of one or more Developers.
3. The City reserves the right to terminate any contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The City may terminate this Agreement at any point in the process upon notice to Developer sufficient to indicate the City's desire to do so. In the case of such a stoppage, the City agrees to pay Developer for services rendered to the time of notice, subject to the contract maximum amount.
4. The successful bidder will be required to furnish a Performance Bond in an amount not less than 100% of the contract price in favor of the City of Birmingham, conditioned upon the faithful performance of the contract, and completion on or before the date specified.
5. Any qualifications proposal may be withdrawn up until the date and time set above for the opening of the qualifications. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in accordance with the specifications outlined in this RFQ.
6. The cost of preparing and submitting qualifications and any future proposal is the responsibility of the Developer and shall not be chargeable in any manner to the City.
7. The Developer will not exceed the timelines established for the completion of this project.
8. Pre-qualified Developers will be offered the opportunity to submit a Development proposal under a future Request for Proposals. The successful Developer shall enter into and execute a development agreement with the City.

ATTACHMENT A **N. OLD WOODWARD / BATES PARKING SITE** **PARCEL DIMENSIONS**



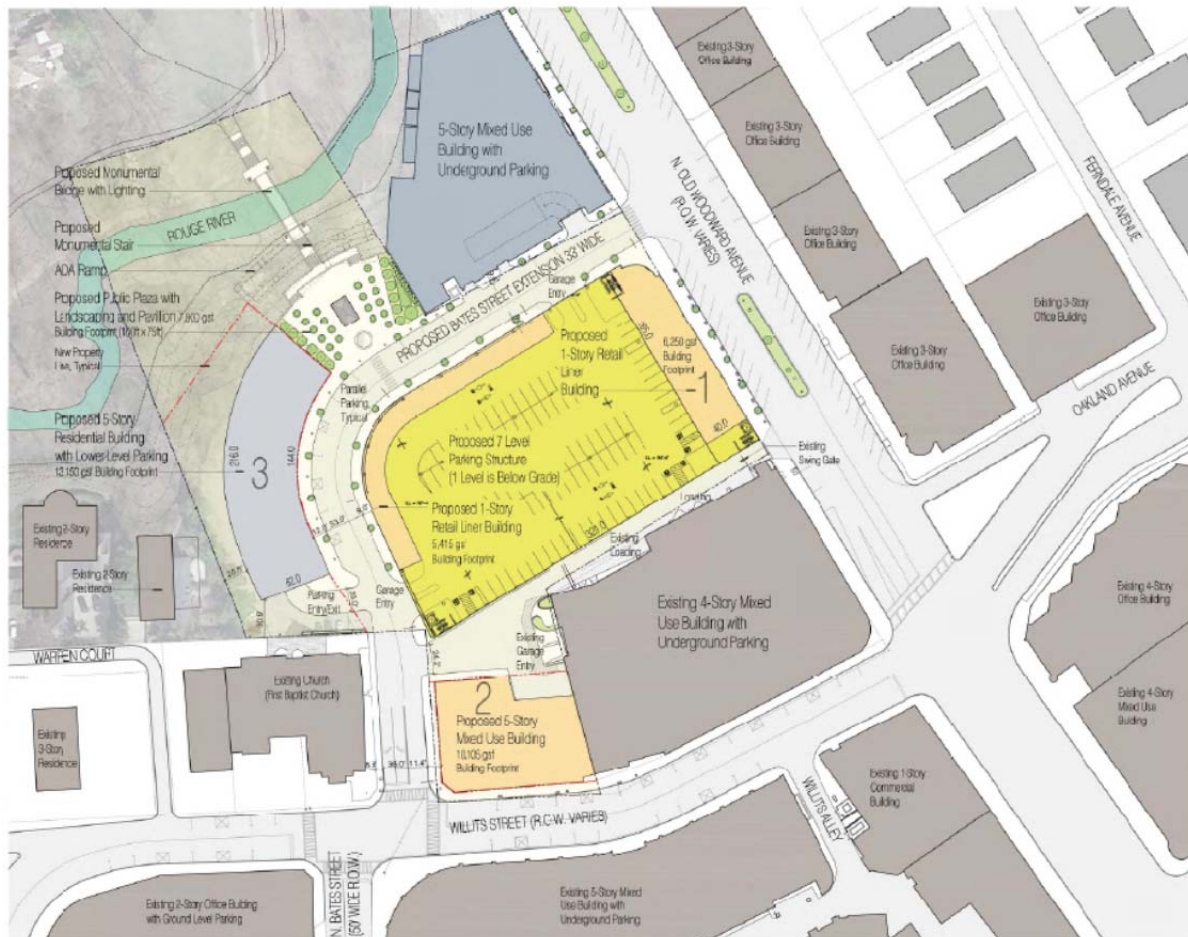
ATTACHMENT B **N. Old Woodward / Bates Parking Site** **Zoning Districts**



ATTACHMENT C
N. Old Woodward / Bates Parking Site
Overlay Zoning Districts







333 N. Old Woodward
Proposed New Structure
Scheme 2A



SAROKI
ARCHITECTURE

CityWalker

South Bird's Eye View

Birmingham Parking Expansion
251 N. 10th Street
Birmingham, MI
City of Birmingham
Bird's Eye View
February 24, 2016



ATTACHMENT E
Easement Benefitting 325 N. Old Woodward

Vehicle Access Easement

Land located in the City of Birmingham, County of Oakland, State of Michigan, more particularly described as:

A parcel of land being a part of Lots 10 and 11 of "Assessor's Plat No. 27" in the SW quarter of Section 25, T2N, R10E, City of Birmingham, Oakland County, Michigan, according to the Plat thereof as recorded in Liber 6 of Plats, Page 46, Oakland County Records, and a part of Lots 3 and 4 of "Schlaack Subdivision of Lots 40, 41, 42 and part of Lot 53 of Willets Addition", City of Birmingham, Oakland County, Michigan, according to the Plat thereof as recorded in Liber 8 of Plats, Page 8, Oakland County Records, said parcel of land being described as follows: Commencing at the southeasterly corner of said Lot 11, said point also being on the westerly line of Woodward Avenue (100 feet wide); thence S 63°11'50" W 16.85 feet along the southerly line of said Lot 11 to the point of beginning of this description; thence continuing S 63°11'50" W 103.15 feet along said lot line to a point; thence S 59°26'20" W 99.61 feet to a point; thence N 30°33'40" W 19.16 feet to a point; thence N 59°26'20" E 219.35 feet to a point on the easterly line of said Lot 11; thence S 30°33'40" E 17.01 feet along said easterly line of said Lot 11 to a point; thence S 63°11'50" W 16.19 feet along a line 10.00 feet northerly of and parallel to the southerly line of said Lot 11 to a point; thence S 26°48'10" E 10.00 feet to the point of beginning of this description.

25



Booth Park trail
connection to
Bates Street site.



MEMORANDUM

Planning & Engineering Divisions

DATE: January 13, 2017

TO: Joseph A. Valentine, City Manager

FROM: Jana L. Ecker, Planning Director
Paul O'Meara, City Engineer

SUBJECT: Woodward Crossing Improvements

In 2013, the City adopted the Birmingham Multi-Modal Transportation Plan (MMTP) to guide transportation improvements throughout the City. The MMTP provides direction on how to make Birmingham an outstanding walkable, bikeable and transit friendly community. It also has specific recommendations for the city's road infrastructure and new guidelines for the right-of-way improvement and approval process. All proposed recommendations are designed to enable the city to better plan for and incorporate design changes and enhancements in all public and private projects that accommodate different user groups of all ages and abilities.

One of the key findings of the Multi-Modal Transportation Plan was that while Birmingham has an extensive sidewalk system to support our tag line of being a walkable community, there are limited opportunities for pedestrians to safely cross many of our major roadways, and limited bicycle and pedestrian connections between neighborhoods and destinations that are located on opposite sides of the roadway. This is especially true for Woodward Avenue, which bisects Birmingham. The MMTB contains a separate section outlining the numerous recommendations for improvements in and along the Woodward Corridor. This memo will focus on the pedestrian crossing recommendations outlined for Woodward Avenue.

Specifically, the MMTP recommends intersection and pedestrian crosswalk improvements at the following intersections along Woodward Avenue from south to north (see attached illustration from page 53 of the MMTP):

- 14 Mile Rd. (intersection shared with Royal Oak);
- (North of) Emmons;
- E. Lincoln;
- Bowers;
- Forest and E. Brown;
- Oakland; and
- Oak Street.



Each of the pedestrian crossing locations identified for improvement as illustrated above currently exist, with the exception of the intersection of Woodward and Oak. At this intersection, there is currently a signal that controls the movement of vehicles, but there is no pedestrian signal nor crosswalk to allow pedestrians to safely cross Woodward Avenue. The nearest crossing opportunities are almost a half mile to the south at Oakland, and a half mile to the north at Quarton Road. All of the other locations noted above do provide marked crosswalks at this time.

While there are definitely crosswalk improvements that could be made at each of these intersections, it may be most beneficial for the City to focus on providing a new crossing opportunity for pedestrians at Oak Street to connect the Poppleton neighborhood to the north end of Downtown.

In addition to our own City-wide efforts, the City of Birmingham also participated in a two year regional planning process from 2013 through 2015 with all of the Woodward Avenue communities from Detroit to Pontiac to prepare a Complete Streets Plan for the entire 27 mile Woodward corridor. This project was funded by a grant received from the Federal Highway Administration to the Woodward Avenue Action Association. All of the municipal stakeholders along the corridor collaborated with the Michigan Department of Transportation ("MDOT"), the Detroit Department of Transportation ("DDOT"), SMART, SEMCOG, and Wayne and Oakland Counties to develop a multijurisdictional framework of shared standards, policies, cross sections and land use changes that integrate Complete Streets principles in a complete, coordinated plan for the entire corridor.

The Woodward Avenue Complete Streets Plan emphasizes the importance of improving the pedestrian environment along Woodward, and recommends a whole new road cross-section for Woodward that includes an 8 to 6 lane road diet, a median running Bus Rapid Transit system, a continuous sidewalk and cycle track from 14 Mile Road to Quarton, and the construction of curb extensions and medians to narrow Woodward to three travel lanes. The Woodward Avenue Complete Streets Plan emphasizes the importance of providing safe pedestrian crossings at each of the mile roads in Birmingham, and at each of the half mile segments from Lincoln to Oak

Street. The recommended crossings are shortened by curb extensions, broken up by medians, and proposed with 12" continental pavement markings. Please see attached excerpt from the Woodward Avenue Complete Streets Plan for full details on all of the recommended improvements.

As noted above, all of the intersections noted for crosswalk improvements have existing crosswalks, with the exception of the intersection of Oak and Woodward which has no pedestrian signal or crosswalk markings. Given that Oak and Woodward is also proposed to be a BRT stop in the Woodward Avenue Complete Streets Plan, it would again make sense to prioritize improvements to this intersection to install pedestrian signals and crosswalk markings.

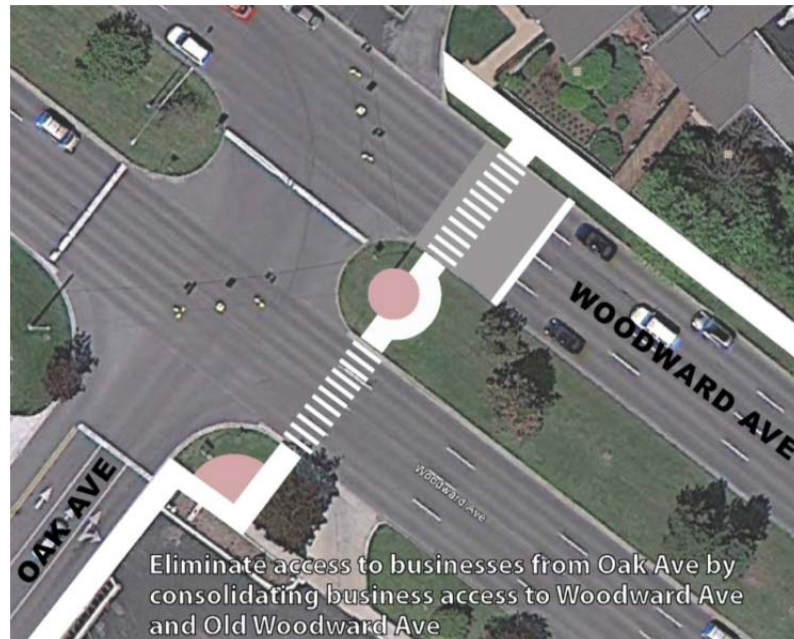
In 2010, the Woodward Avenue Action Association also funded a Woodward Avenue Crossing Improvements Study that included many intersections along the entire Woodward corridor. In Birmingham, this study recommended intersection and pedestrian crossing improvements at Woodward and Bowers, Woodward and E. Lincoln, Woodward and Forest / E. Brown and Woodward and Maple. Recommendations for each location included straightening out angled crosswalks to shorten walking distances, curb extensions, special pavement treatment at the corners and continental pavement markings for all crossings except Maple and Woodward, which proposed a unique plaza design to scale down the intersection for pedestrians. Please see attached excerpts for all recommended Woodward crossing improvements in Birmingham.

In 2007, the City completed and adopted the Birmingham Triangle District Urban Design Plan ("Triangle Plan") which included a portion of the Woodward corridor from Lincoln to Maple Road. The Triangle Plan made several recommendations pertaining to Woodward with regards to streetscape, traffic conditions and pedestrian crossings. The Triangle Plan specifically recommended intersection and pedestrian crossing improvements at Woodward and Maple, which included the installation of new mast arm signals with a pedestrian countdown feature, construction of a small structure in the center median to act as a pedestrian refuge, a road diet from 8 down to 6 lanes, and a reduction in the posted speed limit. The use of pavers was also recommended for pedestrian crosswalks to draw attention to the crossings. The Triangle Plan also recommended pedestrian crossing upgrades for the Woodward and Bowers and Woodward and Forest / Brown Street locations. Please see attached excerpt from the Triangle Plan.

Recommended Priority: Pedestrian Crossing at Woodward and Oak

As recommended in both the MMTP and the Woodward Complete Streets Plan, the City may wish to consider the installation of a new pedestrian signal at Oak Street to provide a safe crossing for pedestrians. Currently, there is a signal at Oak on Woodward, but this signal would need to be upgraded. After reviewing this idea with MDOT staff, it was determined that the addition of pedestrian signals would complicate the signal cycle, and require complete replacement of this signal, which is nearing the end of its service life. In addition to the installation of a new pedestrian signal, ADA ramps and detectable warning strips must be installed as well as high visibility crosswalk markings and sidewalk sections in the median on Woodward. Further possible enhancement would include new sidewalk on the west side of Woodward Avenue (south to Oakland), and / or widened sidewalk on the east side of Woodward. All of these improvements would allow for the connection of the Poppleton neighborhood to the north end of Downtown, and to the Farmer's Market. This crossing will also provide an important east to west connection for the neighborhood connector route that runs along Oak Street and Derby Road that provides an alternative to Oakland Blvd. and Maple Road. The addition of a pedestrian crossing at Oak and Woodward would also break up the three-quarter mile stretch of Woodward where there are no

crossing opportunities currently. The illustration below from page 153 of the MMTP illustrates the potential location of a new pedestrian crossing at Oak and Woodward, as well as the sidewalk connections required along Woodward.



Please see attached estimates from the City's transportation engineers at Fleis and Vandenbrink that estimate the cost of a pedestrian crossing only (without any sidewalk connections along Woodward) at approximately \$212,500. This estimate includes the installation of a new signal, ADA ramps with detectable warning strips, sidewalk connections in the center median, and high visibility Continental crosswalk markings. While the City has not yet approved specific crosswalk marking standards, all of the plans referenced above have recommended Continental striping for Woodward crosswalks. In addition, Continental striping was also recommended in the crosswalk marking standards that were previously approved by the Multi-Modal Transportation Board (which were later referred back to the MMTB for further clarification by the City Commission). While these have not yet been approved with specific widths of the markings and spacing, it appears that Continental markings will be the preferred selection.

Other Recommended Pedestrian Crossing Improvements on Woodward

As noted above, there are numerous recommendations for crosswalk and intersection improvements at each of the existing crossings along Woodward Avenue from 14 Mile Road to Oakland. The City Commission may wish to prioritize the order of importance for crossing improvements at the following intersections:

- 14 Mile Rd. (intersection shared with Royal Oak);
- (North of) Emmons;
- E. Lincoln;
- Bowers;
- Forest and E. Brown; and
- Oakland.

Any improvements recommended by the City will require the approval of MDOT, as Woodward is a State road. In determining crossing improvement priorities, the City Commission may wish to consider the complexity of each crossing. For example, while the MMTP provides specific recommendations for the realignment of pedestrian crossings at Woodward and Oakland Avenue and Woodward and Forest / E. Brown, both of these locations would require further improvements, such as relocation of signals, relocation of stop bars, addition of rapid flashing pedestrian beacons, changes to Michigan left turn lane locations, and/or limitations on right turning movements on a red signal. As Woodward is an MDOT road, all of these recommendations increase the complexity of the crossing improvements and require detailed discussion with MDOT officials. In addition, any proposed improvements to the intersection of Woodward and 14 Mile Road would also require endorsement from the City of Royal Oak, as well as MDOT.

Funding Options for Woodward Crossing Improvements

Recently City staff met with a representative from the Michigan Department of Transportation ("MDOT") to discuss proposed signal upgrades that MDOT has budgeted for the intersections of Woodward and Maple and Woodward and 14 Mile Road in 2018. This funding would potentially cover the installation of upgraded signals with the latest timing technology, the addition or enhancement of barrier free ramps with detectable warning strips, and the installation of new or improved crosswalk markings.

Based on the City Commission's prioritization of all of the Woodward pedestrian crossings noted above, the City may wish to discuss with MDOT the possibility of transferring the 2018 budgeted funds for signal upgrades at Maple and 14 Mile Road to the City's priority Woodward crossing locations. While MDOT's budgeted funds may not cover all of the improvements recommended for our Woodward crossings, the City could then consider funding any remaining items (such as sidewalk connections etc.).

Another funding option available for Woodward intersection and crossing improvements would be to request funds through the Five-Year Transportation Program that includes planned investments for highways, bridges, public transit, rail, aviation, marine, and nonmotorized transportation. This program implements the State's vision for transportation presented within the 2040 MI Transportation Plan.

The Highway Program development process is a yearlong, multi-stage process. MDOT's seven regional offices, 22 Transportation Service Centers ("TSC") and statewide planning staff work throughout the year to share project lists with local agencies, stakeholders and the public. In addition to formal presentations, MDOT staff members informally discuss individual projects within the plan with economic development and tourism agencies, metropolitan planning organizations (MPOs), road commissions, local officials, businesses, the general public, and other stakeholders. The road and bridge projects proposed in the Five-Year Program are incorporated into MDOT's State Transportation Improvement Program ("STIP"). The STIP is a federally required planning document that lists surface transportation projects that the state plans to fund with federal aid. It provides information on the programs and projects to which state and local transportation agencies have committed to over the next four years, and verifies that transportation funds are available and sufficient to finance them. Included are all federal-aid transit projects in small urban areas and state trunkline (highway) projects (such as Woodward Avenue) located within MPO areas.

Project prioritization under the STIP takes several months to complete. It is the result of state and local processes designed to assure the broadest participation in meeting the state's transportation needs. Michigan's 13 MPOs (such as SEMCOG) approve road and bridge projects for the metro area. To meet its regional transportation needs, each MPO develops a Transportation Improvement Program (TIP) for its area in cooperation with MDOT and regional partners. MDOT shares its list of priorities with the respective MPO, which in turn conducts its own public involvement and decision-making process to come up with its TIP. The TIPs from all 13 MPOs are incorporated in the MDOT STIP by reference. Accordingly, any funds for Woodward crossing improvements would be competing with all other road projects seeking funds in Metro Detroit.

Another potential source of funding for Woodward crossing improvements, and specifically the addition of a pedestrian crossing at Woodward and Oak to connect the Poppleton neighborhood to Downtown, may be a Transportation Alternatives Program ("TAP") Grant, which is administered through SEMCOG. Pedestrian and cycling facilities are projects that are eligible for the TAP grant. Successful projects have to provide a 20% minimum match from non-federal sources and encourage partnerships with foundations, businesses, and nonprofits. Because Woodward is a state owned road, MDOT may be able to provide some of the required minimum match funding of 20% if the Woodward Corridor project was advanced.

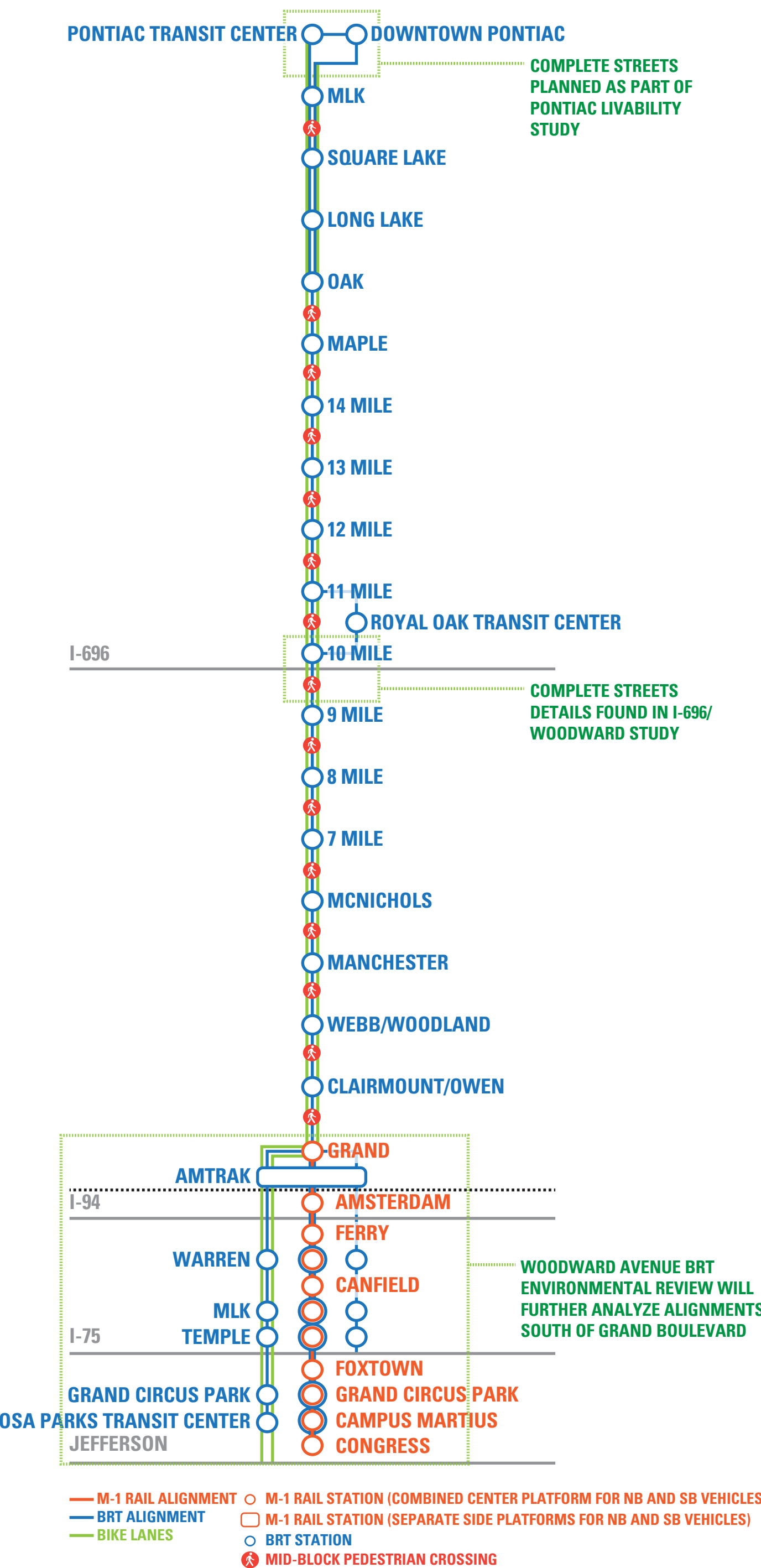
Woodward Avenue

COMPLETE STREETS

WOODWARD AT A GLANCE...

Woodward Avenue is an iconic urban scenic byway and the spine of the Detroit metropolitan region that traverses eleven communities from Downtown Detroit to the City of Pontiac. Woodward Avenue is perhaps the most critical corridor in the region and state as 1 in 10 Michiganders live along Woodward Avenue. It also represents the "Main Street" of many corridor communities, including Detroit, Highland Park, Ferndale, and Pontiac.

The future Woodward Avenue vision paints a picture of a livable, walkable, pedestrian, and transit-friendly multi-modal corridor. Building upon the future rapid transit, it aims to create a different future for Woodward Avenue that focuses on being a safe, secure, stable, well-linked, and economically stimulated place for its communities.



COMPLETE STREETS RECOMMENDED ELEMENTS FOR WOODWARD AVENUE



Street Trees

A consistent layout of street planting will bring order to Woodward Avenue and create spaces that will improve each neighborhood's identity. The proper design of irrigation and establishment of landscape maintenance protocols will help street trees to reach maturity. Mature plantings in ordered, urban streetscapes exude a sense of calm and stability. Street trees will also provide environmental benefits and assist in calming traffic.



Pedestrian Zone

Providing ample space within the pedestrian zone will synthesize a variety of activities, including the movement of pedestrians and outdoor dining/retail operations. Enhanced pedestrian crossings with curb extensions and pedestrian refuge islands (where feasible) at mid-block locations and major intersections will improve connectivity and safety for pedestrians throughout the corridor.



On-Street Parking

Maintaining on-street parking spaces (where feasible) will increase the viability of business along the corridor and will have a traffic calming effect on adjacent general purpose lanes.



Branding

Building on the brand established by the Woodward Avenue Action Association (WA3) will provide consistency and recognition throughout the corridor, further enhancing its sense of place. This brand can be applied to signage, wayfinding, kiosks, and many other elements.



Cycle Tracks

Raised cycle tracks will be constructed adjacent to sidewalks but will be delineated from pedestrian zones by unique paving colors or materials. Raised bicycle facilities will foster a greater sense of safety for less advanced cyclists and also reduce maintenance challenges.



Stormwater Management

Streetscape vegetation will be designed and programmed to filter stormwater from impervious surfaces. These elements improve the aesthetics of the street and will act as buffers between different modes of travel.



Mixed-Use Development

Complete streets will produce greater volumes of all types of travel, providing the foundation for intensified private development that combines uses. Ground floor retail with a high percentage of windows can help activate the street.



Furnishing

Streetscape elements, such as lighting, benches, trash receptacles, informational kiosks, bike share facilities, and many others, will have a powerful effect on the identity of the corridor if designed as a unified brand.



Rapid Transit

Two rapid transit systems, M-1 Rail (in construction) and Woodward Avenue bus rapid transit (BRT) (planned), will provide premium transit service throughout the corridor and are projected to serve over 40,000 users each day.



Woodward Avenue

COMPLETE STREETS 14 MILE ROAD TO QUARTON ROAD

EXISTING CONDITIONS

This segment, between 14 Mile Road and Quarton Road, extends through the City of Birmingham and a portion of Bloomfield Township. The right-of-way is 200', consisting of eight (8) vehicle travel lanes, a wide median, and 6' sidewalks on both sides of the street. Street trees and lighting are present within the sidewalk and median in select locations throughout this segment. The space between the sidewalk and vehicle travel lanes varies from block to block, including a variety of conditions e.g. grass lawns, slip roads with parallel parking, and slip roads with angled parking. Transverse crosswalk design (12" parallel lines to delineate the edge of the crosswalk) is used within this segment at most intersections and mid-block locations.

SEGMENT COMMUNITIES

Birmingham and Bloomfield Township

RECOMMENDATIONS









Between 14 Mile Road and Quarton, the existing eight (8) vehicle travel lanes will be reduced to six (6). This reduction allows for this segment to be redesigned as a multiway boulevard that will include dedicated transit lanes physically separated from vehicle travel lanes, an enhanced pedestrian zone, two-way raised cycle tracks on each side of the street, and on-street parking on both sides of the street separated from traffic by an 8' landscaped median.

The two-way raised cycle tracks will be 8' in total width and will be accommodated adjacent to the sidewalk. The cycle tracks will include two 4' bicycle only lanes, delineated from the sidewalk by unique paving colors or materials and bicycle lane word, symbol, and arrow markings (MUTCD Figure 9C-3). A 3' buffer and curb will separate the cycle tracks from on-street parking.

The remaining 10' will accommodate the pedestrian-only zone. Sidewalks will be constructed with enhanced finishes and materials consistent with the overall design of the corridor, although unique patterns and colors can be used to identify this segment. Continental crosswalk design will be used for all crosswalks (12" bars perpendicular to the path of travel) and may be further accented with colored paint.

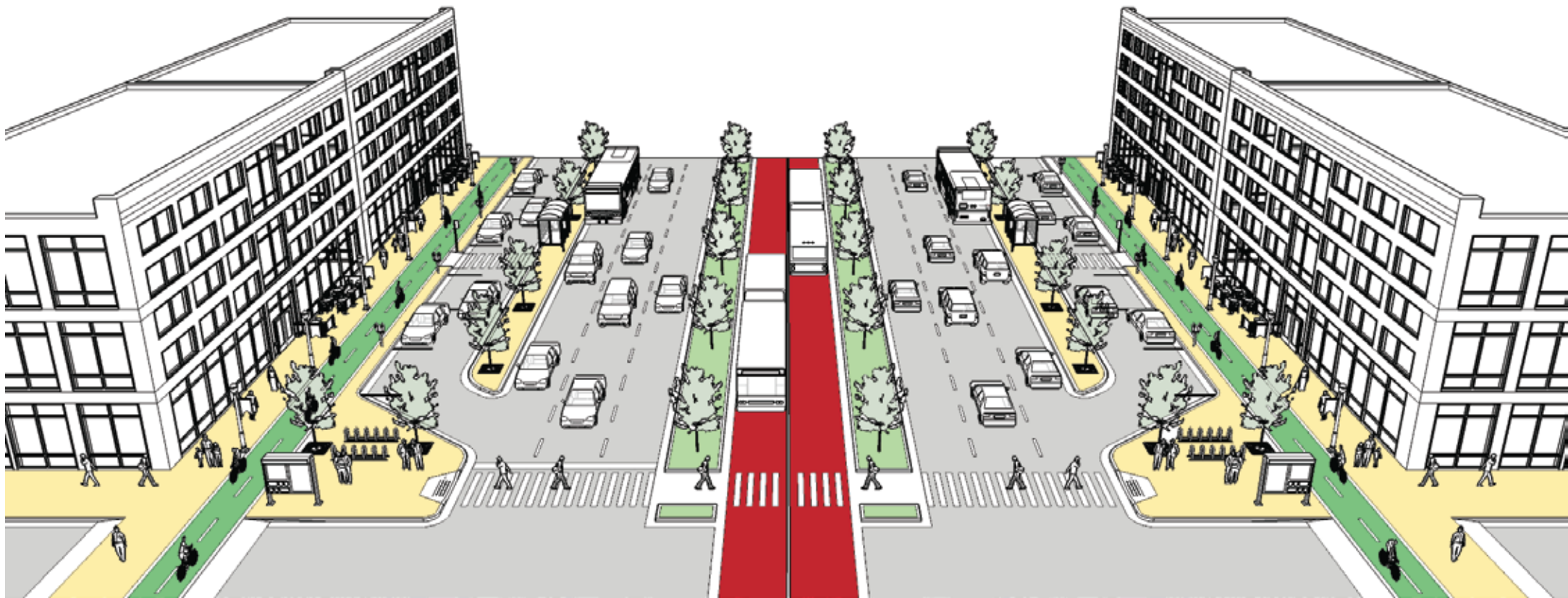
Vegetation within this segment will consist of mature street trees planted no more than 40' apart to provide a consistent canopy. The trees can be planted in designated tree grates or within vegetated planters (located both at the edge of the sidewalk and in the median), which will use a combination of soils, mulch, and plants that help filter stormwater.

Furnishing within this segment will be consistent with the design of the corridor, although unique patterns and colors can be used to identify this segment. Furnishing elements may include seating, trash receptacles, bicycle parking, wayfinding, and lighting. Branding established by WA3 will be incorporated within wayfinding elements and permanent/seasonal banners.

-  **RAPID TRANSIT**
Dedicated bus rapid transit lanes will provide premium transit in this segment
-  **CYCLE TRACKS**
Two-way raised cycle tracks (NB + SB) adjacent to sidewalk with 3' buffer from on-street parking
-  **PEDESTRIAN ZONE**
Reconstructed sidewalks, enhanced pedestrian crossings with curb extensions, and pedestrian refuge islands
-  **FURNISHING**
Amenities consistent with Woodward corridor, including space for outdoor dining and bike share facilities
-  **STREET TREES**
Mature street trees in planters and/or grates spaced 40' apart
-  **STORMWATER MANAGEMENT**
Permeable paving materials for all sidewalks and filtration planters 40' apart
-  **BRANDING**
Signage, wayfinding, colors, and materials consistent with Woodward brand
-  **ON-STREET PARKING**
On-street, parallel parking accommodated within multiway boulevard

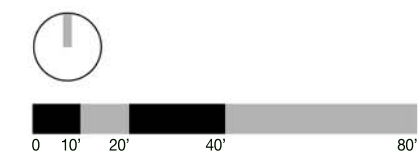
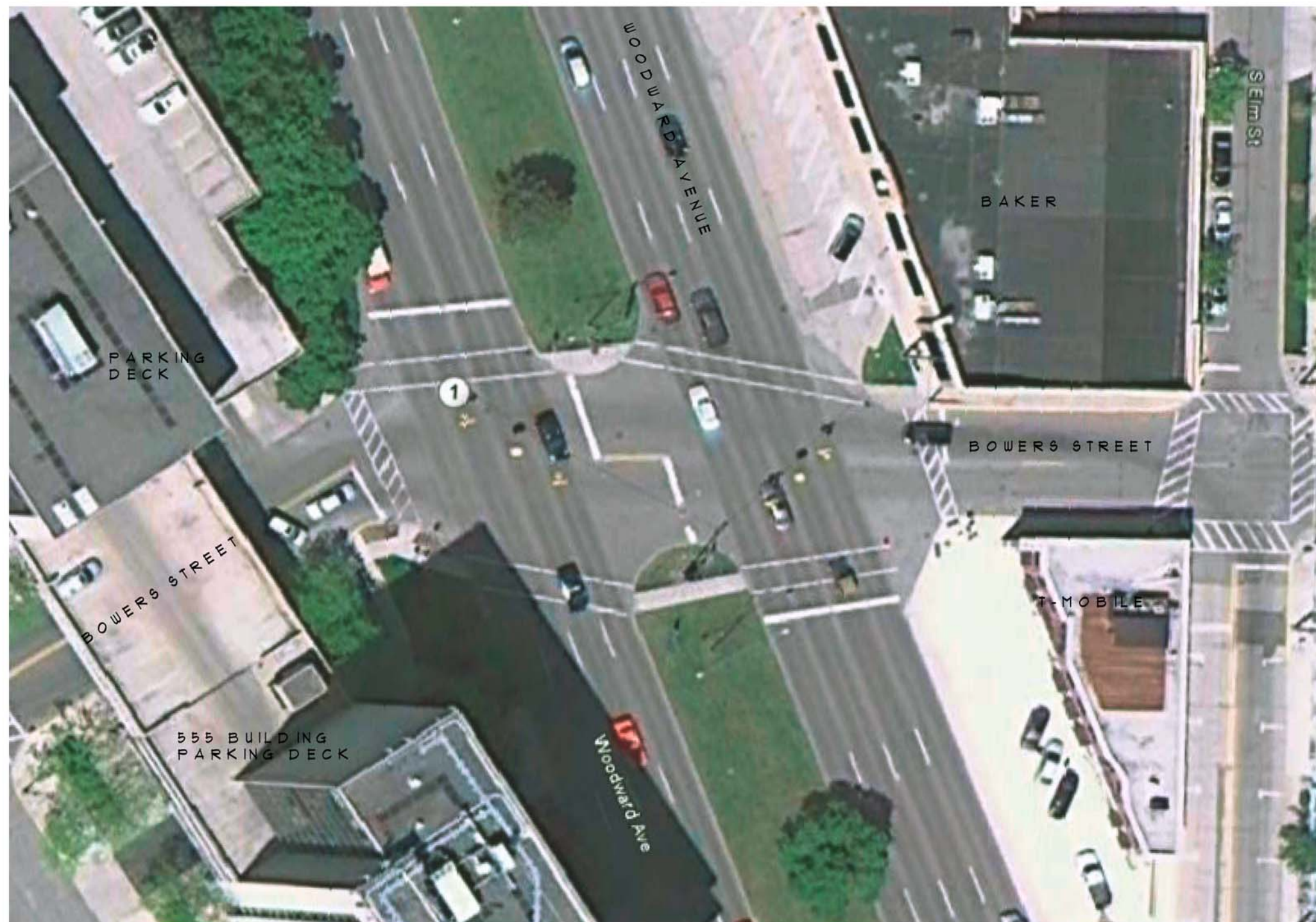
VISION
Woodward Avenue will be a complete street that provides safe and efficient means of travel for all users; creates excellent quality of place that benefits local residents; builds value for property; and inspires visitors to return.

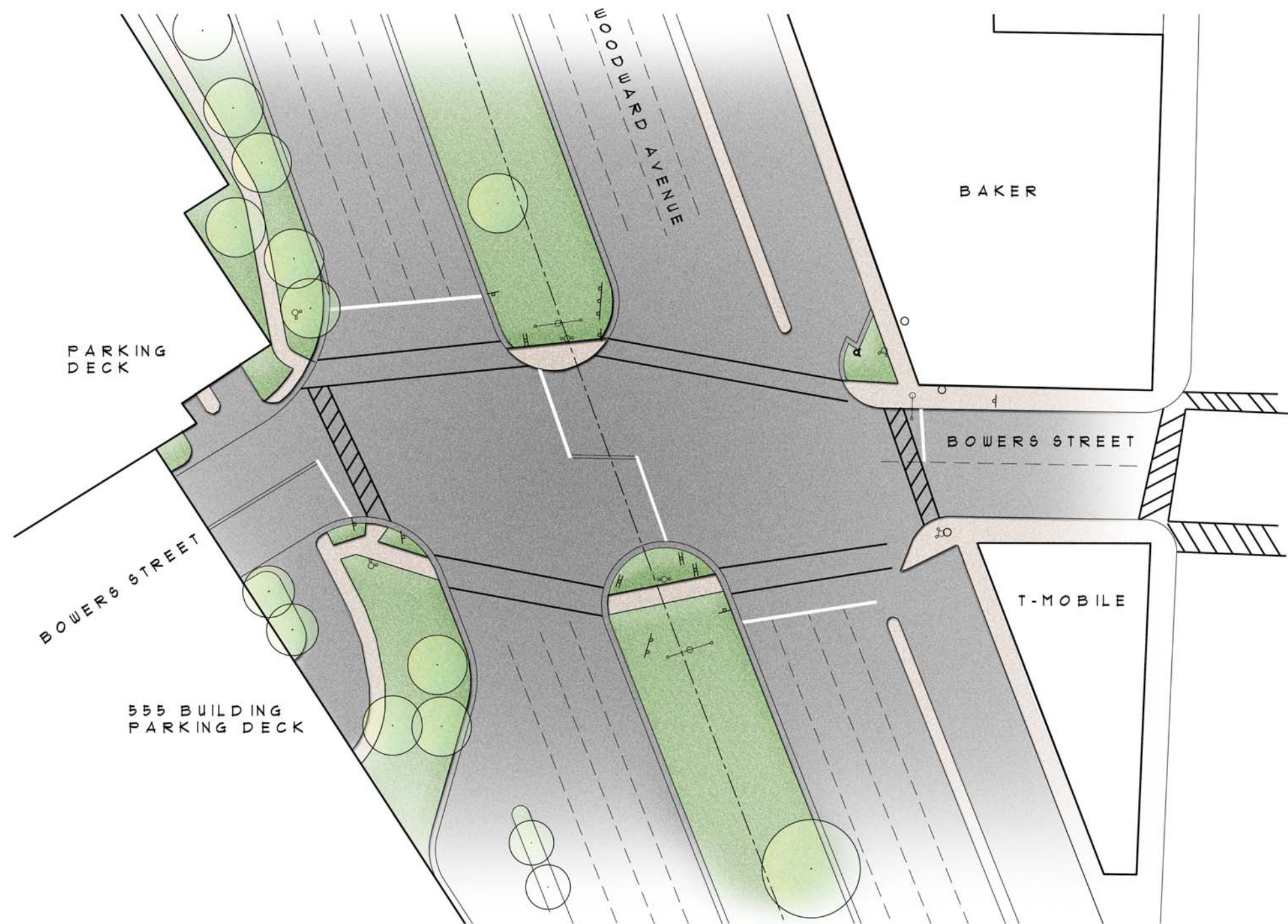
MISSION
All stakeholders shall work together to create a cohesive corridor plan that balances the needs and benefits of all users, neighborhoods, and communities that is significantly completed by 2025.

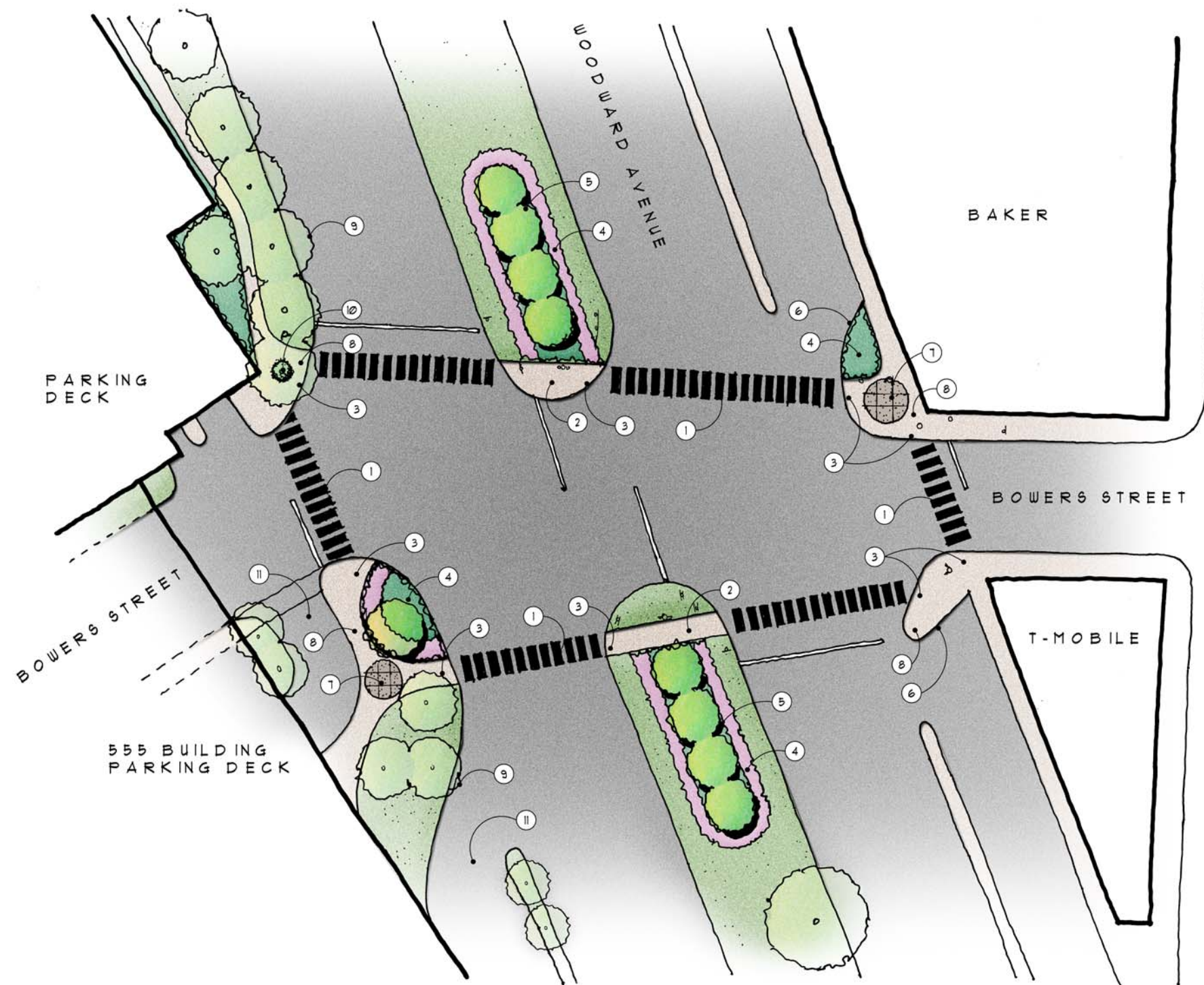


TYPICAL CROSS SECTION: 14 MILE TO QUARTON
RIGHT-OF-WAY = 200'



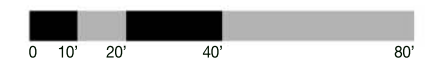


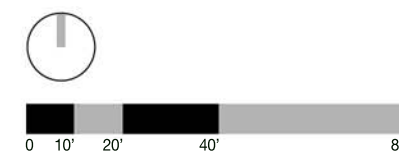
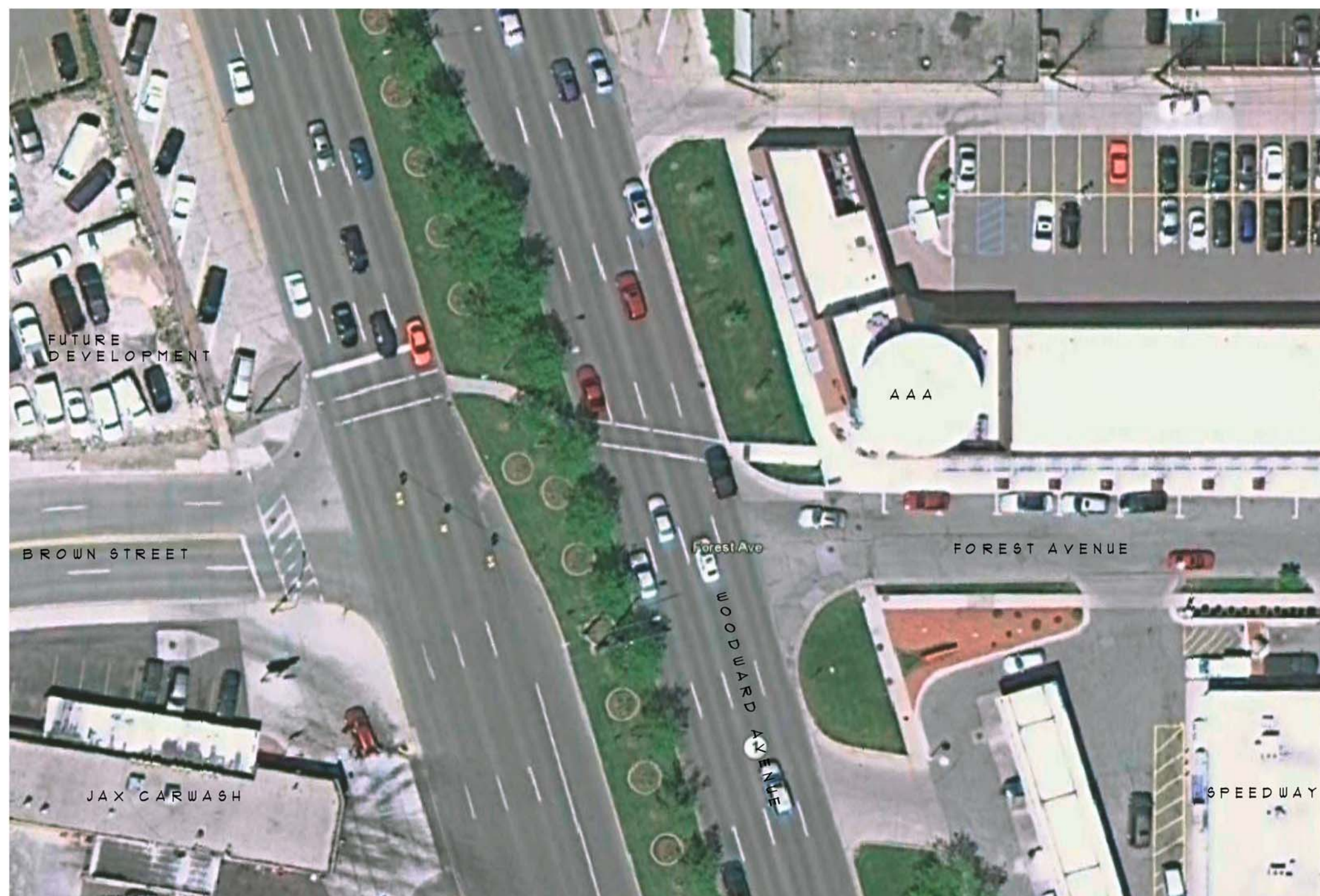


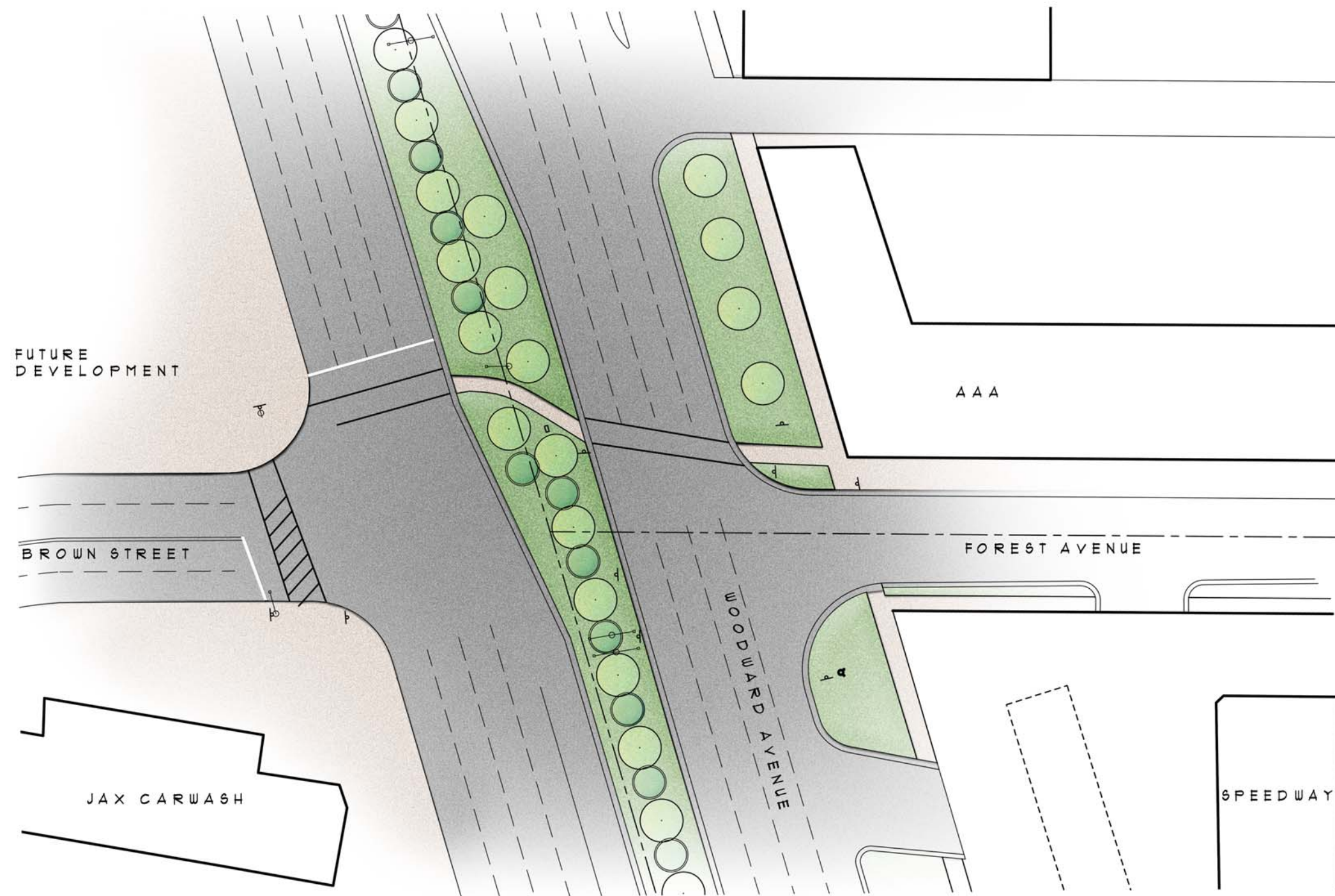


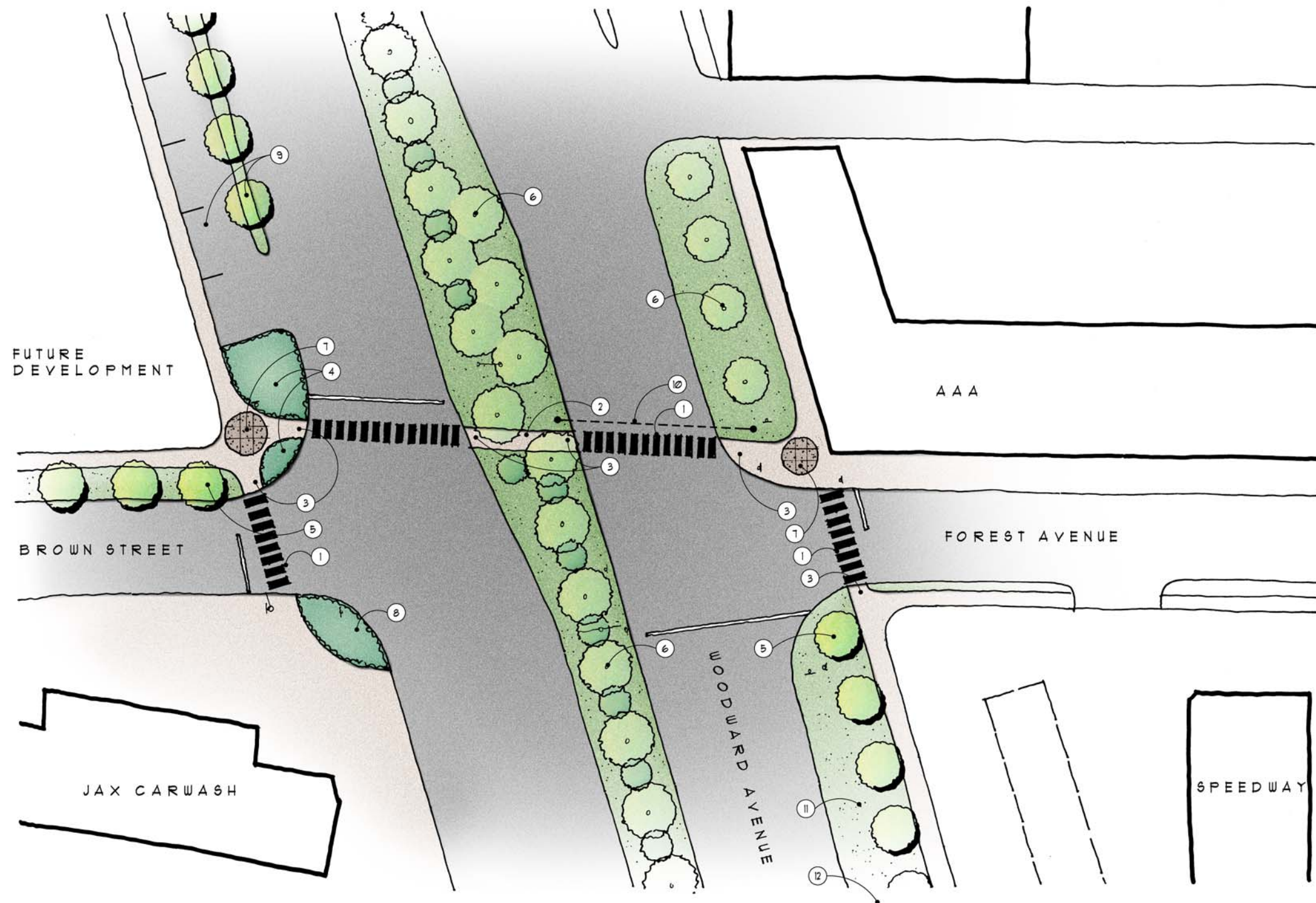
Note Key:

- ① 'Continental' style painted crosswalk in new location
- ② Concrete crosswalk in median in new location
- ③ New barrier free ramps
- ④ Planting bed
- ⑤ Shade trees
- ⑥ Remove (1) parking space
- ⑦ Exposed aggregate concrete accent
- ⑧ Revised concrete sidewalk layout
- ⑨ Existing trees and plantings to remain
- ⑩ Circular opening in pavement for existing tree
- ⑪ Existing drive



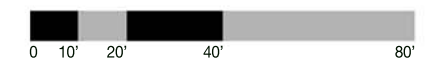


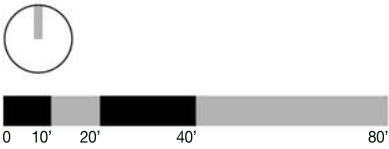


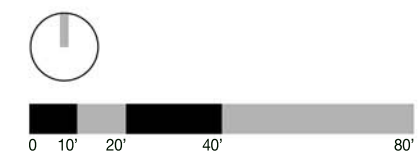
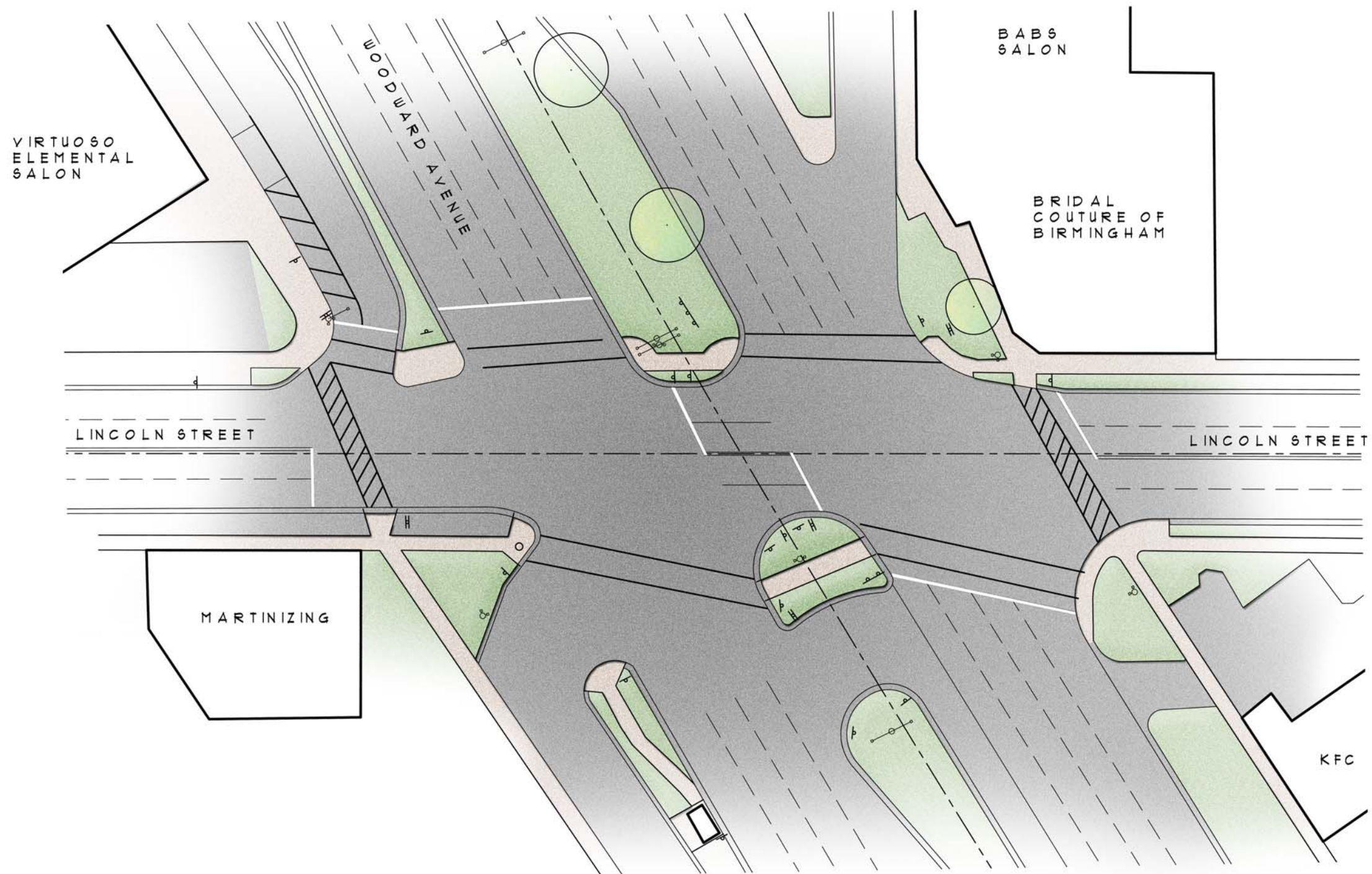


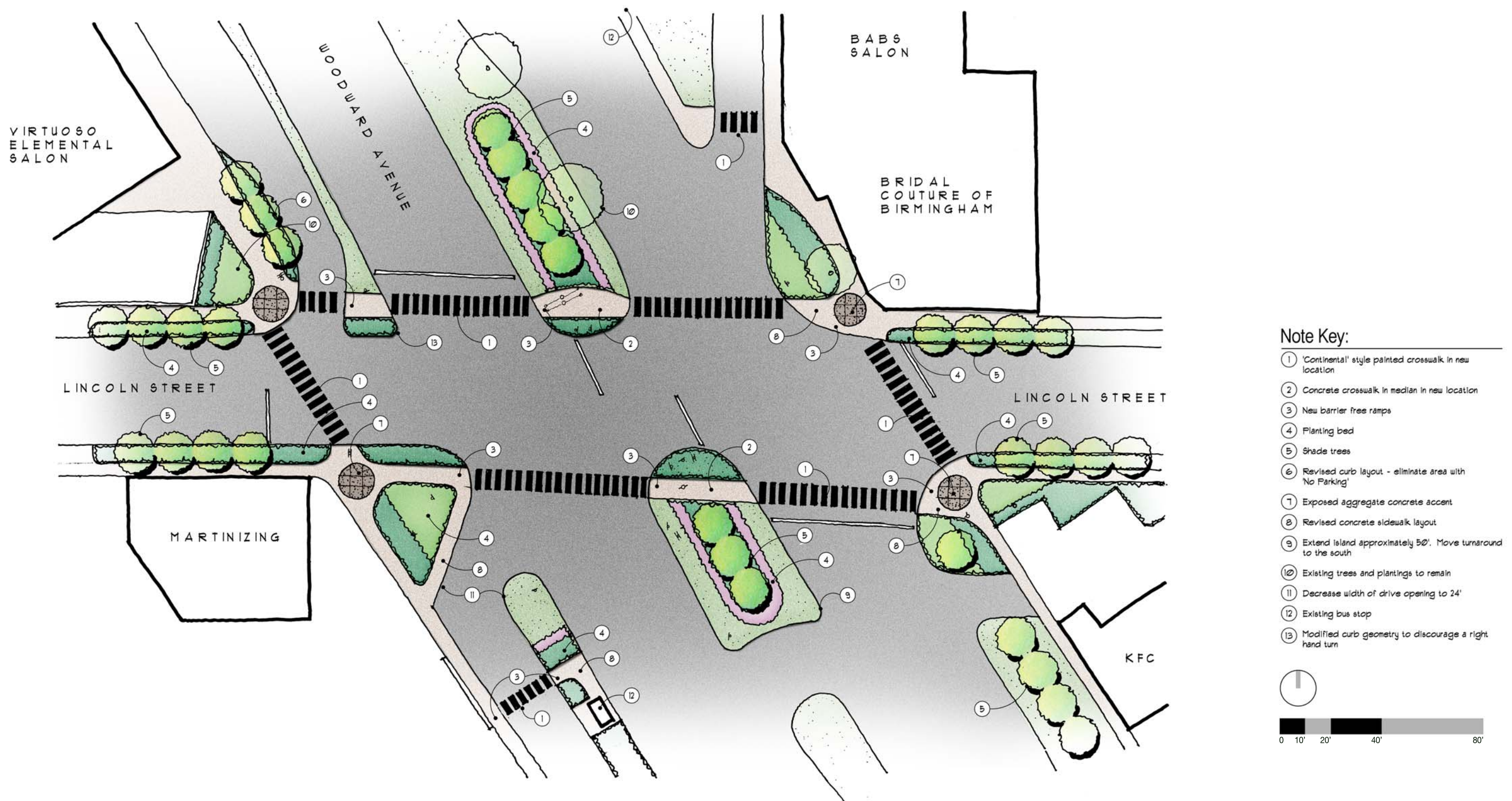
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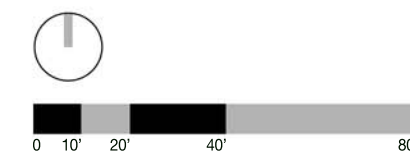
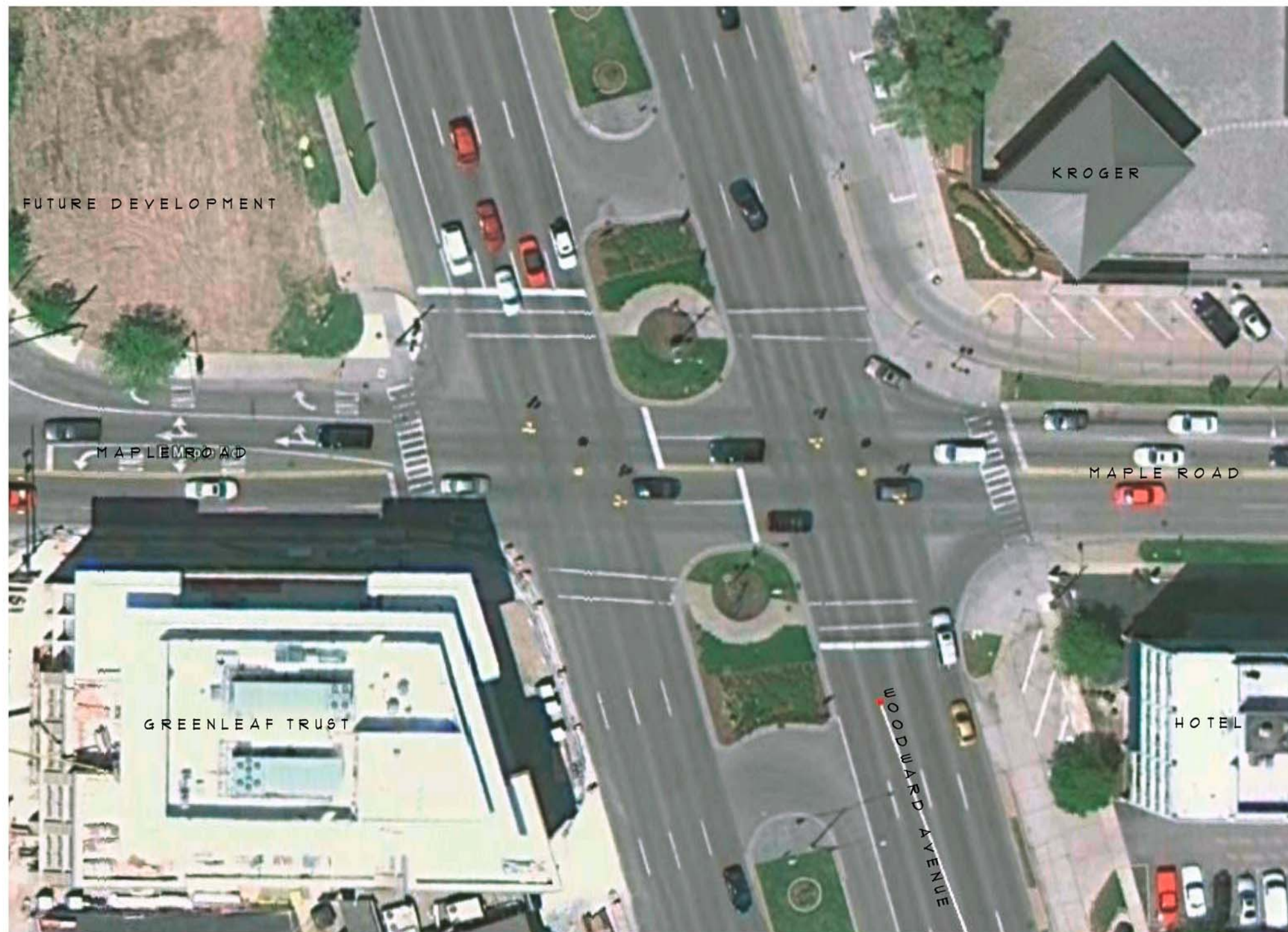
- ① 'Continental' style painted crosswalk in new location
- ② Concrete crosswalk in median in new location
- ③ New barrier free ramps
- ④ Planting bed
- ⑤ Shade trees
- ⑥ Existing trees and plantings to remain
- ⑦ Exposed aggregate concrete accent
- ⑧ Remove existing concrete for planting bed
- ⑨ Convert existing diagonal parking to parallel parking and widen island to allow for new trees and plantings
- ⑩ New HAWK crosswalk signal
- ⑪ Close existing entry and infill with trees and lawn.
- ⑫ Existing one-way drive to the south to be used as primary exit/entry.

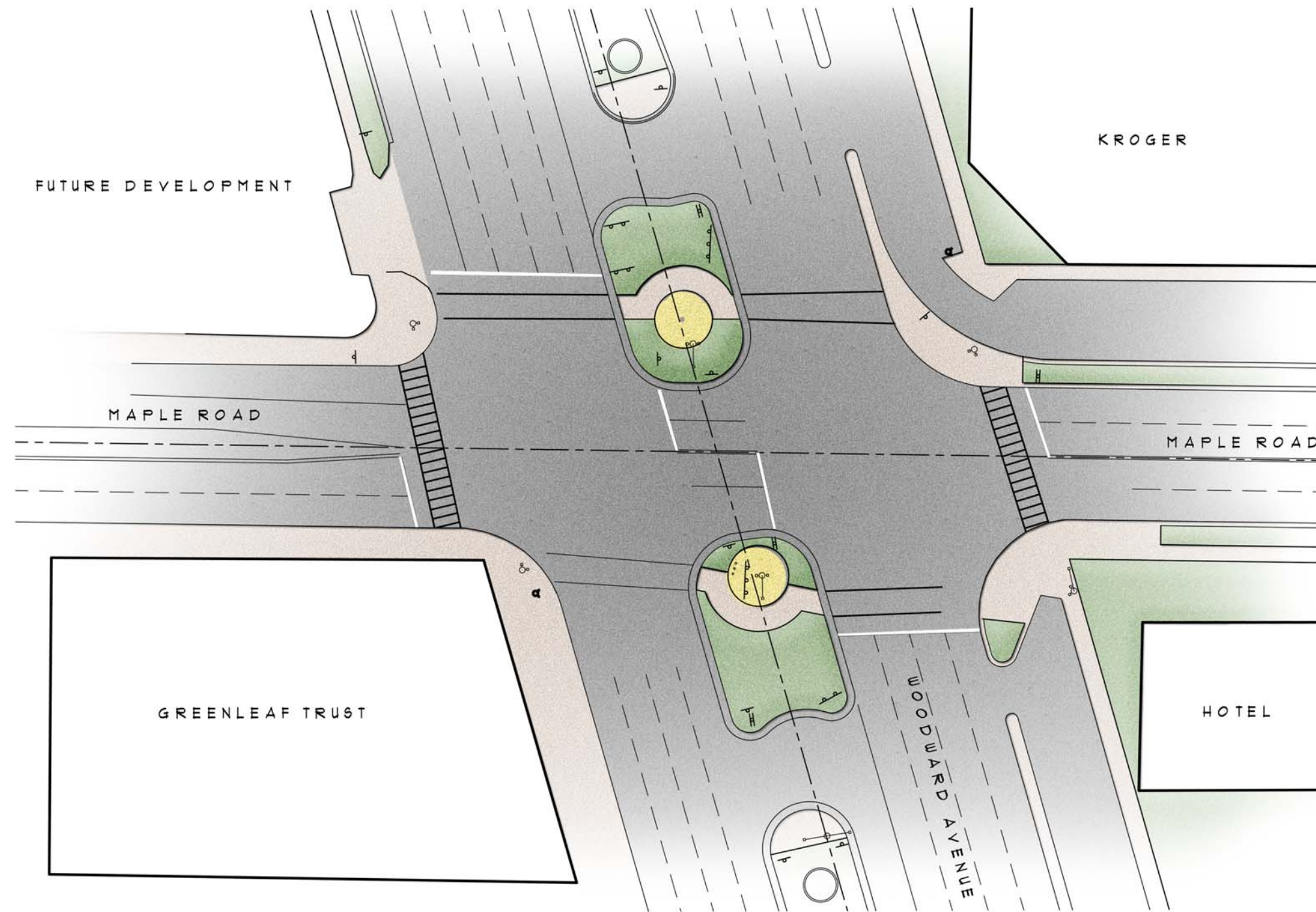


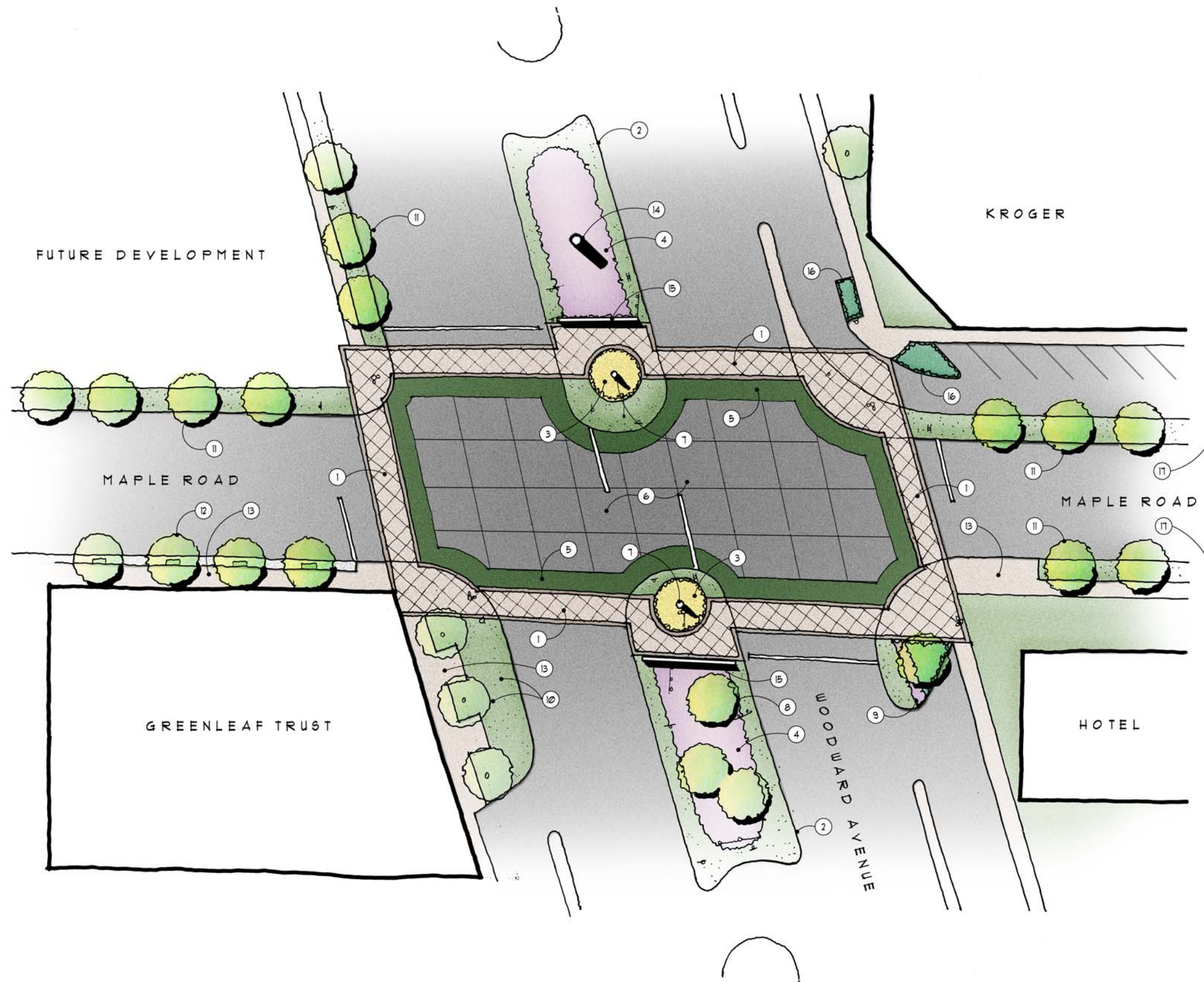






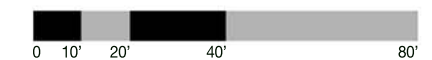


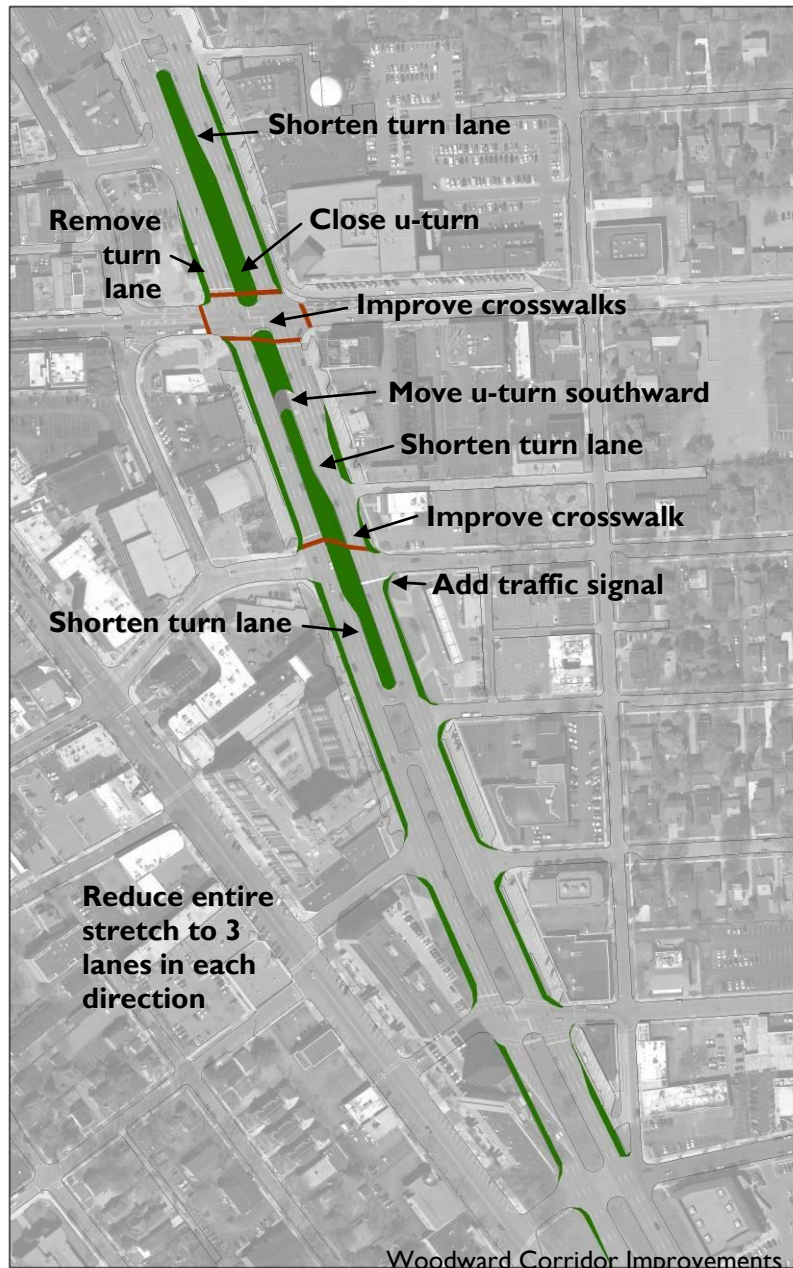




Note Key:

- ① Concrete pavement with concrete border
- ② Extend existing island approximately 50' and relocate turn-arounds
- ③ Existing plantings to remain
- ④ Expand existing plant bed
- ⑤ Colored concrete border (Birmingham standard dark green)
- ⑥ Colored concrete
- ⑦ Sculpture (garden ornament or obelisk)
- ⑧ Shade trees to match existing in median island
- ⑨ Remove (1) parking space
- ⑩ Existing trees and lawn
- ⑪ Shade trees
- ⑫ Shade trees in openings in pavement
- ⑬ Existing concrete pavement
- ⑭ Potential Woodward Tribute location
- ⑮ Low garden wall with city identity
- ⑯ New curb & plant bed
- ⑰ Existing bus stop





Woodward Corridor Improvements

Woodward Avenue is the principal roadway that passes through the City and links Birmingham to the other communities along the corridor from Downtown Detroit to Pontiac. This roadway has been designed and improved to handle large volumes of traffic and currently carries approximately 65,000 vehicles per day with four lanes in each direction. As this roadway was modified to handle increasing volumes of traffic, its suitability for pedestrians diminished. This plan recommends potential changes to Woodward Avenue to become a grand, tree-lined boulevard, lined with distinctive buildings and a street design that accommodates vehicles, but also would be more inviting for pedestrians to cross and walk along the roadway.

Alternatives for improving Woodward Avenue are listed below:

- Create a stronger sense of enclosure along the corridor to help contain the large scale of the wide right-of-way, make the environment more comfortable for pedestrians, and induce traffic to drive slower. This can be achieved by the combination of taller buildings along the corridor and more street trees in the medians and along sidewalks.
- Eliminate some of the driveways and intersecting streets along Woodward that create conflict points for through traffic and local traffic. This will help improve vehicular and pedestrian safety and alleviate conflicts.
- Reduce the speed limit to 35 mph to make it safer for pedestrians and for drivers and their passengers.
- North of the Maple intersection, shorten the northbound u-turn lane to increase the width of the median for pedestrians. The southbound u-turn may be eliminated to increase the median for pedestrians; however this would need to be studied further to determine the impact to southbound to northbound movements.

- North of the Maple intersection, remove southbound right turn lane into Downtown and convert the westernmost travel lane to a right turn lane to reduce distance a pedestrian must travel to cross the roadway.
- Move northbound median south of Maple further away from the intersection to reduce the potential conflict with pedestrians in the median.
- Add a northbound signal at Forest to facilitate pedestrian crossing at the crosswalk. A signal already exists in the southbound direction and MDOT should consider the additional signal if it is timed to operate with the one at Maple.
- Shorten southbound u-turn lane south of Forest to increase the distance between pedestrians in the crosswalk and vehicles.
- Upgrade the Maple-Woodward intersection signals to mast-arm signals to improve the visual character of the area.
- Add pavers to crosswalks the existing crosswalks at Maple, Forest, and Bowers to improve the visual character of the area, to more clearly identify the pedestrian zone to drivers, and to enhance the secondary crossings of Forest and Bowers.
- Improve the existing at-grade crossing at Maple by adding to the median pedestrian elements such as a shelter depicted to the right. Such improvements can provide a resting place for pedestrians who cannot cross the entire extent of Woodward at once. A structure would also protect pedestrians from vehicles, induce vehicles to slow down, and provide some comfort to pedestrians standing in the median of a busy intersection.
- An above-grade crossing of Woodward not recommended at this time, given the construction and maintenance costs and the lack of large “anchor” destinations to serve as terminating points. Some type of elevated crossing could be worth reconsideration if conditions change in the future.

In the long term...

As a long-term goal, the City should pursue a reduction in the number of lanes to three in each direction for through-traffic. A fourth lane could be a separate service drive that functions as a local street with on-street parking. Access points to the main through lanes would be minimized to improve the efficiency of traffic flow. Local service drives can be used to access the businesses that line Woodward Avenue. This would make additional right-of-way available for wider sidewalks in front of businesses and would reduce the distance pedestrians must travel to cross the main throughway. This recommendation must be carefully considered and requires further investigation. It must be modeled by the City’s traffic engineer to ensure that traffic will not spill over to secondary streets like Adams and Maple. It also would require significant coordination with MDOT.



Illustrative Concept of Woodward Avenue Pedestrian Improvements



MEMORANDUM

Planning Division

DATE: January 9, 2016

TO: Joseph A. Valentine, City Manager

FROM: Jana L. Ecker, Planning Director

SUBJECT: Brownfield Redevelopment Authority

In 2005, the City Commission approved a resolution establishing the Brownfield Redevelopment Authority ("the Authority"). The Authority was established after the City received an application in 2004 proposing to redevelop a contaminated site at 2400 E. Lincoln, the former Stanley Door industrial property. Since its inception, the Authority has been responsible for facilitating the implementation of plans relating to the identification and cleanup of contaminated areas to promote environmental improvement, revitalization and infill efforts in the City.

The Brownfield Redevelopment Authority has reviewed numerous brownfield plans since the board was established in 2005. The Authority is responsible for reviewing submitted Brownfield Plans, including the required cleanup and remediation, reviewing the proposed costs of remediation, and making recommendations to the City Commission regarding the potential approval of a Brownfield Plan. The table below provides a summary of all of the brownfield plans reviewed by the Authority and subsequently approved by the City Commission since 2005.

Year Submitted	Development	Year Approved	Approved TIF Amount	Amount Reimbursed to Date
2004	2400 E. Lincoln	2005	\$1,400,000	N/A
2008	34877 Woodward (Greenleaf Trust)	2008	\$1,355,184	\$761,581.35
2011	34901 – 34953 Woodward (Balmoral Place)	2011	\$797,167	N/A
2014	400 S. Old Woodward (Forefront)	2014	\$316,552	N/A
2015	33588 Woodward (Shell)	2015	\$226,153	\$264,323.44
	2483 W. Maple (DFCU)		\$189,266	N/A
	34965 Woodward (Former Peabody's site)	2016	\$1,334,738	N/A
2016	856 N. Old Woodward		\$1,400,000	N/A

Over the past two years, brownfield activity has increased substantially, both in terms of the number of applications received, and also in terms of the amount of reimbursement requests. In 2016 alone, two brownfield plans were reviewed by the Authority and ultimately approved by the City Commission. The first request was submitted by the new property owner of 34965 Woodward, the former location of Peabody's Restaurant, to address the environmental cleanup of the site and allow for the construction of a 5-story mixed use building with retail, office and residential uses. A Brownfield Plan and reimbursement agreement was approved at the April 25, 2016 City Commission meeting authorizing the reimbursement of \$1,334,738 to cover the cost of eligible cleanup activities over a 30 year period.

The second request was made by the owner of 856 N. Old Woodward to address extensive onsite contamination to allow construction of a four-story mixed building with retail on the first floor and residential on the upper three stories. The Brownfield Plan and reimbursement agreement of \$1,400,000 was approved by the City Commission on November 21, 2016 to cover the cost of eligible cleanup activities over a 10 year period.

The review of these substantial brownfield projects prompted discussion by members of the Authority as to whether the City should consider limiting the number and/or amount of brownfield applications in the future, or limiting the reimbursement period. To begin with, Authority members discussed adding initial screening requirements to the brownfield application to assist the Authority in determining whether or not proposed brownfield requests meet the City's objectives, and to assist in clarifying whether a brownfield reimbursement is required to ensure the cleanup and redevelopment of property, or whether the land costs have already been reduced substantially to offset the costs of environmental remediation.

Accordingly, Authority members requested staff to prepare a spreadsheet outlining the details of all previously approved brownfields, including assessed property values before and after development (if available), to allow the Authority to evaluate the success of the brownfield program to date. Please see attached spreadsheet outlining the details regarding approved brownfield plans to date in the City. Authority members also directed staff to draft initial screening criteria to be added to the brownfield application to assist the Authority in their review of potential brownfield redevelopment projects. A copy of the updated brownfield application form is also attached for your review, along with the relevant meeting minutes from Authority discussions.

Based on the discussions and recommendations of the Brownfield Redevelopment Authority, the City Commission may wish to discuss the possibility of setting parameters on the number of approved brownfield plans in a given year, and/or setting a maximum on TIF reimbursement amounts or payback periods for individual brownfield projects.

Brownfield TIF Reimbursements and Other Amounts

Address of Development	Approved TIF Amount	Term of Agreement	Local Tax Amount	School Tax Amount	Base Assessed Value (Inception)	Assessed Value (2016)
2400 E. Lincoln	\$1,400,000; Agreement executed on July 20 th , 2005	9 years; no years specified	\$5,634,456	\$3,979,703	\$2,405,130	\$2,903,210 (portion of site still under construction)
34977 Woodward Ave (Greenleaf Trust)	\$1,355,184; Agreement executed on November 10, 2008	6 years; 2008 - 2014	\$233,446	\$243,798	\$879,890	\$5,616,010
34901 – 34953 Ave (Balmoral Place)	\$797,167; Agreement executed on October 14, 2011	10 years; 2011 - 2021	\$384,724	\$412,443	\$875,210	\$4,692,090
400 S. Old Woodward (Forefront)	No reimbursement agreement executed yet; October 27, 2014 approved amount: \$316,552	11 years; 2014 - 2025	\$548,832	\$550,394	\$544,000	\$2,765,920
33588 Woodward Ave. (Shell)	\$226,153; Agreement executed on June 29, 2015	30 years; 2015 - 2045	\$219,978	\$216,849	\$406,400	\$649,420
2483 W. Maple (DFCU)	\$189,226; Agreement executed on October 12, 2015	30 years; 2015 - 2045	\$171,947	\$169,501	\$396,380	\$498,210
34965 Woodward Ave. (Former Peabody’s Site)	\$1,334,738; Agreement executed on April 25, 2016	30 years after Authority begins to capture Tax Increment Revenues under the Brownfield Plan	\$187,050	\$187,035	\$856,590	\$856,590 (not yet under construction)
856 N. Old Woodward (The Pearl)	\$1,400,000; Agreement executed on October 27, 2016	10 years after Authority begins to capture Tax Increment Revenues under the Brownfield Plan	\$620,888 (10 yr) 801,629 (13 yr)	\$1,106,835 (10 yr) 1,429,035 (13 yr)	\$322,450	\$322,450 (not yet under construction)



BROWNFIELD REDEVELOPMENT AUTHORITY PROJECT APPLICATION

This application form must be completed and signed by the applicant in order to initiate the project review process by the City of Birmingham Brownfield Redevelopment Authority. Please submit Application; \$1,500 Application Fee; other applicable fees; and supplemental materials to the Birmingham Brownfield Redevelopment Authority, P.O. Box 3001, Birmingham, MI 48012.

APPLICANT INFORMATION

Company Name: _____
Contact Person: _____
Mailing Address: _____

Telephone Number: _____
Fax Number: _____
E-mail Address: _____

PROPERTY OWNER INFORMATION

Company Name: _____
Contact Person: _____
Mailing Address: _____

Telephone Number: _____
Fax Number: _____
E-mail Address: _____

Project Address: _____

Parcel ID Number(s): _____

Legal Description: _____

Proposed Project Description:

Proposed Redevelopment Use(s):

PART A: INITIAL SCREENING

1. Is the property currently vacant? If so, how long has it been vacant?

2. What is the source of the contamination, constituents of concern and extent of the contamination?

- a. Was the contamination generated on site?
- b. Is the contamination migrating from another site?
- c. What is the proximity of the site to a river, stream, or floodplain?
- d. What is the proximity of the site to residential uses?

3. Has the contamination migrated onto any City property, including parks, alleys, and other rights of way?

4. Was the property last purchased or will it be purchased at a discount compared to its applicable fair market value or true cash value?

- a. What was or will be the purchase price?
- b. Does the purchase price reflect the true fair market value of the property or has it been reduced because of known or potential contamination or other environmental issues?
- c. How much of a price reduction, if any, was or will be related to environmental issues?

5. Break down soil transportation and disposal costs, tipping fees, etc.

- a. How much would it cost per ton if the soil was completely clean (i.e., greenfield)?
- b. If the site is contaminated, how much would it cost per ton?

6. Compare the development costs, including environmental cleanup costs, of the proposed project to development costs for the site if no contamination was present. (For example, demonstrate the cost difference between brownfield and greenfield cleanup for excavation, tipping, disposal, and vapor barrier expenses.)

7. What amount of the environmental costs are being incurred solely because of the proposed development? (For example, would excavation be required for the development even if no environmental cleanup was required? And if such excavation was required for construction, are the costs of excavation and disposal increased due to contamination?)

8. Are there environmental cleanup costs proposed that are within the structure? (Such as asbestos removal, removal of a heating oil tank in the building versus the removal of contaminated soil on site arising from prior use of an external heating oil tank.)

PART B: ADDITIONAL PROJECT INFORMATION

Anticipated Project Schedule and Critical Dates:

Status of Development Permits and Applications:

Description of Known, or Suspected Environmental Contamination Concerns:

- *Attach additional pages if needed, and supporting documents or reports, if available.*

Summary of Needed Eligible Activities and Projected Costs (if known):

- *Attach additional pages if needed, and supporting documents or reports, if available.*

Attachments

Please check each box to indicate that the required materials have been included with this application. All attached documents should be listed here.

- ☐ If the property owner is not the Applicant, a signed and notarized letter from the property owner, authorizing the Applicant to submit this application form must be submitted.
- ☐ A copy of the current title commitment and proof of ownership.
- ☐ Copies of proposed preliminary site development, or concept plans, to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.
- ☐ A detailed project budget illustrating all related project expenses, sources of funding, and project financial needs. **Please note that the Brownfield Redevelopment Authority does not approve the payment of interest.**
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

Office Use Only

Date Application Received: _____

Date Application Fee Received: _____ By: _____

Date of Final Site Plan Approval by Planning Board (if required): _____

Date of Initial Brownfield Redevelopment Authority Meeting: _____

Date of Approval by Brownfield Redevelopment Authority: _____ Date
of Final Approval by City Commission: _____

Notes:

CITY OF BIRMINGHAM
ORDINANCE NO. 1868

AN ORDINANCE TO AMEND APPENDIX A - FEES, CHARGES, BONDS AND INSURANCE, SECTION 7.33, LICENSES FOR (A-D), OF THE CODE OF THE CITY OF BIRMINGHAM ESTABLISHING AN APPLICATION FEE FOR A BROWNFIELD DEVELOPMENT.

THE CITY OF BIRMINGHAM ORDAINS:

Section 7.33 of Appendix A, Fees, Charges, Bonds and Insurance, of the Code of the City of Birmingham shall be amended by adding the following:

Fee

Brownfield Developments:

Application fee (non-refundable and non-reimbursable).....\$1,500.00

ORDAINED this 27th day of June, 2005, to become effective upon publication.

Rackeline J. Hoff, Mayor

Nancy Weiss, City Clerk

CITY OF BIRMINGHAM
ORDINANCE NO.1869

AN ORDINANCE TO AMEND APPENDIX A - FEES, CHARGES, BONDS AND INSURANCE, OF THE CODE OF THE CITY OF BIRMINGHAM BY ADDING A NEW SECTION 7.40, WHICH REQUIRES THE REIMBURSEMENT OF THE CITY'S OUTSIDE CONSULTANT FEES.

THE CITY OF BIRMINGHAM ORDAINS:

Appendix A, Fees, Charges, Bonds and Insurance, of the Code of the City of Birmingham shall be amended by adding a new Section 7.40 as follows:

[Sec.] 7.40 Outside Consultant Fees Reimbursement.

Where a review of applications, plans, construction documents, Brownfield development documents or any other documents is performed by outside consultants engaged by the city, a review fee shall be charged at 1.05 times the actual cost. Payment shall be in advance of the review based on estimated cost.

ORDAINED this 27th day of June, 2005, to become effective upon publication.

Rackeline J. Hoff, Mayor

Nancy Weiss, City Clerk

**Brownfield Redevelopment Authority
MINUTES
City Commission Room of the Municipal Building
151 Martin Street, Birmingham, Michigan**

**Thursday, February 18, 2016
8:30 a.m.**

Chairperson Gotthelf welcomed everyone and convened the meeting at 8:35 a.m.

Members Present: Chairperson Beth Gotthelf
Paul Robertson, Jr.
Robert Runco
Wendy Zabriskie

Member Absent: Dani Torcolacci

Also Present: Dan Cassidy, Vice President of SME
Gary Shiffman, Alden Development Group, LLC
Developer of 34965 Woodward Ave., Peabody's
Restaurant
Brett Stuntz, AKT Peerless Environmental Services, City's
Brownfield Consultant
Chris Longe, Project Architect

Administration: Jana Ecker, Planning Director
Mark Gerber, Finance Director
Jeffrey Haynes, City Attorney
Mario Mendoza, Recording Secretary
Joseph Valentine, City Manager

1. Approval of August 13, 2015 Minutes

Motion by Mr. Robertson

Seconded by Mr. Runco to approve the August 13, 2015 minutes as presented.

Voice

**Vote: Yeas, Robertson, Runco, Gotthelf, Zabriskie
Nays, 0
Absent, Torcolacci**

Motion carried, 4-0.

2. Resolution approving the Brownfield Plan and associated Reimbursement Agreement pertaining to the Brownfield Plan for 34965 Woodward Ave. (Peabody's Restaurant) and requesting the city clerk to forward the Brownfield Plan and Reimbursement Agreement to the Birmingham City Commission for their review and consideration.

Ms. Ecker offered background. In December 2015, the owner of the above-captioned property submitted a draft Brownfield Plan ("the Plan") to the City in anticipation of the construction of a new mixed-use, five-story development proposed for the site. The Plan outlines numerous environmental concerns on the site, including historical operations performed at the site, contamination from adjacent sites that has migrated onto the site, and contamination on the subject site, including the presence of petroleum hydrocarbon constituents and heavy metals in the soil, and barium in the groundwater.

City staff, the city attorney and our environmental consultants at AKT Peerless reviewed the draft Plan and requested additional information on the extent of the contamination. The applicant submitted a more detailed Plan, and the City provided comments and suggested several changes. On January 27, 2016, the applicant submitted a revised Plan reflecting the changes discussed, requesting the reimbursement of \$1,438,238.00 in environmental cleanup costs in order to clean the site to meet the Michigan Department of Environmental Quality standards.

Ms. Ecker advised that both the City's legal counsel and the City's environmental consultant have reviewed the Brownfield Plan for 34965 Woodward, and all requested amendments have been made by the applicant.

Mr. Chris Longe, the architect, provided a general idea of what the proposed building will look like. It will be mixed-use and will step back at the fifth floor. The components of floors 2 and 3 have not been determined; however floors 4 and 5 must be residential. They anticipate two floors of underground parking for 88 spaces. The building materials will be limestone with steel windows. This will be a significant structure on Woodward Ave.

In response to Chairperson Gotthelf, Ms. Ecker replied the Peabody Building is not a historic site and it is not located in a historic district.

Mr. Dan Cassidy, Vice President of SME, summarized the background as it relates to the Environmental Site Assessment. From an engineering perspective it will be a significant challenge to construct so they don't undermine the structure and integrity of the Greenleaf foundation while developing the foundation system for the new building.

Throughout time there were many different structures and uses on the property. Soil and groundwater at the property is contaminated with concentrations of metals and volatile organic compounds that exceed Michigan's cleanup and safe use standards. As to the existing building, there are a number of suspect building materials that contain asbestos, and probably lead paint that will have to be assessed and abated.

Looking at the Brownfield Plan, the group studied the table relating to costs. The demolition is categorized as a necessary environmental activity because impacted fill that is below Peabody's must be removed. However, they have omitted that cost from their request. The hazardous materials assessment and abatement (estimates) have been left in. Expenses related to BEA activities, Due Care Activities, and Soil Management were discussed.

Chairperson Gotthelf thought it might be helpful to have a workshop with staff and with the City Commission so that the Authority understands the direction they should take in the future as the City evolves. Discussion turned to the disposal of fill that comes off of a site. At times it may be relatively clean and can be sold and re-used. Therefore, the person taking it away is going to absorb the transportation costs.

The chairperson asked staff to put together a comparison of all general costs that were requested and approved on the sites where the Authority has already asked for reimbursement. That will provide some guidance and consistency for this site and a running chart can be kept for reference in the future.

Mr. Cassidy explained that installing a vapor barrier is a likely potential cost. They are installed on the exterior of the foundation walls to prevent vapors from migrating through the foundation walls or up through floors and into the interior space. Mr. Robertson commented he would put one in every time as a precaution. Mr. Cassidy noted there are definitely contaminants coming from the Greenleaf property to the south. There is a question mark on the Peabody side, and supportive evidence with the chemical results to the north. They included the vapor barrier but hope not to incur the cost. However, they want it in their request as a contingency in case it is needed.

Mr. Cassidy went on to discuss groundwater management. Their request is in the ballpark of what they incurred on the Balmoral and Greenleaf projects. They are asking for the difference between what would normally be incurred on a construction project and what would be incurred because this is a Brownfield site. Their goal is to get the project done in compliance with State law as cost effectively as possible.

The only other item remaining is dust suppression. They anticipate that the dust is contaminated and has to be disposed of differently. Again, they are asking for the difference between what would normally be incurred on a construction project and what would be incurred because this is a Brownfield site.

It was concluded that payback on the project would occur in year seven. Values in the City are not only holding, but increasing.

Mr. Gary Shiffman, one of the developers of the proposed Peabody project, said they have taken a careful look at the parking issues and the parking report that has been developed by the City. They are trying to self-contain their parking and even add additional spaces. The Peabody project covers the requirements on the residential but

it puts all the burden of office and retail into the parking structure. On the Brookside Terrace project they are at \$75,000 per space for the second level down. The first level is cheaper. Because of that they will charge premiums for the ability to create additional parking for their users. They are trying to be thoughtful of what is taking place in the City. Additionally, he will ask the owners for a timing extension on the closing in order to give the Authority time to study the comparison costs that will be provided by staff. Lastly, Mr. Shiffman added they are working hard with the owner of the frame shop and hope to be able to incorporate it in the project.

Mr. Robertson assured the developer it isn't that there won't be a Brownfield; it is the amount that is in question.

Motion by Mr. Robertson

Seconded by Mr. Runco to postpone 34965 Woodward Ave. (Peabody's Restaurant) to Wednesday, March 9 at 8:30 a.m.

Voice

**Vote: Yeas, Robertson, Runco, Gotthelf, Zabriskie
Nays, 0
Absent, Torcolacci**

Motion carried, 4-0.

3. Resolution approving the TIF reimbursement for the previously approved Brownfield project at 33588 Woodward Ave. (Citgo/Shell) and directing the Brownfield Redevelopment Authority to reimburse the applicant for expenses up to \$226,153 as covered under their Reimbursement Agreement dated June 29, 2015, as listed in the reimbursement request dated January 26, 2016, to the extent of property taxes captured to date for 33588 Woodward Ave.

Ms. Ecker verified that the owner of 33588 Woodward Ave. has submitted all of their receipts and invoices and they were sent to AKT Peerless, the City's Brownfield environmental consultants, who reviewed the reimbursement request and are recommending reimbursement of up to \$226,153.

Mr. Brett Stuntz, AKT Peerless Environmental Services, advised that the Brownfield plan capped the amount of reimbursement at \$226,153. However, the submitted costs for reimbursement were higher than that, but there were some that AKT would have questioned whether they were actually reimbursable costs under the Plan and the Agreement.

Motion by Mr. Robertson

Seconded by Ms. Zabriskie to approve the TIF reimbursement for the previously approved Brownfield project at 33588 Woodward Ave. (Citgo/Shell) and directing the Brownfield Redevelopment Authority to reimburse the

applicant for expenses up to \$226,153 as covered under their Reimbursement Agreement dated June 29, 2015, as listed in the reimbursement request dated January 26, 2016, to the extent of property taxes captured to date for 33588 Woodward Ave.

Chairperson Gotthelf noted the City wants to encourage its redevelopment, but this is money the City would have had but it does not. If paying a developer back is the only way to get a site redeveloped, that is one thing. However it should not just be free money for them for something they would have done anyway. Mr. Stuntz thought maybe the Authority should back off or cap certain activities in Birmingham and say they are not going to be approved.

Voice

**Vote: Yeas, Robertson, Zabriskie, Runco, Gotthelf
Nays, 0
Absent, Torcolacci**

Motion carried, 4-0.

4. Initial Screening Requirements for Brownfield applications.

Chairperson Gotthelf emphasized that Brownfields are not intended to reward the person who caused the contamination. That should be taken into consideration by the Brownfield Redevelopment Authority, because the City doesn't want someone buying the property at a reduced price because of its contamination and then double dipping by applying for a Brownfield reimbursement. Perhaps the Authority should think more about the type of information it wants in advance in order to make thoughtful and informed decisions.

Mr. Valentine noted the activity level in terms of the Brownfields that have come in has increased. Rather than just processing the applications, the Authority should have the ability to review the applications in the context of whether they meet the objectives of the City as well as having a criteria to evaluate them against in order to make that determination. That was the intent of the modifications being proposed today.

Mr. Robertson commented the application contains all of the questions that the Authority ends up asking when applicants come in anyway. It is great to have them on the front end. It is all about the soil and disposal and what they would have done anyway. Also, it is about the contamination and whether the applicant got the property at a discount.

Mr. Haynes added that an item should be included that breaks down the transport and disposal costs of soil. Mr. Robertson said the first question should be what it would cost if this was totally clean soil. Then, if this was a contaminated site what would they be doing differently. Mr. Haynes said rather than a generic question, break it down so the applicant understands where the board will be focusing on the specific line item costs.

Consensus was that the Brownfield Project Application form should include a section on initial screening requirements as discussed. Mr. Valentine agreed to come back to the next meeting with the format the Authority has indicated they want to see revised. He advised that when the Authority determines what they want the ceilings to be, it ought to be formalized in the policy of the Brownfield Authority. That will provide the ability to be objective rather than somewhat arbitrary in the reviews.

Mr. Valentine summarized that going forward in this direction meets the expectations. Additionally, the processes can certainly be modified in the future if needed.

Mr. Gerber noted a few projects have stretched the timeline they typically would like to see for reimbursement to come back. There is some intrinsic value in removing the contaminant from the community but there is also the timeline it will take to make that happen. Maybe looking at future projects, the Brownfield Redevelopment Authority should consider how much time it will take to reimburse the City.

5. Project Updates

Ms. Ecker announced that 856 N. Old Woodward will be coming in the near future.

**Brownfield Redevelopment Authority
MINUTES
City Commission Room of the Municipal Building
151 Martin Street, Birmingham, Michigan**

**Thursday, September 22, 2016
8:30 a.m.**

1. Chairperson Beth Gotthelf welcomed everyone and convened the meeting at 8:30 a.m.

Members Present: Chairperson Beth Gotthelf
Paul Robertson, Jr.
Robert Runco
Dani Torcolacci

Member Absent: Wendy Zabriskie

Also Present: Scott Kreitzer, J.B. Donaldson, Contractor
Mike Kulka, Principal, PM Environmental, Inc.
Elizabeth Masserang, PM Environmental, Inc.
Adam Patton, PM Environmental, Inc.

Brett Stuntz, AKT Peerless Environmental Services, City
Brownfield Consultant

Administration: Jana Ecker, Community Development Director
Mark Gerber, Finance Director
Jeffrey Haynes, Beier Howlett, City Attorney
Carole Salutes, Recording Secretary
Joseph Valentine, City Manager

It was noted that Mr. Dan Cassidy from SME was not able to attend to address Item 4 on the Agenda, Reimbursement Request for Brownfield Plan approved for 34901 - 34953 Woodward Ave. He has asked to be placed on the next agenda.

2. Approval of February 18, 2016 Minutes

Motion by Mr. Robertson

Seconded by Ms. Torcolacci to approve the March 10, 2016 minutes as presented.

Voice

Vote: Yeas, 4

Nays, 0
Absent, 1 (Zabriskie)

Motion carried, 4-0.

3. Brownfield Plan Application for 856 N. Old Woodward Ave., The Pearl

Ms. Ecker recalled in July 2016, the owner of the above-captioned property submitted a draft Brownfield Plan ("the Plan") to the City in anticipation of the proposed for the site. The property owner has obtained Preliminary and Final Site Plan Approval for construction of a new mixed use, four-story development with retail on the first floor and three floors of residential on top of that. They also had to do a Community Impact Study to address environmental, traffic, and safety concerns.

Ms. Elizabeth Masserang outlined some of the environmental concerns. PM Environmental has been working with the development team over the past year trying to put together what the cost differential is that is directly associated with the contamination. With that the property does qualify for a Brownfield. The payback period is approximately fourteen years and includes the request for school tax capture from the MDEQ based on a post development taxable value of \$5 million based on comparable properties in the area.

Mr. Adam Patton advised the eligible activities concern due care activities to document that the site qualifies for Redevelopment funds. They include excavation of some soils; transport and disposal of contaminated material; and installing a vapor barrier underneath the occupied portions of the building, as well as along the north wall that fronts the slope. In addition, funding is requested for chemical resistant gaskets and oversight by environmental professionals along with the preparation of post construction documentation.

Moving over to the soils, there is a line item for excavation of 6,705 tons as well as transport and disposal of 20,095 tons of total contaminated material that includes 13,390 tons of standard contaminated non-hazardous type soils and 6,705 tons of hazardous soils.

Mr. Haynes noted the two offsite contamination sources: Douglas Cleaners and the Amoco Station. There is a possibility that the State will refuse the school tax portion because it benefits a liable party. Ms. Masserang explained the DEQ viewed it within the realm of the hazardous soil excavation being eligible for the capture of school taxes. Mr. Haynes said it would be prudent to get something in writing from the DEQ to that effect. If the school taxes are not approved, then the City would have to pick up the difference. Ms. Masserang explained when they initially submitted the Plan they included a scenario of school capture and also a scenario for a local only Brownfield Plan, which would be the projection If for any reason school taxes are not captured. It would be projected out accordingly and double the payback time to 28 years.

Mr. Patton noted the site conditions and the contaminant concentrations associated with fill are significant from a volume and from a redevelopment standpoint. The volume of soil that needs to be removed relates to the non-hazardous component. However, from a dollar value the hazardous component of the costs is more significant than non-hazardous.

Chairperson Gotthelf thought this looks like a promising site that will generate the taxes for the City; although they are asking for \$3 million. The question is who should be paying for clean-up costs. Should it be the City to encourage the redevelopment, or should it be the liable party, or should it be some blend of the two. If it is a blend, what should that blend look like. The Authority must consider how much the City is exposed to, versus the applicant.

Mr. Robertson did not believe the purchase price of \$800 thousand is reflective of the true market value. It is probably worth \$2.5 million. Additionally, how will there be a \$5 million taxable value when the project is completed. They will spend a minimum of \$15 million to construct the building. None of the numbers make sense as to why the City would put up \$3 million on this property.

Mr. Scott Kreitzer answered that the proposed foundation system will cost well over \$2 million. That cost was associated with the sale of the property and offsets the \$800 thousand. They are asking for the bare minimum as far as the excavation portion. He agreed there must be something wrong with the \$5 million number for taxable value. It should be a lot more.

Mr. Kulka noted this Plan does not contain any cost to take this to closure. It is only to implement due care and get the follow-up construction sampling showing the project is safe for residential purposes. If the taxable value turns out to be more than \$5 million it will cut down the payback period.

Chairperson Gotthelf inquired what conversations the applicant has had with Douglas with respect to their responsibility in paying for some of this cost. Ms. Masserang indicated discussion went nowhere. Ms. Ecker added that the owner of the drycleaners came to a Planning Board public hearing and he said there was no contamination coming from the drycleaners.

Ms. Masserang said she found out the DEQ has records of Notice of Violations by Douglas relative to on-site procedures back in the early 2000s but no record of enforcement or clean-up activities on their part.

Mr. Haynes thought it would be prudent for the Authority to have an estimate of costs that ought to be borne by a liable party. Chairperson Gotthelf asked PM Environmental to have a conversation with Douglas and show them the evidence of the borings and perk from their site going into the river. Further, note this should be a high priority with DEQ and find out if they have insurance.

It was discussed that if the owners, environmental consultants, and the City pushed together, coming from different angles, collectively they might turn up the heat on Douglas.

Mr. Robertson announced this seems like a outrageous number for a not very hazardous site. Mr. Kulka responded the issue is where to take soil that is not that contaminated and it is very expensive. If the project goes forward and actual costs come down, then the payback period comes down. It is the Authority's mission to use the Brownfield to effectively redevelop the site.

Mr. Valentine said the chairperson presented a nice summation of the issues before the Authority. He added one other issue based on prior discussions of the Authority relative to the timeline of the TIF Table. There is a 14 year projection and potentially a 28 year projection based on changes that could occur, and if valuations exceed what is in the proposal then the timetable is shortened. Whether the 14 year term is too long is something the group may want to consider.

Mr. Haynes noted there could be some contingencies built into the approval that say if the school tax is turned down by the DEQ the project is denied. Or, there could be a contingency that says if the school tax is disapproved by the DEQ that portion is dropped from the proposal and it will be funded at whatever the local share is at 14 years.

Once the Brownfield Plan is approved by the City Commission then the developer takes the work plan to DEQ and asks whether they will allow school taxes to be used. Then they say yes or no. If there is a liable party, it bars DEQ from approving the plan. Therefore, a contingency that says either the whole thing is disapproved if DEQ does not approve school taxes; or there is a portion that is just lopped off of the approval, is a prudent way to go.

The group explored the question of whether or not the perk is getting to the river. The boring closest to the river does not have tetrachloroethenes ("PCEs").

Mr. Kreitzer indicated ground water near the river is fairly discontinuous. There wasn't a lot of ground water over there to sample. Mr. Haynes said if the river is not contaminated there is no contamination of public properties. Mr. Kreitzer observed the soils should not result in an unacceptable discharge to the Rouge. Chairperson Gottself noted what would get DEQ's attention is whether the contamination is getting to the Rouge.

In response to the chairperson, Mr. Patton said the cost for the disposal of non-hazardous soil, 13,390 tons, is \$153,985 and it is \$1.5 million for the hazardous soil. They don't want to take out any more soil than they have to, and if they have to they need to physically dispose of it in accordance with all applicable laws. They still have to front the money.

Answering Mr. Haynes, Mr. Patton noted even though contaminants don't exceed criteria in the soil in place, they are listing them as hazardous waste for purposes of transport and disposal. He went on to explain that PCE from a drycleaning release is a spent solvent and on that basis there is no choice in the matter of how it is disposed because it is classified as a listed hazardous material.

Chairperson Gotthelf summed up the question for the Authority:

- approve the application as it is;
- approve it with contingencies:
 - . Only approve the City part if DEQ does not approve the school part;
 - . If DEQ won't approve the school part, the City will pick it up or a portion of it;
 - . The City will pick up a portion after the applicant demonstrates they cannot get it from Douglas;
- gather more facts and bring it back.

Mr. Haynes added that another contingency the board would like to see is whether there would be a deduction for the cost of closure by Douglas.

Mr. Kulka indicated they hope to start construction in December. They need to come up with a Plan to finally make the project happen as it is a significant portion of the cost of construction.

Mr. Robertson asked the applicant to look again at the cost of excavation, extra transportation. Ms. Masserang said the costs are based on an actual bid they got. Mr. Runco agreed the cost is close. Mr. Robertson wanted to know where the hazardous soil will go and what it will cost. Mr. Kulka said it will go to Belleville and their prices have recently gone up 40%.

The chairperson suggested the Authority could reconvene next week rather than voting now in order to allow further thought after access to additional information. Mr. Kulka emphasized they need this approval in order to continue to move forward. Chairperson Gottlieb said the Authority has its obligation to the City to make sure they do their due diligence and to ensure the applicant has talked to DEQ and to Douglas.

For purposes of coming back, Mr. Haynes thought it would be prudent for the applicant to develop a cost of closure as-is, solely relative to the subject parcel. Chairperson Gottlieb felt the mass of contamination from earlier operations is still there and that is what is migrating and causing other problems.

Motion by Mr. Robertson

Seconded by Mr. Runco to table the Brownfield Plan Application for 856 N. Old Woodward Ave. to Tuesday, September 27 at 8 a.m.

Voice

**Vote: Yeas, Robertson, Runco, Gottlieb, Torcolacci
Nays, 0**

Absent, 1 (Zabriskie)

Motion carried, 4-0.

In general, the group was not comfortable with the length of time for payback to occur. Mr. Haynes assured the Authority has discretion to do a lot of things such as shrinking the years or offering less money. He stated his intention to draft a new Resolution with the contingency that if the DEQ does not approve school taxes, the City will not pick it up.

Mr. Patton was requested to forward the pages of the Phase 1 Environmental that talk about the history in order to see who owned the parcel prior to Douglas. If it was another party that is out of business then there is a liable party that is not viable and that would be a reason to pick up the costs.

Mr. Haynes observed the soil borings show no other VOCs besides PCE. Ms. Ecker noted the DEQ has been monitoring wells at the south end of the gas station property for a long time. Mr. Runco thought it would be nice to know if there is no one else out there to go after. Mr. Haynes said the Authority can hold back funds pending an investigation by the applicant.

4. Request for reimbursement on Brownfield Plan approved for 34901 - 34953 Woodward Ave.

Postponed to September 27 Brownfield meeting.

Mr. Brett Stuntz alerted the group that this Authority has not always been okay with exceeding certain line item estimates even though the developer is under the cap. There are a couple of line items that exceed the estimated costs. He agreed to submit a new AKT letter for the meeting on September 27 that explains everything more thoroughly. Also, Mr. Runco wanted to see the actual landfill numbers.

5. Project Updates

- There has been no further action on the Peabody site but there is a Brownfield Plan pending.

**Brownfield Redevelopment Authority
MINUTES
City Commission Room of the Municipal Building
151 Martin Street, Birmingham, Michigan**

**Tuesday, September 27, 2016
8 a.m.**

1. Chairperson Beth Gotthelf welcomed everyone and convened the meeting at 8:02 a.m.

Members Present: Chairperson Beth Gotthelf
Paul Robertson, Jr.
Robert Runco
Dani Torcolacci

Member Absent: Wendy Zabriskie

Also Present: Scott Kreitzer, J.B. Donaldson Co, Contractor
Bennett Donaldson, J.B. Donaldson Co.
Mike Kulka, Principal, PM Environmental, Inc.
Elizabeth Masserang, PM Environmental, Inc.
Adam Patton, PM Environmental, Inc.
Frank Simon, FLS Properties, 856 N. Old Woodward Ave.,
Owner and Developer

-

Dan Cassidy, Vice President of SME
Bernie Ronish, Ronish Construction Group
Arthur Siegel, SME
Harvey Weiss, Balmoral Developer
Dan Wells, AKT Peerless Sr. Project Manager

Brett Stuntz, AKT Peerless Environmental Services, City Brownfield Consultant

Administration: Sean Campbell, Asst. City Planner
Brooks Cowan, Asst. City Planner
Jana Ecker, Community Development Director
Mark Gerber, Finance Director
Jeffrey Haynes, Beier Howlett, City Attorney
Carole Salutes, Recording Secretary
Joseph Valentine, City Manager

2. Approval of September 22, 2016 Minutes

Chairperson Gotthelf made the following changes:

Page 4 - Second line, replace "perk" with "perc."
Page 5 - Bottom of the page. correct the spelling of her name.

Motion by Mr. Robertson

Seconded by Mr. Runco to approve the September 22, 2016 minutes as amended.

Voice

**Vote: Yeas, 4
Nays, 0
Absent, 1 (Zabriskie)**

Motion carried, 4-0.

3. Brownfield Plan Application for 856 N. Old Woodward Ave., The Pearl

The chairperson summarized last week's meeting on this property. The applicant is asking for approximately \$3 million in TIF which is payable over approximately fourteen years. It assumes that the DEQ will approve the portion of the TIF for the school taxes. The reason the cost is so high is because approximately \$1.5 million of the money requested is a result of contamination of perchloroethene ("PCE") that is a hazardous waste. The Authority had asked the developer and PM Environmental to gather some information and come back today so the request can be reconsidered. The group studied a list the City put together of approved Brownfield TIF reimbursements that have been passed so far, along with the number of payback years. This request is twice as much as any of the projects the Authority has approved to date.

Sales information on the Brownfield properties was considered as to whether the price already reflected the fact they had environmental challenges that lowered the value.

Ms. Elizabeth Masserang summarized the follow-up points they were asked to research:

- MDEQ status on any enforcement as it relates to the north adjoining property, Douglas Cleaners ("Douglas") site. The DEQ indicated that Douglas was not a site on their radar for any existing plans for enforcement. They are now taking a closer look.
- Further discussion as it relates to Douglas as far as any responsibility in assisting with cleanup efforts being made at the property. Efforts are ongoing between the current owner of the subject property and Douglas as far as researching potential insurance claims that could assist.
- Reasonable cost estimates at closure were included in a letter that defined the scope of each line item and its associated cost.

Mr. Adam Patton advised said ground water flow at the property is limited, perched and discontiguous. The flow would be expected to be east, towards the river. The eastern

most borings adjacent to the Amoco station don't have perc in them. The small amount of contaminants that could be attributed to the Amoco Station is essentially negligible.

The contaminant has not degraded significantly so there is no way to age date it.

Ms. Ecker described the project as having below-grade parking, the next level is retail and parking, and then residential above.

Ms. Masserang advised that 6 to 7 thousand tons of carry-off soil is related directly to the caissons that have to be dug into the ground and the remainder is to grade the site.

Mr. Robertson named a number of things that bother him:

- There is a huge discount on the land price, at least \$1.5 million;
- Caissons go well below everything;
- The assessment of \$5 million is too low;
- The time or reimbursement is too long;
- Too much money for a not very dirty site.

Mr. Mike Kulka noted the challenges to this property and that it hasn't been capped in 30 years. There is no easy solution to just fill it in.

Chairperson Gotthelf reported a conversation she had with DEQ to the effect that if the liable party is not the one developing the property, then they are not benefitting. So in DEQ's eyes they would not see Douglas benefitting and that is a reason not to allow for school taxes. In approving this the Authority could say if DEQ does not approve the school taxes the City will not allow that recovery either.

Ms. Ecker noted this site is not in the Parking Assessment District so parking on-site would have to be provided no matter what type of development they did.

It was discussed that the applicant picked up \$1.5 million discount on the purchase price for foundations. Chairperson Gotthelf reminded everyone that the Authority has a fiduciary responsibility that they would like to see the property put to a productive use that would return a tax base. However they also want to be careful of the tax dollars that everyone pays so as not to give too much away or not recover it.

Mr. Robertson suggested that the developer go back and figure out how to do this on a 10 year payback. Also, the Authority should specify a minimum taxable value. Further he thought the developer needs to look at the caisson system because they could probably do pilings that don't have a contamination issue with material that has to be hauled away. He hoped to see what Douglas' insurance company's ability is to help contribute to this situation. Mr. Kulka indicated it will take a long time to go through the process to try to get coverage. Mr. Robertson responded that the Authority doesn't want the City to give up their taxes for a liable party just because they are in a hurry.

Mr. Kulka advised that the developer paid more for the property than the seller had paid for it a year prior.

Mr. Runco recommended everyone look at a discounted number that perhaps both parties can agree upon.

Mr. Bennett Donaldson talked about the foundation system. To go down 50 ft. and support the weight of the building, caissons is the best option. They can't bring a pile driver onto this half acre site. Multiple augers are needed to support what one caisson would carry and the machine would sit there for 60 days drilling in the augers. The site has unique challenges, and to lessen the impact of the cost of the solutions would be a mistake because they are significant.

Chairperson Gotthelf suggested that the Authority could put a cap on the dollar amount or put a cap on a line item and/or years of payback.

Ms. Masserang stated PM Environmental has gone out a second time to try and minimize the dirt coming off, given the per tonnage cost of hauling it away.

Mr. Kulka said their job is to minimize the amount of soil and cost incurred. The developer has to front and finance all those costs so he is not going pick a more expensive option. Significant dollars have been spent for professionals to determine the most cost effective reliable solution. Hazardous waste removal is a significant component of this ask.

It was suggested that the Authority discuss the next item on the agenda in order to give the applicant time to talk about coming up with parameters for minimizing their costs.

Mr. Kulka offered to discount the cost of closure of the site to remain an open hole.

Motion by Mr. Robertson

Seconded by Ms. Torcolacci to table Brownfield Plan Application for 856 N. Old Woodward Ave., The Pearl

**Vote: Yeas, 4
 Nays, 0
 Absent, 1 (Zabriskie)**

Motion carried, 4-0.

At this time, Item 4 on the Agenda was discussed by the Authority.

Motion by Mr. Robertson

Seconded by Mr. Runco to bring back from the table Brownfield Plan Application for 856 N. Old Woodward Ave., The Pearl.

**Vote: Yeas, 4
Nays, 0
Absent, 1 (Zabriskie)**

Motion carried, 4-0.

Mr. Kulka offered an additional \$325 thousand give on their original ask to reduce their reimbursable expense to \$2.656 million. More than likely the taxable value will be significantly higher which will take their payback with school taxes to approximately 12.5 years.

A motion was made by Mr. Runco and seconded by Ms. Torcolacci to approve the \$2.656 million ask at a maximum 12 year payback. The Authority will not pick up an amount equivalent to the school taxes if the DEQ does not approve those. Chairperson Gotthelf clarified that the share by the City is approximately half of the \$2.656 million or approximately \$1.3 million which would be the incremental increase of the taxes that would be refunded back through TIF. Payback would be up to a period of 12 years.

Mr. Dan Wells voiced his opinion that the applicant has been fairly conservative in their calculations. He recommended doing either a year cap or a dollar amount cap. In response to the chairperson, Mr. Wells said it is a reasonable conclusion to assume the contamination is all coming from Douglas versus from the gas station.

Mr. Robertson moved to amend the motion to change the \$325 thousand discount to a \$500 thousand discount, bringing the ask close to \$2.4 million and probably closer to 11 years on the payback. The rationale is the discount on the purchase price of the property. Ms. Torcolacci seconded.

Chairperson Gotthelf advised the motion doesn't address whether Douglas has insurance that might cover the cost, assuming the contamination is from Douglas. If it is found this is a newer release, then there is no insurance.

Mr. Robertson moved to withdraw his amendment and Ms. Torcolacci withdrew her second.

Motion by Mr. Robertson

Seconded by Ms. Torcolacci to approve the Brownfield Plan Application for 856 N. Old Woodward Ave., The Pearl, as follows:

Whereas, the City of Birmingham has created a Brownfield Redevelopment Authority and appointed members to serve on the Authority, pursuant to 1996 PA 381, and

Whereas, the Brownfield Redevelopment Authority is charged with the review of Brownfield Plans for Brownfield projects in the City of Birmingham, and

Whereas, FLS Properties #5 LLC, the owner and developer of 856 N. Old Woodward

Avenue, Birmingham, Michigan, intends to develop a mixed-use residential/retail building with underground parking at 856 N. Old Woodward Avenue, and

Whereas, PM Environmental has prepared a Brownfield Plan for the site, dated July 26, 2016, as revised September 16, 2016, that estimates that eligible activities on this property will cost approximately \$2,981,000, and

Whereas, the Brownfield Redevelopment Authority has reviewed the Brownfield Plan.

NOW THEREFORE BE IT RESOLVED THAT:

The Brownfield Redevelopment Authority approves the Brownfield Plan for 856 N. Old Woodward Avenue as follows:

1. If relevant State of Michigan agencies do not approve the school tax component of the Brownfield Plan, the Brownfield Authority will not reimburse the developer for such amounts.
2. The developer agrees to reduce Brownfield costs by \$325,000, for a total of \$2,656,000.
3. Reimbursement will occur for a maximum of 10 years.

The Brownfield Authority requests the City Clerk to forward the Brownfield Plan and associated Reimbursement Agreement to the Birmingham City Commission for its review and approval pursuant to Act 381.

Vote: Yeas, 4
Nays, 0
Absent, 1 (Zabriskie)

Motion carried, 4-0.

4. Request for reimbursement on Brownfield Plan approved for 34901 - 34953 Woodward Ave., Balmoral Building

Mr. Wells noted the applicant is before the Authority to ask for approval of their reimbursement request. The Balmoral project is complete and AKT Peerless has reviewed and clarified all of the trucking problems. AKT recommends reimbursement based on SME's modified request of \$612,514.75.

Mr. Dan Cassidy responded to a question by Mr. Robertson and stated that the \$22,000 arbitration fee and the \$6 or \$8 thousand in additional costs are included in their request. Mr. Robertson did not think those should be reimbursable expenses. Mr. Wells noted that legal fees are permitted by the law as a reimbursable expense as long as they are related to the eligible activity.

Chairperson Gotthelf observed that under Soil Management the Authority approved \$190 thousand and the total invoice was \$440 thousand, an additional \$250 thousand. It still is within the total approval amount. Mr. Cassidy explained the costs were increase because as they got into construction they found more contaminated soil (primarily arsenic and lead) further down than expected and it had to go to a landfill. Their ask is just for the hauling and disposal. The excavation was at the developer's cost because it would occur anyway.

Mr. Haynes asked where the savings occurred in the other components of the project in order to get under budget. Mr. Cassidy responded they came in way under on the remedial observation estimates. There was less ground water than expected.

Mr. Robertson said he is okay with the additional soil management fees and the fact they are still under the overall budget. However he did not feel it is the Authority's responsibility to get in the middle of a mediation and pay attorney fees. Mr. Ronish explained they had a lot of performance related issues with the site work contractor. They were forced to arbitration because he was looking for about \$540 thousand in extras. In the end they really did win because the contractor wasn't paid nearly the amount he was initially looking for; only about \$30,000.

Mr. Runco emphasized that the actual landfill bill should be requested.

The chairperson summarized the two issues before the Authority are whether to approve:

- \$30 thousand attorney fees;
- \$250 thousand for overage of the soil management.

Motion by Mr. Robertson

Seconded by Mr. Runco to approve \$599,614.75 thousand reimbursable amount for 34901-34953 Woodward Ave., Balmoral Building. which reflects a 50% discount of the arbitration, attorney's fees, cost, and pre-award interest.

Amended by Mr. Runco

And accepted to add a contingency that the landfill bill would be submitted.

**Vote: Yeas, 4
Nays, 0
Absent, 1 (Zabriskie)**

Motion carried, 4-0.

It was discussed that Authority members should receive information on projected assessed value and actual assessed value.



MEMORANDUM

DATE: January 16, 2017

TO: Joseph A. Valentine, City Manager

FROM: John Heiney, Executive Director

SUBJECT: Birmingham Shopping District Long Range Planning Report

At last year's Long Range Planning, the BSD reported that the BSD Board would be adopting numerous initiatives to support road construction projects on Hamilton, Old Woodward, and Maple in the coming years. We outlined events, marketing and programming designed to invite shoppers into the construction area, and to make it as convenient as possible for them to do so.

We are pleased to report that the Hamilton project was considered a success, both from the construction project itself, and the programs designed to assist retailers and businesses. Business surveys indicated that they felt the programs, including enhanced signs, valet parking, and special events, helped them and their customers to overcome the effects of construction.

However, during 2016 there was an unusual amount of business turnover, in the central business district, more than we had witnessed in past several years prior. In addition, over the past three years, several new property owners have come into Birmingham with major new development projects. These projects have had a major impact, at first in terms of the construction itself, and also in changing use and adding density of workers and residences.

As we look ahead to the challenges of the next few years, from construction, and continued development, the Shopping District Board wanted to update the Strategic Plan, which was completed in 2014. The idea was to update the plan, and report back to the City Commission, to give a clear idea of where the BSD is heading in the coming years.

We began in the fall with data gathering. We did a number of online surveys of office workers, business owners and retailers. We also conducted phone or in-person interviews with several of the new property owners, as well as some long-established ones. We conducted a S.W.O.T. (Strength, Weakness, Opportunities, Threats) analysis with BSD Board and staff. Here are some key takeaways from the process:

- In reviewing all of the data and stakeholder input it is our conclusion that the Goals, with some minor modification, are still sound. They were deliberately broad when developed two years ago and still guide the major strategic direction for the organization.
- The new input does suggest, however, that modifications are needed to some of the objectives as well as renewed attention to some of the previously set ones.
 - We identified the need to do even more on-going communication with stakeholders and to be a catalyst for engaging those stakeholders with the city around issues such as parking and construction, and to continue to be the connection point for merchants and retailers.
 - We identified the office workers as a potentially strong market for business, and for BSD events and activities.
 - We are recommending that we explore the brand being further applied to unique districts such as the south end or the triangle district.
 - We want to encourage more engagement of property owners and developers to be part of the solution to the parking and construction challenges.
 - We want to put some renewed focus on Goal four – being more proactive as thought leaders and change agents.
 - We also identified some low hanging fruit – some quick actions with high potential impact and minimal cost that, while not changes to the plan itself, are ways to build up that two-way communication, and enhance those relationships with key stakeholders.

The recommendations which are attached to this report, **shown in green text**, were approved by the Shopping District Board on January 5. We would like to outline these in a brief slide show at the Long Range Planning Meeting on January 28, 2017. We hope that you find this to be informative, and that the City Commission identifies opportunities, questions or action items that we can work on collaboratively to help the Birmingham Shopping District through the next several years of growth, development and infrastructure improvement.



BIRMINGHAM SHOPPING DISTRICT GOALS AND OBJECTIVES

Submitted by John Heiney, Executive Director
7/30/14 revised 11/28/16 Approved 1-5-17

Overview

On May 15 and June 25, 2014, the Birmingham Shopping District Board of Directors conducted a strategic planning process, facilitated by Marilyn Opdyke, of Opdyke Consulting. As a result, the Board identified four goals for the BSD, setting a course for the years ahead.

The BSD will strive to confirm the organization's leadership role as a change agent and supporter of merchants, the Birmingham business environment and the community by...

- *Engaging merchants and providing resources, education and support to assure their ongoing success,*
- *Branding and marketing the shopping district and community,*
- *Advocating for our constituents in addressing parking, traffic and infrastructure issues, and*
- *Identifying and integrating relevant trends, changing demographics, and innovative ideas that confirm Birmingham's reputation as a unique and desirable market.*

Goal 1: Engage business owners and property owners as active partners with the Birmingham Shopping District in identifying and addressing common concerns, and providing tools and resources with the intention of positively impacting their success.

The Opportunity

Achieving this goal is important in these ways:

1. To the businesses because it will help strengthen their enterprise and bring value to their business.
2. To the BSD because it will show our value as an organization.
3. To both because it will allow for a dialogue where concerns are expressed and heard.

Potential Threats/Obstacles

Currently merchants and property owners are not actively engaged. The majority do not attend BSD meetings or participate in special events. Some say they do not receive information. Others say they do not see a value to the BSD.

What Could Happen If Nothing Is Done

The BSD will become irrelevant to business and property owners. Potential for businesses and City to discontinue BSD assessment. BSD will cease to exist.

Potential Impact If the Goal is Met

1. Increase positive two way communication
2. Increase business success/retention
3. Increase effectiveness and perceived value of the BSD
4. Increase merchant and property owner participation and engagement
5. Increase opportunity to further tap the market potential of downtown employees

Champions

Richard Astrein

Rachel A. Woods

Doug Fehan (Bob Benkert removed)

No committee has been assigned. However, staff recommends that BSD establish an Organizational Committee, similar to Main Street model.

Objectives

1. Monitor and raise awareness around key issues impacting the BSD and its constituents and advocate as needed. Continuously inform and reconfirm with all stakeholders what is currently happening, what has already taken place and how the shopping district has or could be impacted.
2. Initiate effective two-way communications and dialogue around issues faced by our constituents and how we can change or improve to better serve them.
 - a. For merchants; utilize Block captains, meetings, and personal outreach
 - b. For property owners; engage more actively with round table meetings and personal outreach
 - c. Enhance two-way communication with office workers; identify more ways to tap into this potential and growing market
3. When specific concerns or issues are raised by BSD constituents, engage the city and other stakeholders in formal discussions and take action if needed.
4. Provide education and resources for businesses
 - a. Regular education forums
5. Assist with retention of businesses
6. Identify and create resources to help stores:
 - a. Bring and keep shoppers

- b. Be strategic in their thinking
- 7. Lead in the unification of businesses
 - a. Networking Events
 - b. Cross-promotion
 - c. Collaboration around parking/ construction issues
 - d. Coordinated store hours

Goal 2: To enhance the *brand* of the Birmingham Shopping District, by creating messaging and an experience for the visitor that is clear, cohesive and consistent in portraying our strengths and assets, and to expand the reach of Birmingham's message to new markets and new demographics.

The Opportunity

This is important because we have the opportunity to create a brand that will portray Birmingham's unique shopping and dining, walkability, great public spaces, and atmosphere, and to align messaging, events and activities in support of the brand.

Potential Threats/Obstacles

Potential threats to this include lack of agreement and unity among merchants about "what is Birmingham". Also, a potential lack of understanding or agreement on part of merchants about the definition of our core customer, and what are they looking for in a shopping experience.

What Will Happen If We Do Nothing

Birmingham loses the competitive edge to Somerset, and other downtowns and shopping centers who are competing for customers. We will continue to have events and activities that are fragmented and/or inconsistent with a common message.

Potential Positive Impact If Goal Is Met

Increased visibility for Birmingham BSD, measured through customer surveys.

1. Consistent look and feel across all advertising platforms.
2. Increased traffic to BSD website, and social media pages.
3. Positive feedback from merchants.
4. "Top of mind awareness".
5. Alignment of activities and events with the common brand

Champions

Cheryl Daskas

Committee: Marketing Committee

Objectives

1. Conduct research, and branding exercise, utilizing outside resources.
2. Achieve consistency of message and look across all platforms.
3. Target younger demographic, outside of traditional market area.
4. Evaluate current activities (events, flowers, signage, etc.) for consistency with the brand and align accordingly.
5. Explore the opportunity to further apply the brand to unique districts.

Suggested Tactics (completed early 2016)

1. Create RFP for BSD Branding
2. Engage winning agency in group branding exercise with stakeholders
 - a. Include Board Members, Staff and Committee Members
3. Review/accept proposed materials
4. Implement and monitor new branding across all marketing platforms

Goal 3: Aggressively advocate for our constituents regarding parking, traffic and **construction/ infrastructure issues. Inform through communication and participation in the process. Further, to confirm our commitment to being a part of the solution.**

The Opportunity

Parking is a critical issue facing the shopping district, with the influx of new workers and a current parking system that appears to be over-capacity. The actions of the City to increase capacity and efficiency of the system over the next **6 - 48** months will be important for the current time and into the future. Walkability is a key to Birmingham's success as a retail district, so traffic must be carefully considered as well.

There is opportunity to explore how we can work with property owners to become part of the solution for parking.

Potential Threats/Obstacles

The major threat to this goal is delay. Steps must be taken expediently, before the lack of capacity begins to negatively impact the Birmingham "experience", the financial strength of our local enterprises and business retention.

What Will Happen If Nothing Is Done

Birmingham could gain a reputation for being inconvenient and unfriendly to patrons and businesses.

What Will Happen If Goal Is Met

The measures of success may include the following:

1. Urgency and awareness regarding these issues will increase
2. The BSD is part of the process in developing innovative, common sense solutions to the parking shortage.
3. Business concerns are heard by the City, and appropriate measures are taken to respond to the concerns.
4. Strategies and long term plans are put in place to help minimize these acute shortfalls in the future.

Champions

Steve Quintal

Doug Fehan

Joe Valentine

Committee: Maintenance and **Executive** Committees

Objectives:

1. Communicate with City and businesses.
2. Identify short term strategies for businesses and property owners and communicate them accordingly.
3. Participate and advocate during the planning process.
4. **Encourage the city to continue to explore creative parking solutions.**
5. Keep the heat on.

Suggested Tactics:

1. Receive regular updates from City staff regarding current and future parking plans.
2. Work with BSD and City staff to coordinate communication to all businesses regarding parking.
3. Develop positions on key issues and communicate those through appropriate channels.
 - a. Attend meetings
 - b. Draft papers and documents in support of key issues

Goal 4: Become thought leaders and change agents for the businesses in the Birmingham Shopping District. Provide leadership in identifying relevant emerging trends and data, providing resources and education to address these issues, and support their integration into the business culture.

The Opportunity

The retail and small business environment is changing dramatically. Retailers especially must have the latest marketing and business planning tools to thrive in the age of online retail. We have the opportunity to utilize resources to help advance the BSD and our member businesses through research, information sharing, and education of relevant topics. Providing leadership and education of key issues for small businesses will show the value of the BSD and will help to improve the business climate within the district.

Potential Threats/Obstacles

Comfort with the status quo is a threat. Lack of will to implement new ideas, and general apathy on the part of the BSD and member businesses are obstacles which must be overcome.

What Will Happen If We Do Nothing

Birmingham will lose its edge as a shopping destination, and will fall behind competing shopping venues. Our retail businesses risk failure as a business enterprise.

What Will Happen If the Goal Is Met

Enhanced data, and educational programming for member businesses will keep us on the forefront as a shopping destination. This will lead to increased perceived value of BSD membership and long term success of members and of the BSD as an organization.

Champion

BSD Director
Executive Committee

Objectives

1. Continue to review trends in retail, service and small businesses.
2. Encourage Board discussion on important issues in the industry.
3. Become a clearing house for new innovative ideas, education and resources through a variety of channels to member businesses through publications, online resources, webinars, blogs and meetings
4. Evaluate and implement models for successful downtown shopping districts, such as the Main Street approach.
5. Implement innovative incentives and enticements for shoppers such as personal shoppers, concierge services, loyalty and gift card programs.
6. Continue to proactively and consistently engage with the city and share information on city initiatives that may impact the shopping district.

Recommended Quick Actions/ “Low Hanging Fruit”

Communications:

- Close the loop with all survey/ interview respondents.
 - Property owners – be a key source of information for them; build relationships with new owners/ developers
 - Reach out in person
 - Share market information
 - Address questions regarding snow shoveling
 - Share marketing, parking and construction updates
 - Clarify the tenant recruitment program
 - Merchants/Retailers
 - What you learned in the surveys
 - Parking construction updates
 - Note: e-mail works well with this group
 - Office Workers/ Employees
 - Survey highlights
 - With new contact information, share events, activities, etc. in town
- Develop a communications plan/ structure to assure on-going two-way connections with these groups. Communicate with the WIIFM (what’s in it for me) in mind for each audience.

Marketing:

- Work with south-end and triangle merchants to market them using the All In Birmingham brand.
- Target office workers (large untapped market).
 - Email connection and ask to “post” in office
 - Market promotions, events, special activities
 - Promote lunch options i.e. “Lunch under \$10 in 45 minutes or less” locations (ask restaurants to support this, do call ahead, etc.)
 - Promote holiday shopping in Birmingham to this group with ideas and locations i.e. “Shopping for Mom? Try...”



MEMORANDUM

DATE: January 17, 2017

TO: Joseph A. Valentine, City Manager

FROM: John Heiney, Executive Director

SUBJECT: Birmingham Shopping District Plan During Road Construction

As we look ahead to major reconstruction of Old Woodward in 2017, the Birmingham Shopping District is prepared with a number of measures to assist businesses, and to invite shoppers to continue patronizing the downtown before, during and after the project. The Shopping District Board has authorized additional expenditures this year in support of these activities, and we will be looking to the Advisory Parking Committee in the future for financial support as well.

Attached is a report that was given to the Shopping District Board earlier this month. BSD staff are prepared to implement these new support measures, and to create a continuous flow of communication with business owners as the project ramps up.

Some of the programs outlined in the attached report include:

- Merchant communication including email blasts, merchant meetings and store visits.
- Enhanced store-front signs and lighting.
- Special events designed to get shoppers out to the affected stores.
- Free valet parking in three locations for customer convenience.
- “Selfie spots”, and a progress thermometer.

These plans have been well-thought out, and many were implemented successfully on Hamilton Row in 2016. Partners like the Birmingham Bloomfield Chamber, and Children’s Hospital of Michigan helped make Hamilton a success, and we are planning to work with them again this year.



The Shopping District

MEMORANDUM

DATE: December 20, 2016

TO: Birmingham Shopping District Board

FROM: Marianne Gamboa, Public Relations Specialist

SUBJECT: 2017 Road Construction Promotional Campaign

An extensive promotional campaign has been created to support businesses during the downtown infrastructure project along Old Woodward in 2017. A combination of signs, marketing, special events and customer convenience measures will encourage visitors to come to Old Woodward throughout construction.

Merchant Communication

We will meet with merchants multiple times, before and during the project. There will also be a regular weekly e-mail blast with project updates, including photos and descriptions of the work to be done. We will send additional special notifications when necessary, ie. before water is shut off or sidewalks are closed.

Advertising, Signs and Promotions

In late 2015, the BSD Board approved a range of additional expenditures, above the regular budget, to be used to assist during and after road construction projects. Some of the proposed advertising, signage and promotions include:

- Themed Advertising Campaign. Our construction theme will be: "Pave the Way for a More Beautiful Downtown". Similar slogans to be used in messaging and on signage throughout the construction area include: "Together, we'll pave the way for a more beautiful downtown." And, "Pardon Our Dust. We're Paving the Way for a More Beautiful Downtown." Harris Marketing Group designed our Pave The Way construction logo.



- Free Valet Parking - Three locations to serve the public:
 - Old Woodward at Willits
 - Maple at Henrietta
 - Old Woodward south of Brown

All locations will be well-marked with prominent signage, and there will be multi-media advertising campaigns to alert shoppers to this convenience.

- Enhanced signage and lighting. This would follow the same design as Pierce and Hamilton, with colorful individual store signs on tall posts in front of the store. Plus, mini-lights draped between the sign poles to add light and color. Also, large colorful banners at the barricade entrances, indicating STORES ARE OPEN.



- Activities and Events

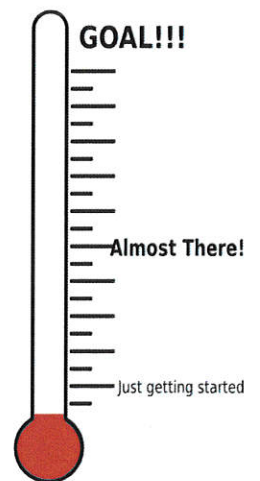
- **Cash Mob** (in partnership with Chamber of Commerce). We are proposing two cash mobs - North Old Woodward and South Old Woodward.



- **Family Day** featuring kids activities, construction equipment, photos, etc. Children's Hospital Of Michigan has tentatively agreed to sponsor again for 2017.
- **Paint the Barricades** public art program. The idea is to have several different areas decorated, so it is spread out along the entire area.
 - Kids art contest during Family Day using paint or chalk.
 - Commission professional artists to paint/chalk art sections of the sidewalk barricades. Possibly have them do this during an event so visitors can watch them work.
 - Invite student artists to paint sections of the barricade.
- **Selfie Spot** with a construction cutout.



- **Progress Thermometer Sign** – a large progress thermometer in the construction area will show how close we are to completion.



Many of the above programs have proven successful in the past during the Pierce and Hamilton construction projects.

In all cases we will be responsive and sensitive to business owners concerns during the process, and will act as communications liaisons between the businesses, construction company and the City.



MEMORANDUM

Building Department

DATE: January 7, 2017

TO: Joseph A. Valentine, City Manager

FROM: Bruce R. Johnson, Building Official

SUBJECT: Long Range Planning Meeting
Construction Related City Code Updates

The Building Department continues pushing forward with technology improvements to help manage the high volume of plan reviews, permits and inspections as construction activity levels remain high. We will be going live with online inspection scheduling on March 1st of this year. We will advance from there to developing and implementing PZE review processes to better track development projects across multiple departments from site plan submittal through certificate of occupancy issuance. In addition to the technology improvements, we soon will be proposing updates to the City Code that will address specific construction related enforcement difficulties we are experiencing.

The Building and Engineering Departments are experiencing increased difficulties with a number of projects during both plan review and inspection procedures. Engineering performs a detailed site evaluation for all new house, addition, detached garage and swimming pool projects reviewing existing and proposed grades, drainage patterns, first floor elevations and utilities. However, the City Code regulations are a little elusive in these areas and many developments are initially proposed outside of good engineering practices and with seemingly no consideration for the surrounding properties. We have had proposals with first floor elevations in excess of 5-feet taller than the existing neighboring homes, retaining walls proposed along side and rear property lines to raise the grade higher than neighboring properties and recently a 5-foot tall retaining wall was proposed in a front open space to level a portion of the front yard. While staff does a great job reining these inappropriate designs in, revising the existing provisions in the City Code would assist us with the more persistent builders.

Building permits are issued after building and engineering reviews have been completed and approved. Staff then conducts detailed inspections at various stages of construction while new houses are built. These inspections insure that actual construction complies with the building codes and the approved construction documents. Staff has noted over the past couple of years an increase in the number of occurrences of noncompliance with the approved construction and drainage plans. Discrepancies discovered include first floor elevations raised higher than approved requiring surrounding grades to also be raised, retaining walls installed along property lines to accommodate finished grade higher than surrounding properties, and portions of buildings or structures placed within required open spaces. These deficiencies must be corrected but are oftentimes difficult to resolve requiring a substantial amount of staff time. Adding language to the City Code will also help with these situations. In addition, we will

propose adding requirements for as-built surveys including that they are initially submitted prior to the backfill inspection to verify first floor elevations and that the basement has been installed in the proper location.

The department continually seeks methods to improve customer service by streamlining its processes. The changes to the City Code discussed above will increase efficiency for both staff and the public saving valuable time on both sides. The changes are expected to be presented to the City Commission in late April.



MEMORANDUM

Department of Public Services

DATE: January 13, 2017

TO: Joseph A. Valentine, City Manager

FROM: Lauren A. Wood, Director of Public Services

SUBJECT: 5 Year Parks and Recreation Master Plan Update

The City of Birmingham Parks and Recreation Master Plan 2012-2016 is scheduled to be revised this year in order to be updated and submitted to the Michigan Department of Natural Resources. Communities are required to develop a recreation plan to establish eligibility to apply for recreation and resource conservation grants from the Department of Natural Resources (DNR). This update will be the fourth Recreation Master Plan for the City of Birmingham. The City began developing such documents beginning in 2000.

A Master Plan is intended to serve as a guide in the planning for future park and recreation opportunities, development needs, services and implementation. This assists the City to remain proactive in determining the community's future priorities and how to accomplish them. The plan ideally forms the road map for the decisions made in the next five years regarding the provision of park and recreation lands and other open space for the community.

Most importantly, the planning process allows the community to determine not only current, but also future community needs. The citizen input process is the most critical element in making these determinations. The Master Plan sub-committee of the Parks and Recreation Board along with City staff will be involved during this Recreation Master Plan update.

Historically, the recreation planning and development efforts have been extensive over the past several years, particularly an opportunity as the result of the Parks and Recreation Bond Funds. Attached is a summary of the allocation of bond funds by project completed since the 2002 and 2008 Bond Issues. Also, enclosed is a copy of the Schedule of Proposed Capital Improvements directly from the 2012-2016 Recreation Master Plan which shows a status update of each item.

On a regular basis, parks and recreational reviews occur to develop current needs and as part of the Master Plan process all of the various recreational assets are reviewed to determine potential opportunities for long-term improvements. The proposed schedule for updating the Parks and Recreation Master Plan begins very soon. The Parks and Recreation Board will be provided a timeline for this process at their February 7, 2017 meeting. A Request for Proposal will be underway in short order and the process will officially begin. In the past, such Master Plan updates have taken approximately six to eight months from start to finish.

CITY OF BIRMINGHAM
PARKS AND RECREATION BOND ISSUES
ALLOCATION OF BOND FUNDS BY PROJECT

	2002 ISSUE	2008 ISSUE	TOTAL
SOURCE OF FUNDS			
BOND PROCEEDS	\$15,700,000.00	\$3,972,395.00	\$19,672,395.00
INTEREST INCOME	422,687.88	42,394.12	465,082.00
TOTAL FUNDS AVAILABLE	\$16,122,687.88	\$4,014,789.12	\$20,137,477.00
USE OF FUNDS			
QUARTON LAKE DREDGING	\$1,274,911.63		\$1,274,911.63
QUARTON LAKE PARK DESIGN & IMPROVEMENTS	787,901.28		787,901.28
QUARTON LAKE DAM	329,907.81		329,907.81
ST. JAMES TENNIS COURT	32,414.20		32,414.20
PARK SIGNAGE	8,925.00		8,925.00
DOG PARK (SPRINGDALE)	9,000.00		9,000.00
TRAIL STUDY	19,500.00		19,500.00
MUSEUM SITE IMPROVEMENTS PHASE 1	198,089.85		198,089.85
MUSEUM SITE IMPROVEMENTS PHASE 2	14,500.00		14,500.00
BOOTH PARK DESIGN PHASE I & II	298,880.71		298,880.71
BOOTH PARK DEVELOPMENT PHASE I	33,661.00		33,661.00
BOOTH PARK DEVELOPMENT PHASE II	816,235.00		816,235.00
BOOTH PARK WALL REPAIR	24,629.75		24,629.75
BARNUM SITE LAND ACQUISTION & CLOSING COSTS	8,586,113.75		8,586,113.75
BARNUM PARK SITE USE CONSULTING & DEVELOPMENT	151,818.71	1,593,123.46	1,744,942.17
BARNUM-PHASE 2	13,218.83		13,218.83
SKATE PARK DESIGN & CONSTRUCTION	186,975.73		186,975.73
HOWATH PARK	31,529.00		31,529.00
LINCOLN WELL SITE PLAYGROUND EQUIP.	15,483.00		15,483.00
UPDATE RECREATION MASTER PLAN	29,200.00		29,200.00
PICNIC TABLES, BENCHES, BASKETS	34,577.91		34,577.91
KENNING PARK/ICE ARENA PARKING LOT	20,040.30		20,040.30
DEWEY PROPERTY	190,583.68		190,583.68
ROEPER PROPERTY	2,472,887.75		2,472,887.75
SHAIN PARK DESIGN	388,410.74	53,751.87	442,162.61
SHAIN PARK DEVELOPMENT	16,238.23	2,300,000.00	2,316,238.23
SHAIN PARK FURNITURE	14,777.00		14,777.00
ST. JAMES PARKING LOT		6,500.00	6,500.00
PARKS-VARIOUS	35,510.84		35,510.84
BOND ISSUANCE COSTS	86,766.18	61,413.79	148,179.97
TOTAL BOND FUNDS ALLOCATED TO PROJECTS	\$16,122,687.88	\$4,014,789.12	\$20,137,477.00

City of Birmingham
Schedule of Proposed Capital Improvements ('12 - '16)

	Status Update	2012	2013	2014	2015	2016	Estimated Total Over Five Years (\$\$\$\$)	Proposed Funding Source(s)	Basis For Action
General Park Enhancements									
Continue general landscape and beautification	On-Going	●	●	●	●	●	25,000	Donations/General Fund	Administration
General Baseball/Softball Field Maintenance	On-Going	●	●	●	●	●	25,000	ASA Grant/General Fund	Administration
General Tennis Court Maintenance	On-Going	●		●		●	45,000	General Fund	Public Input, Administration
Installation of Bike Racks	On-Going	●	●	●	●	●	10,000	General Fund	Public Input Administration
Installation of Drinking Fountains	On-Going		●		●		35,000	Donations/General Fund	Public Input Administration
Installation of Electric Outlets	Incomplete			●		●	TBD	Donations/General Fund	Public Input Administration
Installation of Park Benches and Picnic Tables	On-Going	●		●			40,000	Donations/General Fund	Public Input Administration
Installation of Park Shelters (Location TBD)	Incomplete					●	20,000	Donations/General Fund	Public Input Administration
Installation of Park Signage	Complete		●	●	●	●	100,000	Donations/General Fund	Administration
Land acquisition opportunities	As Needed	●	●	●	●	●	TBD	Donations/General Fund	Administration
Open Space Maintenance, i.e., seeding, drainage and grading at various Parks	On-Going	●	●	●	●	●	80,000	Donations/General Fund	Parks & Recreation Board
Playground Equipment Maintenance (i.e., ADA Replacement Equipment)	On-Going	●	●	●	●	●	50,000	Donations/MDNR/Access Grant/General Fund	Administration
Reforestation of Public Property	On-Going	●	●	●	●	●	25,000	Donations/Grants/General Fund	Administration
Site Furnishings (benches, trash receptacles, tables)	On-Going	●	●	●	●	●	80,000	Donations/Grants/General Fund	Administration
Adams Park									
Develop Adams Park Master Plan	Complete			●			15,000	Donations/MDNR/General Fund	Public Input
Implementation of Park Master Plan	Incomplete				●		TBD	Donations/MDNR/General Fund	Public Input
Barnum Park									
Implementation Phase 2	Complete	●	●				150,000	Donations/General Fund	Public Input
Booth Park									
Re-evaluate Phase 3-Entrance Plaza	Incomplete			●			TBD	Donations/General Fund	Public Input
Fairway Park									
Bank Stabilization	Complete		●				25,000	MDNR/General Fund	Parks Board Master Plan Committee
Kenning Park									
Develop Kenning Park Master Plan	Complete		●	●			40,000	Donations/MDNR/ASA Grant/General Fund	Public Input
Implementation of Kenning Park Master Plan	Phase I Complete			●	●	●	TBD	Donations/MDNR/ASA Grant/General Fund	Public Input
Parking Lot Re-Construction (Phase I)	Complete				●	●	600,000	General Fund	Administration

City of Birmingham
Schedule of Proposed Capital Improvements ('12 - '16)

	Status Update	2012	2013	2014	2015	2016	Estimated Total Over Five Years (\$\$\$\$)	Proposed Funding Source(s)	Basis For Action
Lincoln Hills Golf Course									
Access to Dog Park from Birmingham/Bloomfield Art Center	Incomplete				●	●	40,000	Collection of Usage Fee for Dog Park/General Fund	Parks Board Master Plan Committee
Lincoln Well Site									
Improve Parking lot	Incomplete		●				13,000	General Fund	Administration
Linn Smith Park									
Feasibility and Installation of pedestrian bridge	Incomplete			●			95,000	Donations/MDNR/General Fund	Public Input
Pembroke Park									
Improve Athletic Areas (<i>Athletic Fields, Soccer Areas</i>)	Ballfield Complete Soccer Area to begin Spring 2017	●	●				25,000	General Fund	Parks and Recreation Board Administration Public Input
Poppleton Park									
Analyze Athletic Fields(Maintenance/Improvements)	Incomplete			●			6,000	General Fund	Administration
Analyze Parking (Expansion)	Incomplete				●		6,000	General Fund	Parks and Recreation Board Master Plan Committee Administration
Crown Baseball Diamonds	Complete				●		6,000	General Fund	Administration
Installation of Basketball Courts	Incomplete					●	12,000	Donations/MDNR/General Fund	Public Input Administration
Update Playground Equipment	Incomplete			●			25,000	Donations/MDNR/Access Grant/General Fund	Public Input Administration
Rouge River Corridor									
Removal of Woody debris and riverbank stabilization	On-Going			●	●	●	TBD	General Fund	Parks & Recreation Board
Trail System Improvements	Incomplete	●	●	●	●	●	TBD	Donations/MDNR/Grants/General Fund	Administration
St. James Park									
Investigate Private/Public Partnerships	Complete		●				TBD	Donations/General Fund	Public Input Administration
Develop St. James Park Master Plan	Incomplete			●			35,000	Donations/General Fund	Public Input Administration
Implementation of St. James Park Master Plan	Incomplete				●		TBD	Donations/General Fund	Public Input Administration



MEMORANDUM

Department of Public Services

DATE: January 9, 2017

TO: Joseph A. Valentine, City Manager

FROM: Aaron Filipski, Public Services Manager

SUBJECT: Long Range Plan: 2017-18 Cape Seal

BACKGROUND

As part of its overall street maintenance program, the City of Birmingham maintains approximately 30 miles of 'unimproved' roads (see attached). Unimproved streets are generally uncurbed, gravel-based roadways that have been partially improved through a process called 'cape sealing'.

The process involves applying an asphalt-based binder to the existing road surface, laying a course of small stone 'chips', and sealing the surface with a thin layer of 'slurry' – a liquid mixture of finely crushed stone and asphalt emulsion. The result is a non-structural driving surface that is smoother, skid resistant, and better protected from damaging water penetration.

Although cape seal treatment provides a highly-economical alternative to designing and constructing a fully-engineered roadway, its lifespan is considerably shorter – typically 5-7 years – and therefore requires regular maintenance. Since 2005 the City of Birmingham has organized six rounds of maintenance, each targeting different streets on a rotational and need basis, with the most recent in 2014. In each case the specialized work was performed by a contractor, with assistance from DPS personnel.

The Department of Public Services is planning another similar project for the fiscal year 2017-18.

2017-18 PROJECT SCOPE

To date, a list of specific streets for inclusion in the 2017-18 program is being developed and considers several factors, including:

- Elapsed time since last treatment
- Street condition, based on rating manual
- Maintenance frequency

The project is expected to begin by mid-July 2017 and, depending on weather and other factors, should be completed no later than mid-September.

Individual street sections are usually completed in 2-3 working days, during which traffic is only minimally disrupted.

CONDITION RATING SYSTEM

In determining the condition of unimproved roads, DPS staff conducted field inspections and assigned a rating to each roadway segment, based on criteria from the University of Wisconsin-Madison's *Sealcoat Pavement Surface Evaluation and Rating Manual*.

Inspectors considered a number of factors including treatment age, wear and flushing, surface loss, edge cracking, alligator cracking, patch work, and potholes.

The ratings fall on a 1-5 scale as follows:

SURFACE AGE	VISIBLE DISTRESS	GENERAL CONDITION	RATING
1 year old	<ul style="list-style-type: none"> No distress Excellent surface and ride 	<ul style="list-style-type: none"> New surface condition No maintenance required 	1 - Excellent
2-4 years old	<ul style="list-style-type: none"> Slight surface wear from traffic Slight loss of surface aggregate Minor flushing or tracking 	<ul style="list-style-type: none"> Little or no maintenance required 	2 - Good
3-5 years old	<ul style="list-style-type: none"> Moderate surface wear and/or flushing Slight edge cracking Occasional patch or loss of top layer sealcoat 	<ul style="list-style-type: none"> May need spot improvements Preventative maintenance sealcoat recommended 	3 - Fair
5+ years old	<ul style="list-style-type: none"> Severe wear or flushing Moderate to severe edge cracking or patching Potholes or significant loss of surface sealcoat Alligator cracking 	<ul style="list-style-type: none"> Patching and/or surface wedging needed; New surface sealcoat required 	4 - Poor
5+ years old	<ul style="list-style-type: none"> Extensive loss of surface sealcoat Severe edge cracking and/or alligator cracking Extensive patching in poor condition and/or rutting 	<ul style="list-style-type: none"> Needs base improvement and minimum double-chip sealcoat 	5 - Failed

COSTS AND FUNDING

The majority of costs for cape seal maintenance are paid by the homeowners and businesses through a special tax assessment. Parcels that abut project streets are assessed 85% and 25% of the front- and side-footage costs, respectively. The remainders, 15% and 75%, are paid by the City of Birmingham.

In 2014, the cape seal program cost property owners between \$14 and \$27 per linear foot of property abutment. Costs vary depending on a number of factors, including the overall scope of work required for each street segment, roadway dimensions, and a requirement to install ADA-compliant sidewalk ramps at street crossings.

Given the number of variables involved, more precise cost estimates for the 2017-18 program are not possible until per-unit bid prices have been returned, and a more specific listing of streets has been created.

LIMITATIONS

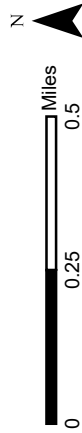
The cape seal process can, in some cases, improve low-lying and uneven areas of roadway. Generally, however, it does not remedy issues of 'ponding' near roadway edges – a common concern among residents – and other drainage concerns.

Additionally, the scale of this maintenance project is limited to what can be reasonably completed within a construction season. As such, not every street segment that would otherwise be eligible for maintenance can be included. Those excluded streets would be given greater consideration in subsequent projects.

Unimproved Roads

Birmingham, Mich.

Unimproved Roads





MEMORANDUM

Department of Public Services

DATE: January 12, 2017

TO: Joseph A. Valentine, City Manager

FROM: Aaron Filipski, Public Services Manager

SUBJECT: Long Range Plan: Water Customer Portal

Between 2011 and 2013 the Department of Public Services managed a city-wide water meter replacement program that included the replacement of approximately 8500 residential meters and the construction of a fixed-base meter reading network. The network allows meters to be read remotely and provides hourly consumption data – a feature that has proven to be helpful for DPS and Utility Billing staff in addressing concerns from residents about high bills and other related issues.

These improvements have positively impacted the quality and level of service Birmingham is able to provide its residents.

Currently the data provided by the Advanced Metering Infrastructure (AMI) is only accessible by City staff. In considering ways to further improve the quality and level of service to water customers, the Department of Public Services is investigating a web-based customer portal system that provides residents convenient access to the data provided by the network.

In addition to providing easy-to-understand usage graphs, comparative analysis, account history, and bill estimates, one of the system's most beneficial features is personalized threshold alerts. With these alerts, customers can be automatically notified when estimated bills or consumption have reached a certain level, or when abnormal usage may indicate a possible leak. Residents who elect to participate in this voluntary program can chose a number of notification methods including text message, email, phone, and standard mail.

City employees regularly respond to customer concerns about high water bills. In many cases, the data provided by the meter reading network helps to identify the source of water usage, but only after excessive, unwanted consumption has occurred. This tool would be helpful in recognizing excessive usage sooner, saving residents money and reducing the number of high bill concerns addressed by city staff.

A Request for Proposal posting is planned for March 2017. Pending satisfactory bid responses and City Commission review and approval, this innovative technology could be available to residents by June 2017.



MEMORANDUM

Department of Public Services

DATE: January 12, 2017

TO: Joseph A. Valentine, City Manager

FROM: Lauren A. Wood, Director of Public Services

SUBJECT: W. Lincoln Avenue – Bulb Out Review and Trial Application

As the result of past conversations from the City Commission about the appearance of the newly constructed, during a late 2014 project, W. Lincoln Avenue between Woodward Avenue and Southfield and due to many vehicles that rollover the curbs, it has prompted us to actively review the condition of the bulb outs this past year. Only this section of bulb outs has created an ongoing maintenance fiasco and as such this design is no longer practiced for developing or introducing bulb outs on various roads.

There are seven intersections as part of the reconfigured section of W. Lincoln that added bulb outs. Due to vehicles driving over the bulb outs this has warranted maintenance of the bulb out areas along W. Lincoln Avenue, including tracking the worst areas and treating the areas with topsoil and grass seed. The worst part of the year was during the spring when the ground condition was saturated from the snow and caused very soft ground conditions. In turn, since many larger vehicles either cannot navigate the turn radius, ruts occur in some of the bulb outs. The most abused location is the intersection of Pierce and W. Lincoln, particularly the southeast followed by the southwest bulb outs.

From time to time, motor vehicles hop even the regular curbs navigating around the City, but bulb outs on W. Lincoln have suffered more than most. In addition to monitoring and tracking the incidents of ruts along this stretch of W. Lincoln, we kept orange posts along the curb in the bulb out areas at Pierce to watch the pattern of vehicles rolling over the curb with and without the posts.

During the past year, five sections were noted to be the most severely damaged by being driven over creating ruts and requiring repairs. These required the most maintenance and upkeep throughout the year. In addition, we researched options for these intersection corners in lieu of grass. This included stones, aggregate corners, plant materials, etc. Our research even took us around the State and North America. We are still evaluating the turf protections alternatives including costs to test a different application for the most severe locations during this calendar year.

Some sample material is included in this report as part of some our findings. The material reinforces the corners while maintaining the grass look, but able to maintain traffic. We are not promoting a specific company at this point, but merely reviewing material options, based on the locations and existing road conditions.

Despite the fact, other City streets redesigned integrating bulb outs into the layout have not required ongoing maintenance to keep them looking good. The other streets with bulb outs in addition to W. Lincoln Avenue include N. Eton and along Pierce Street near Barnum Park.

The proposed product is a road shoulder stabilization grass paver porous system which provides turf protection based on the vehicle usage and potential for vehicle rollover onto the noted bulb outs on Lincoln Avenue. It will eliminate the ongoing ruts on the roadway which continue to create an ongoing maintenance and aesthetic issue. The systems will allow for the current look and feel along Lincoln, based on the original roadway design, and eliminate or reduce future maintenance costs. Vehicular traffic will continue to travel without any impact from the application. This may serve as an overall solution for a variety of areas, but the initial intention was to address the most critical bulb outs along W. Lincoln Avenue.

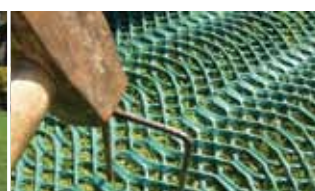
The proposed trial area will be the most severe bulb outs along W. Lincoln Avenue. Should the other streets with bulb outs or islands on roadways necessitate this grass paver application after the trial period, we will pursue other locations with a subsequent recommendation.

During the Long Range Planning Session a PowerPoint will be available to review in more detail the problematic areas along W. Lincoln Avenue and review potential solutions and hopefully by then have some preliminary cost estimates.

Bulb Outs

Pierce and Lincoln





GRASS, GROUND & GRAVEL REINFORCEMENT

www.sure-ground.com



ABOUT US

Suregreen Ltd supply a range of grass, ground and gravel reinforcement products that provide free draining paving solutions that are required to be used by traffic. The product range can be used as part of a source control layer within a SuDS design, where stormwater run-off is a consideration and provides reinforcement solutions from lightweight infrequent use up to regular heavy traffic.

Within our range are our permeable interlocking paving grids that are manufactured from recycled plastic. These pavers provide a permeable stabilised pavement that is ideal for either a gravel or grass fill for applications including car parks, coach parks, fire access lanes, driveways, paths and disabled access. Their open-cell structure is porous and ideal for optimum grass growth where a grass surface is preferred and also retains gravel in place where a permeable angular stone surface is required.

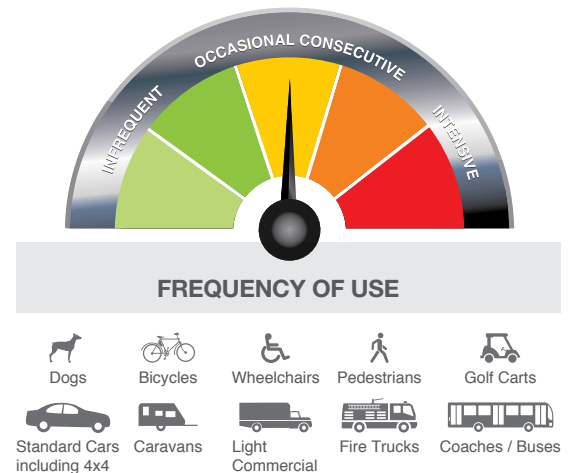
Grass reinforcement meshes are market leading thick plastic meshes that are installed directly onto grass areas that are required for use as overflow car parking, paths, verges and lawns. Once installed the grass quickly grows through the mesh and the grass roots intertwine with the mesh filaments creating a strong, reinforced invisible surface structure for car and pedestrian traffic. The reinforced surface will reduce grass wear, muddy areas and rutting caused by excessive vehicle use on grass.




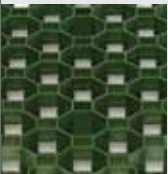














Our technical team have many years of onsite experience and are available to visit project sites to discuss product and application viability regarding our grass, gravel and ground reinforcement solutions.

Suregreen also market a range of garden and landscape products sold to the trade and consumer through our ecommerce website: www.sure-green.com.

PRODUCT SELECTION CHART

The following table is designed to identify which ground reinforcement products may be best suited for your requirements where vehicles are required to drive over grass and gravel surfaces. Typical applications and frequency of use would need to be confirmed by the existing ground conditions. Please contact our technical sales team for further guidance on product suitability. All our products can be used for regular pedestrian applications.



Product	Typical Applications	Frequency of Use	Loading	Page
 PP40 Porous Paver for Gravel – plastic paving grid for ground reinforcement and gravel retention.	Car parks, coach parks, private driveways, access roads, shed bases, fire access lanes, pedestrian walkways, wheelchair access.			04
 PP40 Porous Grass Paver – plastic paving grid for ground reinforcement.	Overflow car parking, fire access lanes, caravan/holiday home parking, residential parking.			06
 GR14 Grass Reinforcement Mesh - 14mm thick plastic mesh for reinforcing grass.	Overflow grass car parks, grass verge parking, access roads, wheelchair access, light aircraft taxiways, golf buggy routes.			08
 GR11 Grass Reinforcement Mesh – 11mm thick plastic mesh for reinforcing grass.	Overflow grass car parks, grass pedestrian paths, wheelchair access, caravan holiday parking.			08
 TR4 Turf Reinforcement Mesh – heavier grade plastic mesh for reinforcing grass.	Overflow grass car parks, Lawn reinforcement, dog areas, playgrounds, grass paths, wheelchair access.			10
 TR3 Turf Reinforcement Mesh – standard plastic mesh for reinforcing grass.	Overflow grass car parks, lawn reinforcement, dog run areas, grass paths, wheelchair access, support for matting.			10



SUREGREEN PP40

POROUS PAVER GRASS FINISH



SUREGREEN PP40 is a porous paver that can provide a solution to a wide range of trafficking needs over grass surfaces. The need might be an overflow car park, an emergency access route or wheel chair / disabled access. **SUREGREEN PP40** grass pavers have been developed to meet the demands of a grass finish for a porous plastic paver and manufactured using carefully selected recycled plastics. **SUREGREEN PP40** grass pavers meet the demands and loadings imposed across a wide range of traffic loads, frequencies of use and site conditions and to meet the demands of a grass finish for a porous plastic paver.

Applications / Uses:

- Overflow grass car parks
- Wheelchair / disabled access paths
- Free draining pedestrian paths
- Fire access routes
- Cycle paths
- Access routes and roads
- Grass Lawns



SUREGREEN PP40 porous plastic pavers can be filled with root zone and then seeded to give a grassed finish. With a grass finish, when installed correctly, SUREGREEN PP40 will provide a hard-wearing, robust and permeable free draining surface that would have an expected lifetime of many years. SUREGREEN PP40 grass pavers have been deliberately designed to allow excellent grass root entanglement with the paver to resist dynamic loadings and will also encourage strong, vibrant and sustainable grass growth. Please see our installation and design guidance documents for further information.

SUREGREEN PP40 grass pavers are supplied in easy to handle square grids which interlock with adjacent paving grids to create a stable and robust surface. The plastic pavers have a 40mm deep open honeycomb structure which promotes excellent root growth where a grass surface is preferred. Pavers have integral 25mm ground spikes that provide additional support and negate lateral displacement which is key where moving vehicles are in operation.





For technical and installation information visit:

www.sure-ground.com/products/porous-plastic-grass-paver



SUREGREEN PP40 has been manufactured using specially selected 100% recycled plastics that have the qualities that are required for a strong, long-lasting, stable product suitable for the designed traffic load. These include:-

- UV stabilisation to stop degradation by sunlight.
- Tested to 150T/m², capable of withstanding cars, vans, trucks and lorries.
- Paver profile allows expansion on warmer days or in direct sunlight when required to stop lifting.
- Plastic selection to allow use in cold temperatures – some plastic will become fragile when cold.
- Open structure to allow unhindered water permeability.
- Paver design maximises support and stability from a grass root structure.
- All plastics used are stable, chemically inert and are not toxic so are suitable for normal soil conditions.

SUREGREEN PP40 porous plastic paving grids have been designed to meet the demands laid down by local government regarding flood alleviation and SUDS requirements (Sustainable Urban Drainage Systems). PP40 pavers provide a porous / permeable pavement surface that allows rainwater / flood water to infiltrate through the paver surface and fill material into the subgrade below. SUREGREEN PP40 can be used as part of a source control layer within a SUDS design.



SUREGREEN PP40 pavers are designed to be installed using an appropriate subgrade and construction profile to suit local conditions and traffic loadings / movements. Please refer to our installation and design sheets for guidance and / or contact our technical team for guidance for full information.

Product Range

Laid size for 4 grids cover 1m²

Product	Size (outer)	Grid per m ² laid	Paver Cell Depth	Load bearing Strength Capacity	Material	Colour	Part Code
PP40 Porous Paver	500mm x 500mm	4	40mm	150T/m ²	100% Recycled PP/PE	Black	430653
PP40 Porous Paver	500mm x 500mm	4	40mm	150T/m ²	100% Recycled PP/PE	Green	433777

Parking Markers

Clip in plastic markers can be used to mark parking spaces in car parks or provide directional information.

Product	Colour	Part Code
Plastic Markers	White	432695





SUREGREEN GR11 & GR14

GRASS REINFORCEMENT MESH



SUREGREEN GR11 and GR14 grass reinforcement meshes have been specially designed, using carefully selected high density plastics, to allow permanent trafficking – car or pedestrian – to grassed areas where and when this would not normally be considered. SUREGREEN GR grass reinforcement mesh achieves this by reinforcing and protecting existing grass areas against traffic damage (vehicle / pedestrian wear and rutting) whilst retaining and keeping the natural look of grass cover.

SUREGREEN GR grass reinforcement meshes will allow prolonged summer and some winter use subject to factors like frequency of use, type of traffic, nature of soil and drainage. This would include parking on a daily basis, access to areas closed off in the colder, wetter months and disabled access. Please contact our technical team for further guidance.

SUREGREEN GR grass reinforcement meshes are used to provide many application solutions of parking and access where a grass surface may not have been previously considered.

Typical problems solved would include:-

- Daily car parking requirements
- Overflow car parking requirements
- Allowing off road parking on grass verges
- Access to grass areas normally closed off to trafficking
- Minimising damage to highly trafficked grassed areas like builders compounds.
- Temporary grass access routes
- Protection to allow routing by golf buggies.
- Equestrian issues like poaching and rutting at paddock gateways, walkways and feeding rings.





For technical and installation information visit:

www.sure-ground.com/products/grass-reinforcement-mesh



Installing SUREGREEN GR14 & GR11 grass reinforcement meshes is normally easy and trouble free. The plastic mesh is laid onto the existing grass and fixed in place using steel U-Pins. If installed correctly and not used inappropriately, the expected lifetime of the grass reinforcement meshes should be 10 to 20 years. The plastic mesh is UV stable, rot proof and once in place the mesh will not degrade. Please see our installation guide for instructions or contact our technical team for further clarification.

SUREGREEN GR meshes can be installed for immediate use for temporary applications. These would include grass access routes and builder compounds. Although not having the full working capacity of an integrated mesh, the effects of trafficking will be greatly minimised.

SUREGREEN GR11 and GR14 are a fully permeable solution and as can be used as part of a source control system within a Sustainable Urban Drainage System Solution (SUDS). The natural drainage of the land is unaffected as is the natural ecology of the soils by the mesh.

Product Range

Product	Size	Thickness	Weight	Material	Colour	Part Code
GR14 Heavy	2m x 20m	14mm	2kg/m ²	HDPE (Part recycled)	Green	430004
GR14 Heavy	2m x 10m	14mm	2kg/m ²	HDPE (Part recycled)	Green	430028
GR14 Heavy	1m x 10m	14mm	2kg/m ²	HDPE (Part recycled)	Green	430011
GR11 Standard	2m x 20m	11mm	1.2kg/m ²	HDPE (Part recycled)	Green	430042
GR11 Standard	2m x 10m	11mm	1.2kg/m ²	HDPE (Part recycled)	Green	430059
GR11 Standard	1m x 10m	11mm	1.2kg/m ²	HDPE (Part recycled)	Green	430035
GR11 Standard	2.5m x 5m	11mm	1.2kg/m ²	HDPE (Part recycled)	Green	434262

Fixing U-Pins

SUREGREEN GR grass reinforcement mesh is fixed to the grass using steel u-shaped pins.

Product	Pack Size	Material	Part Code
170mm long x 70mm wide x 6mm dia	50 per pack	Steel	430103



SUREGREEN GR grass reinforcement meshes are available in two mesh thickness / grades and in various roll sizes:

- SUREGREEN GR14 mesh is our heavy-grade 14mm thick, 2kg/m² product that is suitable for the more intensive / frequent traffic applications
- SUREGREEN GR11 mesh is our standard-grade 11mm thick, 1.2kg/m² product for less frequent and lighter applications or where economic restraints prevail.





SUREGREEN TR3 & TR4 TURF REINFORCEMENT MESH



SUREGREEN TR3 and TR4 turf reinforcement meshes have been specially designed, using carefully selected high density plastics, to allow light trafficking – car or pedestrian – to grassed areas where and when this would not normally be considered. Turf Reinforcement mesh helps to reduce grass wear, rutting and damage by spreading loads and creating a stronger root base and so retaining a natural, structure free grass cover.

Grass reinforced with SUREGREEN TR3 and TR4 turf reinforcement meshes can be used throughout the warmer seasons and occasionally in the winter months in some special circumstances, subject to factors like frequency of use, type of traffic, nature of soil and the surface drainage.

Turf reinforcement meshes are manufactured from part-recycled HDPE plastics and are designed to provide many solutions to grass parking, access roads and worn and rutted grass areas.

Typical applications include:-

- Overflow grass car parking requirements (TR4)
- Allowing off road grass parking on grass verges (TR4)
- Access to grass areas normally closed off to traffic (TR4)
- Pedestrian grassed areas / walkways. (TR3)
- Grass Paths (TR3)
- Lawn reinforcement (TR3)
- Dog and Pet run grassed areas (TR3)

SUREGREEN TR grass reinforcement meshes have been specially designed to allow quick and maximum grass entanglement and a reinforced structure. The plastic mesh will quickly disappear into the grass producing an invisible reinforced natural looking grass surface. SUREGREEN TR mesh is intended to give extra strength and a footprint to the top grass surface protecting the grass root structure and so abrasion is greatly minimised.





For technical and installation information visit:
www.sure-ground.com/products/turf-reinforcement-mesh

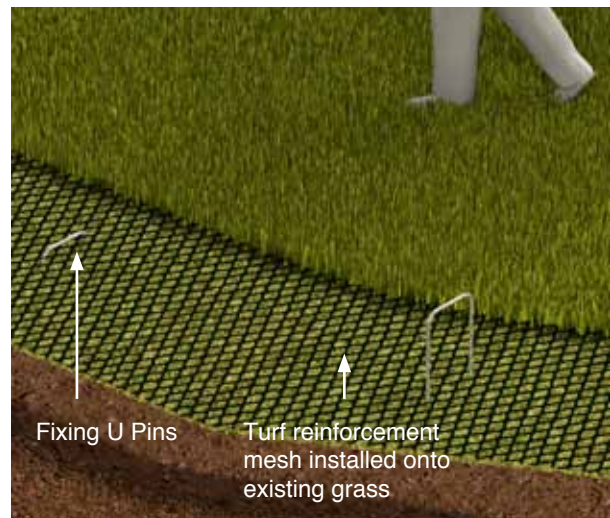


Installation is normally easy and trouble free by pinning the plastic mesh to the existing grass surface using Suregreen's steel fixing U-Pins. If installed correctly and not used inappropriately, the expected lifetime of the meshes should be 10 to 20 years.

SUREGREEN TR plastic meshes are UV stabilised, and once in place the mesh should not degrade. For full details of how to install SUREGREEN TR turf reinforcement meshes, please see our installation guide for further instruction. For further clarification please contact our technical team.

SUREGREEN TR3 and TR4 are a fully permeable solution and as such are used as or in a Sustainable Drainage System Solution (SUDS). The natural Drainage of the land is unaffected as is the natural ecology of the soils by the mesh.

SUREGREEN TR3 and TR4 reinforcement meshes reinforce grass for cars and pedestrian applications while keeping a natural grass surface that is permeable.



SUREGREEN TR turf reinforcement meshes are available in two mesh grades and in various roll sizes:

- SUREGREEN TR4 turf mesh is our premium-grade 660g/m² product that is suitable for the more frequent light traffic applications
- SUREGREEN TR3 turf protection mesh is our lighter standard-grade 430g/m² product for less frequent and very light traffic applications or pet areas.

Product Range

Product	Size	Mesh Aperture	Weight	Material	Colour	Part Code
TR4 Premium	2m x 30m	26 x 26mm	660g/m ²	HDPE (Part recycled)	Green	433814
TR3 Standard	2m x 30m	26 x 26mm	430g/m ²	HDPE (Part recycled)	Green	433784
TR3 Standard	2m x 10m	26 x 26mm	430g/m ²	HDPE (Part recycled)	Green	433791
TR3 Standard	1m x 10m	26 x 26mm	430g/m ²	HDPE (Part recycled)	Green	433807

Fixing U-Pins

SUREGREEN TR turf reinforcement mesh is fixed to the grass using steel u-shaped pins.

Product	Pack Size	Material	Part Code
170mm long x 70mm wide x 6mm dia	50 per pack	Steel	430103





MEMORANDUM

Office of the City Manager

DATE: January 18, 2017
TO: City Commission
FROM: Joseph A. Valentine, City Manager
SUBJECT: SOCRRA Recycling

The Southeast Oakland County Resource Recovery Authority (SOCRRA) is a municipal corporation consisting of twelve member municipalities with a total population of approximately 283,000 and covers an area over 75 square miles. SOCRRA's member communities are Berkley, Beverly Hills, Birmingham, Clawson, Ferndale, Hazel Park, Huntington Woods, Lathrup Village, Oak Park, Pleasant Ridge, Royal Oak and Troy.

SOCRRA operates a Transfer Station in Troy (on Coolidge north of 14 Mile) and a compost site in Rochester Hills. The Troy facility receives and compacts the mixed municipal solid waste for transfer to a private landfill for disposal.

SOCRRA also operates a Material Recovery Facility (MRF) on Coolidge north of 14 Mile that receives recyclable materials collected at curbside by the member municipalities. These recyclables are delivered to the MRF where the material is weighed and placed on the various processing conveyors for further sorting and baling for shipment to markets. The MRF is designed to process 100 tons per day in an eight hour shift, or 26,000 tons per year.

In an effort to expand its recycling service, SOCRRA is converting from a dual stream to a single stream system in July of 2017. SOCRRA has issued bonds for the project construction and conversion costs of \$7.479 million for the MRF in Troy. With this system conversion, residents of the member communities will receive 65 gallon recycling carts to replace their current recycling carts.

SOCRRA General Manager, Jeff McKeen, will provide an update on SOCRRA's project implementation of this conversion and the January 28th meeting.



MEMORANDUM

Police Department

DATE: January 13, 2017

TO: Joseph A. Valentine, City Manager

FROM: Mark H. Clemence, Police Chief

SUBJECT: Approved Long Range Planning Topics

The following three topics are priorities for the police department moving forward in the 2017-18 fiscal year:

9-1-1 SYSTEM REPLACEMENT

The Birmingham Police Department has entered into an agreement with Oakland County to replace our current Intrado Viper 9-1-1 equipment with a next generation 9-1-1 system manufactured by Emergency CallWorks, Inc. (a Motorola company). Our current system was installed prior to the consolidation of dispatch services with the Village of Beverly Hills in June, 2012.

This project was identified and approved in the 2016-17 General Fund Dispatch Capital Outlay budget. The authorization of Birmingham's participation in this multi-jurisdictional agreement involving all public safety answering points (PSAPs) in Oakland County was approved by the City Commission on September 12, 2016.

This project involves the replacement of emergency call processing equipment at (3) workstations in the Birmingham Police Department Communications Center. As is the case with our existing 9-1-1 system, the new ECW equipment will be interfaced with the city's administrative telephone system to streamline communications for our dispatch staff.

Oakland County is funding approximately 60% of the total project costs including network replacement and software. The PSAP costs are for "non-recurring" expenditures - customer premise equipment (CPE), system installation, and training. The City of Birmingham's cost for the next-gen 9-1-1 system is estimated at \$84,305.15. Purchase orders have been issued to the vendor and we are awaiting an installation date which is currently projected for April 2017. Benefits of the next generation 9-1-1 system include replacement of the legacy copper telephone line network with an ESI-Net (Emergency Services Internet Protocol Network), enhanced cellular phone location technology based on latitude, longitude and elevation coordinates vs. physical address location database, multimedia communications - ability to send texts / photos / videos to 9-1-1. Also, in the event of a disaster, Oakland County has established dynamic call routing protocols for 9-1-1, CLEMIS Computer Aided Dispatch (CAD), and the OpenSky radio network so that any dispatch center can manage any other Oakland County dispatch and emergency services during a disaster.

WATCHGUARD VIDEO

Our current digital in car video system was purchased from WatchGuard Video at a cost of \$92,840 in September 2011. This system consists of (10) mobile video systems and (1) WatchGuard DVR installed in the booking room to record communications with prisoners and detainees. The WatchGuard system also includes a 28 TB server, back up thumb drives, control panels, front and rear cameras, audio transmitters, wireless data upload access points, software and licensing. Our original system purchase included a one year warranty plus one additional year of prepaid maintenance. We have just entered the fifth year of extended warranty coverage, which is the maximum period allowed by WatchGuard.

We are pleased with the overall performance and reliability of the WatchGuard Video system. The police department has requested \$72,300 in the 2018-19 Drug and Law Enforcement Budget to replace this system. The replacement cost is significantly lower than the original purchase price as we are a "legacy customer" and therefore fees for evidence library, wireless transmitter kits and technical services are waived.

The WatchGuard system uses 4RE (Four Resolution Encoding) technology that features hi-definition digital video. The WatchGuard company has been in business since 2002, has approximately 50,000 units in service throughout the country and is the world's largest manufacturer of law enforcement video systems.

SECURITY SYSTEM UPGRADE – POLICE AND DEPARTMENT OF PUBLIC SERVICES

Following the terrorist attacks on the World Trade Center in 2001, a security system was installed to protect the city hall building and police pistol range. A similar system was installed at the Department of Public Services. Vigilante Security was the selected vendor for these projects.

For the past 16 years, these systems have functioned very well but are now in need of replacement due to age, availability of parts due to obsolescence and technological upgrades. The proposed update would shift the system design to an IP based control. The police portion of the update is estimated and budgeted for the 2017-18 fiscal year in the amount of \$26,750, with an additional \$17,320 in funding requested for the DPS facility upgrade.

The security systems provide access control using proximity readers. Electronic cards or keys are used to operate the gate arms and doors. Access to the buildings and parking lots is provided for each employee as requested by the respective department head.

Some of the features of this system are as follows:

- Electronic keys are issued to each police and fire vehicle.
- Electronic cards issued to employees and city commissioners also serve as a photo identification card.
- Parking in the city hall parking lot is provided for police cars, specific staff cars and city commissioners.

- As the police and DPS systems utilize the same software, a single key or card for each individual will control access to DPS and city hall.
- If an individual does not have parking privileges in the city hall lot, access can still be gained through police dispatch. By use of a surveillance camera system, intercom and remote opener, dispatch staff can open the gates to allow entry. There is an override switch located in the communications center to place the gates in an open position if needed for special circumstances (police and fire vehicles responding to emergencies, snow removal, etc.).
- There are ten exterior doors on the lower level of the city hall building. The security system is programmed so that on business days the doors automatically open at 7:30 a.m. and lock at 5:00 p.m. Three of these doors (Henrietta, Pierce, and Merrill) have card access readers so that an employee can enter the building without setting off an alarm.
- If a door is opened (or not properly closed) during non-business hours, an alarm will sound and the control panels will demonstrate the location of the insecure entrance.
- During periods of heightened security, all doors can be locked by an emergency switch. Under this type of situation, entrance and exit is only permitted at the police department lobby door. Card access readers will not function at this level of security.

Security systems featuring access control with proximity readers and electronic cards are currently limited to police and DPS facilities. Other city properties including library, museum, fire, golf courses, and ice arena do not have door strikes, cabling, controllers and required equipment to be included in this project.



MEMORANDUM

Fire Department

DATE: January 28, 2017

TO: Joseph A. Valentine, City Manager

FROM: John M. Connaughton, Fire Chief

SUBJECT: 2017 Long Range Planning – Chesterfield Fire Station

The Chesterfield Fire Station replacement project continues to move forward through the hard work of many. This project started as a concept and soon will be a reality. There is much more hard work to be done, and I will be an integral part of that process throughout, until completion. The value of a new fire station will be measureable in both fire department operations and ascetics, the new Chesterfield Fire Station will be one the residents of the City of Birmingham can be proud of.

The new fire station will replace a building, built in 1955 that has outlived its operational value. On May 9, 2016 the Birmingham City Commissioners approved a resolution endorsing the design plan for the Chesterfield Fire Station. On January 19, 2017 a Request for Proposal (RFP) was submitted to Michigan Inter-Governmental Trade Network (MITN) accepting sealed bid proposals from qualified professional firms to provide the demolition of the existing building and the construction of the new Chesterfield Fire Station. Dates have been set for a mandatory, Pre-Bid meeting to be held on the property; return of Bids with a Bid opening, City Commission award of construction contract, and a pre-construction meeting. On April 3, 2017 on site start of demolition/construction will begin. On October 27, 2017 the construction project will be at a point of substantial completion, which is an industry term meaning ready to be used for its designed purpose. Once the station is closed for demolition, response personnel and equipment from the Chesterfield Fire Station will be temporarily relocated to the Adams Fire Station. All responses for emergency services will respond from the Adams Fire Station until such time we can begin operations at the new Chesterfield Fire Station.

As stated earlier, much work, from many, have gone into the process needed to build a fire station meeting the high expectations of the City of Birmingham. At every facet details were scrutinized, the end result has been a very well thought out plan and a new fire station that will be iconic.



MEMORANDUM

Birmingham Museum

DATE: January 12, 2017
TO: Joe Valentine, City Manager
FROM: Leslie Pielack, Museum Director
SUBJECT: Museum Long Range Planning Report

During 2016, the Birmingham Museum accomplished several key objectives. Our mission statement was updated and our name was changed from the *Birmingham Historical Museum & Park* to the *Birmingham Museum*, allowing us to refresh our image and reach new audiences. We also completed the Hill School Bell outdoor structure, a multi-year project that brought our community and stakeholders together. Finally, we reviewed and revised our 2013-2016 Strategic Plan, helping us position the museum to continue to make progress toward long-term goals in the next three years. The emphasis for 2017 will center on the following:

1) Present the new 2017-2020 Birmingham Museum Strategic Plan to the commission for approval, and begin implementation.

The revised plan builds on the foundation of the original strategic plan, and continues its emphasis on a) community engagement and public access; b) strategic development and care of our collection; c) strengthening financial and other resources for improved sustainability; and d) marketing and image enhancement.

2) Undertake a comprehensive master landscape plan for the park and site.

The potential resources of the museum's landscape are numerous. They include both historic and natural elements in the landscape, a spring fed pool, and the additional advantage of proximity to the Rouge River corridor. The complexity of the site requires careful study, public input, and long term strategies to protect and preserve as well as educate and provide for public enjoyment. The potential also exists for grant funding and donor support of such a all-inclusive approach to utilize the site while simultaneously protecting it. The Museum Board will be focusing on developing a comprehensive master landscape plan as a major initiative during 2017.

3) Explore possible city-wide commemoration of the bicentennial of Birmingham's founding, including a potential book project to coincide with the bicentennial on December 1, 2018.

Elijah Willits made the first recorded land purchase in what is now Birmingham on December 1, 1818, when Oakland County was still a vast wilderness. That early settlement period is an important part of our local history, and established much of what has made Birmingham unique. The Museum Board will be looking into recommendations as to how the city might celebrate our bicentennial. In particular, the Museum Board has formed a joint committee with the Friends of the Birmingham Museum to investigate a possible book project to coincide with this event.

Respectfully submitted,

Leslie Pielack
Museum Director

To: Joe Valentine, Birmingham City Manager
From: Doug Koschik, Baldwin Public Library Director
Subject: Long-Range Planning Session on January 28, 2017
Date: January 16, 2017

At the January 28, 2017, long-range planning session, I will deliver an update on two topics concerning the Baldwin Public Library building:

- Progress on the Library's Adult Services renovation project
- Review of Baldwin's long-range building vision

Adult Services Renovation Project

The Adult Services renovation project is going according to schedule, thanks to the expert guidance of Building Official Bruce Johnson and Building Inspector Mike Morad. Work will be finished in the spring. Currently, it appears that the project will come in under its budget of \$2.218 million.

The goal of the project is to transform existing space, making it more attractive, user-friendly, and functional. The plan will:

- Increase study and collaboration space
- Improve wayfinding and browsability
- Enhance acoustics and lighting
- Replace the carpet and furnishings
- Raise the ceiling
- Move the computer lab to the main floor
- Install a makerspace
- Create a new reading room off the Grand Hall
- Restore the brick on the 1927 building to its original color
- Infuse the space with light by installing windows along the curved exterior wall and opening up previously blocked-off windows between the 1927 building and the 1981 addition

Starting on the next page are photographs of the construction project.

Getting books ready for storage



The 1981 addition after all furniture and shelving were removed



The exposed ceiling and exterior curved wall



Ceiling coffers



Brick restored to the original color



Exposed windows between the 1927 building and the 1981 addition



Limestone being removed from the exterior in preparation for new windows



Baldwin Public Library's Long-Range Building Vision

The Library presented its long-range building vision to the Birmingham City Commission at its January 16, 2016, long-range planning session. Below is a review of that plan.

Goals

The three-phase building plan aims to:

- Increase the value that Baldwin delivers to residents and businesses
- Respond to public input
- Ensure that Baldwin remains competitive against other area libraries
- Strengthen Birmingham's civic center
- Balance community needs, given limited resources

Phase 1

Phase 1 is the Adult Services renovation, which is already underway. The area affected by Phase 1 is shown at the end of this report, under "Space Plan – Phase 1."

Phase 2

Phase 2 would consist of the following elements:

- Renovation of the existing Youth Room, including public, staff, and storage spaces
- Expansion of the Youth Room, adding approximately 40%--or approximately 2,000 gross square feet

- Widening of the hallway leading from the entrance toward the Youth Room. This would help the circulation flow and succeed in connecting the Youth Room better to Adult Services
- Upgrade of the public restrooms on the main floor
- Re-use of existing shelving, wherever possible
- New furniture and fixtures

The area affect by Phase 2 is shown at the end of this report, under “Space Plan – Phase 2.” The estimated cost of Phase 2, in 2016 dollars, is \$1,882,157, broken down as follows:

Renovation of existing Youth Room	\$1,025,280
Expansion of Youth Room	729,750
Professional consulting	37,500
Owner’s contingency	<u>89,627</u>
Total	\$1,882,157

Note that the Library considers an upgrade of the Youth Room to be its most urgent building need.

Phase 3

Phase 3 would consist of the following elements:

- Renovation of the Circulation area
- Installation of skylights around the exterior of the 1927 building. The skylights would allow natural light to enter the interior of the building.
- Development of a new entry
- Upgrade of the outdoor space next to the new enclosed entry

The area affect by Phase 3 is shown at the end of this report, under “Space Plan – Phase 3.” The estimated cost of Phase 2, in 2016 dollars, is \$1,643,922, broken down as follows:

Circulation area	\$ 286,230
New entry	971,850
Professional consulting	37,500
Skylights	120,000
Exterior	150,060
Owner’s contingency	<u>78,282</u>
Total	\$1,643,922

All 3 Phases Together

The area affect by all three phases is shown at the end of this report, under “Space Plan – Phases 1, 2, 3.”

Timeline

Assuming that the public is willing and financing is available, the Library Board would prefer to proceed with the construction of Phase 2 at the end of 2019 and with the construction of Phase 3 at the end of 2022.

Costs

The costs of Phases 2 and 3 are listed below—first in 2016 dollars and then in 2019 and 2022 dollars. In estimating 2019 and 2022 construction costs, the Library used a 4% annual cost escalator.

In 2016 dollars, the three phases would cost a total of \$5,744,251:

Phase 2:	1,882,157
Phase 3:	<u>1,643,922</u>
Total:	\$3,526,079

If the costs are adjusted to 2019 dollars for Phase 2 and to 2022 dollars for Phase 3, the total cost would be \$4,197,256:

Phase 2 (2019 dollars):	2,117,170
Phase 3 (2022 dollars):	<u>2,080,086</u>
Total:	\$4,197,256

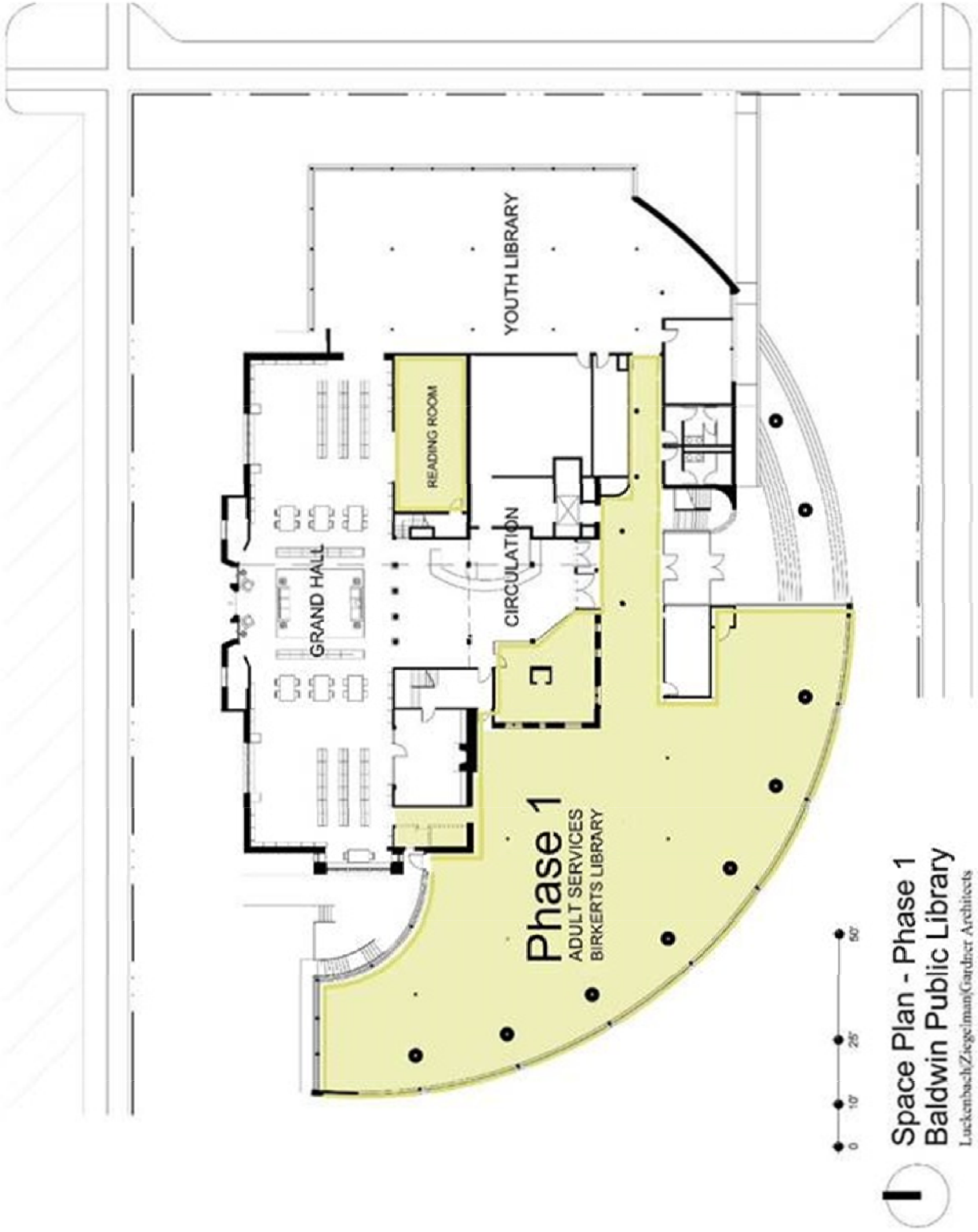
Funding

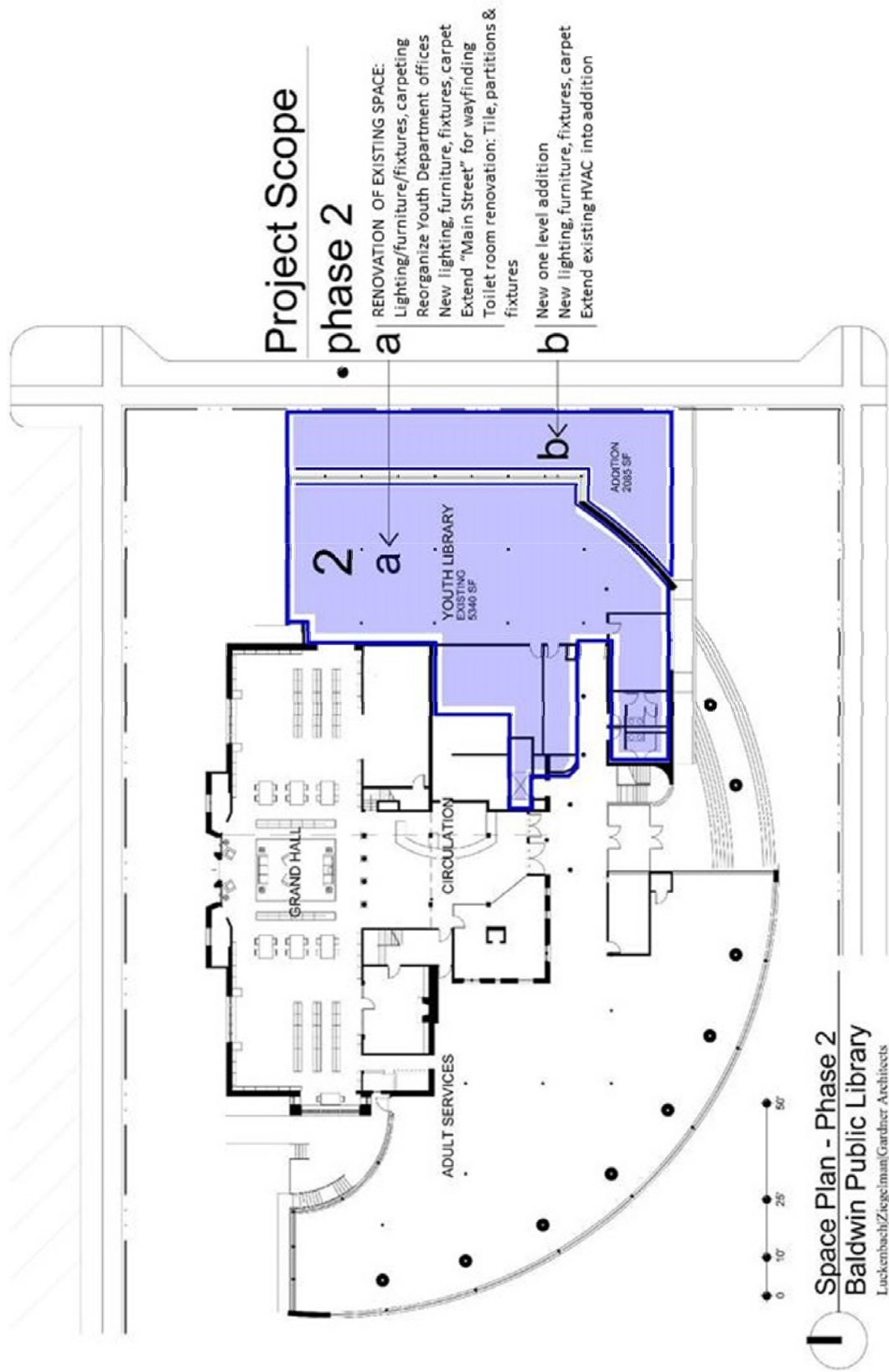
Funding strategies for Phases 2 and 3 are currently being explored. At the very end of this report is a graph that shows how a continuation of the Library's millage increase, first implemented in 2016, could fund Phases 2 and 3. But any funding decision must be made by the City Commission, keeping in mind all of Birmingham's needs and priorities.

Conclusion

The Library Board and Library Staff are grateful to the City of Birmingham for making the renovation of Baldwin's Adult Services Department a reality. We are sure that the public will embrace this space with enthusiasm once it is unveiled in the spring.

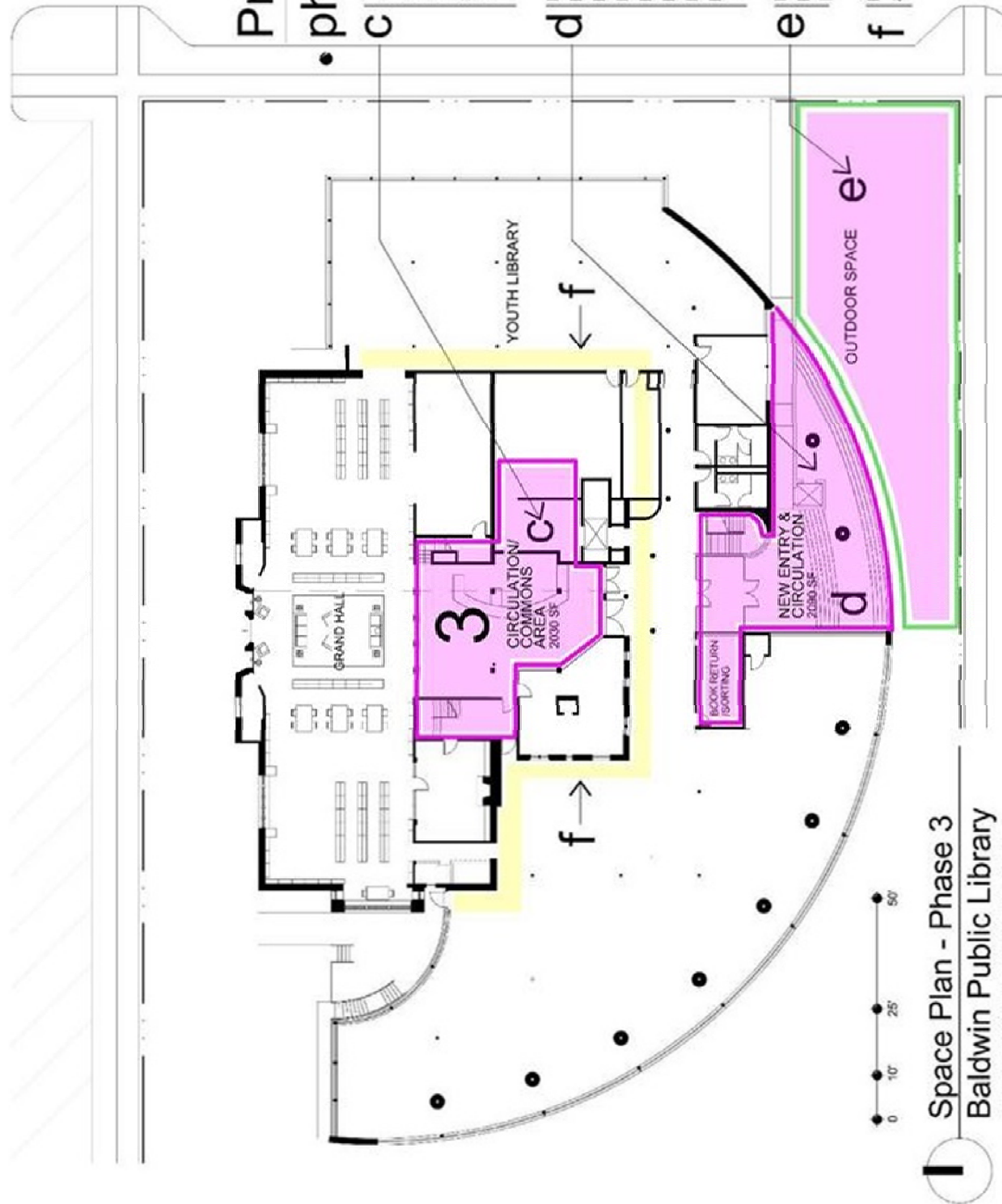
To keep the momentum going, we encourage the City Commission to put Phases 2 and 3 of the Library's long-range building vision onto the list of future City projects and to start taking steps that will ensure that financing for these phases is available when it is needed.

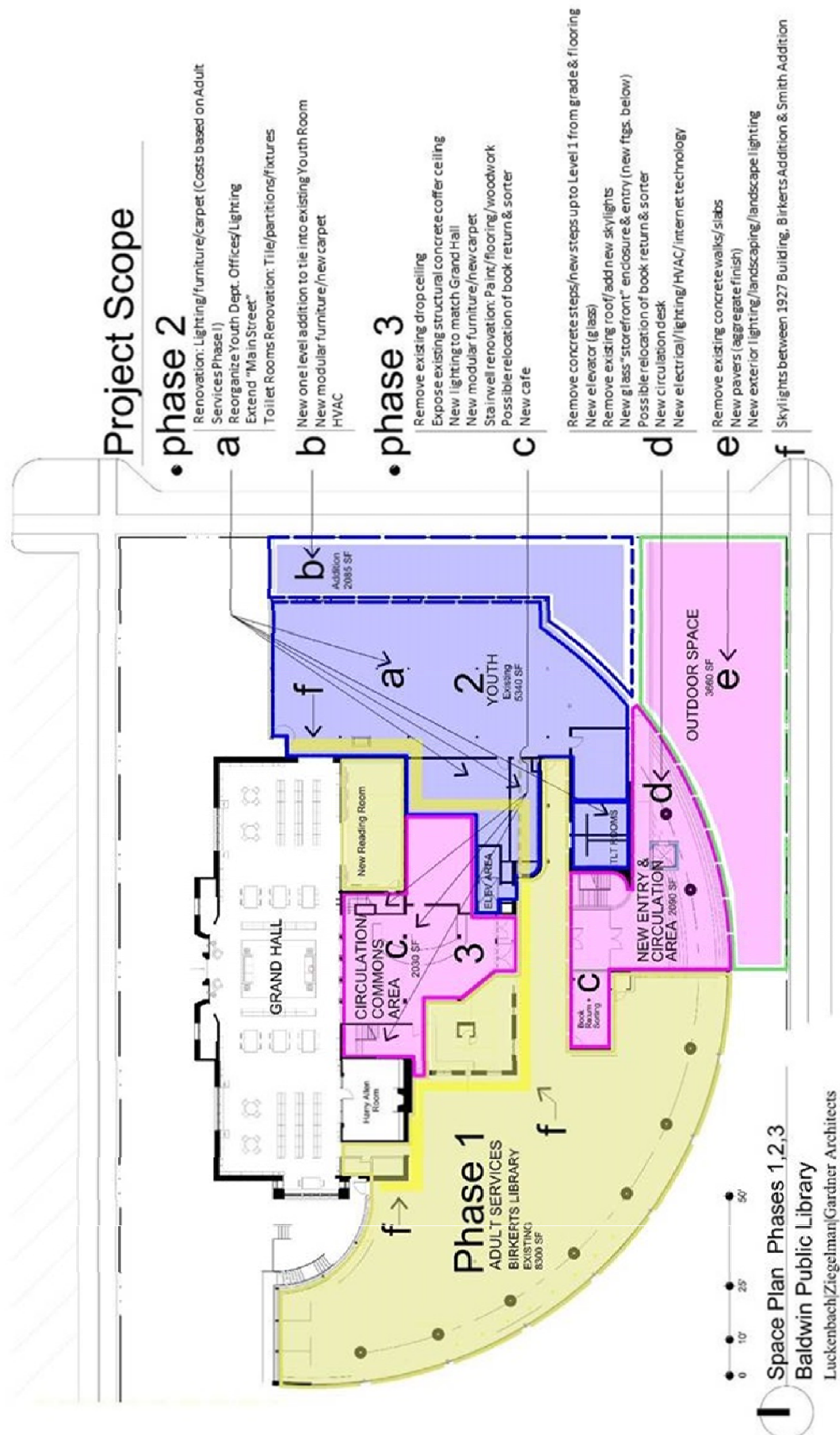




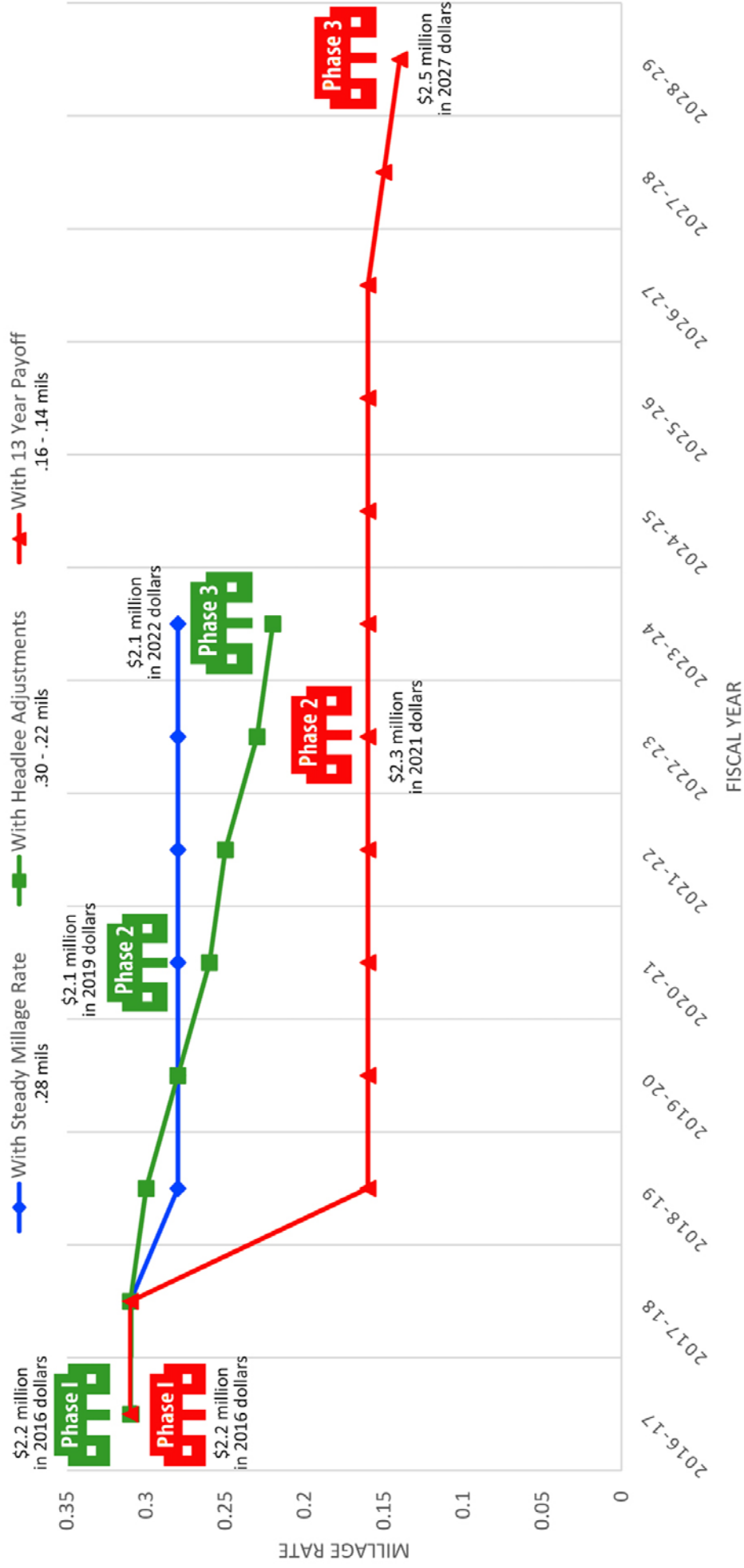
- phase 3

- Remove existing drop ceiling
 - Expose/Restore existing concrete coffer ceiling
 - New lighting to match Grand Hall
 - New furniture & carpet
 - Stairwell renovation: paint, flooring & woodwork
 - New cafe
-
- Remove concrete steps
 - New stairs up to Level 1 from grade
 - New glass elevator
 - Remove roof/new skylights
 - New glass storefront enclosure
 - New circulation desk
 - Possible relocation of book return & sorter
 - New lighting, HVAC & internet technology
-
- Remove existing concrete walks/slabs
 - New pavers (aggregate finish), lighting, landscaping
-
- New skylights between 1927 Library & Birkerts and Youth additions





FUNDING FOR BALDWIN PUBLIC LIBRARY RENOVATION PHASES





Your Place to Stay Active & Connected



AGENDA

- Review – Joint Senior Services Commission
- Where Next is today
- What is “next”?





Joint Senior Services Committee

Established in 2012 through an approved resolution that included seven governing bodies: Birmingham, Beverly Hills, Bingham Farms, Franklin, Southfield Township, Birmingham Public Schools and Next.

Charged to assess the needs of the 50 plus population in our community and recommend funding and governance to support those needs.



Joint Senior Services Committee

Phase I Recommendations:

- ▶ Increase funding from municipalities
- ▶ Raise other revenue streams
- ▶ Expand hours from 35 to 51 hours per week
- ▶ Open evenings and Saturdays
- ▶ Increase programming





Joint Senior Services Committee

Phase II

The Committee recommended development of a longer-term Phase II plan to include:

- ▶ Renovation or replacement of existing senior center
- ▶ Sustainable funding model (including Act 39 of 1976 provisions)
- ▶ Governance Model





Joint Senior Services Committee

The Joint Senior Services Committee recommended immediate implementation of Phase I and, after completion of Phase I, development of Phase II to meet the needs of the 50 plus community.

The recommendations were approved by the governing bodies.





Where Next is today:

- ▶ Open 62 hours a week
- ▶ Membership now exceeds 1 500 people
- ▶ Participation in activities has increased more than 100%.
- ▶ Outreaches services, including transportation have grown by 17%.





Where Next is today:

- ▶ Operating Budget is up 31% to \$806,392
- ▶ Municipal contributions increased to \$127,000 (Thank You!!)
- ▶ Five Year Budget Projection is balanced if:
 - BPS in-kind continues at current level
 - Municipal contributions keep pace with inflation

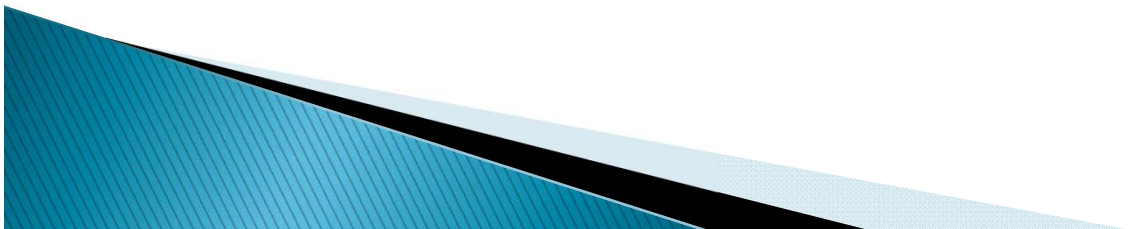




Where Next is today:

Our Guiding Principles

- ▶ To be a recognized leader in serving the community
- ▶ Deliver lifelong learning and wellness through comprehensive programming
- ▶ Be an integral part of the larger community
- ▶ Provide exceptional customer service





Your Place to Stay Active & Connected

Where Next is today:

Strategic Plan

- ▶ **Sustainable Funding:** Develop a predictable and sustainable funding model that will allow Next to continue to deliver exceptional programming and services.
- ▶ **Growth:** Continue to increase membership by reaching a broader audience while more fully engaging our current members.
- ▶ **Organization:** Increase internal organization of the Board, staff and volunteers to align with our mission and to better serve our community





Where Next is today:

- ▶ We are well positioned to meet the current needs of our 50 plus community.
- ▶ JSSC Phase I recommendations have been implemented.





What is “next” ?

- ▶ We believe the time is right to move forward to meet the future needs of our growing 50+ community.
- ▶ We feel that developing Phase II recommendations is a critical next step.
- ▶ We are asking for your support to re-establish the JSSC in the very near future and take the “next” step.





Your Place to Stay Active & Connected





Your Place to Stay Active & Connected

- ▶ Act 39 of 1976, an act to authorize local units of government to appropriate funds for purposes of providing activities or services to older persons, and to authorize local units of government to levy taxes, if necessary, for services to older persons.

